

CATALOG

NEW PROFESSIONS TECHNICAL INSTITUTE, INC.

4000 W. Flagler Street, Miami, Florida 33134
Telephone: (305) 461-2223 Fax: (305) 461-3029

New Professions Technical Institute, Inc. is:

Licensed by Commission for Independent Education
Florida Department of Education, License #1556

Additional information regarding this institution
may be obtained by contacting the Commission at:
325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399
Telephone: 1-888-224-6684 / 850-245-3200

Accredited by the Accrediting Council for Continuing Education and Training (ACCET)
1722 N. Street, N.W., Washington, D.C. 20036
Telephone: (202) 955-1113

Is a member of:

The Association of Private Colleges and Schools (APCS)

Is approved by:

For Veterans Training by the State of Florida,
Department of Veterans Affairs, St. Petersburg, Florida 33731
Telephone: (727) 319-7402

The National Healthcareer Association (NHA) for National Certification for the
Medical Assistant, Medical Office and Pharmacy Technician programs. Testing site.

The American Registry of Medical Assistants (ARMA) for certification for the Medical
Administration and the Medical Assistant programs

The American Medical Technologist (AMT) for certification of the Medical Assistant and
Medical Office programs

The National Center for Competency Testing (NCCT) as a testing site

This School is authorized under Federal Law to Enroll Nonimmigrant Alien Students
(I-20 Visa)

The above documents are available for inspection at the School Administration Office
during regular school hours.

All information in this catalog is subject to change. Any changes will become effective after
proper notification has been posted throughout the institution for active students and a new
School Catalog is published.

August 17, 2018

Consumer information / Disclosure available at: www.npti.edu

“Certified true and correct in content and Policy.”

A handwritten signature in black ink, appearing to read 'Carlos Montes de Oca', is centered on a light blue rectangular background.

*Carlos Montes de Oca,
Executive Director*

**“EDUCATION IS THE KEY TO A NATION’S
GREATNESS AND HAPPINESS”**

SIMON BOLIVAR

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GENERAL INFORMATION

HISTORY

New Professions Technical Institute, Inc. was founded in 1992 to offer educational opportunities to support the rapidly growing South Florida economy. The city of Miami was chosen as the site for our Campus because of its multicultural setting and its ever-increasing economic base. The South Florida community with its abundant resources of skills and unskilled labor gave way to the creation of a vocational institute whose primary mission is to train for employment in a variety of fields. We started our first class in October 1993, and after a quarter of a century we continue to promote, “Education as the Key to Success.”

MISSION

New Professions Technical Institute recognizes education as the key to success. To this effect, our commitment is to offer comprehensive educational programs that reflect corresponding current professional trends, governed by changing educational needs of the community. We encourage and support innovation and creativity, utilizing technology where appropriate. We foster an appropriate environment conducive to teaching and educating students with the academic and hands-on practical training needed for immediate employment into career fields, and to prepare graduates to become assets to their chosen profession and our community.

PHILOSOPHY

The philosophy of **New Professions Technical Institute, Inc.** (NPTI) is one shared by all and referred to as the “Triangle of Commitment.” This triangle consists of three corners representing the Institution, the Student Body, and our Community. This Institution referred to as NPTI is a place to gather and under the guiding hand of our administrators and educators, train all those who enter seeking knowledge in a chosen field. The Student Body is comprised of a multitude of experiences and cultures with the sole purpose of learning a new career or enhancing a particular skill. The Community, which we are a part of, which we all serve and which we all benefit from, grows as a direct result of the quality of life enjoyed by all. This “Triangle of Commitment” shines like a beacon of hope for all to see.

DESCRIPTION OF FACILITIES AND EQUIPMENT

New Professions Technical Institute, Inc. is conveniently located near major highways and public transportation. The school is located two (2) miles south of Miami International Airport and six (6) miles west of downtown Miami. We are just one block east, of the LeJune Road and West Flagler Street intersection. NPTI is housed in a five 5-story building that offers approximately 30,000 square feet for classrooms, computer labs, a student library, a lounge and administrative offices. Student parking is available in the area immediate adjunct to the facility and directly behind the building along SW 41st Avenue in front of Premier Best Western Hotel.

There are four computer labs that serve as classrooms and laboratories. The equipment available for students consists of stand-alone computers all with internet access, and overhead projectors. These audio-visual aids are located throughout the school providing students the needed resource for learning.

STATEMENT OF LEGAL CONTROL

New Professions Technical Institute, Inc. is owned by L.P. Investments & Enterprises, Inc., a corporation organized under the laws of the State of Florida. Mr. German L. Prieto is the President of L.P. Investments & Enterprises, Inc., and Mr. Jose Vazquez is the Vice-President. An Advisory Board meets twice a year to plan and recommend future directions of the institute. The Governing body of the Institute meets as needed at the Institute's address.

SCHEDULE

New Professions Technical Institute, Inc. staff offices (Admissions, Financial Aid, Student Services, Job Placement and Administration) are open from 8:30 a.m. to 7:00 p.m., Monday through Thursday, and 8:30 a.m. to 4:00 p.m. on Fridays. Late evening appointments may be arranged in advance by calling the school at (305) 461-2223. Our multilingual staff members are ready to assist people with limited English. Our staff speaks English and Spanish.

ADMISSIONS

GENERAL INSTRUCTIONS

New Professions Technical Institute, Inc. requires a high school diploma, domestic or international, or the equivalent General Education Diploma (GED) for admissions. Documented proof of high school graduation or its equivalent must include a copy of a high school diploma or a GED, a high school transcript, and/or written certification by a cognizant authority for home-schooled students. A student attestation of high school graduation, which identifies the name of the secondary school, location, and date of graduation, may be provided as proof of high school graduation only on a limited, exceptional basis such as when the student's high school closed or a foreign high school transcript is unavailable from a foreign country at war, in a declared state of emergency, or other extreme circumstances that prevent access to transcripts. In such an event, the student's file must include:

- (1) Documented evidence that the institution made all reasonable efforts to obtain documented proof of high school graduation and
- (2) Written documentation to substantiate the extraordinary circumstances that warranted the use of a student attestation of high school graduation.

All applicants must be 17 years old or older.

According to Title IX of the Education Amendments of 1972, no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal Financial Assistance.

Qualified applicants are accepted regardless of their race, color, sex, religious beliefs, physical handicap or national origin. The Institute offers special assistance to qualified handicapped applicants whenever possible or practical.

Applicants who wish to enroll must:

- Make an appointment to meet with an Institute's representative who will provide all the necessary information related to the Institute and the program of study under consideration.
- Complete and submit the Enrollment Agreement (signed by a parent or legal guardian if the applicant is under 18 years of age) to the Admissions Office within the registration period specified in the Institute's calendar. (Refer to Administration of ESL Placement Test)

PROGRAMS WITH SPECIAL ADMISSIONS REQUIREMENTS

English as a Second Language (ESL) program: is a vocational program and students wishing to enroll in it must possess a previous knowledge, training, and skills. Applicants who are accepted into the ESL program are given the opportunity to take a standardized level placement test to determine their level of proficiency. If the student does not take the standardized level placement test, they will be placed in Level One. If the student does take the standardized level

placement test, they will be placed in the level they have achieved on the test.

Pharmacy Technician program: all candidates must first pass a Level 2 Background Check and Finger-Print procedure. The Level 2 Background Check and Finger-Print procedure fee is the applicant's responsibility. **New Professions Technical Institute** shall provide an approved third-party company that specializes in this activity. If the candidate fails the Level 2 Background Check and or Finger-Print procedure, they will not be able to enroll in the program. Applicants are informed of their acceptance within three (3) business days after all required information is received and qualifications evaluated.

To be employed as a Pharmacy Technician in the State of Florida, graduates must apply for and receive a license from the Florida Board of Pharmacy. All students must apply in writing to the State of Florida and pay the appropriate fees (see Other Fees). The paperwork is to be performed at the Placement office. Once the paperwork is submitted, the state will grant you a license so that you can sit and take the National Certification Exam.

Home Health Aide program: all candidates must first pass a Level 2 Background Check and Finger-Print procedure. The Level 2 Background Check and Finger-Print procedure fee is the applicant's responsibility. **New Professions Technical Institute** shall provide an approved third-party company that specializes in this activity. If the candidate fails the Level 2 Background Check and or Finger-Print procedure, they will not be able to enroll in the program. Applicants are informed of their acceptance within three (3) business days after all required information is received and qualifications evaluated.

ADMINISTRATION OF THE ESL PLACEMENT TEST

1. - The ESL Placement Test is scheduled to be administered during the week prior to a new class start. Prospective students must come in on Tuesday and Wednesday of said weeks, from 9 a.m. to 1 p.m., and from 3 p.m. to 6 p.m.

2. - The following Administration employees (in this particular order) have been designated to provide the prospective students with the Ventures ESL Placement Test and grade them:

- Administrative Assistant
- Registrar
- Special Projects Coordinator

If the Administrative Assistant is not available to do so, the Registrar will be called upon to give the test and grade it. In the event the Registrar is not available at that particular moment, the Special Projects Coordinator will be responsible for the test administration and grading.

3. - The prospective students will be escorted to the test site, which is the Faculty Room located on the second floor. They are allotted 25 minutes to complete the test. They must not utilize their cell phones.

4. - Upon test completion or once allotted time has expired, whichever comes first, the assigned Administration employee shall then grade the test utilizing the Ventures Placement Test Answer

Key and follow Ventures Placement Test Scoring Recommendations (located on page 2 of the Ventures Placement Test booklet).

5. - The test results are to be provided to the ESL Admissions Representative in order to enroll the prospective student in the appropriate level.

TRANSFER AND QUALIFIED STUDENTS

Applicants who have been accepted at NPTI and who have taken courses at other accredited Institutions and who have special qualifications or developed skills may apply for a transfer or credit hour(s) and/or evaluation of skills. Credit(s) may be accepted and granted toward the student's academic program. A course appropriate for the transferring of credit is one that is equivalent to the course content offered at NPTI. The transfer of credit may be awarded if the prospective student is from another institution that is accredited by an agency that is recognized by the United States Department of Education.

The transferring student must first see the Admissions department and meet all Admissions criteria. All requests for transfer credit (TC) must be submitted to the Admissions Department and accompanied by a transcript and/or international transcript evaluation from a recognized institution/organization, course catalog, and course syllabi from the originating institution for coursework taken within the past three (3) years. It is the student's responsibility to arrange for NPTI to receive an "official" transcript of his/her previous course transcripts within 30 days of the program start. Exceptions are reviewed by the Registrar and approved by the Director of Education. Students requesting to receive credit (s) from other institutions should make an appointment with the Registrar or Director of Education for evaluation of the records. A maximum of 25% of the courses required for the program will be accepted as transferred credits. For more information see "Credit for Previous Training and Experience."

TRANSFERABILITY OF NPTI CREDITS

Students enrolling at NPTI who intend to continue their education at other institution after graduating or withdrawing from NPTI should be aware that other institutions have full discretion as to which credits will be accepted for transfer. It is up to the receiving institution to accept credits earned at our institute. NPTI will provide all necessary official documents including transcripts, syllabi, and detailed course outline. The Director of Education and Executive Director is available to offer guidance to students transferring out.

NON-CREDIT SEEKING APPLICANTS

Applicants who wish to take selected courses at **New Professions Technical Institute, Inc.** to upgrade employment skills or for personal interests, without the intent of completing any academic program, do not need to follow the regular admissions procedures but are required to complete an enrollment agreement for Self Improvement Courses. Should Non-Credit seeking applicants be accepted, they will be evaluated as a regular credit seeking candidate students. Grades are given for each course at the end of every term and will become part of the student's

permanent academic record. If at a later time, a Non-Credit seeking student wishes to register in any academic program, he/she must follow the regular admissions procedures. Should the student be accepted, internal transfer procedures will apply (for more information see “Internal Transfer Policy”).

STUDENT SERVICES

HOUSING SERVICES

New Professions Technical Institute, Inc. does not maintain housing accommodations for students. However, the Student Services office may offer referrals for student housing options. The school does not inspect such housing and makes no recommendations regarding its desirability.

JOB PLACEMENT ASSISTANCE SERVICES

New Professions Technical Institute, Inc. operates a job placement assistance office created to assist its students and graduates during their job seeking process. This office and the school faculty members join efforts to help students reach their employment goals. This is achieved by assisting students with the preparation of job-related documents and maintaining information about job offers. The job placement assistance services are always available for the Institute's graduates. Full cooperation from graduates and prospective graduates is essential; therefore, it is required to improve the chances of finding jobs.

Although the Institute does not guarantee employment upon graduation, the success of this effort is highly important for the Institution. Job placement assistance services are offered at no charge.

PARKING AND TRANSPORTATION

Convenient free parking is available at the school for students, faculty and staff. The parking entrance is along SW 41st Avenue in front of Premier Best Western Hotel.

Miami-Dade County Transportation Department offers a Bus Pass program to all active students in the county. To participate in this program and receive a reduced price bus pass for an entire month pass the student must do the following:

- a. Report to the Financial Aid department and pay a nominal fee for the bus pass.
- b. Payment is to be made 10 – 15 days prior to the end of the month for the next month's bus pass.
- c. The bus passes will be available at the Reception Desk between the last day of the current month and up to two days into the new month or as ordered by the Miami-Dade County Transportation Department.

DRUG PREVENTION PROGRAM

The Institute is committed to maintain and advertise a Drug-Free Prevention Program and to promote an environment free of drugs inside its premises. Consequently, the Institute provides information about the laws applicable in the event of possession or distribution of illegal drugs, the consequences of abusing alcohol and the appropriate rehabilitation programs in the Miami Dade County area. Additional information available at www.npti.edu

NO SMOKING POLICY

There is no smoking in the **New Professions Technical Institute** facility. This includes all classrooms, the E-Library, laboratories, hallways, restrooms, entryways and areas used in common by students and employees. If you have to smoke you can do it outside the building.

SEXUAL HARASSMENT POLICY & PROCEDURE

It is the policy of **New Professions Technical Institute** to provide an educational, employment, and business environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Employees, students, or other persons acting on behalf of the organization who engage in sexual harassment shall be subject to discipline, up to and including discharge, expulsion, or termination of contract.

Any member of the academic community, which includes students, faculty, and staff, who believes, perceives, or actually experiences conduct that may constitute sexual harassment, has the right to seek the help at **New Professions Technical Institute**. Every employee has the responsibility to report such conduct to their immediate supervisor or the Director of Education when it is directed toward students.

GRIEVANCE POLICY

In compliance with Federal and State laws, **New Professions Technical Institute, Inc.** has a grievance policy for students who feel that they are victims of discriminatory practices or sexual harassment. The grievance policy is also intended for students who are dissatisfied with any other academic or administrative aspect of the school activities. To lodge a complaint, the student must complete and submit to the Executive Director a "STUDENT GRIEVANCE FORM." Immediately after the claim has been received, the Executive Director will initiate the appropriate investigation. The student(s) that has (have) lodged the claim will be informed about the progress of the investigation within seven (7) days from the day the claim has been received. Once the investigation has been completed, the complainant(s) will be notified about the final determination. If the complainer(s) is (are) not satisfied with the final decision, the complaint may be submitted to the Commission for Independent Education, Florida Department of Education at the following address:

Commission for Independent Education, Florida Department of Education
325 W. Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400
Telephone: 1-888-224-6684 / 850-245-3200

Or

Accrediting Council for Continuing Education & Training (ACCET)
1722 N. Street, N.W., Washington, D.C. 20036
Telephone: (202) 955-1113

FINANCIAL AID SERVICES

GENERAL INFORMATION

The objective of the Student Financial Aid Program at **New Professions Technical Institute, Inc.** is to provide direct financial assistance to qualified students who otherwise would be unable to attend the Institution due to insufficient funds to meet tuition, fees, books, supplies, and other allowable educational expenses. The availability of Financial Aid funds is determined by the availability of such funds from the federal, state, institutional and private sources. The amount of financial aid that could be granted to a student is based upon the financial need of the applicant as determined by the federal system of needs analysis. Financial need is understood in the Federal Financial Aid Program and the difference between the cost of attending an educational institution and the amount the student and parent can be expected to contribute to cover such educational expenses. To determine the financial need of a student, **NPTI** uses the Federal Application for Federal Financial Aid (FAFSA) and the information provided by the applicant and student's parents.

FINANCIAL PROGRAMS

New Professions Technical Institute, Inc. is authorized by the U.S. Department of Education to assist its qualified students in obtaining financial aid funds from Institutional and Federal Financial Aid Programs.

FEDERAL PELL GRANTS

Grants are Financial Aid Programs of "gift" aide, which are awarded to students based upon financial need. Due to the nature of these Aid Programs, Grants do not require to be repaid. Students may apply for the Federal Pell Grant. The Federal Pell Grant is usually considered the first source of student assistance. The Pell Grant amount that can be awarded to a qualified student is based on the student's Expected Family Contribution (EFC), the Cost of Attendance (COA), and the student's enrollment status. The Federal Pell Grant is not available for students who have earned a Bachelor's Degree.

