

**TUKIENDORF TRAINING INSTITUTE, INC.**  
**2021-2022 Course Catalog**



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This is the officially published school catalog for Tukiendorf Training Institute, Inc. (TTI). TTI reserves the right to revise or amend all information contained in this catalog for any reason at any time. School policies, procedures, tuition and fees, and other matters are subject to change. TTI further reserves the right to make changes, without notice, to course offerings, curricula, and faculty assignments as needed. [2]

This catalog, and the information therein, supersedes all previous TTI catalogs or brochures. Students are advised to fully familiarize themselves with the contents of this catalog. An electronic version can be found on the school's website at [www.TTImedicalSchool.com](http://www.TTImedicalSchool.com). Hard copies are available upon request.

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## **Directors' Welcome**

Dear Students,

You have taken the first step towards a better future, improved income, and a more fulfilling career. It takes courage to embark upon this life-changing decision to pursue your education and career goals. At Tukiendorf Training Institute, Inc., we help students achieve their dream careers as successful entry healthcare workers, and in doing so, help you build a future foundation for personal and professional growth towards a degree in higher education.

TTI students receive a strong balance of theoretical knowledge and practical hands-on training, along with personalized tutoring and support to meet the unique needs of every student. We will be with you every step of the way, helping you to meet educational goals and achieve successful job placement. Our school takes its mission statement seriously, and our staff and faculty are sincerely invested in your journey towards academic and professional excellence. Welcome aboard!

Sincerely,  
*Anna Wilhite and Rick Stefaniak*

## History of the School

TTI is a licensed non-degree granting private vocational institution founded by Ms. Anna Tukiendorf and Mr. Richard Stefaniak. It is an Illinois corporation registered in the state of Illinois.

TTI's first class commenced in August of 2005 on the northwest side of Chicago, and the school has continued to grow ever since. TTI soon added a second location on the south side of Chicago, and subsequently, a third location on Chicago's west side. We have become one of the leading providers of medical career training, consistently adapting to meet the changing demands of job market trends in Chicago and its surrounding suburbs.

At its inception, TTI was established to address the growing need for English language training in our local community. However, as we focused on this specialized goal, the dire need for nurses and other healthcare professionals in the Chicagoland area presented a serendipitous opportunity to fill an even greater need. In response, TTI started offering classes that would help its student population not only learn the English language but also gain meaningful employment within the community. This new mission was met with great success and served a great purpose for our community. TTI has grown thusly in this manner, each new program organically developed in direct response to broadening student interests and the fast-paced, ever-changing healthcare work environment.

## Educational Philosophy and Mission

*“Life was always a matter of waiting for the right moment to act.” Paulo Coelho*

**Tukiendorf Training Institute, Inc., offers students dynamic training and competency programs to begin a career in the healthcare field, so that you can achieve all that you believe!**

TTI’s ultimate goal is to provide high-quality education and training that not only meets but also exceeds student, workforce, and community expectations. Our mission is two-fold: to lift up the people of our community by helping turn their dreams into reality, and to provide students with superior education and clinical training so they may begin a successful career in healthcare. At TTI, we see students as people first. We understand that many of our students are simultaneously handling multiple demands on their time, energy, and finances. We offer programs with flexible options and guiding support to ensure that students of all ages, backgrounds, and stages of life can pursue their dream careers.

TTI’s programs are designed to ensure that students gain experience in every aspect of their future career, with emphasis on fundamental scientific principles, vital medical knowledge, professional clinical experience, and effective interpersonal connections. Our curricula are continuously updated to maintain relevance and rigor, with both process and product in mind, and all courses are taught by experienced and dedicated instructors.

TTI believes that providing students with a strong union of both theory and practice is paramount to shaping a more marketable, and thus, successful employee. To achieve this balance, we utilize a variety of delivery methods for academic theory such as direct instruction, virtual instruction, meaningful homework assignments, online resources, and support. For practical experience, our delivery methods include interactive lectures, innovative demonstrations, hands-on training, and consistent instructor feedback. Additionally, TTI proudly partners with many esteemed health care facilities to arrange instrumental externships, often leading to potential future job placements. TTI students graduate as confident, versatile, and highly capable professionals.

## Approvals, Memberships and Affiliations

Tukiendorf Training Institute, Inc., is approved by the following organizations:

- Division of Private Business and Vocational Schools of Illinois Board of Higher Education (IBHE)
- Workforce Innovation and Opportunity Act (WIOA)
- National Healthcareer Association (NHA)
- Illinois Department of Public Health (IDPH)

Memberships and Affiliations:

- Board of Nephrology and Examiners Nursing and Technology (BONENT)
- Center for Nursing and Education (C-NET)
- Safer Foundation
- CEDA

***TTI is not accredited by a U.S. Department of Education recognized accrediting body.***

## Educational Programs

Allied Health Programs	
Basic Nursing Assistant (CNA)	135 Clock Hours
Clinical Medical Assistant	720 Clock Hours
Medical Assistant	468 Clock Hours
EKG Technician	82 Clock Hours
Phlebotomy Technician	108 Clock Hours
Hemodialysis Technician	340 Clock Hours
Hemodialysis Care Technician (HCT)	583 Clock Hours
Patient Care Technician	361 Clock Hours
Pharmacy Technician	269 Clock Hours
Medical Laboratory Assistant	129 Clock Hours
Nursing Review	260 Clock Hours

### Other Programs

English Language Training	580 Clock Hours
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TOEFL Preparation	340 Clock Hours
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**CLOCK HOUR DEFINITION**

Students are required to attend a minimum of 55 minutes of each lecture, lab, and clinical hours for each clock hour.

**BASIC NURSING ASSISTANT (CNA)**

TOTAL CLOCK HOURS: 135	CIP Code 51.3902
Theory Hours: 90 Clinical Hours: 45	
WEEKS: 15	

The mission of our CNA program is to provide quality education and practical training to people desiring a new entry-level healthcare profession. Our CNA program forms the basis for continuing educational and career opportunities into the Hemodialysis Care Technician program, Patient Care Technician program, or into a Nursing Degree.

Basic Nursing Assistants are entry-level professionals who work in a variety of healthcare settings under the direction of a licensed nurse. They play a crucial role in direct patient care such as assisting with personal hygiene and grooming, mobility, nutritional and elimination needs, and comfort activities. The role of a CNS includes assessment and care planning, taking patient vital signs, collecting specimens, recording and reporting observations, maintaining safety and environmental cleanliness, transporting residents, and assisting with special procedures. CNAs are employed in hospitals, clinics, long-term care facilities, retirement/assisted living facilities, adult family homes, and in-home health care.

For the convenience of our students, the CNA program is offered during the day, evenings, and during weekend hours on all three TTI campuses. The program consists of classroom theory hours that involve lecture and lab sessions with specific clinical applications, and clinical hours at acute-care hospitals or nursing facilities completed under the supervision of an instructor.

The emergency closure of schools during Spring 2020 required TTI administrators and educators to quickly pivot to distance learning for all to respond to COVID-19 and ensure the safety and health of students and staff. Due to the global pandemic, the CNA program at TTI is also being offered through a hybrid modality, with lectures and training held online and in-person.

In order to obtain a CNA certificate through TTI, students must pass all coursework with a "C" average (75%) or above and achieve satisfactory completion of clinical skills. To become a Certified Nursing Assistant, students must complete an IDPH-approved BNATP, demonstrate competence in 21 selected manual performance skills, and pass a written IDPH competency examination.

**PREREQUISITES:**

Entrance Proficiency Examination: Basic English and Basic Math

<b>CORE CURRICULUM:</b>		<b>Clock Hours</b>
Module#1 Basic Nursing Assisting	Gain knowledge regarding direct patient care: personal hygiene and grooming assistance (e.g., bathing, dressing, nail care), mobility (transferring, positioning, ambulation), nutritional and elimination needs (feeding, emptying bedpans and urine collection bags), comfort activities (providing back rubs, answering call lights, maintaining privacy), assessment and care-planning (taking vital signs, collecting specimens, recording and reporting observations), safety and environmental cleanliness (keeping environment clean, maintaining infection control, caring for equipment), and miscellaneous tasks (transporting residents, delivering specimens, assisting with special procedures); Students will also learn and understand basic medical terminology, as well as the legal and ethical aspects of the nursing assistant job.	90
Module#2 Basic Nursing Assisting Practicum	Gain practical skills regarding direct patient care; Use basic medical terminology to communicate effectively with other health care team members; Practice the legal and ethical aspects of the nursing assistant job.	45

**FINANCIAL INFORMATION:**

Tuition	\$1,685.00
Books and Other Materials	\$165.00
Fees	\$80.00
Tests	\$75.00
<b>Total Cost</b>	<b>\$2,005.00</b>

**EXTRA COSTS:**

Background check	\$40.00
Uniform	\$100.00
Physical with TB	\$200-\$350 (approximate cost)
Medical Supplies	\$250 (approximate cost)
Clinical Day Make-Up Fees	\$90.00

**TEXTBOOKS:**

- Hartmans's Nursing Assisting: A Foundation in Caregiving 5<sup>th</sup> Edition Textbook and Workbook

# CLINICAL MEDICAL ASSISTANT

CIP Code 51.0801

TOTAL CLOCK HOURS: 720

Theory Hours: 560  
Clinical Hours: 160

WEEKS: 52

The mission of our Clinical Medical Assistant program is to prepare students to enter the healthcare field as knowledgeable and responsible professional employees working under the supervision of a licensed physician, physician’s assistant, or nurse practitioner by providing quality education and practical training.

Clinical Medical Assistants are employed in physician’s offices, medical clinics, and urgent care centers, as well as insurance and billing organizations and laboratories. They have a fundamental knowledge of anatomy and physiology with basic pathology, medical terminology, and pharmacology. Clinical Medical Assistants are also knowledgeable in medical law and ethics, which allows them to effectively communicate with other healthcare workers and patients. They can apply principles of infection control and use proper aseptic technique, prepare patients for examination and procedures, prepare and administer medications as directed, collect and process specimens, recognize emergency situations, and perform CPR and First Aid. Besides clinical knowledge, our students are also familiarized with basic administrative procedures such as the fundamentals of the coding, billing, and management of medical records. Our students develop a professional portfolio, learn how to build a professional network, create competitive resumes, and apply effective interview skills.

For the convenience of our students, the Clinical Medical Assistant program is offered during the day, evenings, and weekend hours on all three TTI campuses. The program consists of classroom theory hours that involve lecture and lab sessions with specific clinical applications and supervised clinical hours at other healthcare facilities.

Upon completion of all coursework with an average grade of “C” (75%) or above and satisfactory completion of clinical skills, students receive TTI’s Clinical Medical Assistant Certificate. They are then eligible to take the NHA CCMA examination and, if desired, take the CPT examination, potentially earning the credentials of Certified Clinical Medical Assistant and Certified Phlebotomy Technician, respectively.