FEDERAL SEOG

A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial needs, which means students with the lowest Expected Family Contributions (EFCs), and gives priority to students who receive Federal Pell Grants. The amount of funds that a student can receive depends on when they apply their level of need, and the funding level of the school. An FSEOG does not have to be repaid.

FEDERAL WORK STUDY PROGRAM

The Federal Work-Study Program provides jobs for undergraduate and graduate students with financial need by allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study.

Employment is part-time only. An application can be made through the School's Financial Aid Department. Eligibility is based on financial need and the availability of funds.

STUDENT LOANS

Federal Student loans are available to students. These loans are made directly to students to help pay for their education. The student loans must be repaid. Please consult with the Financial Aid Officer of the school and refer to The Student Guide from the US Department of Education. For additional information, you www.studentloans.gov

GENERAL ELIGIBILITY REQUIREMENTS

To qualify for financial assistance from any Federal or State, Student Financial Assistance Program (SFA), the student must:

- 1) Be either a US Citizen (or US national) or an eligible noncitizen. The term "national" includes citizens of American Samoa and Swain's Island.
Eligible non-citizens include:
 - a. US permanent residents who have an Alien Registration Receipt Card (I-551).
 - b. Conditional permanent residents who have a Conditional Alien Registration Receipt Card (I-551C).
 - c. Other eligible noncitizens who have an Arrival-Departure Record (I-94) from the US Immigration and Naturalization Service showing any of the following designations: refugee, asylum granted indefinite paroles, humanitarian paroles, and Cuban-Haitian entrants.
- 2) Be qualified to study at the postsecondary level. For Student Federal Aid (SFA) purposes, a student with a high school diploma, or a General Education Development (GED) certificate, or any other recognized equivalent is considered qualified.
- 3) Demonstrate to have a legitimate financial need. This determination is made based on the definition of "Financial Need" as described in the Student Financial Assistance Programs (SFA). To this effect, both the students' Cost of Attendance (COA) and the Expected Family Contribution (EFC) must be calculated. A positive value in the calculation of COA – EFC identifies a "Financial Need."
- 4) Maintain satisfactory academic progress toward the completion of the student's academic program of study. The student must maintain a minimum cumulative Grade Point Average (GPA) of 2.00 or higher. See "Satisfactory Academic Standards of Progress" under "Academic Regulations" for more details.
- 5) Be at least a ½ time student who is enrolled (or is accepted by the Institution for enrollment) in an eligible program to obtain, upon satisfactory completion of all the requirements for graduation, a diploma or other recognized credential. Some of the educational program offered at New Professions Technical Institute, Inc. may require full-time enrollment.

- 6) Not owe a refund on a Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (FSEOG) programs that may have been awarded in excess.
- 7) Not be in default on a Federal Perkins Loan (or National Direct Loan), and Federal Stafford Loan (or GSL), and Federal Plus Loan.
- 8) Agreed to abide by the terms of the “Drug-Free School and Communities Act” as a condition of enrollment.

FINANCIAL AID APPLICATION PROCEDURE

To apply for any SFA Program, the prospective students who seek for financial aid must:

- a) Complete a “Free Application for Federal Student Aid (FAFSA)” on the web at <http://www.fafsa.ed.gov/>. It is the applicant and his/her parent’s responsibility to ensure that the information provided in the FAFSA form is accurate. The information that you supply can be verified by New Professions Technical Institute, Inc. and by the US Department of Education. For this purpose, the applicant must provide the appropriate US income tax returns, including the one produced by the student, spouse, and parents, whichever applies, and any other relevant information. It should be noted that if any financial aid awarded to you based on incorrect information, must be repaid including applicable fines and fees. If you purposely give false or misleading information on your application, you may be fined, sent to prison, or both.
- b) Make an appointment with the Financial Aid Service Department. During the interview, the financial aid officer will evaluate the COA and the EFC for the applicant to determine the corresponding “Financial Need” and the amount of financial aid the student can expect to receive.

Within five to ten (5-10) days after submitting the FAFSA application form, the applicant should receive a “Student Aid Report” (SAR)” by mail. If verification is required, the applicant is responsible for providing proof of any and all information that may be required.

SCHOLARSHIPS

New Professions Technical Institute, Inc. offers two types of scholarships to its students. They also offer one scholarship to its employees and their immediate family. All three forms of scholarships are sponsored by The Humboldt Group a non-profit organization with the goal of educating those that make a difference in their community to enhance the world we all live in.

With this purpose Humboldt Group is providing financial assistance to qualified students, employees and their families with the following scholarship funds:

1. The Humboldt Group Enrichment Scholarship Fund (HGESF)

Any new student who is unable to pay the full amount of tuition for a program at **New Professions Technical Institute** (NPTI) can apply for the **Humboldt Group Enrichment**

Scholarship Fund (HGDSF). The purpose of this scholarship is to encourage the educational development of a student who was denied any type of financial assistance, in order to achieve the gainful employment goal.

The **Humboldt Group Enrichment Scholarship Fund (HGESF)** provides scholarships to new students with a desire to make a difference in a chosen profession or skill set. The student who wishes to apply for the **HGESF** should meet the minimum eligibility requirements mentioned below:

- Must be enrolled in a full or part-time program.
- Must have been denied a full Pell Grant and/or student loan that combined does not meet the full cost of the program selected.
- Maintain 80% of attendance or above in each of the three-quarters of theoretical training.
- Have submitted two (2) letters of recommendation:
 - a. From a teacher/professor who knows the candidate and can attest to his/her academic potential,
 - b. If employed, from his/her supervisor at work who can attest to his/her leadership qualities?
 - c. If not employed, from a professional who can attest to his/her character and ethical qualities?

2. The Humboldt Group Diploma Scholarship Fund (HGDSF)

Any student who graduated from any full-time or part-time program at **New Professions Technical Institute (NPTI)** and wishes to continue their education with our institution is entitled to apply for the **Humboldt Group Diploma Scholarship Fund (HGDSF)**. The purpose of this scholarship is to encourage the educational development of a student in order to achieve the gainful employment goals in their chosen career.

The **Humboldt Group Diploma Scholarship Fund (HGDSF)** provides scholarships to NPTI graduates who desire to make a difference in their professional life by pursuing a second diploma at NPTI. **HGDSF** covers up to 10% of the total cost of the program.

The student who wishes to apply for the **HGDSF** should meet the minimum eligibility requirements mentioned below:

- Must be enrolled in a full or part-time program.
- Maintain a GPA of 3.00 or above throughout the entire program.
- Maintain 80% of attendance or above.
- Have submitted of one (1) letter of recommendation from a teacher/professor and another professional who can attest to your academic potential and leadership qualities.

3. Humboldt Group Employee Scholarship Fund (HGESF)

The Humboldt Group Employee Scholarship Fund (HGESF) provides scholarships to active employees and their families that desire to make a difference in their life by pursuing a diploma at **New Professions Technical Institute (NPTI)**. This scholarship is completely free to any active employee and their immediate family member until the student completes their desired program. The student who wishes to apply for the **HGESF** should meet the minimum eligibility requirements mentioned below:

- Must be an active employee of any of Humboldt Group Educational Institutions in the United States.
- Must be enrolled in a full or part-time program.
- Maintain a GPA of 2.00 or above.

Student Responsibility:

A potential student/employee fills out a Scholarship form with the following:

- A Scholarship form,
- Depending on the Scholarship they are seeking, additional paperwork is provided.
(See above)

Scholarship Committee:

1. The Scholarship Committee consists of three members:
 - A Staff member,
 - A Faculty member,
 - An individual selected by the School Director who acts as Chairperson.
2. The Scholarship Committee will convene ten (10) days after the start of the program to review each scholarship application packet.
3. The Scholarship Committee will vote on each packet based on the applicant’s merits.
4. Those applicants considered for a Scholarship will be assessed based on the percentage to be awarded with an established percentage for all.
5. The Scholarship Committee will write a letter to each applicant informing them of their findings.
6. The applicant can appeal the findings of the Scholarship Committee to the Executive Director in writing.

PROFESSIONAL JUDGEMENT

Professional Judgment may be available to assist students that have extenuating circumstances which warrant reevaluation of their eligibility for financial aid. The professional judgment process will be conducted on an individual basis and must be accompanied by the required documentation and approved by the Director of Financial Aid.

FINANCIAL AID REAPPLICATION PROCEDURE

Students must be aware that Financial Aid is not automatically renewed each year. It is the sole responsibility of the student to reapply for SFA for the next award year. New Professions Technical Institute, Inc. reserves the right to request any additional information from the parent(s), legal guardian(s), spouse, and student information to assess the current COE and EFC of the student which may change due to possible changes in the student’s financial situation.

TITLE IV - FINANCIAL AID VERIFICATION PROCESS

From time to time, the United States Department of Education will select a financial aid applicant for verification. What does this mean? Only that the Department wants to verify that the school is collecting correct information and that the applicant is giving correct information.

This is a routine process and does not mean that you have been selected for any other reason. Do not be afraid of this process. It is not an audit or investigation, but simply a routine check on data.

VERIFICATION INFORMATION SHEET

March 14, 1986, the Department of Education published the Student Assistance General Provisions and the Pell Grant Program Verification of Applicant Information as final regulations in the **FEDERAL REGISTER**. These regulations are in effect for all Title IV Federal Financial Aid Programs for the award year.

New Professions Technical Institute, Inc. (NPTI) is providing you with the information you will need to understand and comply with the Verification Process. If you should have any additional questions beyond what is listed below, please ask your Financial Aid Counselor to explain the process and its requirements.

WHAT IS VERIFICATION?

Verification is the process the Department of Education uses to check the accuracy and validity of the information that a student provides when applying for Federal Financial Aid.

WHAT PROGRAMS DOES VERIFICATION COVER?

Verification covers the following Title IV Federal Aid Programs:

1. Federal Pell Grants
2. Federal Supplemental Educational Opportunity Grants (FSEOG)
3. Federal Work-Study (FWS)
- 4 - Federal Perkins Loan Program
- 5 - Federal Family Educational Loan Programs Stafford/Plus/Direct

HOW ARE APPLICANTS SELECTED FOR VERIFICATION?

The selection of an application for verification review does not indicate that the Institution (NPTI) believes that the information you have provided is incorrect. The selection process is completed by the Processing Center for the Department of Education. Your application is subjected to a multiple audit screening process, and listed below are some of the common scenarios:

- 1 - Random Sample based on the review of information.
- 2 - Data checked for consistency and logic based on the common edits for each Item on the FAFSA
- 3 - Verification from the Social Security Administration
- 4 - Verification from the Selective Service Administration
- 5 - Verification from the Immigration and Naturalization Service
- 6 - Verification from the Veterans Affairs Administration
- 7 - Prior FAFSA submissions to the Department of Education

The verification process is required by Federal Regulations. New Professions Technical Institute, Inc. must adhere to these regulations and procedures to offer and disburse Federal Title IV Financial Assistance to our students.

*****Until verification is completed on any student the Federal Financial Aid funds may not be disbursed. Any student that fails to complete Verification will lose their Aid award*****

WHAT MUST I DO IF I AM SELECTED FOR VERIFICATION?

If the Department of Education selects your file for the completion of verification, you must complete the following forms and provide (NPTI) with the following information:

- 1 - U.S. Department of Education Verification Worksheet for the award year.
- 2 - Your complete Federal Statement of Earnings.
- 3 - A statement of Non-Tax Filer Income, which indicates your earnings, that was not reported to the Internal Revenue Service.
- 4 - Income earned from any business that you operated or own.
- 5 - Any Social Security Benefits that you received.
- 6 - Unemployment compensation received.
- 7- The number of family members that reside in and that are supported by your income.

IF YOU ARE:

- 1 - Not married.
- 2 - Have no dependents that you support.
- 3 - Are not 24 years of age as of today?
- 4 - Are not a veteran of the U.S. Armed Forces?

You will need to have your parent(s) submit the above information to qualify for Financial Assistance to attend your program.

HOW LONG DO I HAVE TO COMPLETE THE PROCESS?

Students that are selected to have their information verified are required to submit the requested information within 30 days from the date that the student is notified. If the information is delayed in being submitted to the Financial Aid office the **AWARD** that was given may not be available to the student, NPTI recognizes that it may be necessary to contact outside sources to collect the necessary documents and asks that the student keep the Financial Aid Office aware of any expected delays.

WHAT HAPPENS IF I FAIL TO PRODUCE THE REQUIRED DOCUMENTATION?

If you, the student fail to submit the required documentation for your file when requested, your financial aid award will be removed, and you will not be eligible to receive assistance from the Federal Title IV Aid Programs.

WHAT HAPPENS IF THE INFORMATION PROVIDED IS DIFFERENT?

If the information you provide for verification is not the same as the information that you originally reported to the Financial Aid Officer and on the application for Federal Aid, a correction will be required. This correction application will produce a "NEW" award that may be higher or lower than the original award. Any reduction in your aid will be your responsibility to pay.

POLICIES AND PROCEDURES FOR SECONDARY CONFIRMATION

New Professions Technical Institute, Inc. has established the following procedures relative to the secondary citizenship confirmation process for Title IV financial aid applicants who have indicated that they are eligible noncitizens or permanent residents of the United States. If the primary confirmation process does not confirm eligible Title IV applicant status and the student submits reasonable evidence of eligible status: the school will initiate the secondary confirmation process. All students who indicate an eligible status but whose eligible status is not confirmed by the tape match as evidenced by the Central Processing System output document will be given a copy of these procedures.

- 1 - Students have 30 days from the date the institution receives the output document or 30 days from the student's receipt of this document (whichever is later) to submit documentation for consideration of eligible noncitizen status.
- 2 - Failure to submit the information by the deadline prevents the institution from disbursing any Title IV funds or certifying the students as eligible for any Title IV funds.
- 3 - The Institution will not decide "eligible noncitizen" status without the student having the opportunity to submit documentation supporting a claim of eligibility.
- 4 - Students must submit documentation of their current immigration status to the Financial Aid Office. This documentation must be official documents from the Immigration and Naturalization Service (INS). To initiate the required process, students must submit INS documents which are eligible and which demonstrate the latest status with INS.
- 5 - The Institution will initiate secondary confirmation within ten (10) business days of receiving both the output documents and the student's immigration status documents.

NOTE OF CAUTION

The Student's Financial Aid is solely the responsibility of the student. If the Institution does not receive the Financial Aid funds while the student is in the school, the student is responsible for paying all tuition and fees related to attending **New Professions Technical Institute, Inc.**

New Professions Technical Institute has up to forty-five (45) days to collect any scheduled payment (s) from Title IV for students that have dropped or graduated.

CANCELLATION, REFUND, and WITHDRAWAL POLICIES

New Professions Technical Institute has established a fair and equitable, clearly defined, and uniformly administered cancellation and refund policy for cancellations, withdrawals, and refunds. This process is licensed by the State of Florida which mandates a cancellation and refund policy. This policy ensures that we demonstrate compliance with that policy as well as with any unique requirements of the Accrediting Council for Continuing Education and Training (ACCET) our accrediting agency. As such, we compare the state's policy with ACCET's in each instance of cancellation or withdrawal and follow the policy that is more lenient towards the student.

CANCELLATION AND REFUND POLICY

For Students Enrolled in a Program

Should a student be terminated or cancelled for any reason, all refunds will be made according to the following refund procedure:

1. Cancellation may be made in person, by telephone, and/or writing.
2. All monies will be refunded if the applicant is not accepted by the school or if the student cancels within three (3) Business Days after signing the Enrollment Agreement and making initial payment except for the One-Time Non-Refundable Registration Fee of \$50.00 (See OTHER FEES.)
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the One-Time Non-Refundable Registration Fee of \$50.00 (See OTHER FEES.)
4. Cancellation (withdraws or terminations) after attendance has begun, but *prior to 60% completion* of the program, will result in a Pro Rata refund computed on the number of hours completed to the total of hours to complete in the period of enrollment.
5. *Cancellation after completing 60%* of the program will result in NO refund.
6. **Termination Date:** The termination date for refund computation purposes is the last date of actual attendance by the student or receipt of cancellation notice.
7. Refunds will be made within 30 calendar days of the last date of attendance, receipt of Cancellation Notice or date of determination (if determined by the school).
8. If the student never attends (no-show), all applicable refunds will be made within 30 days of the first scheduled day (start date) except the One-Time Non-Refundable Registration Fee of \$50.00 (See OTHER FEES).
9. A student may be dismissed at the discretion of the Executive Director for insufficient progress, non-payment of costs, or failure to comply with rules.
10. If NPTI cancels a program/course subsequent to a student's enrollment, the Institute will refund all monies paid by the student **including** the One-Time Non-Refundable Registration Fee of \$50.00 (See OTHER FEES.) If the student agrees, monies may be transferred to the next available start date.

WITHDRAWAL POLICY

You may withdraw from the Institute at any time after the cancellation period (described above) and receive a refund, if eligible, except the One Time Non-Refundable Registration fee of \$50.00 (see OTHER FEES). **New Professions Technical Institute** will conduct the refund based on the ACCET refund policy guidelines.

If you withdraw or are terminated after the cancellation period, you will receive a pro rata refund if you have completed 60% or less of the calendar days in the current period of enrollment in your program through the last day of attendance.

The refund will be less the One Time Non-Refundable Registration fee of \$50.00 (see OTHER FEES). The tuition includes books, supplies, equipment, laboratory fees, are clearly stated in the enrollment agreement and in the catalog. Such charges are not subject to the refund computation but are limited to those materials that are distributed and attributable to the portion of the program in which the student is enrolled.

If the student has completed more than 60% of the period of enrollment for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The Institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the Institute.
- The student has failed to attend class for 14 calendar days.
- Failure to return from a leave of absence.
- The student displays conduct that is found by the administration to be detrimental to the individual, other students, the community or the school.
- The student deliberately damages equipment and or loads software not authorized by the school in writing.
- Any unauthorized use of the Internet for personal use or exploring sexually explicit sites.

For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within thirty (30) calendar days from the documented date of determination (DOD). The amount owed equals the daily charge for the period of enrollment (total institutional charge,

minus non-refundable fees, divided by the number of days in the period of enrollment), multiplied by the number of days calendar to attend in the period of enrollment, prior to withdrawal.

For any armed forces members called to active duty during their program of study, **New Professions Technical Institute** will provide the student a pro rata refund through the last day of attendance of the last course completed, less the One Time Non-Refundable Registration fee of \$50.00 (see OTHER FEES).

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

New Professions Technical Institute has adopted the following refund policy, which is in accordance with the standards set by the Accrediting Council for Continuing Education and Training (ACCET).

ACCET REFUND POLICY GUIDELINES

1. After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed (based on the number of weeks attended), plus ten percent (10%) of the unearned tuition for the period of training that was not completed.
2. After fifty percent (50%) of the period of financial obligation is completed, the Institute may retain the full tuition.
3. The Institute may retain the One Time Non-Refundable Registration fee of \$50.00 (see OTHER FEES)
4. When determining the number of weeks completed by the student, the Institute will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week

RETURN OF TITLE IV FUNDS POLICY & PROCEDURES (R2T4)

For an enrolled student, all refunds due will be calculated using the last date of attendance (LDA) and be paid within thirty (30) calendar days from the documented date of determination (DOD). The amount owed equals the daily charge for the period of enrollment (total institutional charge, minus non-refundable fees, divided by the number of days in the period of enrollment), multiplied by the number of days scheduled to attend in the period of enrollment, prior to withdrawal.

Effective 10/07/00, all financial aid (Title IV) recipients who withdraw and have completed 60% or less of the period of enrollment for which they have been charged, are subject to the new federal refund regulations per 34CFR 667, 682, 685, published November 1, 1999.

Federal regulations state that the amount of a Title IV refund is based on the percentage of Title IV funds earned by the student at the time of withdrawal. In order to determine whether Title IV funds must be returned, the school must calculate the following:

1. To determine the percentage of the period of enrollment completed, the number of days* attended in the period of enrollment is divided by the total days* in the period of enrollment. *Days = calendar days for purposes of this formula, and therefore include weekends and holidays. Only scheduled breaks of 5 days or more and approved leaves of absence are excluded.

2. The net amount of Title IV funds disbursed, and that could have been disbursed for the period of enrollment is multiplied by the percentage of the period of enrollment completed. The result is the amount of earned Title IV aid.

3. The earned aid is subtracted from the aid that was actually disbursed to, or on behalf of the student.

4. The institution will return the lesser of the total unearned aid or the institutional charges for the period of enrollment.

5. Unearned aid is allocated back to the Title IV programs in the following order as specified by law:

- a. Unsubsidized Direct Loan Program
- b. Subsidized Direct Loan Program
- c. Direct PLUS program

If excess funds remain after repaying all outstanding loan amounts, the remaining excess shall be credited in the following order:

- d. Federal Pell Grant Program
- e. Other assistance awarded under this title for which return of funds is required

This calculation may result in the student owing the school money based on the refund policy listed above.

If a student terminates the training after completing over 60% of the total number of hours of instruction for the period of enrollment, the student will be responsible for the full contract price of their enrollment. If a student obtains a loan to pay for their educational program, the student will have the responsibility to repay the full amount of the loan plus interest and any applicable fees, less the amount of any refund as related to the loan. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

For enrolled students, all refunds due will be calculated through the last day of attendance (LDA) and be paid within forty-five (45) days from the documented date of determination date. The documented date of determination is written or verbal notice from the student and or by applying the Institution's satisfactory academic progress policy and or attendance policy. If any refund, the student will receive a Notice of Refund stating the amount of the refund and to whom refund was made.

A student may be granted a Leave of Absence (LOA). If the student fails to return to the institution on the date scheduled, refunds must be made within forty five (45) calendar days from the last day of the scheduled LOA and calculated from the last actual day of attendance. For students receiving financial assistance from loans, any refundable charges will be made first to the Federal Direct Loan Programs, any additional refunds will next be made to the Federal Pell Grant Program, then to the Federal SEOG Program, then to other Title IV programs. Any additional refund due will be made to the student/sponsor and then to the **New Professions Technical Institute**.

Once purchased and used, supplies and books become the property of the student and these items are considered as "NON- REFUNDABLE". The refund policy applies to tuition which includes the full cost of all equipment, books and supplies received and used, without regard to the date of withdrawal and these are considered as "NON-REFUNDABLE".

ADMINISTRATIVE POLICIES

CREDIT (S) FOR PREVIOUS TRAINING AND EXPERIENCE

Credits earned from previous education at an accredited Institution may be transferred to the permanent record of students registered at **New Professions Technical Institute, Inc.** A student must request that Institution to forward an official transcript to the Registrar's Office which will be evaluated by the Director of Education or designee. Approval will be given for the number of credit hours already completed, based on the equivalency with the course associated with the student's academic program.

A Non-Refundable Processing Fee for evaluation of transcripts of twenty dollars (\$20.00) per credit (see OTHER FEES). In the event of special qualifications or developed skills, credit(s) may be granted upon evaluation of job credentials or any other proof of experience and the results of appropriate tests administered by the Institute.

A Non-Refundable Processing Fee for each examination administered by NPTI of twenty dollars (\$20.00) per credit (see OTHER FEES). To evaluate credit course transferability and credit hours granted due to experience, the student must first submit a written request and the supporting documents above mentioned. This request should be submitted to the Registrar at any time during the week before or within the first week of class of the academic term. The student is expected to take the academic course under evaluation. The student will receive a written notice of the credit(s) allowed and the adjusted tuition and program length within five (5) days. The maximum number of credits that may be accepted and granted will be no greater than 25% of the total number of credits hours corresponding to the student's academic program.

The acceptance of transfer credit may affect the amount of financial aid available during one's program of study. If the transfer credit is granted, the tuition will be proportionally reduced to ensure a pro-rated tuition reduction for transfer credit awarded.

The Institute neither guarantees nor implies that other Institutions will accept the credits earned at **New Professions Technical Institute, Inc.** Each Institution has its policies, which rule the acceptance of credits from other Institutions. The acceptance or denial of credit is recommended by the Registrar and the final decision is made by the Director of Education. The student is informed of the decision by the Registrar. Appeals may be made in writing to the Director of Education who will respond within seven (7) days. The decision of the Director of Education is considered final.

New Professions Technical Institute assists students who request to transfer to other institutions by providing them with the catalog, official transcript, and/or course syllabi/outlines for the training program that they have attended. To be eligible for graduation and receive a degree or a certificate of completion, a student with transferred credits must meet the graduation requirements outlined in the catalog.

TRANSFERRING CREDITS FROM OTHER INSTITUTIONS

No credits will be granted for academic courses that have received a grade lower than a “C. If credits are not accepted, the student has the right to appeal in writing to the Director of Education within one week of denial. The Director of Education will review the transcript (s) and make a final determination within five (5) days. Transferred credits will not be counted towards the cumulative GPA. Financial Aid award might be affected by the number of credits granted. Students who receive credits for previous courses must review their financial aid package with a financial aid officer to ensure a pro-rated tuition reduction for transfer credit is awarded.

INTERNAL TRANSFER

A student wishing to transfer from the original program to another must notify the Registrar’s Office of his/her intention. An evaluation of the student performance record is made and all the credit hours already completed that are common to the new academic program are accepted. The student tuition and program length will be adjusted accordingly. The student will receive a written notice of the credit(s) allowed, and the adjusted tuition and program length. The student will have to sign a new Enrollment Agreement reflecting the changes.

WITHDRAWAL FROM COURSES

A student desiring to withdraw from a course may do so without penalty during the add/drop period (see “Academic Calendar” for exact information on the add/drop schedule). Should a student withdraw after the add/drop period has ended, but before the beginning of the last month of classes, a grade of “W” will be given for that course. A student who does not comply with the withdrawal procedure will be considered as having failed that course. Consequently, a grade of “F” will be given.

ADMINISTRATIVE WITHDRAWAL FROM COURSES

New Professions Technical Institute, Inc. reserves the right to withdraw courses if registration falls below the required number (4), or if unexpected circumstances so dictates. If students are withdrawn from courses as a result of the administration adjustment, a full refund will be automatically granted.

WITHDRAWAL FROM THE INSTITUTE

If a student decides to withdraw completely and officially from the Institute, he/she is expected to notify the Registrar’s Office before or upon the date of withdrawal from classes. Failure to follow this procedure may cause the student to fail courses unnecessarily. Tuition will be refunded in accordance with the Institute’s Refund Policy (for more information see “Refund Policy”). Students must discuss the academic and financial impact of withdrawal with the Financial Aid and Admissions department.

SUSPENSION OR DISMISSAL FROM THE INSTITUTE

New Professions Technical Institute, Inc. reserves the right to suspend or dismiss from the Institute any student at any time for misconduct or any other behavior not considered to be in the best interest of the student body or the Institute. Students may also be suspended or dismissed from the Institute for excessive absences (more than 10% of the total program hours), unsatisfactory academic progress or non-payment in two (2) consecutive installments. A student who has been suspended for any of the above reasons may apply in writing for re-admission to the Institute. Regardless of the reason for this disciplinary action, the suspended student may be re-admitted only at the discretion of the Executive Director.

The student will be required to pay a Non-Refundable Readmission Fee of fifty dollars (\$50.00) and may re-enter only at the beginning of the next academic period.

ATTENDANCE IN CLASS

Students registered at **New Professions Technical Institute, Inc.** are expected to attend all class sessions for which they are scheduled unless conditions over which they have no control prevent them from being present. The student will have one (1) academic period in which to improve their cumulative attendance to not less than eighty percent (80%). Failure to do so may result in termination.

Excessive unexcused absences may cause the student to be administratively withdrawn from the course (s) in which the absence occurred. *Excused absences* will be granted only for unforeseen circumstances, which must be substantiated separate from the student's file. It is the responsibility of the student to arrange with the Instructor to make-up work missed because of class absences.

TARDINESS

Students are expected to attend class sessions on time, as they will be in any other professional environment. A student who arrives fifteen (15) minutes after the class session has begun is considered **Tardy** and will be counted as a *full hour of absence*. A student who is **Tardy** for two consecutive days must see the Director of Education or the Registrar who will prepare a written approval to enter the class. The Registrar will make the appropriate corrections to the Student Management system. In any case, the student's tardiness will be documented in the attendance records. A student who over the course of the quarter is **Tardy** five times is considered **Absent for one full day**. The Registrar will be notified to make the appropriate corrections to the Student Management system.

EARLY DEPARTURES

Students are expected to stay in each class session until the Instructor dismisses it. A student who departs fifteen (15) minutes or more before the class session ends will be counted as a *full hour of absence* unless the Director of Education or his duly appointed representative has previously approved the student's departure in writing.

The Registrar will be notified to make the appropriate corrections to the Student Management system. In any case, the student's early departure will be documented in the attendance records.

MAKE-UP HOURS

A student who misses class time will not be able to make the hours up. The hours missed will always remain in their attendance records. Makeup hours are not available.

MAKE-UP WORK

It is the responsibility of the student to make the necessary arrangements with the Instructor(s) to make-up work missed because of class absences. The make-up work, for each course the student has missed, must be completed within two (2) weeks after the student has returned to class. Failure to comply with this matter will affect the grade(s) of the student. Makeup work must be accepted by instructors for assessment purposes.

SATISFACTORY ACADEMIC PROGRESS

To remain in good academic standing at New Professions Technical Institute, Inc., a student must maintain satisfactory academic progress toward the completion of his/her academic program of study.

The academic progress of each student is evaluated at the end of each academic period (10 weeks- 1 quarter) by the administration to identify students who experience academic difficulties.

Qualitative progress: A student will be considered in good academic standing if he/she has earned a minimum GPA of 2.0 or higher for the academic period and maintained a minimum cumulative GPA of 2.0.

Quantitative progress: A student will be considered in good academic standing if he/she as has achieved 80% of the credit hours attempted for the academic period.

Grades of "F" are counted as credits attempted but not achieved and have a value of 0 towards the GPA.

Any student who fails for the first time to maintain a good academic standing as described above will be placed on academic probation during the next academic period (10 weeks - 1 quarter). The student will remain eligible for Federal Aid while on Probation. A student who fails to reach the minimum academic progress for the probation period will be dismissed from the Institution. Should a student be dismissed for unsatisfactory academic progress, he/she may submit a written appeal to the Director of Education. The appeal must be submitted at least seven (7) working days before the beginning of the following term. The Director will review the request and send a written notice to the student stating the final decision regarding the academic dismissal.

This written notification will be sent to the student within seven (7) working days counted from the day the written appeal would have been submitted for consideration. It should be noticed, however, that any unforeseen complications may delay the completion of the appeal process. A student who successfully appeals will be reinstated for an additional term and will remain on academic probation and subject to the same requirements as any other student on academic probation.

LEAVE OF ABSENCE

A Leave of Absence (LOA) allows a student to interrupt temporarily his/her academic program. A student may be granted a leave of absence in medical or personal emergencies for a period not to exceed ninety (90) days per the calendar year. To obtain a Leave of Absence (LOA), the student must submit a request in writing or by phone in unforeseen circumstances, to the Director of Education. The request must specify the reason for the absence, the effective date, and date on which the student expects to return to the Institute. NPTI has the right to grant a student a Leave of Absence to a student who did not provide the request prior to the LOA due to unforeseen circumstances if NPTI documents the reason for its decision and collect the written request from the student at a later date. A Leave of Absence will become valid when approved by the Director of Education.

If the student does not return to classes on or before the date specified in the request and has not notified the Institute, the student's academic load will be withdrawn as of the last date of attendance. If the withdrawal occurs after the last add/drop day (see "Academic Calendar" for add/drop schedule), a grade of "F" will be given to all the courses he/she registered for during the term in which the leave of absence was granted. Should this situation occur, reinstatement into his/her academic program would be at the beginning of the next term in which the courses that he/she requires are offered. The student's tuition will be increased accordingly.

If a student leaves the Institute without obtaining the approval of the Director of Education or the Registrar and does not return to the Institute of the appropriate registration period, the student will be dismissed from the Institute as of the last date of attendance, and the refund policy will be applied accordingly (see "Refund Policy" for more information).

STUDENT CONDUCT

All students are expected to comply with the legal and ethical standards of **New Professions Technical Institute, Inc.** They must behave in a manner consistent with the best interest of the Institute and the other students. Academic dishonesty and or misconduct will result in disciplinary action. Specific instances of misconduct include, but are not limited to, use and/or possession and/or distribution of illegal drugs or alcoholic beverages, cheating, plagiarism, knowingly furnishing false information to the Institute, forging or altering Institute's documents and/or academic credentials, intentional destruction or damaging of the Institute's property and theft of property from the Institute or other students. The Institute reserves the right to dismiss any student at any time for misconduct as described above. In this event, the refund policy will be applied as to the day the dismissal became effective. Other instances that also will result in disciplinary action include, but are not limited to, unsatisfactory work, lack of punctuality,

excessive absences, foul language and lack of respect for the Instructor and other Institute's personnel. The Institute also reserves the right to impose probation or suspension on a student for unsatisfactory conduct as described above.

No smoking, food or beverages are permitted in the classrooms or any other part of the Institute but those places designated for that purpose.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

In accordance with Public Law 93-380, Section 438 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, and Florida Statute s.229.782, students at **New Professions Technical Institute, Inc.** have the right to inspect their educational records, correct such records if warranted, and students are protected from the release of information without written consent. All students' records are open for inspection and review by the student unless he or she waives the right. **New Professions Technical Institute, Inc.** can have a student sign an all-inclusive release form for records and other information, such as for prospective employers, or can have a student sign an individual release form for each request of information. This information will be released from the Director's office, or designee only after the requestor has demonstrated a legitimate need to have such information.