**Prerequisites:**

Entrance Proficiency Examination: Basic English and Basic Math

**Core Curriculum:**

**Clock Hours**

Module#1 General Orientation	Provide current employment outlook for the healthcare profession of interest; Learn, compare, and contrast the allied health professions and understand their relationship to the profession of interest; Describe credentialing requirements, the process of obtaining credentials, and its importance; Learn the general responsibilities and skills of the profession of interest.	8
Module#2 Medical Terminology	Define the entire basic structure of medical terminology; Accurately	

	<p>identify the correct context (e.g., root, prefix, suffix, combinations, spelling, and definitions); Build and dissect medical terminology from roots and suffixes to understand the word element combinations; Practice the application of medical terminology for each specialty; and Define and use medical abbreviations when appropriate and acceptable.</p>	32
Module#3 Medical Law and Ethics	<p>Learn to follow documentation guidelines according to law and ethics; Institute federal and state guidelines while releasing medical records or information, entering orders, and utilizing electronic health records; Follow established policies when initiating or terminating medical treatment; Distinguish between employer and personal liability coverage and perform risk management procedures; Comply with federal, state, and local health laws and regulations as they relate to the healthcare setting; Define the scope of practice for the medical assistant within the state where employed; Describe what procedures can and cannot be delegated to the medical assistant, and by whom, within various employment settings; Comply with meaningful use of regulations; Learn and understand compliance with the Code of Ethics of the profession, HIPAA guidelines, ADA Amendments Act, and the Health Information Technology for Economic and Clinical Health (HITECH) Act.</p>	24
Module#4 Anatomy and Physiology with Elements of Basic Pathology	<p>Learn all body systems and their anatomical structures, function, and physiological processes; Gain understanding of basic pathological processes involved in the development of common diseases, their symptoms, and etiologies as they apply to each system; Identify diagnostic and treatment modalities as they relate to each body system; Obtain basic knowledge about microorganisms such as bacteria, fungi, parasites, and viruses; Learn basic principles and aspects of medical microbiology, identification and control of common pathogens, common routes of transmission, and development of disease, host resistance, and immunity; Study the needs of the human body and the impact of nutrients and vitamins on overall health; Learn different kinds of foods as sources of nutrition for the basis of a healthy diet and lifestyle; Learn to apply a system of diet and nutrition; Gain understanding of the importance of diet and nutrition; Learn how to effectively educate patients regarding proper diet and nutrition guidelines; Learn how to identify categories of patients whom require special diets or diet modifications.</p>	100
Module#5 Psychology with Human Relations and Communication	<p>Understand basic concepts of psychology; Understand human relations and effective verbal and nonverbal communication skills; Learn to respond appropriately to patients with abnormal behavior patterns; Provide support and empathy for terminally-ill patients; Identify the common stages that terminally-ill patients experience; Understand defense mechanisms; Gain familiarity with organizations and support groups that assist patients and family members of patients experiencing terminal illnesses; Assist the patient in navigating issues and concerns that may arise (e.g., insurance policy information, medical bills, and physician/provider orders); Adapt care to address the developmental stages of life and analyze the effect of hereditary and environmental influences on behavior; Demonstrate an understanding of the core competencies for Interprofessional Collaborative Practice (i.e. values</p>	34

	and ethics) and roles and responsibilities; Develop interprofessional communication and teamwork skills; Partner with health care teams to attain optimal patient health outcomes; Display effective interpersonal skills with patients and healthcare team members; Demonstrate cultural awareness; Learn about mental health screenings and apply learning.	
Module#8 Pharmacology	Identify drug classification and usual dosages, side effects, and contraindications of the most commonly used medications; Learn and demonstrate accurate occupational math and metric conversions for proper medication administration; Become familiar with the principles of drug prescribing; Identify parts of prescriptions and appropriate abbreviations that are accepted in prescription writing; Comply with the legal aspects of creating prescriptions, including federal and state laws; Properly utilize the Physician's Desk Reference (PDR), drug handbook, and other drug references to identify a drug's classification and usual dosage, side effects, and contraindications.	28
Module#9 Clinical Procedures	Learn and practice standard precautions, disinfection, and sterilization techniques; Learn to obtain vital signs, patient history, and formulate chief complaint; Gain knowledge of how to assist providers during a general (physical) or specialty examination, including cardiac, respiratory, OB-GYN, neurological, and gastroenterology procedures; Assist with specialty procedures including, but not limited to, minor office surgery; Prepare and administer oral and parenteral medications and monitor intravenous (IV) infusions; Recognize and respond to medical office emergencies; Teach self-examination, disease management, and health promotion; Identify community resources and Complementary and Alternative Medicine practices (CAM); Make adaptations for patients with special needs (psychological or physical limitations) and make adaptations to care for patients across their lifespan; Become familiar with the role of the EKG technician; Learn about EKG technology, its application, and basic procedures associated with it, as well as EKG adaptations and troubleshooting; Understand the conduction system of the heart and rudimentary EKG tracing.	128
Module#10 Phlebotomy	Learn technical and procedural aspects of basic phlebotomy, such as collection of blood specimens, venipuncture, and dermal puncture; Become familiar with phlebotomy equipment and supplies, specimen collection techniques and procedures (blood, urine, sputum, semen), plus their complications and troubleshooting techniques; Gain a basic understanding of cardiovascular anatomy and physiology; Gain familiarity with laboratory departments, supervising organizations, and infection control.	65
Module#11 Administrative Procedures	Learn how to gather and process documents; Perform billing and collection procedures; Process insurance claims; Apply scheduling principles; Maintain inventory of equipment and supplies; Learn to display professionalism through written and verbal communications; and Perform basic computer skills.	24

Module#12 Electronic Medical Records	Understand and apply basic concepts of the use and maintenance of an electronic medical records system; Learn basic navigation of an EMR; Obtain knowledge of privacy, security, and government regulations regarding patients' health information.	56
Module#13 Medical Assisting Practicum	In this Medical Assisting Externship, students practice the knowledge that they have learned in Module#9 and Module#10: Perform quality control and selected CLIA-waived tests that assist with diagnosis and treatment (such as urinalysis, hematology testing, chemistry testing, immunology testing, microbiology testing, and kit testing); Learn proper methods of bio-hazardous material disposal; Collect, label, and process specimens and perform venipuncture, capillary puncture and wound collection procedures; Obtain throat specimens for microbiological testing; Instruct patients in the collection of clean-catch, midstream urine specimens, fecal specimen collection, and sputum specimen collection; Practice standard precautions and perform disinfection and sterilization techniques; Obtain vital signs, anthropometric measurements, BMI calculations, and body fat content; Obtain patient history and formulate chief complaint; Assist provider with general (physical) and specialty examinations, including cardiac, respiratory, OB-GYN, neurological, and gastroenterology procedures; Assist with specialty procedures including, but not limited to, minor office surgery; Prepare and administer oral and parenteral medications and monitor intravenous (IV) infusions; Recognize and respond to medical office emergencies, teach self-examination, disease management and health promotion; Identify community resources and Complementary and Alternative Medicine practices (CAM); Make adaptations for patients with special needs (psychological or physical limitations); Make adaptations to care for patients across their lifespan; Perform EKG tests and resolve potential problems associated with them.	160
Module#14 Medical Careers Professional Development	Learn to build a professional portfolio, proper curriculum vitae, and cover letter; Gain the necessary professional skills for effective interviewing and successful job placement; Learn other essential requirements for successful employment (e.g., demonstrating professional behavior by dressing appropriately, efficiently managing time, and proper follow-up process); Understand the importance of continuing education and how it is fulfilled; Develop interprofessional communication and teamwork skills; Display effective interpersonal skills with patients and health care team members; Demonstrate cultural awareness; Learn how to navigate and enjoy your new workplace, ask well-timed questions, and set goals and boundaries; Learn to define success and maintain a professional network.	24
Module#15 CPR	Teach a wide variety of healthcare professionals how to identify life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. <i>American Heart Association BLS approved for Healthcare Provider CPR.</i>	5
Module#16 Medical Assistant Review and Test Preparation	Exam Preparation Review	32

<b>FINANCIAL INFORMATION:</b>	
Tuition	\$12,950.00
Books and Other Materials <i>(including study guides and test preparation packages)</i>	\$1,095.00
Fees	\$80.00
Tests	\$485.00
Medical Equipment and Supplies	\$890.00
<b>Total Cost</b>	<b>\$15,500.00</b>
<b>EXTRA COST:</b>	
Physical with TB & HepB CPR	\$200-\$450 (approximate cost) \$99.00
<b>TEXTBOOKS:</b>	
<ul style="list-style-type: none"> <li>● Phlebotomy: Hartman’s Complete Guide for the Phlebotomy Technician, 2020</li> <li>● CPT Study Guide, NHA, 2017</li> <li>● Hartman’s Complete Guide for EKG Technician, Wilma Lynne Clarke, EdD, RN, Harman Publishing, 1<sup>st</sup> edition, 2019</li> <li>● EKG Study Guide, NHA, 2017</li> <li>● Today’s Medical Assistant: Clinical &amp; Administrative Procedures, Kathy Bonewit-West, Elsevier, 4<sup>th</sup> edition, 2020</li> <li>● Clinical Medical Assistant Study Guide, NHA, 2017</li> <li>● SimChart for medical office, Learning the medical office workflow, Elsevier, 2020 edition</li> </ul>	

<b>MEDICAL ASSISTANT</b>	
TOTAL CLOCK HOURS: 468	<b>CIP Code 51.0801</b>
Theory Hours: 308 Clinical Hours: 160	
WEEKS: 52	

The mission of our Medical Assistant program is to prepare students to enter the healthcare field as knowledgeable and responsible professional workers by providing them with quality education and practical training.

Medical Assistant is one of the most rapidly growing healthcare professions, playing an important role in direct patient care. Graduates of this program utilize efficient interviewing skills while preparing patients for examination. They perform preliminary physical tests, vital sign measurements, and phlebotomy skills. They also assist with physical examinations and patient education, administer medications, and report patient history summaries to other healthcare team members. They may also perform a variety of administrative duties, such as registering patients, accessing insurance information, and answering questions. Medical Assistants are employed by physician offices, hospitals, and other healthcare facilities.

For the convenience of our students, our MA program is offered during the day, evening, and weekend hours on all three TTI campuses. The program consists of classroom theory hours that involve lecture/lab sessions with specific clinical applications and supervised clinical hours at other healthcare facilities.

The emergency closure of schools during Spring 2020 required TTI administrators and educators to quickly pivot to distance learning for all to respond to COVID-19 and ensure the safety and health of students and staff. Due to the global pandemic, the Medical Assistant program at TTI is also being offered through a hybrid modality, with lectures and training held online and in-person.

Upon completion of all coursework with an average of a grade “C” (75%) or above and satisfactory completion of clinical skills, students receive TTI’s Medical Assistant Certificate. They are then eligible to take the NHA CCMA examination and, if desired, take the CPT examination, potentially earning the credentials of Certified Clinical Medical Assistant and Certified Phlebotomy Technician, respectively.

**Prerequisites:**

Entrance Proficiency Examination: Basic English and Basic Math

**Core Curriculum:**

**Clock Hours**

Module#1 General Orientation	Provide current employment outlook for the healthcare profession of interest; Learn, compare, and contrast the allied health professions and understand their relationship to the profession of interest; Describe credentialing requirements, the process of obtaining credentials, and their importance; Learn the general responsibilities and skills of the profession of interest.	4
Module#2 Medical Terminology	Define the entire basic structure of medical terminology; Accurately identify the correct context (e.g., root, prefix, suffix, combinations, spelling, and definitions); Build and dissect medical terminology from roots and suffixes to understand the word element combinations; Practice the application of medical terminology for each specialty, and define and use medical abbreviations when appropriate and acceptable.	12
Module#3 Medical Law and Ethics with Human Relations	Learn to follow documentation guidelines according to law and ethics; Institute federal and state guidelines while releasing medical records or information, entering orders, and utilizing electronic health records; Follow established policies when initiating or terminating medical treatment; Distinguish between employer and personal liability coverage and perform risk management procedures; Comply with federal, state,	

	<p>and local health laws and regulations as they relate to healthcare setting; Define the scope of practice for the medical assistant within the state where employed; Describe what procedures can and cannot be delegated to the medical assistant, and by whom, within various employment settings, and comply with meaningful use of regulations; Learn and understand compliance with the Code of Ethics of the profession, HIPAA guidelines, the ADA Amendments Act, and the Health Information Technology for Economic and Clinical Health (HITECH) Act; Understand basic concepts of psychology, human relations, and effective verbal and nonverbal communication skills; Learn to respond appropriately to patients with abnormal behavior patterns; Provide support and use empathy when communicating with terminally-ill patients; Identify the common stages that terminally-ill patients experience; Understand defense mechanisms; Gain familiarity with organizations and support groups that assist patients and family members of patients experiencing terminal illnesses; Assist the patient in navigating issues and concerns that may arise (e.g., insurance policy information, medical bills, and physician/provider orders); Adapt care to address the developmental stages of life and analyze the effect of hereditary and environmental influences on behavior; Demonstrate an understanding of the core competencies for Interprofessional Collaborative Practice (i.e. values and ethics; roles and responsibilities), interprofessional communication and teamwork; Partner with health care teams to attain optimal patient health outcomes; Demonstrate cultural awareness and effective interpersonal skills with patients and health care team members.</p>	12
<p>Module#4 Anatomy and Physiology with Elements of Pathology</p>	<p>Learn all body systems and their anatomical structures, function, and physiological processes; Gain understanding of basic pathological processes involved in the development of common diseases, their symptoms, and etiologies as they apply to each system; Identify diagnostic and treatment modalities as they relate to each body system; Learn basic knowledge about microorganisms, basic principles and aspects of medical microbiology; Study the needs of the human body and the role of nutrients and vitamins on overall health; Learn different kinds of foods as sources of nutrition as a basis of a healthy diet and lifestyle; Learn to apply a system of diet and nutrition; Gain understanding of the importance of diet and nutrition and learn how to effectively educate patients regarding proper diet and nutrition guidelines; Learn how to identify categories of patients that require special diets or diet modifications.</p>	32
<p>Module#5 Pharmacology</p>	<p>Identify drug classification and the usual dosages, side effects, and contraindications of the most commonly used medications; Learn and demonstrate accurate occupational math and metric conversions for proper medication administration; Become familiar with the principles of drug prescribing; Identify acceptable parts of prescriptions and appropriate abbreviations for prescription writing; Comply with legal aspects of creating prescriptions, including federal and state laws; Properly utilize the Physician's Desk Reference (PDR), drug handbook, and other drug references to identify a drug's classification and usual dosage, side effects, and contraindications.</p>	6

Module#6 Clinical Procedures	Learn and practice standard precautions, disinfection, and sterilization techniques; Learn to obtain vital signs, patient history, and formulate chief complaint; Gain knowledge of how to assist providers during a general (physical) or specialty examination, including cardiac, respiratory, OB-GYN, neurological, and gastroenterology procedures; Assist with specialty procedures including, but not limited to, minor office surgery; Prepare and administer oral and parenteral medications and monitor intravenous (IV) infusions; Recognize and respond to medical office emergencies; Teach self-examination, disease management, and health promotion; Identify community resources and Complementary and Alternative Medicine practices (CAM); Make adaptations for patients with special needs (psychological or physical limitations) and make adaptations to care for patients across their lifespan; Become familiar with the role of the EKG technician; Learn about EKG technology, its application and basic procedures associated with it, as well as EKG adaptations and troubleshooting; Understand the conduction system of the heart and rudimentary EKG tracing.	64
Module#7 Administrative Procedures	Learn how to gather and process documents; Perform billing and collection procedures; Process insurance claims; Apply scheduling principles; Maintain inventory of equipment and supplies; Learn to perform basic computer skills and to display professionalism through written and verbal communications.	12
Module#8 Electronic Medical Records	Understand and apply basic concepts of the use and maintenance of an electronic medical records system; Learn basic navigation of an EMR; Obtain knowledge of privacy, security, and government regulations regarding the patients' health information.	52
Module#9 Phlebotomy	Learn technical and procedural aspects of basic phlebotomy, such as collection of blood specimens, venipuncture, and dermal puncture; Become familiar with phlebotomy equipment and supplies, specimen collection techniques and procedures (blood, urine, sputum, semen), their complications, and troubleshooting techniques; Gain a basic understanding of cardiovascular anatomy and physiology; Gain familiarity with laboratory departments, supervising organizations, and infection control.	65
Module#10 Medical Assisting Practicum	Take medical histories and record vital signs; Explain treatment procedures to patients; Prepare patients for examination; Assist the physician during the examination; Collect and prepare laboratory specimens; Dispose of contaminated supplies and sterilize medical instruments; Instruct patients about medication and special diets; Prepare and administer medications as directed by a physician; authorize drug refills as directed and telephone prescriptions to a pharmacy; Draw blood; Prepare patients for x-rays and take electrocardiograms; Remove sutures and change dressings; Arrange examining room instruments and equipment; Purchase and maintain supplies and equipment; Keep waiting and examining rooms neat and clean; Learn basic patient care scales (vitals, spirometry etc.) Gain familiarity with EKG technology and applications and basic EKG procedures, adaptations and troubleshooting; Learn about the cardiac	160

	conducting system and EKG tracing; Perform spirometry, hemocult test, urinalysis and physical examination of population of all ages; Assist in minor surgery procedures and administration of injections.	
Module#11 Medical Career's Professional Development	Help students build a professional portfolio, proper curriculum vitae and cover letter; Gain the necessary professional skills for effective interviewing and successful job placement; Learn other essential requirements for successful employment such as demonstrating professional behavior (e.g., dressing appropriately, efficiently managing time, following up by process); Understand the importance of continuing education and how it is fulfilled; Develop interprofessional communication and teamwork skills; Display effective interpersonal skills with patients and health care team members; Demonstrate cultural awareness; Learn how to navigate and enjoy your new workplace, ask well-timed questions, and set goals and boundaries; Learn to define success and maintain a professional network.	12
Module#12 CPR	Teach a wide variety of healthcare professionals how to identify life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. American Heart Association BLS approved for Healthcare Provider CPR.	5
Module#13 Medical Assistant Review and Test Preparation	Exam Preparation Review	32

**FINANCIAL INFORMATION:**

Tuition	\$8,000
Books and Other Materials <i>(including study guides and test preparation packages)</i>	\$1,095.00
Fees	\$80.00
Tests	\$340.00
Medical Equipment and Supplies	\$890.00
<b>Total Cost</b>	<b>\$10,405.00</b>

**EXTRA COST:**

Physical with TB & HepB	\$200-\$450 (approximate cost)
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**TEXTBOOKS:**

- Phlebotomy: Work Text & Procedures Manual, Robin S. Warekois, Richard Robinson, Elsevier, 4<sup>th</sup> edition, 2020
- CPT Study Guide, NHA, 2017
- Hartman’s Complete Guide for EKG Technician, Wilma Lynne Clarke, EdD, RN, Harman Publishing, 1<sup>st</sup> edition, 2019
- EKG Study Guide, NHA, 2017
- Today’s Medical Assistant: Clinical & Administrative Procedures, Kathy Bonewit-West, Elsevier, 4<sup>th</sup> edition, 2020
- Clinical Medical Assistant Study Guide, NHA, 2017
- SimChart for medical office, Learning the medical office workflow, Elsevier, 2020 edition

## EKG TECHNICIAN

CIP Code 51.0902

TOTAL CLOCK HOURS: 82

Theory Hours: 52  
Clinical Hours: 30

WEEKS: 13

The mission of our EKG Technician program is to prepare students to enter the healthcare field as knowledgeable and responsible professional workers by providing quality education and practical training.

EKG Technicians are responsible for performing electrocardiogram tests that are used to monitor and record electrical impulses transmitted by the heart. Our graduates demonstrate knowledge of the anatomy and physiology of the cardiovascular system. They understand and are able to identify the phases of the cardiac cycle and recognize normal and abnormal EKG. They also demonstrate a basic understanding of cardiac disorders and medications commonly used in the treatment of cardiac disorders. EKG Technicians are employed in hospitals and physician offices.

For the convenience of our students, the EKG Technician program is offered during the day, evening, and weekend hours on all three TTI campuses. The program consists of classroom theory hours that involve lecture and lab sessions with specific clinical applications and supervised clinical hours at other clinical settings.

The emergency closure of schools during Spring 2020 required TTI administrators and educators to quickly pivot to distance learning for all to respond to COVID-19 and ensure the safety and health of students and staff. Due to the global pandemic, the EKG Technician program at TTI is also being offered through a hybrid modality, with lectures and training held online and in-

person.

Upon completion of all coursework with an average of a grade “C” (75%) or above and satisfactory completion of clinical skills, students receive TTI’s EKG Technician Certificate. They are then eligible to take the NHA CET certification examination, potentially earning the credential of Certified EKG Technician.

**Prerequisites:**

Entrance Proficiency Examination: Basic English and Basic Mathematics

Medical Terminology

Medical Law and Ethics with Human Relations

**Core Curriculum:**

Module#1 General Orientation	Provide current employment outlook for the healthcare profession of interest; Learn, compare, and contrast the allied health professions and understand their relationship to the profession of interest; Describe credentialing requirements, the process of obtaining credentials, and their importance; Learn the general responsibilities and skills of the profession of interest.
Module#2 Electrocardiography	
Module#3 Electrocardiography Practicum	Gain practical skills of the EKG technician role. Students learn how to properly perform basic patient care scales (vital signs), basic EKG procedures and equipment operation; Learn adaptations and troubleshooting, plus basic understanding of the conductive system of the heart and of EKG waveforms; Practice rhythm interpretation.
Module#4 Medical Careers Professional Development	Help students build their professional portfolio, proper curriculum vitae and cover letter; Gain the necessary professional skills for effective interviewing and successful job placement; Learn other essential requirements for successful employment such as demonstrating professional behavior(e.g., dressing appropriately, efficiently managing time, proper follow-up process); Understand the importance of continuing education and how it is fulfilled; Develop interprofessional communication and teamwork skills; Display effective interpersonal skills with patients and health care team members; Demonstrate cultural awareness; Learn how to navigate and enjoy your new workplace, ask well-timed questions, and set goals and boundaries; Learn to define success and maintain professional network.
Module#5 EKG Review and Test Preparation	Exam preparation and review

**FINANCIAL INFORMATION:**

Tuition	\$2,000.00
Books and other materials <i>(including study guides and test preparation packages)</i>	\$135.00
Fees	\$80.00
Tests	\$145.00
<b>Total Cost</b>	<b>\$2,360.00</b>

**EXTRA COST:**

Physical with TB	\$200-\$350 (approximate cost)
Uniform	\$100.00
Medical Supplies	\$95.00

**TEXTBOOKS:**

- Hartman's Complete Guide for EKG Technician, Wilma Lynne Clarke, EdD, RN, Harman Publishing 1<sup>st</sup> edition, 2019
- EKG Study Guide, NHA, 2017

**PHLEBOTOMY TECHNICIAN**

CIP Code 51.1009

TOTAL CLOCK HOURS: 108

Theory Hours: 52  
Clinical Hours: 56

WEEKS: 13

The mission of our Phlebotomy Technician Certification Program is to prepare students to enter the healthcare field as knowledgeable and responsible professional workers by providing quality education and practical training.

Phlebotomy Technicians are skilled healthcare professionals whose duties include drawing blood, preparing specimens for storage or testing, assembling equipment, and verifying patients' records. They may also interview and screen donors at a blood bank. Our students learn technical and procedural aspects of basic phlebotomy such as collection of blood specimens, venipuncture, and dermal puncture, both in theory and hands-on practice. Phlebotomy Technicians work in hospitals, physicians' offices, group practices, independent laboratories, health maintenance organizations, and public facilities.

For the convenience of our students, Phlebotomy Technician program is offered during the day, evening, and weekend hours. The program consists of classroom theory hours that involve lecture and lab sessions with specific clinical applications and supervised clinical hours at other clinical settings.

The emergency closure of schools during Spring 2020 required TTI administrators and educators to quickly pivot to distance learning for all to respond to COVID-19 and ensure the safety and health of students and staff. Due to the global pandemic, the Phlebotomy Technician program at TTI is also being offered through a hybrid modality, with lectures and training held online and in-person.

Upon completion of all coursework with an average of a grade "C" (75%) or above and satisfactory completion of clinical skills, students receive TTI's Phlebotomy Technician Certificate. They are then eligible to take the NHA CPT certification examination, potentially earning the credential of Certified Phlebotomy Technician.