RECORD RETENTION

A hard copy of students academic and financial aid records will be kept for five years. Records are maintained in fireproof cabinets. Electronic information of current students and graduates are kept indefinitely in our database system.

COPYRIGHT

Copyright is legal protection for creative intellectual works, which is broadly interpreted to cover almost any expression of an idea. Text (including email and Web information), graphics, arts, photographs, video and other media types, music, and software are examples of types of works protected by copyright. The creator of the work, or sometimes the person who hired the creator, is the initial copyright owner.

Copyright infringement (or copyright violation) is the unauthorized or prohibited use of works covered by copyright law, in a way that violates one of the copyright owner's exclusive rights, such as the right to reproduce or perform the copyrighted work or to do derivative works

It is against policy for any student, faculty, staff member, consultant, contractor or other worker at the institution to copy, reproduce, share, or distribute any software, music, games, or movies on institution computing equipment except as expressly permitted by a software license or with the written consent of the copyright holder or as otherwise permitted under federal law.

Willful infringement may subject a student or employee to discipline and can impact the privilege to use information technology resources at the institution. Uploading or downloading works protected by copyright without the authority of the copyright owner is an infringement of the copyright owner's exclusive rights of reproduction and distribution. Even an innocent,

unintentional infringement violates the law.

Anyone found to have infringed a copyrighted work may be liable for statutory damages for each work infringed and, if willful infringement is proven by the copyright owner, that amount may be increased for each work infringed. In addition, an infringer of a work may also be liable for the attorney's fees incurred by the copyright owner to enforce his or her rights.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information on United States copyright law, please consult the U.S. Copyright Office's website at <http://www.copyright.gov>.

READMISSION

A student that has been dismissed from the Institute may apply in writing for readmission. The Executive Director will consider the readmission request and depending on the reason(s) for the dismissal; the student may be reinstated only at the beginning of the next term. The student will be required to pay a non-refundable readmission fee of fifty dollars (\$50.00).

TUITION

Tuition is charged on a quarterly basis. The student is liable for only the current and prior quarter charges. Books and Handouts are included in the cost of Tuition. The tuition cost for the Academic Programs offered at New Professions Technical Institute, Inc. is as follows:

Accounting Technology	\$14, 085.00
Business Office Specialist	\$11, 862.00
Home Health Aide	\$ 425.00
Import/Export Specialist	\$11, 862.00
Medical Assistant Diploma	\$15, 585.00
Medical Office Specialist	\$14, 085.00
Pharmacy Technician	\$15, 585.00
English as a Second Language	\$ 6, 120.00

English for Speaker of other Language \$ 6, 120.00

A majority of courses (except the English as a Second Language course) can be taken individually as self-improvement courses at the cost of \$350.00 per credit plus \$50.00 registration fee (refer to Center for Professional Development on page 31). Books must be purchased separately. Credits are taken individually and can become part of the student's transcript.

Minimum enrollment time for English as a Second Language (ESL) is 1 Quarter (10 weeks) at the cost of \$1,950 plus \$50.00 non-refundable registration fee.

The Institute reserves the right to modify its tuition and fees without previous notification. However, any change in the tuition cost will only affect new students and any student that has been readmitted to the Institute after such changes occur.

SCRUBS

The use of scrubs is mandatory for the following programs:

Medical Assistant Medical Office Specialist Pharmacy Technician

Each student in the above courses will receive three scrubs (two in the 1st Quarter, and the third in 3rd Quarter). If a student desires another scrub, it will be at their expense. (see OTHER FEES)

OTHER FEES

The following fees are in effect:

One-time Registration Fee	\$50.00	(Non-Refundable)
One-time Registration Fee for courses taken individually.	\$50.00	(Non-Refundable)
Readmission Fee	\$50.00	(Non-Refundable)
Processing Fee for evaluation of transcript to establish credit course transferability.	\$20.00	(Non-Refundable per credit)
Processing Fee for each examination given to establish credit for previous experience	\$20.00	(Non-Refundable per examination)
Scrubs	\$20.00	each
Background check Fee (Home Health Aide & Pharmacy Technician students)	\$85.00	(subject to change by agency)
Florida Board of Pharmacy License Fee	\$105.00	(subject to change by Fla. BOP)

(Pharmacy Technician students only)
Additional Transcript and/or Diploma 10.00

METHODS OF PAYMENT

Tuition payment is due at the beginning of each quarter. The student who qualifies for financial assistance must meet with the Financial Aid department and go over their payment options.

Monthly payments of the balance (full tuition minus down payment and financial aid expected) might be distributed through the length of the academic. The institution accepts students' payments in the form of cash, checks, money orders, and debit or credit cards. All students' payments are due during the first ten days of the month. If payment is not made within the ten days, a late fee of 5% will be applied to the monthly payment.

Failing to meet any monthly payment might result in administrative termination. A student who is delinquent in his/her financial obligations to the school will not be issued an academic transcript, diploma or certificate. Any other payment arrangement will be analyzed and approved by the school administration.

COLLECTION OF STUDENT DELINQUENT ACCOUNTS

To collect delinquent accounts the administration will contact the student in writing requesting prompt cancellation of all monies owed to the Institution, reminding him/her that according to the school's policies he/she may be suspended or even dismissed from the Institution due to this matter.

If the student refuses to fulfill his/her obligations with the school, the Institution reserves the right to use collecting agencies and any other legal action that may be appropriate.

ACADEMIC REGULATIONS

REGISTRATION FOR COURSES

Registration for courses is held at the beginning of each term according to the scheduled dates indicated in the Academic Calendar.

CLASS SCHEDULES

New Professions Technical Institute, Inc. is in session throughout the year except for holidays and vacations as shown in the academic calendar (see “Academic Calendar” for more information). The Institute offers five (5) ten-week terms per academic year. Classes are scheduled Monday through Friday between 9:00 a.m. and 2:00 p.m. for the daytime classes and between 6:00 p.m. to 11:00 p.m. for the evening classes.

The Institute observes the following Holidays:

Martin Luther King’s Day

Memorial Day

Veteran’s Day

President’s Day

Independence Day

Thanksgiving Day +1

New Year Day

Good Friday

Labor Day

Christmas’ Recess

CLOCK TO CREDIT HOUR CONVERSION FORMULA

New Professions Technical Institute, Inc., awards credit on a Quarter system. A class hour is equivalent to fifty (50) minutes of instruction in a sixty (60) minute period. For academic purposes, one (1) credit hour is equivalent to ten (10) class hours of lecture, or twenty (20) of the laboratory, or thirty (30) hour of the externship.

For Financial Aid purposes one (1) credit hour is equivalent to twenty (25) hours of contact (lecture, lab, externship, homework).

CLASS LOAD

Class load refers to the number of credit hours per term that a student is allowed to take. A full-time student carries an academic load equal to the total number of credit hours in that particular term as indicated in the curriculum corresponding to the student’s program. The minimum academic load for a part-time student cannot be less than half of the academic load for a full-time student.

COURSE NUMBERING SYSTEM

New Professions Technical Institute, Inc. uses a six-digit alphanumeric course numbering system. The first three digits are letters that identify the type of course and the last three digits are numbers that represent the sequence in which they are taught.

GRADING SYSTEM

Students will be provided with progress/grade report at the end of each quarter. A copy of the report will be placed in the student's permanent file maintained by the Institute. Students are graded according to the following Grade Point Average (GPA) system:

GRADE	POINT VALUE	DESCRIPTION	NUMBER. VALUE
A	4.0	EXCELLENT	90 - 100
B	3.0	GOOD	80 - 89
C	2.0	AVERAGE	70 - 79
D	1.0	PASSING	60 - 69
F	0.0	FAILURE	0 - 59

Grades not used in GPA computation:

W	Withdrew
CR	Transferred/Tested
S	Satisfactory
U	Unsatisfactory
FR	Failed/Retaken

GRADE POINT AVERAGE (GPA)

Each letter grade has a point value as described above (see "Grading System" for more information). The grade points for each course is determined by multiplying the number of credit hours in that course times the point value equivalent to the grade received in that course. For instance, an "A" in a Three (3) credit course is equivalent to 12 (4x3) grade points. A grade of "B" in the same course is equivalent to 9 (3x3) grade points.

The Grade Point Average of a student is computed by adding the total grade point values for all the courses and dividing by the total number of credit hours assigned to all courses attempted. For instance, consider a student who has earned an "A" in one three (3) credit hour course (12- grade points), a "B" in a second 3 credit hour course (9-grade points) and a "C" in a three 3 credit hour course (6-grade points). The 27-grade points earned in the nine (9) credit hours attempted by that student, would result in a GPA of $(27/9) = 3.0$.

ASSESSMENTS

Assessments are tools used to determine the progress a student is achieving during the course. NPTI uses a wide range of assessment tools like mid-term and final exams, projects, presentations reporting analysis and homework to determine the advancement of a student in a particular course. Depending on the type and weight given to any Assessment tools used the total cannot exceed 100% of the final course grade.

Homework assignments are separate and distinct from the work assigned during the scheduled hours of the course/program, particularly for training delivered through interactive distance learning. Hours spent completing homework must be addition to the regularly scheduled instructional hours of the course/program and not count as scheduled instructional hours. Homework cannot exceed 20% of the final course grade. Students receiving Title IV funds must complete Homework assigned to them in all courses.

SATISFACTORY/UNSATISFACTORY (S/U) GRADE

Used to evaluate the performance of students participating in the remedial courses. Satisfactory and Unsatisfactory grades are not used in GPA calculations.

REPEATING COURSES

A student, who has received a grade of “F” in a course, must repeat that course to comply with the requirements for graduation. The first attempt will also be shown, but the cumulative GPA will be recalculated to count the last attempt only.

English as a Second Language student can repeat a level one time and a maximum of three levels for the program to graduate within the 1 ½ time frame allowed.

Career students can repeat a course one time and a maximum of four courses for the program to graduate within the 1 ½ time frame allowed.

INCOMPLETES

The school does not use incomplete grades. Students unable to finish a course will receive an “F”. A student unable to finish due to extenuating circumstances must discuss the problem with the instructor and the Director of Education. Students will be permitted to turn in a final project or take a final test if the circumstances are considered valid for the Instructor and the Director of Education. Once the student has satisfied what was established, the instructor will fill out a Change of Grade form and turn it into the administration for recording.

INSTRUCTOR/STUDENT RATIO

The Institution’s Instructor/Student ratio for Career and ESL (Vocational) programs in the classroom will not exceed 1 to 25. In the School’s Labs, the Student/Equipment ratio is 1 to 1. The Instructor/Student ratio for ESOL (A-vocational) will not exceed 1 to 15.

PROGRAM TIME FRAME

To maintain satisfactory progress toward the completion of a “Program of Study”, any academic training must be completed within one hundred and fifty percent (150%) of the minimum number of grading terms attempted by the student (see “Programs of Study” for more information on the length of each academic program). A student, who fails to complete his /her academic program within the time frame as described above, will not be eligible for graduation.

Any period during which a student has been granted a Leave of Absence will not be used in calculating the duration of the student's enrollment for purposes related to the determination of a student's compliance with the Institute's standards of progress.

TRANSFER AND READMITTED STUDENTS

Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at the school. Students transferring from one program to another within this school will have their GPA calculated on a cumulative basis, including all coursework attempted while at the institution.

The quantitative requirement remains 70% for all students, but the maximum time frame is based on the number of credits the student must complete in the current program.

EXTERNSHIP INFORMATION

The externship is required for the following programs; Accounting Technology, Medical Assistant, Medical Office Specialist and Pharmacy Technician. The Externship Hours (varies by program) and are a mandatory requirement for completion of the program. A student will not be considered a graduate until this requirement has been met. During the third quarter, the student will be scheduled for Externship hours in addition to class time. The student will have a maximum of ten weeks after the end of the third quarter to complete the externship hours if needed. Students who fail to complete the hours within the established time frame will be withdrawn from the program. Students who are withdrawn may re-enroll but will have to start their Externship hours from the beginning. NPTI will do its best to accommodate the needs of the student, but we cannot guarantee a specific schedule or site for the Externship.

REINSTATEMENT

A student who has been suspended due to unsatisfactory academic progress may be reinstated at the beginning of the term following the one in which the student was on academic suspension. In this event, the student will be placed on academic probation during the term and must attain at least the required minimum academic progress. Failure to do so will result in the student being dismissed from the Institute.

REQUIREMENT FOR GRADUATION

To be eligible for graduation, a student seeking graduation from any academic program must have completed his/her full academic program as listed in the catalog (see "Programs of Study") within the corresponding time frame (see "Program Time Frame"). Also the student must have earned a minimum cumulative grade point average of 2.0 (equivalent to a "C" grade average). Graduates must fulfill all financial obligations to the Institute, including tuition charges and other expenses, before the end of the final term. Diploma and Transcript will not be issued to any Graduate unless he/she has complied with his/her financial obligations.

GRADUATION WITH HONORS

Students who graduate from any of the academic programs and have earned a cumulative Grade Point Average of 3.50 and above are entitled to the appropriate honor designations. Graduates with a cumulative GPA between 3.50 and 3.69 are honor with the distinction of “Cum Laude”. Those with a cumulative GPA between 3.70 and 3.89 are honor with the distinction of “Magna Cum Laude,” and those who have earned a cumulative GPA of 3.90 and higher are honor with the highest distinction of “Summa Cum Laude.” Honors graduates will receive special recognition during graduation ceremonies.

GRADUATION

Graduation ceremonies for Academic Programs (except for Home Health Aide and ESOL (A-Vocational) are held within twenty (20) to forty (40) days after the theoretical part of the program is conducted which is usually after seven (7) months (thirty [30] weeks). Students that are performing their Externship hours can participate in the ceremony knowing full well that their graduation date is the date they complete their Externship hours. A graduate must fulfill all financial obligations; including tuition charges and other expenses before his/her credential is issued.

RESERVATION AS TO PROGRAMS AND CHANGES

New Professions Technical Institute, Inc. reserves the right to modify its tuition and fees, withdraw courses and programs if registration falls below the required number (at least five (5) students) or due to unforeseen circumstances. Course drops, additions, and changes are made to the academic programs periodically to keep them up-to-date. Consequently, specific course requirements may be changed according to the best interest of the students. If the school cancels a class/course, the student will be refunded all tuition and fees for that class/course.

CENTER FOR PROFESSIONAL DEVELOPMENT

The Center for Professional Development of **New Professions Technical Institute, Inc.** is responsible for developing and coordinating a broad range of professional development as well as self-improvement courses. The Professional Development courses are non-credit courses in association with national organizations that cater to specific types of certification and training.

Self-Improvement courses are individual courses that are part of NPTI’s internal programs. Upon completion of these courses, the individual will receive a “Certificate of Completion” with the appropriate credit and clock hours equal to that of a regular student. The Self-Improvement courses are offered to the general public in our community on a regular basis.

Also, custom-designed self-improvement seminars, courses, and workshops can be developed to meet the needs of organizations requiring specialized job-oriented training for their employees. These services can be provided at the worksite or on the Institute’s Premises; whichever is more appropriate, at times convenient to the program participants.

PROGRAMS OF STUDY

GENERAL INFORMATION

New Professions Technical Institute, Inc. offers a variety of academic programs designed to provide the education necessary to meet the demand for qualified supporting personnel in the Business and Industry areas.

To complete an academic program, students must demonstrate that they have mastered the specific job-related requirements including any communication and computation competencies.

New Professions Technical Institute, Inc. offers a variety of academic opportunities including the following programs:

ACCOUNTING TECHNOLOGY
BUSINESS OFFICE SPECIALIST
HOME HEALTH AIDE
IMPORT / EXPORT SPECIALIST
MEDICAL ASSISTANT
MEDICAL OFFICE SPECIALIST
PHARMACY TECHNICIAN

New Professions Technical Institute, Inc. offers three (3) quarter vocational English as a Second Language (ESL) program. The focus is for students here in the United States to study English on a vocational basis to become gainfully employed. NPTI will award a Diploma to students who complete all the academic requirements as stated in the School Catalog.

ENGLISH AS A SECOND LANGUAGE – ESL (Vocational)

New Professions Technical Institute, Inc. offers three (3) quarter a-vocational English as a second language program. The focus is for students who are visiting the United States and wished to study English to learn another language. This requires an approved I-20 (F-1 / M-1) visa (s) by the Department of Homeland Security. **New Professions Technical Institute, Inc.** will award a Certificate to students who complete all the academic requirements as stated in the School Catalog.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES – ESOL (A-vocational)

The courses required to complete each of these academic programs are listed on page 62 - 71.

ACCOUNTING TECHNOLOGY

This program is designed to provide students with the comprehensive knowledge and skill sets to prepare them for entry-level positions in the accounting field. Upon completion graduates will be able to complete a variety of tasks in the areas of bookkeeping, accounts payable, accounts receivable, income preparation, payroll and general ledger.