**Prerequisites:**

Entrance Proficiency Examination: Basic English and Basic Math

Medical Terminology

Medical Law and Ethics with Human Relations

**Core Curriculum:**

Module#1 General Orientation	Provide current employment outlook for the healthcare profession of interest; Learn, compare, and contrast the allied health professions and understand their relationship to the profession of interest; Describe credentialing requirements, the process of obtaining credentials, and their importance; Learn the general responsibilities and skills of the profession of interest.
Module#2 Phlebotomy	Learn technical and procedural aspects of basic phlebotomy, such as collection of blood specimens, venipuncture and dermal puncture; Become familiar with phlebotomy equipment and supplies, specimen collection techniques and procedures (blood, urine, sputum, semen), their complications, and troubleshooting techniques; Gain a basic understanding of cardiovascular anatomy and physiology, familiarity with laboratory departments, supervising organizations, and infection control measures.
Module#3 Phlebotomy Practicum	Practice all the skills learned in the Phlebotomy Technician course; Practice technical and procedural aspects of basic phlebotomy such as collection of blood specimens, venipuncture, and dermal puncture in hands-on practice; Become familiar with utilizing phlebotomy equipment and supplies, specimen collection techniques and procedures, and their complications and management; Follow rules and regulations for infection control while performing procedures.
Module#4 Medical Careers Professional Development	Help students build a professional portfolio, proper curriculum vitae and cover letter; Gain the necessary professional skills for effective interviewing and successful job placement; Learn other essential requirements for successful employment such as demonstrating professional behavior (e.g., dressing appropriately, efficiently managing time, following up by process); Understand the importance of continuing education and how it is fulfilled; Develop interprofessional communication and

teamwork skills; Display effective interpersonal skills with patients and health care team members; Demonstrate cultural awareness; Learn how to navigate and enjoy your new workplace, ask well-timed questions, and set goals and boundaries; Learn to define success and maintain a professional network.

**FINANCIAL INFORMATION:**

Tuition	\$2,000.00
Books and Other Materials <i>(including study guides and test preparation packages)</i>	\$144.00
Fees	\$80.00
Tests	\$145.00
Medical Equipment and Supplies	\$490.00
<b>Total Cost</b>	<b>\$2,859.00</b>

**EXTRA COST:**

Physical with TB & HepB	\$200-\$450 (approximate cost)
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**TEXTBOOKS:**

- Hartman’s Complete Guide for the Phlebotomy Technician, 2020
- Phlebotomy Study Guide, NHA, 2017

**HEMODIALYSIS TECHNICIAN**

	<b>CIP Code 51.1011</b>
TOTAL CLOCK HOURS: 340	
Theory Hours: 90 Clinical Hours: 250	
WEEKS: 20	

The mission of our Hemodialysis Technician Certification Program is to prepare people to enter the healthcare field as knowledgeable and responsible professional workers by providing quality education and practical training.

Hemodialysis Technicians work with patients whose kidneys no longer function properly or do not work at all. Dialysis technicians operate machines that remove wastes, salt, and extra water from patients' blood while keeping safe levels of certain chemicals. They work under the supervision of physicians and nurses. Dialysis patients generally use the machine for about four hours, three times a week. The technicians prepare patients, monitor, adjust settings on the machine, and perform required procedures when dialysis is completed. Dialysis technicians help patients feel comfortable during the procedure and keep the machine in good working order. Hemodialysis Care Technicians work in dialysis clinics, hospitals, free standing clinics, nursing homes, long-term care facilities, as well as in-home healthcare.

For the convenience of our students, Hemodialysis Technician program is offered during the day, evening and weekend hours on all three TTI campuses. The program consists of classroom theory hours that involve lecture/lab sessions with specific clinical applications and supervised clinical hours at local dialysis centers.

The emergency closure of schools during Spring 2020 required TTI administrators and educators to quickly pivot to distance learning for all to respond to COVID-19 and ensure the safety and health of students and staff. Due to the global pandemic, the Hemodialysis Technician program at TTI is also being offered through a hybrid modality, with lectures and training held online and in-person.

Upon completion of all coursework with an average of a grade "C" (75%) or better and satisfactory completion of clinical skills, students receive Tukiendorf Training Institute Hemodialysis Technician Certificate and are eligible to take either the CCHT or the BONENT certification exam within 18 months of program completion, potentially earning the credential of Certified Hemodialysis Technician.

**Prerequisites:**

Entrance Proficiency Examination: Basic English and Basic Math

Medical Terminology

Medical Law and Ethics with Human Relations

Phlebotomy

**Core Curriculum:**

**Clock Hours**

Module#1 Hemodialysis	Learn anatomy and physiology of the renal system with basic pathology and principles of hemodialysis; Learn about hemodialysis equipment and delivery systems, vascular access devices, and analysis and interpretation of laboratory data; Learn essentials of patient care, machine technology, water treatment, and dialyzer reprocessing; Learn effective communication with other hemodialysis team members and healthcare professionals.	90
Module#2 Hemodialysis Practicum	Gain practical skills of a Hemodialysis Technician including direct care of the patient undergoing hemodialysis, operation of hemodialysis equipment and troubleshooting, analysis and interpretation of laboratory data, as well as efficient team work with other healthcare workers. Students are eligible to take the CCHT exam upon completion of 100 hours of training in a clinical setting.	250

<b>FINANCIAL INFORMATION:</b>	
Tuition	\$3,780.00
Books and Other Materials <i>(including study guides and test preparation packages)</i>	\$175.00
Fees	\$80.00
Tests	\$250.00
<b>Total Cost</b>	<b>\$4,285.00</b>
<b>EXTRA COST:</b>	
Physical with TB & HepB	\$200-\$450 (approximate cost)
Uniform	\$100.00
Extra Supplies	\$95.00
<b>TEXTBOOKS:</b>	
<ul style="list-style-type: none"> <li>● Core Curriculum for the Dialysis Technician – A Comprehensive Review of Hemodialysis, Medical Education Institute, 6<sup>th</sup> edition, 2018</li> <li>● A Study Guide for Dialysis Technologists, Philip M. Varughese, BS, CHT, 6<sup>th</sup> edition, <b>2012</b>, NANT</li> <li>● Core Curriculum for the Dialysis Technician, A Comprehensive Review of Hemodialysis, 6<sup>th</sup> edition, 2018, MEI</li> </ul>	

<b>HEMODIALYSIS CARE TECHNICIAN</b>	
TOTAL CLOCK HOURS: 583	<b>CIP Code 51.1011</b>
Theory Hours: 232 Clinical Hours: 351	
WEEKS: 52	
<p>The mission of our Hemodialysis Care Technician Certification Program is to prepare people to enter the healthcare field as knowledgeable and responsible professional workers by providing quality education and practical training.</p> <p>Hemodialysis Care Technicians (HCTs) are healthcare professionals who work in a variety of healthcare settings under the direction of a licensed nurse and physicians. They are the direct caregivers for patients undergoing dialysis treatment, which may be as frequently as three times a week. As Hemodialysis Care Technicians, our graduates are able to prepare and educate</p>	

patients, operate dialysis equipment, identify complications and report on treatments and outcomes to other team workers. They also are knowledgeable in taking vital signs, collecting specimens, performing venipuncture, performing catheter insertion, and perform CPR when necessary. Hemodialysis Care Technicians work in dialysis clinics, hospitals, freestanding clinics, nursing homes, long-term care facilities, and in-home healthcare setting.

For the convenience of our students, the Hemodialysis Care Technician program is offered during the day, evening, and weekend hours. The program consists of classroom theory hours that involve lecture and lab sessions with specific clinical applications and supervised clinical hours at local dialysis centers, local community-based clinics, medical offices, nursing homes and hospitals.

The emergency closure of schools during Spring 2020 required TTI administrators and educators to quickly pivot to distance learning for all to respond to COVID-19 and ensure the safety and health of students and staff. Due to the global pandemic, the Hemodialysis Care Technician program at TTI is also being offered through a hybrid modality, with lectures and training held online and in-person.

Upon completion of all coursework with an average of a grade "C" (75%) or above and satisfactory completion of clinical skills, students receive Tukiendorf Training Institute Hemodialysis Care Technician Certificate. They are then eligible to take either the CCHT or the BONENT certification exam within 18 months of program completion, potentially earning the credential of Certified Hemodialysis Technician. Students are also eligible to take NHA CPT examination and the Illinois State CNA competency examination, gaining the credentials of Certified Phlebotomy Technician and Certified Nursing Assistant, respectively.

**Prerequisites:**

Entrance Proficiency Examination: Basic English and Basic Math

Medical Terminology

Medical Law and Ethics with Human Relations

**Core Curriculum:**

**Clock Hours**

Module#1 Basic Nursing Assisting	Gain knowledge regarding direct patient care: assist with personal hygiene and grooming (for example, bathing, dressing, nail care, etc.), assisting with mobility (transferring, positioning, ambulation), nutritional and elimination needs (feeding, bedpans, emptying urine collection bags), comfort activities (back rubs, answering call lights, maintaining privacy), assessment and care planning (vital signs, collecting specimens, recording and reporting observations), safety and environmental cleanliness (keeping environment clean, maintaining infection control, caring for equipment), and miscellaneous tasks (transporting residents, delivering specimens, assisting with special procedures); Learn and understand basic medical terminology, and the legal and ethical aspects of the nursing assistant job.	90
Module#2 Basic Nursing Assisting Practicum	Externship for Module#1 Gain practical skills regarding direct patient care; Use basic medical terminology to communicate effectively with other healthcare team members; Practice the legal and ethical aspects of the nursing assistant job.	45

Module#3 Phlebotomy	Learn technical and procedural aspects of basic phlebotomy, such as collection of blood specimens, venipuncture, and dermal puncture; Become familiar with phlebotomy equipment and supplies, specimen collection techniques and procedures (blood, urine, sputum, semen): Know the associated complications and how to troubleshoot them; Gain a basic understanding of cardiovascular anatomy and physiology, Grow familiar with laboratory departments, supervising organizations, and infection control measures.	52
Module#4 Phlebotomy Practicum	Practice all the skills of Phlebotomy Technician: Practice technical and procedural aspects of basic phlebotomy such as collection of blood specimens, venipuncture and dermal puncture in hands-on practice; Gain familiarity and apply practical skills with operation of phlebotomy equipment and supplies, specimen collection techniques and procedures (blood, urine, sputum, semen): Know their complications and management; Follow the rules and regulations for infection control while performing procedures.	56
Module#5 Hemodialysis	Learn anatomy and physiology of the renal system with basic pathology and principles of hemodialysis; Learn about hemodialysis equipment and delivery systems, vascular accesses, and analysis and interpretation of laboratory data; Learn proper patient care, machine technology, water treatment, and dialyzer reprocessing; Learn effective communication with other hemodialysis team members and healthcare professionals.	90
Module#6 Hemodialysis Technician Practicum	Gain practical skills of Hemodialysis Technician, including direct care of the patient undergoing hemodialysis, operation of hemodialysis equipment and troubleshooting resolution, analysis and interpretation of laboratory data, and efficient teamwork with other healthcare workers. Students are eligible to take the CCHT exam upon completion of 100 hours of training in a clinical setting.	250

**FINANCIAL INFORMATION:**

Tuition	<b>\$7,950.00</b>
Books and Other Materials <i>(including study guides and test preparation packages)</i>	\$430.00
Fees	\$80.00
Tests	\$470.00
Medical Equipment and Supplies	\$890.00
<b>Total Cost</b>	<b>\$9,820.00</b>

**EXTRA COST:**

Background check	\$40.00
Physical with TB & HepB	\$200-\$450 (approximate cost)
CNA Clinical Day Make-Up	\$90.00

**TEXTBOOKS:**

- Hartmans's Nursing Assisting: A Foundation in Caregiving 5<sup>th</sup> Edition Textbook and Workbook
- Hartman's Complete Guide for the Phlebotomy Technician, 2020
- Phlebotomy Study Guide, NHA, 2017
- A Study Guide for Dialysis Technologists, Philip M. Varughese, BS, CHT, 6<sup>th</sup> edition, 2020, NANT
- Core Curriculum for the Dialysis Technician, A Comprehensive Review of Hemodialysis, 6th edition, 2018, MEI

## PATIENT CARE TECHNICIAN

CIP Code 51.3902

TOTAL CLOCK HOURS: 361

Theory Hours: 230  
Clinical Hours: 131

WEEKS: 41

The mission of our Patient Care Technician Certification Program is to prepare students to enter the healthcare field as knowledgeable, efficient, and responsible healthcare team members by providing quality education and practical training in the basic skills necessary to assist nurses in a variety of healthcare settings.