Total Number of Quarter Credit Hours: 46
 Total Number of Clock Hours: 780
 Total Number of Quarters / Weeks / Months: 4 / 40 / 9
 Credential awarded: Diploma

	Clock Hours	Credit Hours
ACC 001 Principles of Accounting I	50	4
CPT 032 Word Processing	60	3.5
CPT 041 Computerized Accounting I	40	3
MAT 001 Business Math	40	3
SLS1401 Career and Professional Development	50	4
	240	17.5
ACC 002 Principles of Accounting II	60	3.5
CPT 033 Electronic Spreadsheets	50	3
CPT 042 Computerized Accounting II	50	3
ENC 1201 Business English	40	3
GEB 1001 Introduction to Business	40	3
	240	15.5
ACC 003 Principles of Accounting III	60	3.5
CPT 050 Income tax Preparation	60	3.5
ACCEXT Externship	180	6
	300	13

The courses shown above may not be offered in the same order in which they are listed.

Quarter Credit hour conversion

10 Lecture hours = 1 credit / 20 Lab hours = 1 credit / 30 Externship hours = 1 credit

Program Cost: \$14,135 (includes Registration fee, Tuition and books)

2017 GRADUATES

MEDIAN LOAN DEBT: \$7,679
 ON TIME COMPLETION RATE: 100%
 JOB PLACEMENT RATE: 73%

ONET:

<http://www.onetonline.org/find/quick?s=bookkeeping%2C+ACCOUNTING+AND+ACCOUNTING+CLERKS>

National Center for Education Statistics:

<http://nces.ed.gov/collegenavigator/?q=new+professions+technical+institute&s=all&id=434469>

Bureau of Labor Statistics:

<http://www.bls.gov/ooh/office-and-administrative-support/bookkeeping-accounting-and-auditing-clerks.htm>

Books and Handouts are included in the cost of Tuition. Below is a list of books for the **Accounting Technology** program. The list of books used for each program may change at any time based on faculty recommendations and new editions. An up to date Book List is available on the website.

Fundamental of Accounting Course 1, 10th Edition

Authors: Gilbertson, Lehman, and Gentene

Publisher: South-Western Cengage Learning, Copyright: 2014

ISBN-13: 978-1-111-58116-9

Fundamentals of Accounting Work Book, Course 1, 10th Edition

Authors: Claudia B. Gilbertson and Mark W. Lehman

Publisher: South-Western Cengage Learning;

ISBN-13: 978-1111581442

M Business, 5th Edition

Authors: Ferrell, O.C., Hirt, G.A. & Ferrell, L.

Publisher: McGraw Hill

ISBN 978-1-259-57814-4

The Job Hunting Handbook

Author: Harry Dahlstrom

Publisher: Dahlstrom and Company

ISBN: 978-0-940712-65-2

Income Tax Fundamentals 2018 (36th Edition), 2018

Authors: Gerald E. Whittenburg and Steven Gill

Publisher: Cengage Learning

ISBN: 13-978-1337385824 = Textbook

ISBN: 10-1-337385824 = Workbook

QuickBooks Fundamentals Learning Guide

Author: Bonnie Biafore, 2014-15

Publisher: Intuit Inc.

ISBN 978-0-991100231

Microsoft Office 2016

Author: Elaine Marmel

Publisher: Wiley

ISBN 978-1-119-07477-9

Communicating in Business English

Author: Bob Dignen

Publisher: Compass Publishing

ISBN-978-1-932222-17-3

Schaum's Outlines Basic Business Mathematics

Authors: Eugene Don & Joel Lerner

Publisher: McGraw Hill

ISBN-13: 978-0-07-161158-9

BUSINESS OFFICE SPECIALIST

This program is designed to provide students with the foundation for entry-level positions in the field of business. The program consists of a hands-on approach to the most widely used business computer applications. Microsoft Office software programs are presented in a clear and concise format which enhances learning and accelerates training. The student is introduced to Keyboarding to develop speed and accuracy. It is followed by Word Processing, Electronic Spreadsheets, and Electronic Presentation Design. The Principles of Accounting and Computerized Accounting courses provide an added skill for entry-level positions in the field.

Total Number of Quarter Credit Hours: 41
 Total Number of Clock Hours: 610
 Total Number of Quarters / Weeks / Months: 3 / 30 / 7
 Credential awarded: Diploma

	Clock Hours	Credit Hours
ACC 001 Principles of Accounting I	50	4
CPT 032 Word Processing	60	3.5
CPT 041 Computerized Accounting I	40	3
MAT 001 Business Math	40	3
SLS1401 Career and Professional Development	50	4
	240	17.5
ACC 002 Principles of Accounting II	60	3.5
CPT 033 Electronic Spreadsheets	50	3
CPT 042 Computerized Accounting II	50	3
ENC 1201 Business English	40	3
GEB 1001 Introduction to Business	40	3
	240	15.5
CPT 038 Electronic Presentation Design	50	3
CPT 046 Advanced Office Tools	80	5
	130	8

The courses shown above may not be offered in the same order in which they are listed.

Quarter Credit hour conversion

10 Lecture hours = 1 credit / 20 Lab hours = 1 credit

Program Cost: \$11,912 (includes Registration fee, Tuition and books)

2017 GRADUATES

MEDIAN LOAN DEBT:	\$6,969
ON TIME COMPLETION RATE:	100%
JOB PLACEMENT RATE:	100%

ONET:

<http://www.onetonline.org/find/quick?s=general+office+clerk>

National Center for Education Statistics:

<http://nces.ed.gov/collegenavigator/?q=new+professions+technical+institute&s=all&id=434469>

Bureau of Labor Statistics:

<http://www.bls.gov/ooh/office-and-administrative-support/general-office-clerks.htm>

Books and Handouts are included in the cost of Tuition. Below is a list of books for the **Business Office Specialist** program. The list of books used for each program may change at any time based on faculty recommendations and new editions. An up to date Book List is available on the website

The Job Hunting Handbook

Author: Harry Dahlstrom

Publisher: Dahlstrom and Company

ISBN: 978-0-940712-65-2

Schaum's Outlines Basic Business Mathematics

Authors: Eugene Don & Joel Lerner

Publisher: McGraw Hill

ISBN-13: 978-0-07-161158-9

Communicating in Business English

Author: Bob Dignen

Publisher: Compass Publishing

ISBN-978-1-932222-17-3

Business Correspondence Essentials

2010 the English web.com

Microsoft Office 2016

Author: Elaine Marmel

Publisher: Wiley

ISBN 978-1-119-07477-9

Fundamental of Accounting Course 1, 10th Edition

Authors: Gilbertson, Lehman, and Gentene

Publisher: South-Western Cengage Learning, Copyright: 2014

ISBN-13: 978-1-111-58116-9

M Business, 5th Edition

Authors: Ferrell, O.C., Hirt, G.A. & Ferrell, L.

Publisher: McGraw Hill

ISBN 978-1-259-57814-4

QuickBooks Fundamentals Learning Guide

Author: Bonnie Biafore, 2014-15

Publisher: Intuit Inc.

ISBN 978-0-991100231

HOME HEALTH AIDE

This program is designed to train students in all relevant aspects of long-term patient care under the supervision of a Registered Nurse. Students will undergo 55 lecture hours and demonstrate their skills in a 20-hour Laboratory environment. Upon completion of this program, graduates will be able to seek entry-level employment as a Home Health Aides.

Total Number of Quarter Credit Hours: 6.5
Total Number of Clock Hours: 75
Total Number of Quarters / Weeks / Months: 0 / 6 / 1.5
Credential Awarded: Diploma

	Clock Hours	Credit Hours
HHA 101 Home Health Aide	75	6.5

Quarter Credit Hour conversion:

10 Lecture hours = 1 credit / 20 Lab hours = 1 credit / 30 Externship hours = 1 credit
Program Cost: \$475.00 (includes enrollment fee, tuition and books)

2017 GRADUATES

MEDIAN LOAN DEBT: N/A
ON TIME COMPLETION RATE: 100%
JOB PLACEMENT RATE: 71%

ONET:

<https://www.onetonline.org/find/quick?s=home+health+aide>

National Center for Education Statistics:

<http://nces.ed.gov/collegenavigator/?q=new+professions+technical+institute&s=all&id=434469>

Bureau of Labor Statistics:

<http://www.bls.gov/ooh/healthcare/home-health-aides.htm>

Books and Handouts are included in the cost of Tuition. Below is a list of books for the **Home Health Aide** program. The list of books used for each program may change at any time based on faculty recommendations and new editions. An up to date Book List is available on the website.

Homemaker Home Health Aide
Seventh Edition
By: Suzann Balduzzi
Cengage Learning, 2016
ISBN 978-1-133-69150-1

Workbook to Accompany Homemaker Home Health Aide
Seventh Edition
By: Suzann Balduzzi
Cengage Learning, 2016
ISBN 978-1-133-69152-5

IMPORT / EXPORT SPECIALIST

This program is designed to provide the students with a solid foundation of procedures in the Import/Export industry. Upon completion, the student is familiar with the documents needed to move merchandise via Air, Maritime, and Inland to its destination. The student will be able to complete a variety of tasks in the areas of freight forwarding procedures, cargo and traffic operations, interface with computer software specific to the field, merchandise data entry, tracking merchandise orders in and out of the United States and communicating with a variety of agencies to ensure safe logistical transportation of goods.

Total Number of Quarter Credit Hours: 41.5
 Total Number of Clock Hours: 610
 Total Number of Quarters / Weeks / Months: 3 / 30 / 7
 Credential awarded: Diploma

	Clock Hours	Credit Hours
CPT 032 Word Processing	60	3.5
ICO 001 Introduction to Import and Export	40	3
ICO 017 Warehousing and Exporting Documentation	50	3
MAT 001 Business Math	40	3
SLS1401 Career and Professional Development	50	4
	240	16.5
CPT 033 Electronic Spreadsheets	50	3
ICO 008 Introduction to International Marketing	30	3
ICO 015 Freight Forwarder Operations (Exports)	50	3
ICO 018 Warehousing and Importing Documentation	40	3
	170	12
CPT 038 Electronic Presentation Design	50	3
ICO 016 Freight Forwarder Operations (Imports)	50	3
ICO 019 Wholesale Operations and Documentation	60	4
ICO 031 Basic Management of Hazardous Material	40	3
	200	13

The courses shown above may not be offered in the same order in which they are listed.

Quarter Credit hour conversion

10 Lecture hours = 1 credit / 20 Lab hours = 1 credit

Program Cost: \$11,912 (includes Registration fee, Tuition and books)

2017 GRADUATES

MEDIAN LOAN DEBT:	\$6,969
ON TIME COMPLETION RATE:	85%
JOB PLACEMENT RATE:	82%

ONET:

<http://www.onetonline.org/find/quick?s=FREIGHT+FORWARDERS>

National Center for Education Statistics:

<http://nces.ed.gov/collegenavigator/?q=new+professions+technical+institute&s=all&id=434469>

Bureau of Labor Statistics:

<http://www.bls.gov/oes/current/oes435011.htm>

Books and Handouts are included in the cost of Tuition. Below is a list of books for the **Import Export Specialist** program. The list of books used for each program may change at any time based on faculty recommendations and new editions. An up to date Book List is available on the website.

Microsoft Office 2016
Author: Elaine Marmel
Publisher: Wiley
ISBN 978-1-119-07477-9

The Job Hunting Handbook
Author: Harry Dahlstrom
Publisher: Dahlstrom and Company
ISBN: 978-0-940712-65-2

Code of Federal Regulations 49
Developed GSI Computer Services Inc.
Publisher: Label Master
ISBN: 94039412 X

M: Marketing, 5th Edition
Author: Dhruv Grewal and Michael Levy
Publisher: McGraw Hill, 2017
ISBN: 978-1-259-44629-0

Ten Steps Training Services Inc. To DOT
Ten Steps to Safety & DOT Hazardous Material Compliance
Publisher: Training Services Inc. 2017 Edition

Schaum's Outlines Basic Business Mathematics, 12th Edition-2016
Author: Eugene Don & Joel Lerner. Publisher: McGraw Hill, ISBN: 978-0-07-161158-9

ICO 017 - Magaya Supply Chain Solution Operations Manual
ICO 018 - Magaya Software Communications Manual
ICO 019 - Magaya Software Accounting Manual
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MEDICAL ASSISTANT

This program is designed to provide the students with the basics for an entry-level position in the medical field as a medical assistant. Upon completion, the student will have a working knowledge of medical terminology, anatomy, physiology and medical procedures. The student will learn both front and back office procedures including but not limited to: checking patient's vital signs, clinical history taking and electrocardiogram.

Total Number of Quarter Credit Hours: 49
 Total Number of Clock Hours: 840
 Total Number of Quarters / Weeks / Months: 4 / 40 / 9
 Credential awarded: Diploma

	Clock Hours	Credit Hours
CPT 032 Word Processing	60	3.5
MEA1303 Medical Office Management	40	3
MED 001 Medical Terminology	30	3
MED 006 Anatomy and Physiology	30	3
SLS1401 Career and Professional Development	50	4
	210	16.5
MEA1542 Electrocardiogram	50	3
MED 011 Medical Procedures I	80	5
MED 017 Phlebotomy and Hematology	50	3
MED 030 Electronic Health Records	50	3
	230	14
MED 012 Medical Procedures II	60	4
MED 015 Emergency Medical Care	60	3.5
MED 016 The Medical Assistant Professional	70	4
MAD EXT Medical Assistant Externship	210	7
	400	18.5

The courses shown above may not be offered in the same order in which they are listed.

Quarter Credit hour conversion

10 Lecture hours = 1 credit / 20 Lab hours = 1 credit / 30 Externship hours = 1 credit

Program Cost: \$15,635 (includes Registration fee, Tuition, books and 3 scrubs)

2017 GRADUATES

MEDIAN LOAN DEBT: \$9,197
 ON TIME COMPLETION RATE: 93%
 JOB PLACEMENT RATE: 75%

ONET:

<http://www.onetonline.org/find/quick?s=medical+assistant>

National Center for Education Statistics:

<http://nces.ed.gov/collegenavigator/?q=new+professions+technical+institute&s=all&id=434469>

Bureau of Labor Statistics:

<http://www.bls.gov/ooh/healthcare/medical-assistants.htm>

Books and Handouts are included in the cost of Tuition. Below is a list of books for the **Medical Assistant** program. The list of books used for each program may change at any time based on faculty recommendations and new editions. An up to date Book List is available on the website.

The Job-Hunting Handbook

Author: Harry Dahlstrom

Publisher: Dahlstrom and Company

ISBN: 978-0-940712-65-2

Microsoft Office 2016

Author: Elaine Marmel

Publisher: Wiley

ISBN 978-1-119-07477-9

Kinn's The Medical Assistant Textbook (13th Edition), 2017

Authors: Deborah B. Proctor, Brigitte Niedzwiecki, Julie Peppers, Payel Madero, and Marti Garrels. Publisher: Saunder, ISBN: 13-978-0323353205

Study Guide and Procedure Checklist Manual for Kinn's The Medical Assistant: An Applied Learning Approach, (13th Edition), 2017, Authors: Deborah B. Proctor. Publisher: Saunder, ISBN: 13-978-0323429474

Medical Terminology: An Illustrated Guide (8th Edition), 2016. Authors: Barbara Cohan and Ann DePetris. Publisher: LWW; English Edition, ISBN: 13-978-1496318886

Merriam-Webster's Medical Dictionary New Edition, 2016

Author: Merriam-Webster, ISBN- 9780877792949

EKG Plain and Simple (4th Edition), 2016. Author: Karen Ellis. Publisher: Pearson
ISBN-13: 978-0134525051

Phlebotomy: A Competency Based Approach (4th Edition), 2015. Authors: Kathyra Booth and Lillian Mundt. Publisher: McGraw-Hill Education, ISBN: 13-978-0073513843

The Electronic Health Record for the Physician's Office for Simchart for the Medical Office (2nd Edition), 2017. Author: Julie Pepper. Publisher: Elsevier, ISBN: 13-978-032351146-9

MEDICAL OFFICE SPECIALIST

This program is designed to provide the students with the basics for entry-level positions in the medical field with emphasis on coding and billing. Introductory subjects like Medical Office Management and Electronic Health Records lay the groundwork in this exciting career. Courses in Coding, Medical Insurance, Medical Billing and Reimbursement are the backbone of the program.

Total Number of Quarter Credit Hours: 48.5
 Total Number of Clock Hours: 780
 Total Number of Quarters / Weeks / Months: 4 / 40 / 9
 Credential awarded: Diploma

	Clock Hours	Credit Hours
CPT 032 Word Processing	60	3.5
MEA 1303 Medical Office Management	40	3
MED 001 Medical Terminology	30	3
MED 002 Medical Coding I	30	2
MED 006 Anatomy and Physiology	30	3
SLS1401 Career and Professional Development	50	4
	240	18.5
CPT 033 Electronic Spreadsheets	50	3
MAT 001 Business Math	40	3
MED 003 Medical Coding II	30	2
MED 004 Medical Insurance I	40	3
MED 020 Medical Billing and Reimbursement	30	2
MED 030 Electronic Health Records	50	3
	240	16
MED 005 Medical Insurance II	40	3
MED 009 Medical Billing Software	50	3
MED 023 Medical Coding III	30	2
MOS EXT Medical Office Externship	180	6
	300	14

The courses shown above may not be offered in the same order in which they are listed.

Quarter Credit hour conversion

10 Lecture hours = 1 credit / 20 Lab hours = 1 credit / 30 Externship hours = 1 credit

Program Cost: \$14,135 (includes Registration fee, Tuition, books and 3 scrubs)

2017 GRADUATES

MEDIAN LOAN DEBT: \$7,679
 ON TIME COMPLETION RATE: 90%
 JOB PLACEMENT RATE: 75%

ONET:

<http://www.onetonline.org/find/quick?s=MEDICAL+BILLING>

National Center for Education Statistics:

<http://nces.ed.gov/collegenavigator/?q=new+professions+technical+institute&s=all&id=434469>

Bureau of Labor Statistics:

<http://www.bls.gov/oes/current/oes436013.htm>

Books and Handouts are included in the cost of Tuition. Below is a list of books for the **Medical Office Specialist** program. The list of books used for each program may change at any time based on faculty recommendations and new editions. An up to date Book List is available on the website.

The Job Hunting Handbook, Author: Harry Dahlstrom, Publisher: Dahlstrom and Company
ISBN: 978-0-940712-65-2

Microsoft Office 2016, Author: Elaine Marmel, Publisher: Wiley, ISBN 978-1-119-074779

Kinn's The Medical Assistant Textbook (13th Edition), 2017

Authors: Deborah B. Proctor, Brigitte Niedzwiecki, Julie Peppers, Payel Madero, and Marti Garrels. Publisher: Saunder, ISBN: 13-978-0323353205

Study Guide and Procedure Checklist Manual for Kinn's The Medical Assistant: An Applied Learning Approach, (13th Edition), 2017, Authors: Deborah B. Proctor. Publisher: Saunder, ISBN: 13-978-0323429474

Medical Terminology: An Illustrated Guide (8th Edition), 2016. Authors: Barbara Cohan and Ann DePetris. Publisher: LWW; English Edition, ISBN: 13-978-1496318886

Merriam-Webster's Medical Dictionary New Edition, 2016, Author: Merriam-Webster,
ISBN- 9780877792949

CPT 2018 Professional Edition (CPT/Current Procedural Terminology AMA Professional Edition 2017. Author: American Medical Association, ISBN-13: 978-1622026005

ICD-10-CM 2018 the Complete Official Codebook, 2017. Author: American Medical Association, ISBN-13: 978-162202604-3

Step-by-Step Medical Coding Textbook, 2018, Author: Carol J. Buck. Publisher
ISBN-13: 978-0323430814

Schaum's Outlines Basic Business Mathematics, 12th Edition-2016

Author: Eugene Don & Joel Lerner. Publisher: McGraw Hill, ISBN: 978-0-07-161158-9

Workbook for Step-by-Step Medical Coding, 2018 Edition, 2018. Author: Carol J. Buck
Publisher: Elsevier, ISBN-13: 978-0323430791

The Electronic Health Record for the Physician's Office for Simchart for the Medical Office (2nd Edition), 2017. Author: Julie Pepper. Publisher: Elsevier, ISBN: 13-978-032351146-9

Medical Insurance: An Integrated Claims Process Approach, 6th Edition, 2014. Authors: Joanne Valerius, Nenna Bayes, Cynthia Newby and Amy Blochowiak. Publisher: McGraw-Hill Education, ISBN: 13-978-0073513713 (Textbook) ISBN: 13-978-0077520519 (Workbook)

Insurance Coding and Electronic Claims for the Medical Office. Author: Shelley C. Safian.
Publisher: McGraw-Hill, ISBN: 13-978-007304099-8

PHARMACY TECHNICIAN

This program is designed to provide the students with the basics for entry-level as a pharmacy technician. The curriculum provides the student with a general knowledge of the principles of pharmacology and pharmacy law. The student will learn the foundation of drug therapy, administration, preparation and distribution in retail and institutional pharmacy operations.

Total Number of Quarter Credit Hours: 54.5
 Total Number of Clock Hours: 840
 Total Number of Quarters / Weeks / Months: 4 / 40 / 9
 Credential awarded: Diploma

	Clock Hours	Credit Hours
MED 001 Medical Terminology	30	3
MED 006 Anatomy and Physiology	30	3
MED 054 Pharmacology Calculations	50	3
MED 056 Principles of Pharmacology	40	4
MED 057 Pharmacy Law	40	4
SLS1401 Career and Professional Development	<u>50</u>	<u>4</u>
	240	21
MED 051 Pharmacy Insurance	50	3
MED 052 Foundations of Hospital and Pharmacy	40	3
MED 053 Drug Therapy and Administration	50	3
MED 055 Retail Pharmacy and Pharmacology	50	3
MED 060 Pharmacy Practice for Technicians	<u>60</u>	<u>3.5</u>
	250	15.5
MED 059 Mental Health and Alternative Medicine	40	4
MED 061 Review for National Certification Exam	80	5
PTN1730 Pharmacy Operations and Management	50	3
PHT EXT Pharmacy Technician Externship	<u>180</u>	<u>6</u>
	350	18

The courses shown above may not be offered in the same order in which they are listed.

Quarter Credit hour conversion

10 Lecture hours = 1 credit / 20 Lab hours = 1 credit / 30 Externship hours = 1 credit

Program Cost: \$15,635 (includes Registration fee, Tuition, books and 3 scrubs)

2017 GRADUATES

MEDIAN LOAN DEBT: \$9,305
 ON TIME COMPLETION RATE: 89%
 JOB PLACEMENT RATE: 71%

ONET:

<http://www.onetonline.org/find/quick?s=PHARMACY+TECHNICIAN>

National Center for Education Statistics:

<http://nces.ed.gov/collegenavigator/?q=new+professions+technical+institute&s=all&id=434469>

Bureau of Labor Statistics:

<http://www.bls.gov/ooh/healthcare/pharmacy-technicians.htm>

Books and Handouts are included in the cost of Tuition. Below is a list of books for the **Pharmacy Technician** program. The list of books used for each program may change at any time based on faculty recommendations and new editions. An up to date Book List is available on the website.

The Job Hunting Handbook

By: Harry Dahlstrom

Publisher: Dahlstrom and Company

ISBN: 978-0-940712-59-1

Medical Assisting: Administrative and Clinical Procedures McGraw Hill 6th Edition; Published: 2016 / Copyright: 2017

By: Kathryn Booth and Leesa Whicker and Terri Wyman

ISBN13:978-1259-19774-1

Student Workbook for Medical Assisting: Administrative and Clinical Procedures McGraw Hill 6th Edition 2016 / Copyright: 2017

By: Kathryn Booth

ISBN13: 9781259731907

Medical Terminology: A Living Language

PEARSON 6th Edition Copyright: 2016

By: Bonnie F. Fremgen, Suzanne S. Frucht

ISBN-13: 978-0134070254

Pharmacy Calculations for Technicians

PARADIGM 5th Edition/2017

By: Don A. Ballington

ISBN-13: 978-0763852214

Pharmacy Management Software for Pharmacy Technicians: A Work Text Elsevier
3rd Edition, 2017

By: Inc. DAA Enterprises

ISBN-13: 978-0323428323

Mosby's Pharmacy Technician: Principles and Practice, Elsevier 4e, 2015
Copyright: 2016
By: Joshua J. Bobbi, Karen, Elaine, James j, Julie
ISBN-13: 978-1455751785

The Pharmacy Technician's Pocket Drug Reference
(APhA Pharmacy Technician Training) 9th Edition
By: Theresa A. McEvoy (Author), Joyce A. Generali
ISBN-13: 978-1582122670

Workbook and Lab Manual for Mosby's Pharmacy Technician: Principles and Practice
Elsevier 4e, 2015
By: Marcy May, Med, CPht, PhTR
ISBN-13: 978-1455751808

Mosby's Review for the Pharmacy Technician Certification Examination Elsevier
3rd Edition/ Copyright: 2014
By: James J. Mizner BS MBA RPh
ISBN-13: 978-0323113373

ENGLISH AS A SECOND LANGUAGE – ESL (Vocational)

This program is designed for non-native speakers of the English Language and for those students who may have limited English skills. The objective of this academic program is to provide practical training of the English Language to individuals who already possess a knowledge, training, and skill and need the language to obtain gainful employment. The students will develop the skills necessary to achieve an appropriate competence in speaking, listening, reading, writing, and grammar. Upon completion, the student should have a basic understanding of the language and be proficient to engage in communication activities that may arise in everyday situations.

Total Number of Quarter Credit Hours: 48
 Total Number of Clock Hours: 720
 Total Number of Quarters / Weeks / Months: 3 / 30 / 7
 Credential awarded: Diploma

	Clock Hours	Credit Hours
ESL 001 Beginners	240	16
ESL 002 Intermediate	240	16
ESL 003 Advance	240	16

Quarter Credit hour conversion
 10 Lecture hours = 1 credit / 20 Lab hours = 1 credit

Program Cost: \$6,170.00 (includes Registration fee, Tuition and books)

2017 GRADUATES

MEDIAN LOAN DEBT: N/A
 ON TIME COMPLETION RATE: 73%
 JOB PLACEMENT RATE: 76%

National Center for Education Statistics:

<http://nces.ed.gov/collegenavigator/?q=new+professions+technical+institute&s=all&id=434469>

Books and Handouts are included in the cost of Tuition. Below is a list of books for the **English as a Second Language** program. The list of books used for each program may change at any time based on faculty recommendations and new editions. An up to date Book List is available on the website.

Ventures1 Student Book with Self-Study Audio
Author: Gretchen, Donna, Donna, Silvia & K. Lynn
Publisher: Cambridge University Press
ISBN# 978-1-107-69289-3

Ventures 1 Workbook with Self-Study Audio Online workbook
Author: Gretchen, Donna, Donna, Silvia & K. Lynn
Publisher: Cambridge University Press
ISBN# 978-1-107-62859-5

Ventures 2 Student Book with Self-Study Audio
Author: Gretchen, Donna, Donna, Silvia & K. Lynn
Publisher: Cambridge University Press,
ISBN# 978-1-107-68722-6

Ventures 2 Workbook with Self-Study Audio Online workbook
Author: Gretchen, Donna, Donna, Silvia & K. Lynn
Publisher: Cambridge University Press,
ISBN# 978-1-107-63538-8

Ventures 3 Student Book with Self-Study Audio
Author: Gretchen, Donna, Donna, Silvia & K. Lynn
Publisher: Cambridge University Press
ISBN# 978-1-107-68472-0

Ventures 3 Workbook with Self-Study Audio Online workbook
Author: Gretchen, Donna, Donna, Silvia & K. Lynn
Publisher: Cambridge University Press,
ISBN# 978-1-107-4001-6

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES – ESOL (A-vocational)

The ESOL program is designed for speakers of other languages with limited or no English knowledge. The objective of this program is aimed at developing the student's skills in listening, speaking, reading, and writing. After completing this program, the students should have achieved the appropriate language competence to communicate in everyday situations, as well as in discussions that require more complex language constructions.

Total number of clock hours: 600
Total number of quarters / weeks / months: 3 / 30 / 7
Credential awarded: Certificate

	Clock Hours
ESOL 001 Beginning	200
ESOL 002 Intermediate	200
ESOL 003 Advanced	200

Quarter credit hour conversion:
10 lecture hours = 1 credit / 20 Lab hours = 1 credit

Program cost: \$6,170.00 (Includes registration Fee, Tuition and Supplies)

Books and Handouts are included in the cost of Tuition. Below is a list of books for the **English for Speakers of Other Language** program. The list of books used for each program may change at any time based on faculty recommendations and new editions. An up to date Book List is available on the website.

Ventures 1 Student Book with Self-Study Audio
Author: Gretchen, Donna, Donna, Silvia & K. Lynn
Publisher: Cambridge University Press
ISBN# 978-1-107-69289-3

Ventures 1 Workbook with Self-Study Audio Online workbook
Author: Gretchen, Donna, Donna, Silvia & K. Lynn
Publisher: Cambridge University Press
ISBN# 978-1-107-62859-5

Ventures 2 Student Book with Self-Study Audio
Author: Gretchen, Donna, Donna, Silvia & K. Lynn
Publisher: Cambridge University Press,
ISBN# 978-1-107-68722-6

Ventures 2 Workbook with Self-Study Audio Online workbook
Author: Gretchen, Donna, Donna, Silvia & K. Lynn
Publisher: Cambridge University Press,
ISBN# 978-1-107-63538-8

Ventures 3 Student Book with Self-Study Audio
Author: Gretchen, Donna, Donna, Silvia & K. Lynn
Publisher: Cambridge University Press
ISBN# 978-1-107-68472-0

Ventures 3 Workbook with Self-Study Audio Online workbook
Author: Gretchen, Donna, Donna, Silvia & K. Lynn
Publisher: Cambridge University Press,
ISBN# 978-1-107-4001-6

I-20 STUDENT VISA (F-1 / M-1)

New Professions Technical Institute is authorized under Federal Law to enroll nonimmigrant alien students must be consistent with federal requirements. NPTI will only enroll non-immigrant foreign students in either F-1 or M-1 visas. NPTI is a SEVP-approved school.

An F-1 visa allows a *prospective student* to enter the United States or its territories to complete the *English for Speakers of Other Languages (ESOL)* program of study certified by the Student Exchange Visitor Program (SEVP).

An M-1 visa allows a *prospective student* to enter the United States or its territories to complete *any vocational (Career)* program of study certified by the Student Exchange Visitor Program (SEVP).

Any person 17 years old or older, regardless of race, religion, or nationality may apply. US immigration Form I-20 will be provided to the *prospective student* who applies for one full-time program and who meets the financial requirement.

The *prospective student* will take their passport and the Form I-20 to an American Embassy or Consulate outside the United States to request an F-1/M-1 Student Visa.

Changes that must be reported to US Homeland Security for F-1 or M-1 Visa students

1. Change in enrollment status or program,
2. Change in US address,
3. Prior attendance at other F-1 or M-1 VISA approved institutions,
4. Full-time enrollment,
5. Vacation, temporary absence, or another break in the study,
6. Program completion,
7. Withdrawal/termination from a program,
8. Transfer from another school,
9. Transfer to another school, with no fees or conditions required.

LEAVE OF ABSENCE

An international student F1 or M1 may request a Leave of Absence to interrupt temporarily his/her program. A student may be granted a leave of absence for a period not to exceed one hundred and fifty (150) days per the calendar year.

To obtain a leave of absence, the student must submit a request in writing to the Director of the Institute. The request must specify the reason for the absence, the effective date, and date on which the student expects to return to the Institute and attest to the understanding of the procedures and implications for returning or failing to return to his/her course of study following the Leave of Absence. The Leave of Absence will become valid when approved by the Director of the Institute.

If a student leaves the Institute without obtaining the approval of the Director or does not return to the Institute on the expected return date, the student will be dismissed from the Institute as of the last date of attendance, and the refund policy will be applied accordingly. For F1 students, the language proficiency will be assessed upon re-entry to the language program. The change in enrollment status will be reported to US Homeland Security immediately.

VACATION

An international F1 or M1 student may request a vacation after completing a minimum of twelve (12) consecutive weeks of attendance. It can only occur at the completion of a quarter and must not exceed ten (10) weeks.

The vacation must be requested in writing in advance of the beginning date of the vacation and attest to the understanding of the procedures and implications for returning or failing to return to his/her course of study following the vacation. The request must specify the effective date and date on which the student expects to return to the Institute. The vacation will become valid when approved by the Director of the Institute.

If a student leaves the Institute without obtaining the approval of the Director or does not return to the Institute on the expected return date, the student will be dismissed from the Institute as of the last date of attendance, and the refund policy will be applied accordingly. For F1 students, the language proficiency will be assessed upon re-entry to the language program. The change in enrollment status will be reported to US Homeland Security immediately.

COURSE DESCRIPTIONS

ACC 001 PRINCIPLES OF ACCOUNTING I

Credits 4

This course is an introduction to the field of Accounting. Students will learn to analyze and summarize a company's financial transactions, to translate accounting information into meaningful terms used by a company's management for business decisions, and to understand the systems identified as accounting. Emphasis is made on basic accounting procedures such as recording transactions, creating T-accounts, trial balances, and financial statements.