Patient Care Technicians (PCTs) are healthcare professionals who work in a variety of settings under the direction of a licensed nurse and medical staff. Job responsibilities include working with the physically ill, injured, disabled, and other individuals confined to hospitals, clinics, nursing homes, personal care and long-term care facilities. Our PCT program graduates effectively assist with personal hygiene and grooming, mobility, nutritional and elimination needs, comfort activities, assessment and care planning, safety, and environmental cleanliness. In addition, PCTs assist in taking vital signs, collecting specimens, and perform venipuncture and blood glucose testing, as well as perform and monitor EKGs, and perform catheter insertion and CPR as necessary. Patient Care Technicians work in hospitals, clinics, nursing homes, and long-term care facilities, as well as in-home healthcare settings.

For the convenience of our students, the Patient Care Technician program is offered during the day, evening, and weekend hours. The program consists of classroom theory hours that involve lecture and lab sessions with specific clinical applications and supervised clinical hours at local community-based clinics, medical offices, nursing homes, and hospitals.

The emergency closure of schools during Spring 2020 required TTI administrators and educators to quickly pivot to distance learning for all to respond to COVID-19 and ensure the safety and health of students and staff. Due to the global pandemic, the PCT program at TTI is also being offered through a hybrid modality, with lectures and training held online and in-person.

Upon completion of all coursework with an average of a grade "C" (75%) or above and satisfactory completion of clinical skills, students gain the credential of Patient Care Technician and receive TTI's Patient Care Technician, Phlebotomy Technician, and EKG Technician Certificates. Students are required to take the Illinois State CNA competency examination and are eligible to take the CPR exam and the NHA Phlebotomy, EKG, and PCT certification exams.

### Prerequisites:

Entrance Proficiency Examination: Basic English and Basic Math

Medical Terminology

Medical Law and Ethics with Human Relations

### Core Curriculum:

**Clock Hours**

Module#1 General Orientation	Provide current employment outlook for the healthcare profession of interest; Learn, compare, and contrast the allied health professions and understand their relationship to the profession of interest; Describe credentialing requirements, the process of obtaining	4
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	credentials, and their importance; Learn the general responsibilities and skills of the profession of interest.	
Module#2 Basic Nursing Assisting	<p>Gain knowledge regarding direct patient care: personal hygiene and grooming assistance (e.g., bathing, dressing, nail care), mobility (transferring, positioning, ambulation), nutritional and elimination needs (feeding, emptying bedpans and urine collection bags), core activities (providing back rubs, answering call lights, maintaining privacy), assessment and care-planning (taking vital signs, collecting specimens, recording and reporting observations), safety and environmental cleanliness (keeping environment clean, maintaining infection control, caring for equipment), and miscellaneous tasks (transporting residents, delivering specimens, assisting with special procedures);</p> <p>Students will also learn and understand basic medical terminology as well as the legal and ethical aspects of the nursing assistant job.</p>	90
Module#3 Basic Nursing Assisting Practicum	<p>Externship for Module#2</p> <p>Gain practical skills regarding direct patient care; Use basic medical terminology to communicate effectively with other healthcare team members; Practice the legal and ethical aspects of nursing assistant job.</p>	45
Module#4 Phlebotomy	<p>Learn technical and procedural aspects of basic phlebotomy, such as collection of blood specimens, venipuncture, and dermal puncture; Become familiar with phlebotomy equipment and supplies, specimen collection techniques and procedures (blood, urine, sputum, semen), their associated complications and how to troubleshoot them; Gain a basic understanding of cardiovascular anatomy and physiology, Gain familiarity with laboratory departments, supervising organizations, and infection control measures.</p>	52
Module#5 Phlebotomy Practicum	<p>Practice all the skills of Phlebotomy Technician: Practice technical and procedural aspects of basic phlebotomy such as collection of blood specimens, venipuncture and dermal puncture in hands-on practice; Gain familiarity and apply practical skills with operation of phlebotomy equipment and supplies, specimen collection techniques and procedures (blood, urine, sputum, semen), and their complications and management; Follow the rules and regulations for infection control while performing procedures.</p>	56
Module#6 Electrocardiography	<p>Gain knowledge and understanding of the EKG technician's role in the healthcare field: Learn basic patient care scales (vital signs etc.), basic anatomy and physiology, common cardiovascular diseases and disorders, introduction to EKG technology and EKG sensor application including 12-lead EKG, basic EKG procedures, and EKG adaptations and troubleshooting; Gain a basic understanding of</p>	52

	the conductive system of the heart, EKG waveforms, and an overview of rhythm interpretation and cardiac emergencies.	
Module#7 Electrocardiography Practicum	Gain practical skills of the EKG technician role. Students learn how to properly perform basic patient care scales (vital signs etc.), basic EKG procedures and equipment operation, EKG adaptations and troubleshooting; Gain basic understanding of the conductive system of the heart and EKG waveforms; Practice rhythm interpretation.	30
Module#8 Medical Careers Professional Development	Help students build a professional portfolio, proper curriculum vitae, and cover letter; Gain the necessary professional skills for effective interviewing and successful job placement; Learn other essential requirements for successful employment such as demonstrating professional behavior (e.g., dressing appropriately, efficiently managing time, proper follow-up process); Understand the importance of continuing education and how it is fulfilled; Develop interprofessional communication and teamwork skills; Display effective interpersonal skills with patients and healthcare team members; Demonstrate cultural awareness; Learn how to navigate and enjoy your new workplace, ask well-timed questions, and set goals and boundaries; Learn to define success and maintain a professional network.	12
Module#9 PCT Review and Test Preparation	Exam Preparation Review	20

**FINANCIAL INFORMATION:**

Tuition	\$5,685.00
Book Books and Other Materials <i>(including study guides and test preparation packages)</i>	\$732
Fees	\$80.00
Medical Equipment and Supplies	\$890.00
Tests	\$560.00
<b>Total Cost</b>	<b>\$7,544.00</b>

**EXTRA COST:**

Background check	\$40.00
Physical with TB & HepB	\$200-\$450 (approximate cost)
CNA Clinical Day Make-Up	\$90.00

### TEXTBOOKS:

- Hartman's Complete Guide for the Phlebotomy Technician, 2020
- Hartmans's Nursing Assisting: A foundation in Caregiving 5<sup>th</sup> Edition Textbook and Workbook
- Phlebotomy Study Guide, NHA, 2017
- Hartman's Complete Guide for EKG Technician, Wilma Lynne Clarke, EdD, RN, Harman Publishing, 1<sup>st</sup> edition, 2019
- EKG Study Guide, NHA, 2017

## PHARMACY TECHNICIAN

CIP Code 51.0805

TOTAL CLOCK HOURS: 269

Theory Hours: 221  
Clinical Hours: 48

WEEKS: 22

The mission of our Pharmacy Technician Certification program is to prepare professional multi-skilled individuals for employment as knowledgeable, efficient, and responsible entry-level pharmacy technicians who assist in the varied activities of a pharmacy department under the direction and supervision of a pharmacist.

Pharmacy Technicians have several duties that include assisting with prescriptions by counting pills, measuring medications, labeling products, verifying prescriptions from doctors, and maintaining patient records and insurance information. Our graduates understand all aspects of the Pharmacy Technician job and are able to describe the roles, responsibilities, and their scope of practice. They follow appropriate workflow in a pharmacy department and comply with laws and regulations. They understand rules and procedures regarding general and controlled substances, the dispensing process, dosage calculations, and management of care prescriptions. Pharmacy Technicians apply teamwork, problem solving, and decision-making skills, and communicate effectively with diverse populations. Most pharmacy technicians work in retail pharmacies such as those within local grocery stores. Other pharmacy technicians fill hospital positions, work in wholesale industries, or find employment with

government organizations.

For the convenience of our students, the Pharmacy Technician program is offered during the day, evening, and weekend hours. The program consists of classroom theory hours that involve lecture and lab sessions with specific clinical applications and supervised clinical hours at local pharmacies and hospitals.

The emergency closure of schools during Spring 2020 required TTI administrators and educators to quickly pivot to distance learning for all to respond to COVID-19 and ensure the safety and health of students and staff. Due to the global pandemic, the Pharmacy Technician program at TTI is also being offered through a hybrid modality, with lectures and training held online and in-person.

Upon completion of all coursework with an average of a grade "C" (75%) or above and satisfactory completion of clinical skills, students receive TTI's Pharmacy Technician Certificate. They are then eligible to take the NHA certification exam, potentially earning the credential of Certified Pharmacy Technician.

**Prerequisites:**

Entrance Proficiency Examination: Basic English and Basic Math

Medical Terminology

Medical Law and Ethics with Human Relations

**Core Curriculum:**

**Clock Hours**

Module#1 General Orientation	Provide current employment outlook for the healthcare profession of interest; Learn, compare, and contrast the allied health professions and understand their relationship to the profession of interest; Describe credentialing requirements and the process of obtaining credentials and its importance; Learn the general responsibilities and skills of the profession of interest.	4
Module#2 Basic Pharmacy Technician Knowledge and Applications	Introduction and basic overview: General prescription medications and controlled substances; The dispensing process; Pharmacy calculations; Self-Management skills, communication, and teamwork; Patient interaction; An overview of federal privacy requirements; Managed care prescriptions; Non-Dispensing duties; Drug and medical terminology; Basic anatomy and physiology; Basic pharmacology; Commonly prescribed interventions; Infection control, wellness, and disease prevention; Over-the counter (OTC) medications; Unit dose systems and medication repackaging; Sterile and non-sterile product compounding; Emergency situations; and Examination review	200
Module#3 Pharmacy Technician Practicum	Practical training of the skills learned in Module#2	48

Module#4 Medical Careers Professional Development	Help students build a professional portfolio, proper curriculum vitae, and cover letter; Gain the necessary professional skills for effective interviewing and successful job placement; Learn other essential requirements for successful employment (such as demonstrating professional behavior by dressing appropriately, efficiently managing time, proper follow-up process); Understand the importance of continuing education and how it is fulfilled; Develop interprofessional communication and teamwork skills; Display effective interpersonal skills with patients and health care team members; Demonstrate cultural awareness; Learn how to navigate and enjoy your new work, ask well-timed questions, and set goals and boundaries; Learn to define success and maintain a professional network.	12
Module#5 CPR	Teach a wide variety of healthcare professionals the ability to identify life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely, and effective manner. American Heart Association BLS approved for Healthcare Provider CPR.	5

**FINANCIAL INFORMATION:**

Tuition	\$2,320.00
Books and Other Materials <i>(including NHA PharmaSeer and ExCPT bundle)</i>	\$523.00
Fees	\$80.00
Tests (2)	\$ 254.00
<b>Total Cost</b>	<b>\$3,177.00</b>

**EXTRA COST:**

Physical with TB & HepB	\$200-\$450 (approximate cost)
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**TEXTBOOKS:**

- Mosby's Pharmacy Technician: Principles & Practice, 2<sup>nd</sup> edition
- Teresa Hooper, CPhT, Text and Workbook/Neville Package
- Mosby's Review for PTCB Certification Exam
- PharmaSeer Comprehensive Training and ExCPT Preparing Package, NHA 2019

## MEDICAL LABORATORY ASSISTANT

CIP Code 51.0802

TOTAL CLOCK HOURS: 129

Theory Hours: 73  
Clinical Hours: 56

WEEKS: 13

The mission of our Medical Laboratory Assistant Certification program is to prepare students to enter the healthcare field as knowledgeable, efficient, and responsible team members by providing quality education and practical training.

Medical Laboratory Assistants are healthcare professionals who work in a variety of healthcare settings under the direction of a medical laboratory technician and laboratory director. They perform routine medical laboratory procedures and tests and apply preset strategies to record and analyze data. Our MLA program graduates know and understand the fundamentals and procedures of the laboratory department and quality control protocols, as well as OSHA guidelines, Infection control measures, and HIPAA compliance. They properly set up laboratory equipment, apply testing procedures, and maintain laboratory equipment (e.g. microscopes, centrifuges, autoclaves, auto analyzers, etc). Our graduates are also equipped with phlebotomy skills. Medical Lab Assistants work in medical centers, hospital laboratories, outpatient laboratories, and research laboratories.

For the convenience of our students, the Medical Laboratory Assistant program is offered during the day, evening, and weekend hours. The program consists of classroom theory hours that involve lecture and lab sessions with specific clinical applications and supervised clinical hours at local medical centers and outpatient or hospital laboratories.

Upon completion of all coursework with an average of a grade "C" (75%) or above and satisfactory completion of clinical skills, students receive TTI's Medical Laboratory Assistant Certificate. They are then eligible to take the NHA certification exam, gaining the credential of Certified Medical Laboratory Assistant.

### Prerequisites:

Entrance Proficiency Examination: Basic English and Basic Math

Medical Terminology

Medical Law and Ethics with Human Relations

### Core Curriculum:

**Clock  
Hours**

Module#1 General Orientation

Provide current employment outlook for the healthcare profession of interest; Learn, compare, and contrast the allied health professions and understand their relationship to the profession of interest; Describe credentialing requirements, the process of obtaining credentials, and its importance; Learn the general responsibilities and skills of the profession of interest.

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Module#2 Basic Laboratory Techniques	Become familiar with the fundamentals of the clinical laboratory; Learn and apply safety rules in the clinical laboratory; Learn and perform collection and processing of blood and other bodily fluid specimens; Learn systems of measurement, laboratory equipment and reagents, microscopy, and measurement techniques in the clinical lab; Apply laboratory mathematics; Understand and perform solution preparation, quality assessment, and quality control in the clinical lab, Understand central laboratory automation, point-of-care testing, and laboratory information systems.	22
Module#3 Clinical Laboratory Specializations	Introduction to clinical chemistry; Principles and practice of clinical hematology; Introduction to hemostasis, renal physiology, and urinalysis; Examination of bodily fluids and other miscellaneous specimens; Introduction to microbiology, immunology, serology, immunohematology, and transfusion medicine.	30
Module#4 Medical Laboratory Practicum	Practical training of laboratory technician skills learned in Module#2 and Module#3.	56
Module#5 Medical Careers Professional Development	Help students build a professional portfolio, proper curriculum vitae, and cover letter; Gain the necessary professional skills for effective interviewing and successful job placement; Learn other essential requirements for successful employment (such as demonstrating professional behavior by dressing appropriately, efficiently managing time, proper follow-up process); Understand the importance of continuing education and how it is fulfilled; Develop interprofessional communication and teamwork skills; Display effective interpersonal skills with patients and healthcare team members; Demonstrate cultural awareness; Learn how to navigate and enjoy your new workplace, ask well-timed questions, and set goals and boundaries; Learn to define success and maintain a professional network.	12
Module#6 CPR	Teach a wide variety of healthcare professionals the ability to identify life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. American Heart Association BLS approved for Healthcare Provider CPR.	5

**FINANCIAL INFORMATION:**

Tuition	\$1,700.00
Books and Other Materials	\$85.00
Fees	\$80.00
Tests	\$135.00
<b>Total Cost</b>	<b>\$2,000.00</b>

**EXTRA COST:**

Physical with TB & HepB	\$200-\$450 (approximate cost)
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**TEXTBOOKS:**

- Linne & Ringsud's Clinical Laboratory Science, 8<sup>th</sup> edition, 2011, Mary Louise Turgeon, Elsevier

**NURSING REVIEW**

	CIP 51.3899
TOTAL CLOCK HOURS: 260	
Theory Hours: 260	
WEEKS: 32	

The mission of our Nursing Review Program is to prepare students to enter the healthcare field as knowledgeable, efficient and responsible team members by providing quality education. Our intensive nursing theory course is designed to build and improve upon the skills of our students to pass the NCLEX exam.

Whether you are a nursing student or internationally trained nurse, or if you prefer to study in the familiar setting of a classroom environment or enjoy studying with a group of friends, this program will meet your needs as you carry out your busy life. This course provides structured and targeted classroom sessions led by medically trained, expert instructors. Our graduates know and understand the aspects of safe and effective care environment, health promotion and maintenance, and psychosocial and physiological integrity in maternity, pediatric, medical-surgical, gerontological, and psychiatric nursing.

For the convenience of our students, the Nursing Review program is offered during the day, evening, and weekend hours. The program consists of classroom theory hours that involve lecture and computer lab.

These result-oriented lectures are designed with the goal of helping students pass the NCLEX.

<b>Prerequisites:</b>	
Entrance Proficiency Examination: Basic English and Basic Math	
Nursing Student Status or Nursing Degree	
<b>Core Curriculum:</b>	
Module#1 General Orientation	Organizational session; Understanding the NCLEX.
Module#2 Nursing Review	Review including: Maternity Nursing, Pediatric Nursing, Medical-Surgical Nursing, Gerontological Nursing, and Psychiatric Nursing.
<b>FINANCIAL INFORMATION:</b>	
Tuition	\$4,800.00
Books and Other Materials	\$255.00
Fees	\$80.00
Tests	\$425.00
<b>Total Cost</b>	<b>\$5,560.00</b>

<b>ENGLISH LANGUAGE TRAINING</b>	
TOTAL CLOCK HOURS: 580	CIP 13.1401
Theory Hours: 580	
WEEKS: 62	

The mission of our English Language Training Program is to improve English language knowledge and fluency. By design, this program allows students to select courses that best suit their short and/or long-term educational needs.

TTI's general English course provides an all-around understanding of the language, including reading, writing, grammar, listening comprehension, vocabulary, pronunciation, reading, and conversational skills. The instructional content is carefully sequenced for optimal learning, primarily utilizing extended narratives and interactive dialogue. All learning is reinforced using

a variety of active and engaging exercises to provide the kind of intensive practice that is essential for language mastery. The speech lesson component is designed to improve oral fluency, while also reinforcing vocabulary and grammar, with the ultimate goal of increasing students' confidence when speaking in English about their lives and the world around them.

This course has eight levels of competence. Prior to starting, students are required to take an initial English skills test for placement into whichever level is best-suited for their current ability.

For the convenience of our students, the English Language Training program is offered during the day, evening, and weekend hours. The program consists of classroom theory hours that involve lecture and computer lab.

**Prerequisites:**

Entrance Proficiency Examination: Basic English

**Core Curriculum:**

Module#1 General Orientation	Introduction and overview.
Module#2 English Review	Learn and actively practice English communication skills, such as: reading, listening, speaking, and writing in response to questions; Learn to structure sentences when writing short essays; Learn to apply knowledge of English grammar when speaking and writing; Strengthen speaking and listening comprehension skills; Increase confidence and improve overall command of the English language based on individual needs and level of fluency.

**FINANCIAL INFORMATION:**

Tuition	\$2,975.00
Books and Other Materials	80.00
Fees	\$80.00
Tests	-
<b>Total Cost</b>	<b>\$3,105.00</b>

## TOEFL PREPARATION

CIP 13.1499

TOTAL CLOCK HOURS: 340

Theory Hours: 340

WEEKS: 20

In this competitive world, job candidate qualifications have become increasingly important. The TOEFL Preparation program significantly improves English language proficiency for personal, educational, and career advancement. The TOEFL (Test of English as a Foreign Language) exam scores serve as proof that one is qualified with the language skills needed to succeed and are widely accepted by colleges, universities, and employers around the world. Strong TOEFL scores give students an advantage over other candidates and can open many doors for educational and career aspirations.

This course provides comprehensive examination preparation while also developing one's general English speaking and writing abilities. A high score on the TOEFL exam is required for admission into an English-speaking higher learning institution. Additionally, U.S. hospitals and employers worldwide recognize the value of this exam as a tool when hiring. TTI's intensive program provides rigorous exam preparation as well as general skill development. Students gain extensive practice with sample test questions- a task which is vital to build the necessary skills needed to succeed on the TOEFL exam.

For the convenience of our students, the TOEFL Preparation program is offered during the day, evening, and weekend hours. The program consists of classroom theory hours that involve lecture and computer lab.

### Prerequisites:

Entrance Proficiency Examination: Basic English

### Core Curriculum:

Module#1 General Orientation	Understanding the TOEFL examination.
Module#2 TOEFL Review	Learn and actively practice English communication skills; Grow more proficient with listening, speaking, reading, and writing in response to questions; Confidently compose short essays; Strengthen vocabulary, comprehension, and grammar skills.

### FINANCIAL INFORMATION:

Tuition	\$2,040.00
Books and Other Materials	\$40.00
Fees	\$80.00
Tests	\$250.00

<b>Total Cost</b>	<b>\$2,410.00</b>
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## School General Information, Policies, and Procedures

### Academic Calendar

TTI is proud to offer flexible scheduling for our certificate programs. All our students have the option to accelerate the journey toward their career goals by starting courses as soon as possible, beginning at any time during the year at frequent intervals.

**LOCATION: 5310 N. Harlem Ave. Suite 209, Chicago, Illinois, 60656**

Course	Time	Start date	End date	Day of week
Clinical Medical Assistant	6 p.m.-10 p.m.	January 7, 2021	August 5, 2021 NHA	Thursday
Certified Nursing Assistant	8 a.m.- 6 p.m.  6 p.m. – 10 p.m.	January 9, 2021	April 17, 2021	Saturday Orientation only Monday & Thursday
Phlebotomy Technician	6 p.m.-10 p.m	January 11, 2021	April 12, 2021	Monday
Phlebotomy Technician	8:30a.m.-12:30 p.m.	January 30, 2021	May 1, 2021	Saturday
EKG Technician	6 p.m.-10 p.m	February 22, 2021	May 24, 2021	Monday
Hemodialysis Technician	6 p.m.-10 p.m	March 2, 2021	August 10, 2021	Tuesday
Phlebotomy Technician	6 p.m.-10 p.m	March 9,2021	June 8,2021	Tuesday
Phlebotomy Technician	6 p.m.-10 p.m	March 10, 2021	June 9, 2021 NHA	Wednesday
EKG Technician	6 p.m.-10 p.m	April 26, 2021	August 9, 2021 NHA	Monday
Certified Nursing Assistant	6 p.m.-10 p.m.	April 27, 2021	August 5, 2021	Tuesday & Thursdays
Clinical Medical Assistant	6 p.m.-10 p.m.	April 28, 2021	November 24, 2021 NHA	Wednesday
Pharmacy Technician	6p.m. -10 p.m.	May 26, 2021	October 27, 2021	Wednesday
EKG Technician	6 p.m.-10 p.m	June 7, 2021	September 13, 2021 NHA	Monday
Phlebotomy Technician	6 p.m.-10 p.m	June 16, 2021	September 15, 2021 NHA	Wednesday
Phlebotomy Technician	6 p.m.-10 p.m	July 14,2021	October 6,2021 NHA	Wednesday
Clinical Medical Assistant	6 p.m.-10 p.m	August 12, 2021	March 17, 2022 NHA	Thursday
Clinical Nursing Assistant	6 p.m.-10 p.m	August 17,2021	November 23, 2021	Tuesday

				& Thursdays
EKG Technician	6 p.m.-10 p.m	September 13, 2021	December 6, 2021 NHA	Monday
Phlebotomy Technician	6 p.m.-10 p.m	September 14,2021	December 7,2021 NHA	Tuesday
Hemodialysis Technician	6 p.m.-10 p.m	October 4, 2021	March 21, 2022	Tuesday
Phlebotomy Technician	6 p.m.-10 p.m	October 9, 2021	January 22, 2022 NHA	Saturday
Clinical Medical Assistant	6 p.m.-10 p.m	November 6,2022	July 2, 2022 NHA	Saturday
Clinical Nursing Assistant	6 p.m.-10 p.m	December 7, 2021	March 29,2022	Tuesday & Thursdays