ACC 002 PRINCIPLES OF ACCOUNTING II

Credits 3.5

This course is a continuation of Principles of Accounting I. Students will learn how to record, classify, and summarize in terms of money the transactions and events of financial character and subsequently to interpret the results thereof. Further emphasis is placed on adjustment entries and closing entries to complete the accounting cycle. Prerequisite: ACC 001

ACC 003 PRINCIPLES OF ACCOUNTING III

Credits 3.5

This course is a continuation of Computerized Accounting II. It is designed to give students extensive practice performing more complex accounting tasks using the electronic applications learned in the previous class. Classes are conducted in a hands-on-lecture laboratory environment where a computer is assigned to each student. Computerized Accounting II is a prerequisite for this class. Prerequisite: ACC 001 and ACC 002

ACC EXT ACCOUNTING TECHNOLOGY EXTERNSHIP

Credits 6

Students will participate in an externship program to gain work experience. Each student will be placed in a real work environment under the supervision of an accounting specialist who will evaluate and report his/her performance.

CPT 032 WORD PROCESSING

Credits 3.5

This course is an introduction to the concepts, features and commands of the most popular commercial Word Processing software. Students will learn how to create, format, edit, merge and print documents using basic capabilities of Word Processing software. Classes are conducted in a hands-on-lecture laboratory environment where a computer is assigned to each student. No previous computer training or experience is required. Laboratory is required.

CPT 033 ELECTRONIC SPREADSHEETS

Credits 3

This course is an introduction to the concepts, features, and commands of the most popular commercial Electronic Spreadsheets software. Students will learn to create, format, edit, link and print spreadsheets using basic capabilities of Electronic Spreadsheets software. Classes are conducted in a hands-on-lecture laboratory environment where a computer is assigned to each student. No previous computer training or experience is required. Laboratory is required.

CPT 038 ELECTRONIC PRESENTATION DESIGN

Credits 3

This course is an introduction to one of the most popular Electronic Presentation software. Students will acquire the necessary skills to create professional presentations to convey ideas to others. Topics include, but are not limited to, establish the design of a presentation; display

desired information on slides, display slides using an electronic slide show as well as editing the slides. Classes are conducted in a hands-on-lecture laboratory environment where a computer is assigned to each student. No previous computer training or experience is required. Laboratory is required.

CPT 041 COMPUTERIZED ACCOUNTING I

Credits 3

This course is an introduction to the field of Computerized Accounting. Students will learn to work with electronic applications to perform similar transactions to those covered in “Principles of Accounting.” using the latest commercial accounting software. The knowledge acquired to operate this software helps a company’s management provide financial information that guides the effective business decisions. Classes are conducted in a hands-on-lecture laboratory environment where a computer is assigned to each student. No previous computer training or experience is required. Laboratory is required.

CPT 042 COMPUTERIZED ACCOUNTING II

Credits 3

This course is a continuation of Computerized Accounting I. Students will learn to work with an expanded version of the electronic applications learned in Computerized Accounting I. The course adds substance to the basics by training students with tasks that are crucial to keeping an accounting system up to date and ready to present reliable financial information to management. Classes are conducted in a hands-on-lecture laboratory environment where a computer is assigned to each student. No previous computer training or experience is required. Laboratory is required. Prerequisite: CPT 041

CPT 046 ADVANCED OFFICE TOOLS

Credits 5

This course is a continuation of CPT 032 and CPT 033. Students will be introduced to more advanced concepts of both software programs. Classes are conducted in a hands-on-lecture laboratory environment where a computer is assigned to each student. Laboratory is required. Prerequisite: CPT 032 AND CPT 033

CPT 050 INCOME TAX PREPARATION

Credits 3.5

This course introduces students to the US Federal Government’s individual and corporate income tax system. Students will learn how to file, calculate taxes, filing status, exemptions, and the interaction of itemized deduction on a standard deduction. The course illustrates all the steps required to prepare U.S. Individual Income and Corporation Income Tax Forms.

ENC 1201 BUSINESS ENGLISH

Credits 3

This course is an introduction to the field of Business English. Students will learn the basic grammar structures to be able to convey information and ideas in clear, comprehensive language, as well as interpret and utilize the information communicated by others. In addition, this course will provide students with practice in business correspondence, including letters, memos and e-mails.

GEB 1001 INTRODUCTION TO BUSINESS

Credits 3

This course is an introduction to the field of Business Management. Students will learn how to design the formal structure of an organization, to communicate effectively in the workplace, and to apply technology in the process of managing information. From legal business structures to

market analysis, from official documentation and procedures to time management the students are exposed to the many aspects of business management.

HHA 101 HOME HEALTH AIDE

Credits 6.5

This course is designed to train students in all relevant aspects of long-term patient care under the supervision of a Registered Nurse. Students will undergo 55 lecture hours and demonstrate their skills in a 20-hour Laboratory environment. Upon completion of this program, graduates will be able to seek an entry-level employment as a Home Health Aides.

ICO 001 INTRODUCTION TO IMPORTS AND EXPORTS

Credits 3

This course is an introduction course to the Import-Export industry. It is designed to demonstrate the many facets that encompass a movement to and from the United States. The course is divided into three (3) areas; the basic documents used to move merchandise, coordination, and communication with different agencies to move the merchandise across international borders, and a study of economic geography and the importance it plays when moving merchandise around the world.

ICO 008 INTRODUCTION TO INTERNATIONAL MARKETING

Credits 3

This course is designed to give students training in marketing products overseas as well as freight forwarding. Also, students will acquire some knowledge of economic geography, international logistics and economic facts. They will also learn about costing and pricing in the international market and how to administrate the marketing variables.

ICO 015 FREIGHT FORWARDER OPERATIONS (EXPORTS)

Credits 3

This course is designed to train students in the use of leading logistic software widely used in the industry to implement Export Operations at a Freight Forwarder location. Students will learn to enter data into a variety of documents used to move merchandise from the United States. They will be provided with “real-time movement” information for them to analyze the situation, enter the data, and track the movement from shipper/exporter to the consignee warehouse.

ICO 016 FREIGHT FORWARDER OPERATIONS (IMPORTS)

Credits 3

This course is designed to train students in the use of leading logistic software widely used in the industry to implement Import Operations at a Freight Forwarder location. Students will enter data into a variety of documents used to move merchandise into the United States. They will be provided with “real-time movement” information so that they can analyze the situation, enter the data and track the movement from Shipper/Exporter to Consignee warehouse.

Prerequisite: ICO 015

ICO 017 WAREHOUSING AND EXPORTING DOCUMENTATION

Credits 3

This course is designed to give students a working knowledge as freight forwarders, using leading logistic software for warehouse exporting transactions. Students will learn how to navigate the software interface, how to use the warehouse inspector function, to understand the warehouse structure as well as how to create a pickup order, a warehouse receipt and use a commodity list. In addition, they will learn to move items in and out of the warehouse, create a cargo release, a quotation, and finally, air and ocean export transaction document.

ICO 018 WAREHOUSING AND IMPORTING DOCUMENTATION Credits 3

This course is designed to provide students with a working knowledge of freight forwarders using leading logistics software for warehousing and import transactions. Students will learn how to navigate the software interface and how to bring merchandise into the United States as well as the coordination procedures with government and non-government agencies needed to assure a successful movement. Prerequisite: ICO 017

ICO 019 WHOLESALE OPERATIONS AND DOCUMENTATION Credits 4

This course is designed to provide students with an introductory knowledge of wholesale operations. They will learn how to create and use resale items in leading logistics software. Students will create a commerce quotation, a purchase, and sales order in the software. In addition, they will enter inventory items as assets, cost of goods sold (COGS), commissions and online payments. Students will be taught how to use the jobs screen, customize options and reports and how to use the software document designer to add a logo and custom fields.

Prerequisite: ICO 017 & ICO 018

ICO 031 BASIC MANAGEMENT OF HAZARDOUS MATERIALS Credits 3

This course is an introduction to the principles and regulations that govern the transportation of hazardous materials. The Hazardous Materials Regulations (HMR) is issued by the U.S. Department of Transportation (USDOT) and governs the transportation of hazardous materials in interstate, intrastate, and foreign commerce. Students will acquire a basic understanding of the HMR to be able to classify hazards, packing groups and general packing requirements such as labeling and marking, as well as storage and loading instructions. Knowledge of these procedures enables students to comply with the regulations and the law.

MAT 001 BUSINESS MATH Credits 3

This course is designed to review basic math principles and its application in business. Students will use simple mathematical operations such as addition, subtraction, multiplication, division, calculation of percents, ratios proportions and other operations in order to be able to conduct business transactions.

MEA 1303 MEDICAL OFFICE MANAGEMENT Credits 3

This course is an introduction to basic medical office procedures. Topics covered include legal and ethical issues, commonly used office equipment, the handling of patient records, filing, telephone skills, and scheduling appointments. Electronic medical records software will be used for hands-on training.

MEA 1542 ELECTROCARDIOGRAM Credits 3

This course is an introduction to the field of electrocardiogram techniques (EKG). Students will learn how to prepare the EKG instruments for examinations, to apply the electrodes on to a patient, and to read the diagnostic printout.

MED 001 MEDICAL TERMINOLOGY Credits 3

This course is an introduction to medical terminology. Students will learn the current medical nomenclature as well as the Latin prefixes, roots, and suffixes that translate their medical meaning. In addition, students will learn to use the medical references and resources for research

and practice.

MED 002 MEDICAL CODING I

Credits 2

This course is an introduction to medical coding. Students will learn the complex coding principles applied in today's medical insurance industry using the CPT and ICD10 coding manuals so as to correctly bill the responsible party.

MED 003 MEDICAL CODING II

Credits 2

This course is a continuation of Medical Coding I. The students will learn to apply the more advanced concepts of code diagnostics for billing and insurance verification. To achieve this objective, students will learn how to use the latest coding software in the industry. No previous computer training or experience is required. Classes are conducted in a hands-on-lecture laboratory environment where a computer is assigned to each student. No previous computer training or experience is required. Laboratory is required. Prerequisite MED 002

MED 004 MEDICAL INSURANCE I

Credits 3

This course is designed to help students become familiar with the insurance claim forms for the different providers, such as AETNA, Prudential, HMO's, Medicaid, Medicare, and Workman's Compensation.

MED 005 MEDICAL INSURANCE II

Credits 3

This course is a continuation of Medical Insurance I. Students will continue to work with insurance claim forms. This course provides a hands-on training on handling the various claim forms used by different providers such as insurance companies and government programs. Prerequisite MED 004

MED 006 ANATOMY AND PHYSIOLOGY

Credits 3

This course is designed to introduce students to the basic anatomy of the human body as well as the individual functions of the organs. Classes are structured starting from the elemental atom, and progressing in complexity until the organism is fully integrated as a functional unit.

MED 009 MEDICAL BILLING SOFTWARE

Credits 3

This course is designed to train students in using the widely accepted medical billing software. This software prepares students for billing procedures, invoice disbursement, and follow-up procedures. Classes are conducted in a hands-on-lecture laboratory environment where a computer is assigned to each student. No previous computer training or experience is required. Laboratory is required.

MED 011 MEDICAL PROCEDURES I

Credits 5

This course is designed to teach the student the different clinical concepts and competencies necessary to meet certification standards in the field of medical assistance. This course will cover such areas as asepsis, common infections, interview and examination, history and vitals, and assisting in specialized examinations.

MED 012 MEDICAL PROCEDURES II**Credits 4**

This course is designed to teach the student the different clinical concepts and competencies necessary to meet certification standards in the field of medical assistance. This course will cover such areas as assisting in hot and cold therapy, lab procedure, collecting specimens, microbiology, nutrition, and pharmacology and drug administration. Prerequisite MED 011

MED 015 EMERGENCY MEDICAL CARE**Credits 3.5**

This course is designed to provide students with a basic knowledge in emergency medicine. Students will learn to provide treatment of several medical emergencies such as wounds, hemorrhages, shock, heat exhaustion, poisoning, lacerations, dislocations, fractures, electrical burns and others. This training is given in lectures and hands-on demonstrations.

MED 016 THE MEDICAL ASSISTANT PROFESSIONAL**Credits 4**

This course is designed to support and enhance the Medical Assistant externship practice. In a class that simulates a real-life work environment, students will reinforce the practice of the essential tasks that define the scope of the medical assistant program such as preparing patients for procedures and treatment, taking vitals, performing capillary and vein-punctures, and assisting physicians with patient care. Students must be in their final quarter and be in satisfactory progress to take this class.

MED 017 PHLEBOTOMY AND HEMATOLOGY**Credits 3**

This course is an introduction to the field of phlebotomy and hematology. Students will learn how to draw and process blood, prepare blood donors and do routine blood tests used in today's laboratories. Other competencies include the study of blood cells, sedimentation rate, blood smears, bleeding time and urinalysis.

MED 020 MEDICAL BILLING AND REIMBURSEMENT**Credits 2**

This course is designed to enable students to understand the way the insurance company's process payment of the claims. Students will learn to determine if the medical services were paid correctly or, if it is necessary, to appeal and request the processing of the proper payment.

MED 023 MEDICAL CODING III**Credits 2**

This course is a continuation of Medical Coding II. Students will learn to apply the more advanced concepts of code diagnostics to real life scenarios. Using the coding manuals and the industry's Coding Software, students will prepare billing and insurance statements. Classes are conducted in a hands-on-lecture laboratory environment where a computer is assigned to each student. No previous computer training or experience is required. Laboratory is required. Prerequisite MED 003

MED 030 ELECTRONIC HEALTH RECORDS**Credits 3**

This course is designed to enable students understand the way the Electronic Health Records are implemented in medical offices and general health services. Students will learn how to use the electronic systems in the basic aspects of the medical practice.

MED 051 PHARMACY INSURANCE**Credits 3**

This course is designed to help students become familiar with the insurance claim forms for the different providers such as private insurance plans, government plans, retirement benefits, workers compensation, and military insurance programs.

MED052 FOUNDATIONS OF HOSPITAL AND PHARMACY**Credits 3**

This course is designed to provide the student with an overall understanding of common tasks performed by a pharmacy technician in a hospital setting. Tasks include policies and procedures, responsibilities of the patient, and outpatient procedures. Students will familiarize themselves with intravenous flow rates of large volume and a small volume of IV, infusion of IV are discussed and calculated. Hands-on skills in the laboratory practice setting are performed.

MED 053 DRUG THERAPY AND ADMINISTRATION**Credits 3**

This course is designed to give the student a working knowledge of the right drug administration and delivery. Students will also become familiar with the aspects of pharmacokinetics, pharmacodynamics, pharmacotherapeutics and toxicology.

MED 054 PHARMACOLOGY CALCULATIONS**Credits 3**

This course is designed to enable students understand the importance of the accuracy in the drugs dosages, compounds and mixtures as well as the prevention of medication errors such as overdosing or under dosing.

MED 055 RETAIL PHARMACY AND PHARMACOLOGY**Credits 3**

This course provides students with the skills required to process prescription orders, production, repacking, labels, charges and payments. Students will practice extemporaneous compounding and non- sterile preparation.

MED 056 PRINCIPLES OF PHARMACOLOGY**Credits 4**

This course is designed to introduce the students to an overview of drug interactions, side effects and toxicology. It is also an opportunity to acquire knowledge about the anti-microbial and the patient's adjustment to the drug regimen, including their adverse effects.

MED 057 PHARMACY LAW**Credits 4**

This course is designed to introduce the student to the legal and ethical aspects of pharmacy law. Students will become acquainted with Federal and State laws which regulate the pharmacy practices.

MED 059 MENTAL HEALTH AND ALTERNATIVE MEDICINE**Credits 4**

This course emphasis on mental disorders includes a wide range of problems, including Anxiety, panic, obsessive-compulsive disorders as well as post-traumatic medications. Students will learn the most common medication errors, alternative medication, and Food & Drug Interactions.

MED 060 PHARMACY PRACTICE FOR TECHNICIANS**Credits 3.5**

This course is designed to study the therapeutic agents, properties, actions and effects on the human body and their role in the management of disease, specifically in the management of pharmacy medication therapy as practiced in the retail setting. Upon completion of this course,

students will be able to define various disease processes, patterns, and pathogenic organisms.

MED 061 REVIEW FOR NATIONAL CERTIFICATION EXAM Credits 5

This course prepares the student for the national certification test. National certification develops, maintains, promotes and administers a nationally accredited certification and recertification program for pharmacy technicians. It enables the most effective support of pharmacists to advance patient safety.

MAD EXT MEDICAL ASSISTANT EXTERNSHIP Credits 7

Students will participate in an externship program to gain work experience. Each student will be placed in a real work environment under the supervision of a specialist who will evaluate and report his/her performance. Prerequisites: to participate in the “Medical Assistant” externship program, students must have earned passing grades during the first two quarters.

MOS EXT MEDICAL OFFICE SPECIALIST EXTERNSHIP Credits 6

Students will participate in an externship program to gain work experience. Each student will be placed in a real work environment under the supervision of a specialist who will evaluate and report his/her performance. Prerequisite: to participate in the “Medical Office Specialist” externship program, students must have earned passing grades during the first two quarters.