LOCATION: 7667 W. 95<sup>th</sup> St. Suite 302, Hickory Hills, Illinois, 60457

Course	Time	Start date	End date	Day of week
Clinical Medical Assistant	6 p.m.-10 p.m.	January 7, 2021	August 5, 2021 NHA	Thursday
Certified Nursing Assistant	8 a.m.- 6 p.m.  6 p.m. – 10 p.m.	January 9, 2021	April 17, 2021	Saturday Orientation only Monday & Thursday
Phlebotomy Technician	6 p.m.-10 p.m	January 11, 2021	April 12, 2021	Monday
Phlebotomy Technician	8:30a.m.-12:30 p.m.	January 30, 2021	May 1, 2021	Saturday
EKG Technician	6 p.m.-10 p.m	February 22, 2021	May 24, 2021	Monday
Hemodialysis Technician	6 p.m.-10 p.m	March 2, 2021	August 10, 2021	Tuesday
Phlebotomy Technician	6 p.m.-10 p.m	March 9,2021	June 8,2021	Tuesday
Phlebotomy Technician	6 p.m.-10 p.m	March 10, 2021	June 9, 2021 NHA	Wednesday
EKG Technician	6 p.m.-10 p.m	April 26, 2021	August 9, 2021 NHA	Monday
Certified Nursing Assistant	6 p.m.-10 p.m.	April 27, 2021	August 5, 2021	Tuesday & Thursdays
Clinical Medical Assistant	6 p.m.-10 p.m.	April 28, 2021	November 24, 2021 NHA	Wednesday
Pharmacy Technician	6p.m. -10 p.m.	May 26, 2021	October 27, 2021	Wednesday
EKG Technician	6 p.m.-10 p.m	June 7, 2021	September 13, 2021 NHA	Monday
Phlebotomy Technician	6 p.m.-10 p.m	June 16, 2021	September 15, 2021 NHA	Wednesday
Phlebotomy Technician	6 p.m.-10 p.m	July 14,2021	October 6,2021 NHA	Wednesday
Clinical Medical Assistant	6 p.m.-10 p.m	August 12, 2021	March 17, 2022 NHA	Thursday
Clinical Nursing Assistant	6 p.m.-10 p.m	August 17,2021	November 23, 2021	Tuesday & Thursdays
EKG Technician	6 p.m.-10 p.m	September 13, 2021	December 6, 2021 NHA	Monday
Phlebotomy Technician	6 p.m.-10 p.m	September 14,2021	December 7,2021 NHA	Tuesday
Hemodialysis Technician	6 p.m.-10 p.m	October 4, 2021	March 21, 2022	Tuesday
Phlebotomy Technician	6 p.m.-10 p.m	October 9, 2021	January 22, 2022	Saturday

			NHA	
Clinical Medical Assistant	6 p.m.-10 p.m	November 6,2022	July 2, 2022 NHA	Saturday
Clinical Nursing Assistant	6 p.m.-10 p.m	December 7, 2021	March 29,2022	Tuesday & Thursdays

**LOCATION:5000 West Roosevelt Road Suite 100, Chicago, IL 60644**

<b>Course</b>	<b>Time</b>	<b>Start date</b>	<b>End date</b>	<b>Day of week</b>
Clinical Medical Assistant	6 p.m.-10 p.m.	January 7, 2021	August 5, 2021 NHA	Thursday
Certified Nursing Assistant	8 a.m.- 6 p.m.  6 p.m. – 10 p.m.	January 9, 2021	April 17, 2021	Saturday Orientation only Monday & Thursday
Phlebotomy Technician	6 p.m.-10 p.m	January 11, 2021	April 12, 2021	Monday
Phlebotomy Technician	8:30a.m.-12:30 p.m.	January 30, 2021	May 1, 2021	Saturday
EKG Technician	6 p.m.-10 p.m	February 22, 2021	May 24, 2021	Monday
Hemodialysis Technician	6 p.m.-10 p.m	March 2, 2021	August 10, 2021	Tuesday
Phlebotomy Technician	6 p.m.-10 p.m	March 9,2021	June 8,2021	Tuesday
Phlebotomy Technician	6 p.m.-10 p.m	March 10, 2021	June 9, 2021 NHA	Wednesday
EKG Technician	6 p.m.-10 p.m	April 26, 2021	August 9, 2021 NHA	Monday
Certified Nursing Assistant	6 p.m.-10 p.m.	April 27, 2021	August 5, 2021	Tuesday & Thursdays
Clinical Medical Assistant	6 p.m.-10 p.m.	April 28, 2021	November 24, 2021 NHA	Wednesday
Pharmacy Technician	6p.m. -10 p.m.	May 26, 2021	October 27, 2021	Wednesday
EKG Technician	6 p.m.-10 p.m	June 7, 2021	September 13, 2021 NHA	Monday
Phlebotomy Technician	6 p.m.-10 p.m	June 16, 2021	September 15, 2021 NHA	Wednesday
Phlebotomy Technician	6 p.m.-10 p.m	July 14,2021	October 6,2021 NHA	Wednesday
Clinical Medical Assistant	6 p.m.-10 p.m	August 12, 2021	March 17, 2022 NHA	Thursday
Clinical Nursing Assistant	6 p.m.-10 p.m	August 17,2021	November 23, 2021	Tuesday

				& Thursdays
EKG Technician	6 p.m.-10 p.m	September 13, 2021	December 6, 2021 NHA	Monday
Phlebotomy Technician	6 p.m.-10 p.m	September 14,2021	December 7,2021 NHA	Tuesday
Hemodialysis Technician	6 p.m.-10 p.m	October 4, 2021	March 21, 2022	Tuesday
Phlebotomy Technician	6 p.m.-10 p.m	October 9, 2021	January 22, 2022 NHA	Saturday
Clinical Medical Assistant	6 p.m.-10 p.m	November 6,2022	July 2, 2022 NHA	Saturday
Clinical Nursing Assistant	6 p.m.-10 p.m	December 7, 2021	March 29,2022	Tuesday & Thursdays

*\*The school reserves the right for any changes and alterations of programs' starting dates when necessary.*

## Holiday and Vacation Schedule

### CALENDAR YEAR 2022

TTI observes the following holidays:

New Year's Day	January 1, 2022
Good Friday	April 15, 2022
Memorial Day	30 May 2022
Independence Day	4 July 2022
Labor Day	5 September 2022
Thanksgiving	24 November 2022
Christmas Day	25 December 2022

To be able to meet the varied needs and time preferences of the students, the following sessions are being made available for our Illinois students:

Mornings	10:00 a.m.- 2 p.m.	Monday-Friday
Evenings	6:00 p.m.-10:00 p.m.	Monday-Friday
Weekends	8:00 a.m.-noon noon -4 p.m.	Saturdays & Sundays

The student vacation schedule is as follows:

Winter Break 2021	20 December 2021 – 3 January 2022
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## General Description of Facility

TTI's main office, classrooms, and labs are located at 5310 N. Harlem Ave., # 209, Chicago, Illinois 60656. A second educational facility with office, classroom, and lab serves students from the south and southwest side of Chicago, located at 7667 W. 95<sup>th</sup> St., Suite 302, Hickory Hills, Illinois 60457. To serve our west side student population, our third location with an office, classrooms and labs is located at 5000 W. Roosevelt Rd. Chicago, Illinois 60644.

All facilities are well lit and have heated and air-conditioned classrooms, labs, and lounge areas. All classrooms are equipped with writing boards, projectors, and other necessary teaching materials. A library is available for students at every campus. The laboratories at TTI are well equipped to be used as an essential part of all courses of instruction. A general survey of the equipment made available to students includes: artificial arms for practice of venipuncture skills and injections, life-sized practice mannequins, an assortment of needles and syringes, centrifuges, EKG machines, spirometers, peak flow meters, CPR training dummies, hospital beds with linens, stethoscopes and sphygmomanometers, weight scales, eye charts, urinalysis containers and reagent strips, personal protective equipment, pulse oximeters, thermometers, otoscopes, and ophthalmoscopes.

All facilities readily accommodate students with disabilities. Elevators are present at locations in which access to upper floors is necessary, as well as ramps for short flights of stairs.

## TEACHING METHODOLOGY

TTI employs a multimodal approach to meet the needs of all students, including direct, explicit instruction, learner-centered instruction, interactive discussion, hands-on application, and cooperative learning. In the regular classroom setting, our teachers impart new content via lectures and demonstrations, followed by interactive discussion, brainstorming, and role playing. In this way, students are encouraged to become active, motivated learners so they may fully comprehend and absorb new information. Students are frequently invited to share their personal backgrounds, ideas, and experiences to enrich learning. In the laboratory setting, students actively apply the concepts and skills learned during classroom lectures.

TTI strives to present a well-rounded education for our students through a balance of academic instruction and clinical training, along with interpersonal communications coaching. We ensure that resources are always available to support students, including teacher-led tutoring. TTI only succeeds when our students succeed, so we make every effort possible to meet the needs of all our students.

## Administrative Staff and Faculty

For a current list of administrative staff and faculty, please refer to TTI's website at [www.ttimedicalschool.com](http://www.ttimedicalschool.com).

# Admission Requirements and Procedures

## ADMISSION POLICIES

TTI offers a variety of programs for applicants depending on their respective background, interests, and career aspirations. TTI requires proof of high school graduation or equivalent (GED). Students in their junior or senior year of high school may also be admitted into the school and have the opportunity of obtaining conditional certifications, contingent upon their high school completion. Our admissions policy is rigorously designed to ensure that only qualified applicants with a reasonable expectation of completing the selected program of study are enrolled at TTI.

If a student is dismissed or terminated for academic reasons, he or she may re-apply but must meet all of the requirements for admission at the time of re-enrollment. Re-enrollment is contingent upon Director review. Students that are terminated due to academic dishonesty or other conduct violations will not be re-admitted into the program.

All programs and courses must be completed within two years upon acceptance into the program. Students that are unable to comply with this requirement must meet with the Director to discuss alternatives. The decision of the Director is final. Any students wishing to re-enroll must do so within 60 days of failing a course.

## ADMISSION GUIDELINES

Prior to admission, an applicant is required to provide evidence of high school completion with either a high school diploma, a GED equivalent, or high school transcript, and to complete the Student Enrollment Agreement available at the school office. The prospective student is required to have an interview with a member of the staff to clarify his or her occupational objectives and to determine which program best meets the individual's needs. After the interview, if applicable, prospective students will take a placement test.

TTI offers prospective students a complementary introductory lecture. Students are strongly encouraged to attend this lecture, as well as to speak with instructors about their goals and aspirations. This process helps students determine which course of study is best for them and helps to ensure that TTI is a good fit for their aspirations.

## ADMISSION REQUIREMENTS

Admission into TTI programs are contingent upon completion or receipt of the following. Students are responsible for all costs associated for meeting these requirements:

1. High school diploma or GED certificate;
2. Completed and signed enrollment agreement;
3. Interview with counselor;
4. A non-refundable \$80.00 registration fee;
5. Valid ID or driver's license;
6. Release and consent form;
7. Completed financial obligation;
8. Basic Math and Basic English exams;
9. Documentation of a physical exam and required inoculations:
  - a. General physical exam (*Required for all programs- please obtain the form from TTI before your exam.*),
  - b. Documentation of recent TB skin test(*within 12 months of enrollment required for all programs*),
  - c. Proof of PPD, Hepatitis B vaccine or antigen & antibodies report (*Required for: Phlebotomy*

*Technician, Clinical Medical Assistant, Medical Assistant, Patient Care Technician, Hemodialysis Technician or Assistant),*

***Students must meet program-specified vaccination and health requirements in compliance with the Centers for Disease Control guidelines. A vaccination list will be provided at the time of registration. The physical exam and required inoculations must be completed within 14 days of enrollment.***

10. Ability to lift a minimum of 50 pounds and to reach overhead.
11. Proof of passing a national criminal background check. *(Required for Basic Nursing Assistant, Patient Care Technician, and Hemodialysis Care Technician.)*

***Per the IDPH Healthcare Worker Background Check Act, students must complete a live scan fingerprint background check within 10 days of class start date.***

***Note: Students will not be admitted into any TTI program if having been convicted or pleaded guilty to any of, but not limited to, the following crimes:***

- a. Abuse or neglect of patient,
- b. Domestic abuse,
- c. A sexual offense of any kind,
- d. Child endangerment,
- e. Assault
- f. Any theft-related offense, including receiving stolen property,
- g. Carrying a concealed weapon,
- h. Improper discharge of a firearm,
- i. Possession of drugs,
- j. Trafficking of drugs,
- k. Illegal manufacture of drugs,
- l. Cultivation of marijuana,
- m. Placing harmful objects in food or confection.