PHT EXT PHARMACY TECHNICIAN EXTERNSHIP Credits 6

This 180-hour externship is designed to provide the student with supervised, practical hands-on and observational experience in a working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure on-the-job experience and training in a pharmacy setting. Skills learned will be put to the test on a daily basis. The student will gain experience in all aspect of drug preparation and distribution utilization.

PTN 1730 PHARMACY OPERATIONS AND MANAGEMENT Credits 3

This course is designed to provide the students with hands-on training and help them master the information and skills necessary to be successful pharmacy technicians. The various activities will challenge their knowledge, help further key concepts, and allow students to gauge their understanding of the subject matter studied in the program.

SLS1401 CAREER AND PROFESSIONAL DEVELOPMENT Credits 4

This course is designed to help the student develop the necessary skills and knowledge needed to enter the current job market. This preparation will be accomplished by helping students improve their communication skills in a business environment, their resume writing skills as well as their job searching and job interviewing techniques.

ENGLISH AS A SECOND LANGUAGE – ESL (Vocational)

ESL 001 BEGINNERS

Credits 16

This is an introductory course designed to assist students in developing the ability to understand and to express themselves correctly in simple everyday and job-related situations. Emphasis is placed on developing the ability to understand and manipulate verbal expressions in order to correctly establish communication in more complex everyday and professional settings. Students will develop the appropriate vocabulary and key grammar points to achieve this goal.

ESL 002 INTERMEDIATE

Credits 16

This course is designed to assist students in developing the ability to understand and to express themselves correctly in more elaborate everyday and job-related situations. They will also further develop the ability to handle with confidence a variety of verbal and written communication tasks in a social as well as a professional setting. Students will learn the basic vocabulary and key grammar points needed to achieve this objective, as well as the use of more complex grammatical structures in order to construct narrative and descriptive paragraphs.

Prerequisite: ESL 01

ESL 003 ADVANCED

Credits 16

This course is designed to assist students in developing the ability to understand and to express themselves correctly in more advanced everyday and job-related situations. Basic computer concepts will be taught in order to help students better prepare to join the work force. Students will present their resumes and conduct mock interview sessions.

Prerequisite: ESL 02

ENGLISH FOR SPEAKERS OF OTHER LANGUAGE – ESOL (A-vocational)

ESOL 001 BEGINNING

Clock Hours 200

This is an introductory course designed to assist speakers other language than English with the necessary skills to communicate effectively in simple everyday situations. Students will acquire both the basic vocabulary and the grammar structures necessary to achieve this objective.

ESOL 002 INTERMEDIATE

Clock Hours 200

This is a continuation of ESOL 001, designed to assist speakers other language than English in developing their ability to handle a variety of verbal and written communications tasks that may arise in a social as well as professional setting. Students will engage in a more complex grammar structures and vocabulary, and write more effectively in order to better understand the dynamics of the English language. Prerequisite: ESOL 001

ESOL 003 ADVANCED

Clock Hours 200

This is a continuation of ESOL 002, designed to assist speakers other language than English in developing their ability in discussing coherent topics of particular interest. Oral communication skills are practiced supporting the exposition of opinions and explanations of a specific subject matter being discussed. The emphasizes is on the four main language skills – understanding, speaking, reading, and writing. Prerequisite: ESOL 002

CONSUMER INFORMATION

Federal Regulations required schools to provide consumer information to its students on an annual basis. This information will help students to make informed decisions and be aware of their choices, their rights, and their responsibilities.

Please review this catalog to find information that will be valuable in assessing your expectations regarding your career decision both regarding the potential benefits and your financial responsibilities.

Each program information page provides the median loan debt, the on-time completion rate, and the job placement rate. You can research the websites sited to obtain additional information.

The National Center for Education Statistics (NCES) is the primary federal entity for collecting and analyzing data related to education in the U.S. and other nations. NCES is located within the U.S. Department of Education and the Institute of Education Sciences.

<http://nces.ed.gov/collegenavigator>

The O*NET program is the nation's primary source of occupational information. Central to the project is the O*NET database, containing information on hundreds of standardized and occupation-specific descriptors. The database, which is available to the public at no cost, is continually updated by surveying a broad range of workers from each occupation. Information from this database forms the heart of O*NET Online, an interactive application for exploring and searching occupations. The database also provides the basis for our Career Exploration Tools, a set of valuable assessment instruments for workers and students looking to find or change careers. The Occupational Information Network (O*NET) is being developed under the sponsorship of the **US Department of Labor/Employment and Training Administration** (USDOL/ETA) through a grant to the North Carolina Employment Security Commission.

<http://www.onetonline.org>

Bureau of Labor Statistics: <http://www.bls.gov/oco>

Visit our website www.npti.edu for additional information.

INSTITUTE ORGANIZATION

ADMINISTRATIVE PERSONNEL

<i>German Ladislao Prieto</i>	<i>.....President</i>
<i>Jose Vazquez</i>	<i>.....Vice-President & Financial Aid Director</i>
<i>Dariena B. Perez</i>	<i>.....Administrative Assistant</i>
<i>Carlos Montes de Oca</i>	<i>.....Executive Director</i>
<i>Edenis Gonzalez</i>	<i>.....Administrative Assistant</i>
<i>Arthur H. Reyes</i>	<i>.....Director of Education</i>
<i>Jessica Leon</i>	<i>.....Marketing & Admissions Director</i>
<i>Meisy Rugama</i>	<i>.....Admissions Representative</i>
<i>Dileimis Vizcaino</i>	<i>.....Admissions Representative</i>
<i>Claudia Rodriguez</i>	<i>.....Admissions Representative</i>
<i>Maria Faughner</i>	<i>.....Career Services</i>
<i>Elena Panteva</i>	<i>.....Registrar</i>
<i>Gilda Castillo</i>	<i>.....Financial Aid Officer</i>
<i>Emma Serrallonga</i>	<i>.....Financial Aid Officer</i>
<i>Elizabeth Gadea</i>	<i>.....Job Placement Director</i>
<i>Sabrinda Sanchez</i>	<i>.....Job Placement Advisor</i>
<i>Maria Jemio Cors</i>	<i>.....Job Placement Advisor</i>
<i>Stanley Zych</i>	<i>.....Student Services Coordinator</i>
<i>John Nolan</i>	<i>.....Special Projects Coordinator</i>
<i>Danela Dehogues</i>	<i>.....Daytime Receptionist</i>
<i>Stephanie Amador</i>	<i>.....Evening Receptionist</i>

INSTITUTE ORGANIZATION

FACULTY

Acosta, Walkys, B.S. Enrique J. Varona Instituto Pedagógico, La Habana, Cuba
Almeida, Luis, B.S., Enrique J. Varona Instituto Pedagógico, La Habana, Cuba
Barahona, Jose, Import Export Specialist, New Professions Technical Institute, Miami, FL
Bello, Miguel Angel, B.A. Universidad de Havana, Havana, Cuba
Canetti, Ana, B.A., Instituto Superior de Pedagógico of Foreign Language, La Havana, Cuba
Diaz de Villegas, Lilia, M.D., Sechenkov – Moscow, Russia
Elvirez, Yurienys, CNA, Florida Vocational Institute, Miami, FL
Escalante, Victor, PhD., Universidad del Zulia, Venezuela
Escobar, Edelys, Enrique J. Varona, Instituto Pedagógico, Havana, Cuba
Eyssallene, Ileana, B.A., Jose A. Echevarría, Instituto Superior Politécnico, La Habana, Cuba
Feliu, Horace, M.S., Florida International University, Miami, FL
Fontrudona, Jorge, B.S., Instituto Pedagógico de Matanzas, Cuba
Hernandez, Roney, M.D., Instituto Superior de Ciencias Médicas de Santiago de Cuba,
Santiago de Cuba, Cuba
Hurtado, Percy, B.S., Universidad Ricardo Palma, Lima, Perú
Garcia, Jesus, B.S., Universidad de Camagüey, Camagüey, Cuba
Garcia, Karina, M.D., Instituto Superior de Ciencias Medicas de la Havana, Havana, Cuba
Gonzalez, Dayron, B.S. School of Foreign Language of the University of Havana,
Havana, Cuba
Naranjo, Armando, M.D. High Institute of Medical Science, Havana, Cuba
Nolan, John, B.A., Universidad Industrial de Santander, Colombia
Ortega, David, IT – Technical Institute “Pablo de la Torriente Brau”, Havana, Cuba
Ramirez, Yordan, M.D., Instituto Superior de Ciencias Medicas de la Havana, Havana, Cuba
Reyes, Arthur, B.S., M.B.A., Regis University / Saint Thomas University, Miami, FL
Rodriguez, Arturo, B.S., Instituto Pedagógico of Foreign Language, La Havana, Cuba
Rodriguez, Juan, B.S. Saint Thomas University, Miami, FL
Serrano, Gerardo, B.A. Xavier Pontifical University, Bogotá, Colombia

Serrano, Maria, M.S. Florida International University, Miami, FL
Sion, Manuel, M.D., University of GYE, Guayaquil, Ecuador
Suarez, Reinaldo, B.S., University of Havana, Cuba
Tamayo, Fidel, B.S. University of Havana, Cuba
Tano, Jessica, B.A., Florida International University, Miami, FL
Télliez, Andrés, New Professions Technical Institute, Miami, FL
Torres, Marcelo, M.D., Catholic University of Guayaquil, Ecuador
Valdes Rodriguez, Yojany, RN, Instituto Superior de Ciencias Medicas de la Havana,
Havana, Cuba
Zych, Stanley, B.A., M.B.A., University of Puerto Rico, Rio Piedras, Puerto Rico and
Humboldt International University, Miami, FL

ADVISORY BOARD

School Members

Jose Vazquez, Vice-President
Carlos Montes de Oca, Executive Director
Arthur H. Reyes, Director of Education
Elizabeth Gadea, Job Placement Director
Stanley Zych, Student Services Director
Jessica Leon, Marketing & Admissions Coordinator
John Nolan, Special Projects Coordinator
Juan Rodriguez, Accounting / Business Instructor
Karina Garcia, MD, Medical Assistant Instructor
Marcelo Torres, MD, Medical Office Instructor

Industry Members

Victor Wotzkow, ESL Consultant
Claudia Alvarez / Suncoast Research
William Arenas / New World Trading
Arturo Abreu, MD / ALAV Services Agency
Ariel Gil / Curriculum Specialist
Claudia Gonzalez / Topps
Susana Jiron / Miami Beach Health Center
Bernard Kremen / Intermark Industries
Zunilda Mederos / Hospital Management Consultant
Gabriel Ruz / Magaya Logistics
Gilda Santalla / Educational Advisor
Carlos Sieveking / Sky World Net
Odalys Tarride / Morales & Esserman
Robin Thompson / Medigo
Maria Tovar / Ocean Bank
Raul Vergara / Tognum America

CAREER ACADEMIC CALENDAR

SEVEN (7) MONTHS

BEGINNING OF PROGRAM January 15, 2018
LAST DAY OF PROGRAM..... August 10, 2018

BEGINNING OF PROGRAM March 26, 2018
LAST DAY OF PROGRAM..... October 19, 2018

BEGINNING OF PROGRAM June 4, 2018
LAST DAY OF PROGRAM..... January 11, 2019

BEGINNING OF PROGRAM August 13, 2018
LAST DAY OF PROGRAM..... March 22, 2019

BEGINNING OF PROGRAM October 22, 2018
LAST DAY OF PROGRAM..... May 31, 2019

BEGINNING OF PROGRAM January 14, 2019
LAST DAY OF PROGRAM..... August 9, 2019

BEGINNING OF PROGRAM March 25, 2019
LAST DAY OF PROGRAM..... October 18, 2019

BEGINNING OF PROGRAM June 3, 2019
LAST DAY OF PTOGRAM..... January 10, 2020

BEGINNING OF PROGRAM August 12, 2019
LAST DAY OF PROGRAM..... March 20, 2020

BEGINNING OF PROGRAM October 21, 2019
LAST DAY OF PROGRAM..... May 29, 2020

ESL & ESOL ACADEMIC CALENDAR

SEVEN (7) MONTHS

BEGINNING OF PROGRAM	January 15, 2018
LAST DAY OF PROGRAM.....	August 10, 2018
BEGINNING OF PROGRAM	February 19, 2018
LAST DAY OF PROGRAM.....	September 14, 2018
BEGINNING OF PROGRAM	March 26, 2018
LAST DAY OF PROGRAM.....	October 19, 2018
BEGINNING OF PROGRAM	April 30, 2018
LAST DAY OF PROGRAM.....	November 23, 2018
BEGINNING OF PROGRAM	June 4, 2018
LAST DAY OF PROGRAM.....	January 11, 2019
BEGINNING OF PROGRAM	August 13, 2018
LAST DAY OF PROGRAM.....	March 22, 2019
BEGINNING OF PROGRAM	October 22, 2018
LAST DAY OF PROGRAM.....	May 31, 2019
BEGINNING OF PROGRAM	January 14, 2019
LAST DAY OF PROGRAM.....	August 9, 2019
BEGINNING OF PROGRAM	March 25, 2019
LAST DAY OF PROGRAM.....	October 18, 2019
BEGINNING OF PROGRAM	June 3, 2019
LAST DAY OF PROGRAM.....	January 10, 2020

DEPARTMENT OF VETERANS' AFFAIRS POLICY

ATTENDANCE

1. Early departures, class cuts, tardiness, etc., for any portion of a class period, will be counted as one (1) absence.
2. Students exceeding ten (10) % total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance.
3. In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.
4. The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

STANDARD OF ACADEMIC PROGRESS

1. Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0 each Quarter.
2. A VA student whose CGPA falls below 2.0 at the end of any Quarter will be placed on academic probation for a maximum of two consecutive Quarters of enrollment. If a VA student's CGPA is still below 2.0 at the end of the second consecutive Quarter of probation, the student's VA educational benefits will be terminated.
3. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 2.0.

CREDIT FOR PREVIOUS EDUCATION AND TRAINING

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

I-20 STUDENT VISA (F-1 / M-1)

New Professions Technical Institute is authorized under Federal Law to enroll nonimmigrant alien students with either F-1 and or M-1 visa. Nonimmigrant alien students that study at NPTI must fall into one of the following visa categories:

A F-1 visa for academic and language (a-vocational) programs allows a prospective student to enter the United States or its territories to complete the English for Speakers of Other Languages (ESOL) program of study certified by the Student Exchange Visitor Program (SEVP).

A M-1 visa for vocational and technical programs consistent with federal requirements. This form of allows a prospective student to enter the United States or its territories to complete any

Career program of study certified by the Student Exchange Visitor Program (SEVP). New Professions Technical Institute is a SEVP-approved school.

Application

Any person 17 years old or older, regardless of race, religion, or nationality may apply. US immigration Form I-20 will be provided to the prospective student who applies for one full-time program and who meets the financial requirement. The prospective student will take their passport and the Form I-20 to an American Embassy or Consulate outside the United States to request an F-1/M-1 Student Visa.

Changes that must be reported to US Homeland Security for F-1 or M-1 Visa students

1. Change in enrollment status or program,
2. Change in US address,
3. Prior attendance at other F-1 or M-1 VISA approved institutions,
4. Full-time enrollment,
5. Vacation, temporary absence, or another break in the study,
6. Program completion,
7. Withdrawal/termination from a program,
8. Transfer from another school,
9. Transfer to another school, with no fees or conditions required.

Leave of Absence

An international student F1 or M1 may request a Leave of Absence to interrupt temporarily his/her program. A student may be granted a leave of absence for a period not to exceed one hundred and fifty (150) days per the calendar year.

To obtain a leave of absence, the student must submit a request in writing to the Director of the Institute. The request must specify the reason for the absence, the effective date, and date on which the student expects to return to the Institute and attest to the understanding of the procedures and implications for returning or failing to return to his/her course of study following the Leave of Absence. The Leave of Absence will become valid when approved by the Director of the Institute.

If a student leaves the Institute without obtaining the approval of the Director or does not return to the Institute on the expected return date, the student will be dismissed from the Institute as of the last date of attendance, and the refund policy will be applied accordingly. For F1 students, the language proficiency will be assessed upon re-entry to the language program.

The change in enrollment status will be reported to US Homeland Security immediately.

Vacation

An international F1 or M1 student may request a vacation after completing a minimum of twelve (12) consecutive weeks of attendance. It can only occur at the completion of a quarter and must not exceed ten (10) weeks.

The vacation must be requested in writing in advance of the beginning date of the vacation and attest to the understanding of the procedures and implications for returning or failing to return to his/her course of study following the vacation. The request must specify the effective date and date on which the student expects to return to the Institute. The vacation will become valid when approved by the Director of the Institute. If a student leaves the Institute without obtaining the approval of the Director, or does not return to the Institute on the expected return date, the student will be dismissed from the Institute as of the last date of attendance, and the refund policy will be applied accordingly. For F1 students, the language proficiency will be assessed upon re-entry to the language program.

The change in enrollment status will be reported to US Homeland Security immediately.