## FINANCIAL PROCEDURES AND POLICIES

Students are required to make timely tuition payments as agreed upon in the enrollment agreement signed at registration. There will be a charge of \$25 on all late payments. If payment is 15 days past-due, students may be withdrawn from the class. If 30 days delinquent on a payment, students will be placed on suspension until which time their balance is made current. All tuition and fees must be paid prior to the Final Exam for each semester. Any student with a balance on their account will not be able to take the Final Exam. Nonpayment of full tuition will result in termination or removal from the program.

Payments for classes can be made using a major credit card, money order, cashier's check, or personal check. TTI offers students the option of paying in either bi-weekly or monthly installments to accommodate whatever is most suitable for each individual. Alternatively, TTI accepts private loans through banks. State-wide grants are also available through local WIA offices, Work Net offices, IDES, CEDA, Safer Foundation etc.

## Standards of Academic Satisfactory Progress

1. TTI utilizes varied forms of assessment to evaluate students' progress and to prepare students for the certification exam. Methods may vary depending on individual instructors but will be outlined at the start of each class.

- The grading scale is based on a pass/fail system. A passing score is defined as a score of 75% or above. A failing score is defined as a score of 74% or below.
- Attendance is considered a key indicator of success for all certification examinations and as such, is graded.
- The school uses weekly quizzes, midterms, and pre-final exams to assess progress. They are administered as written multiple-choice quizzes from authorized test banks during each course.

2. TTI's school policy 5A-1 maintains consistency in grading across instructors and courses. Instructors for each course follow the same basic requirements regarding teaching goals and objectives and use similar testing banks. Instructors and key staff members will have frequent discussions with students to ensure that each student will complete courses of instruction, and subsequently, either move forward to take a certification exam or receive remedial training first, if necessary.

3. School policy 4B-1 outlines the usage of written evaluation and testing instruments.

- The evaluations and the instruments utilized for them are determined by instructors and reviewed by key staff.
- The school periodically performs quality control reviews to measure consistency. Test banks via Elsevier, our preferred book publisher, are used and changed periodically.

4. Students receive a syllabus at the start of each course. Instructors will discuss the contents of each syllabus, highlighting the specific assessment methods and grading they will be using. It is the student's responsibility to make sure the syllabus is obtained and understood. This is an essential step to successfully completing each course.

## ATTENDANCE POLICY

Students are expected to attend every class of each enrolled course. In the case of a necessary absence, the student must inform the school prior to that day. In the event of an unexpected absence, students must notify the school at least 15 minutes prior to the start of class that day. Students are expected to inform the school personally. Calls from other parties on their behalf will not be considered sufficient notification. Tardiness or leaving the class early is deemed inappropriate behavior and will be noted. Absence from more than 15% of the classes will prevent the student from receiving a certificate of completion. **Missing more than 15 days of school or absence without good cause will be construed as a cancellation.** A certificate of completion will be issued upon satisfactory completion of course and full payment of tuition.

Parking or transportation issues are not valid reasons for tardiness to class, lab or clinicals. Students are expected to plan appropriate time for their commute to allow for these types of issues.

In the event of medical circumstances, absences will be excused with documentation. Absences will also be excused upon review of adequate documentation in the event of the death of an immediate family member (spouse, child, sibling, and or parent). Students must provide proper documentation within the same week of missed day of the scheduled theory/lab/clinical class. No other death-related absences will be excused.

## Grading System

Grading is based on students' class work, lab and results of written quizzes and tests. As TTI utilizes a pass/fail system, students **must** achieve a "**C**" grade (75%) or better in any course offered by the school to obtain a TTI certificate of completion and to be allowed to take any state or national certification exam.

GRADE	PERCENTAGE
A	95-100
B	85-94
C	75-84
D	65-74
F	< 65

## Student Services

### CAREER ADVICE AND PLACEMENT ASSISTANCE

Upon request, TTI will provide a student with resume assistance and/or help building a “portfolio of experience.” We offer workshops for resume writing and interviewing skills.

For employment opportunities, a job-postings book and bulletin board are readily available resources that can be found in our main office. Students should also regularly monitor our communications about new job openings via email or posts on social media. TTI invites potential employers to the school (including private and not-for-profit organizations) to present information about their companies and available employment opportunities.

TTI actively works with local health care providers to help students find employment after they graduate and are certified. Students are welcome to contact us for advice or counseling up to one-year after course completion at no cost to the student or graduate. TTI has a staff member solely dedicated to these services.

***\*While we make every effort to support students with the career advice and placement services, TTI does not guarantee employment for any student upon completion of courses of instruction.***

### TUTORING

Tukiendorf Training Institute offers the opportunity for complementary instructor-led tutoring sessions to enrolled students who are actively participating in a class at TTI or who have completed a class within the past 30 days. Students who wish to continue tutoring after 30 days of having completed a class may still do so, but there will be a \$25.00/hour fee included for any additional tutoring sessions.

To reserve a spot for tutoring sessions, students must contact the administrative staff directly either in person, over the phone, or through email. Should a student be unavailable to attend tutoring during their scheduled time, he/she should give the administrative staff a minimum of 24-hour notice of their appointment cancellation or rescheduling. Cancelling an appointment with less than 24-hour notice will result in a \$25.00 fee. Complementary tutoring privileges may be revoked in the case of frequent tardiness or unannounced absences.

Tutoring at TTI is a resource made available for students needing to reinforce material covered in class, to catch up in the event of a documented absence, or to perform remedial work for any missed class material. Attending tutoring is in no way an acceptable alternative to coming to class.

### ACADEMIC ADVISING

Student success is held in the highest regard at TTI. As such, all instructors are available to provide academic advising to students upon request, either in person or through email communication. The administrative staff is also available to provide academic advising upon request. Students are encouraged to seek these services as needed.

## TRANSCRIPTS

Following the completion of courses, transcripts can be obtained by written request. To request a transcript, a student should submit his/her request via mail or email to the addresses below, making sure to include his/her statement name, mailing address, telephone number, date of birth, and last four digits of his/her social security number.

Mailing Address: Tukiendorf Training Institute Inc.  
c/o Transcript Request  
5310 North Harlem # 209  
Chicago, IL 60656

Email Address: Office@TTIMedicalSchool.com

## PROGRAM OFFERINGS

TTI offers healthcare related training programs. Educational training primarily includes traditional classroom instruction supported by hands-on training. Each program aims to offer students the type of environment and practical experience that promotes the acquisition of those skills that are necessary to enter the workforce. TTI offers continuous academic counseling and advice for its students as they proceed through our courses and programs.

## OUTSIDE WORK AND VOLUNTEERING

Homework will be given at the end of class every week. Students are expected to complete homework prior to the next class, along with the required reading for each particular week. While homework is not formally collected or graded, it is essential for reinforcement of concepts and preparation for upcoming quizzes and tests. The homework will be corrected in class and completion will be noted by instructors. Class reading and homework are mandatory assignments. As a general rule, we expect students to perform a minimum of two hours of outside work and preparation for every hour spent in class.

Clinicals and externship experiences are exciting and invaluable opportunities which all students will complete as required for their respective programs of study. While not required, volunteering at a local hospital or community health clinic is a great way to maximize students' knowledge and training experience. TTI and its students also participate in community health screenings throughout the year. These opportunities and others help students to gain valuable clinical experience and build their personal portfolio of experience while in school.

## Cancellation and Refund Policy

### WITHDRAWAL FROM COURSES, REFUNDS, DISMISSALS, AND CANCELLED CLASSES

#### NOTICE OF STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been admitted subject to the school's refund policy. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within 30 days of cancellation, except for any registration fees.. Cancellation must be submitted to the authorized official of

the school in writing via mail or email confirmed receipt by the school's administrator. The enrollment agreement is a legally binding instrument when signed by the student and accepted by the school.

### **TUKIENDORF TRAINING INSTITUTE, INC. SCHOOL REFUND POLICY**

1. If you cancel your classes or withdraw from the school, you may be eligible for a tuition and fee refund as set forth below. Withdrawing from the school may have both academic and financial aid (if applicable) consequences. You are encouraged to understand the consequences before you decide to withdraw. Detailed information about the cancellation of registration and withdrawal from the school is set forth below. If you decide to withdraw, you must follow the established withdrawal procedures for the school.

2. The school shall, when a student (or parent or guardian if student is a minor) provides written notice of cancellation via email or letter to the school's main location or via email to office@ttimedicalschoo.com, provide a refund as follows:

a. When notice of cancellation or withdrawal is given before midnight of the 5th business day after the date of enrollment but prior to the first day of class, all tuition and any other charges shall be refunded to the student, including books and materials if the requirements set forth below are met. The registration fee shall not be refundable.

b. When notice of cancellation or withdrawal is given after the fifth day expiration period or the student's completion of the first day of class attendance and prior to 60% completion of the theory portion of the course, the school shall refund a part of the tuition and other instructional charges based pro-rata on the days of class. The registration fee shall not be refundable.

c. When the student has completed more than 60% of the theory portion of the course, no refund will be provided. Student is still responsible for any remaining balance due for the cost of the program.

3. If the Applicant has not been accepted by the school, the school shall refund all tuition, within 30 calendar days after the determination of non-acceptance is made. The school shall email or mail a written acknowledgement of a student's cancellation or written withdrawal to the student within a reasonable time of receipt of the cancellation notice but no more than 30 days after.

4. A student may give notice of cancellation to the school in writing. The unexplained absence of a student from a school for more than 15 school days or absence without good cause as determined by the school shall constitute constructive notice of cancellation to the school and the student will be deemed withdrawn. For purposes of cancellation, the date shall be the last day of attendance that the student had academically related activity in the classroom, laboratory or clinicals, and a refund shall be provided pursuant to the terms set forth above.

5. The school shall refund all monies paid to it in any of the following circumstances:
- the school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog;
  - the school cancels or discontinues the course of instruction in which the student has enrolled;
  - the school fails to conduct classes on days or times scheduled, detrimentally affecting the student;
  - the school fails to provide a notice of the right to cancel to the student.

6. The school may refund any book and materials fees when:
- the book and materials are returned to the school unmarked and unopened; and
  - the student has provided the school with a notice of cancellation before the first day of class.

7. All student refunds shall be tendered by the school within 30 calendar days from the date of cancellation whether by the school or student.

8. All deposits or down payments shall become part of tuition.

9. Application-registration fees shall be chargeable at initial enrollment and shall not exceed \$100 or 10% of the cost of tuition, whichever is less.

10. A school may make refunds which exceed those prescribed in this section. If the school has a refund policy that returns more money to a student than those policies prescribed in the section, that refund policy must be filed with the superintendent.

TTI reserves the right to dismiss any student whose conduct or attendance does not meet TTI's current conduct policies. A student can be dismissed if he/she has been involved in conduct disruptive to the education process or to school or office property or has not paid tuition payments as agreed. A student who has been dismissed may apply for new enrollment after 90 days upon administrative approval.

TTI reserves the right to cancel or postpone any course due to low or insufficient enrollment. When this occurs, TTI will notify the students before the first-class meeting and will reschedule courses accordingly.

## Tuition and other Financial Information

### TUITION

TTI will accept all financial payments by cash, credit card, check or money order payable to TTI. The cost of the course includes tuition, textbooks, registration fees, and examinations. Tuition can be paid in monthly installments. **Tuition is due after every four-week cycle of a class unless other payment arrangements have been made. All tuition payments are due in full prior to taking any certification examination.** There is a \$30.00 fee assessed for any check returned for non-sufficient funds of a stop payment check. Students whose checks have been returned and continues to be enrolled cannot make payment by check. There is a one-time fee of \$35.00 for the creation of a payment plan.

### SCHOLARSHIPS

**TTI offers a \$1,000.00 scholarship for high school graduates.** Today, the demand for "compassionate and certified" healthcare professional is great in the Chicagoland area. If you have a desire to gain an entry-level position as a healthcare technician in the growing healthcare field, please consider our school. To be considered for a \$1,000 scholarship for the following programs: Medical Assistant, Patient Care Technician or Hemodialysis Care Technician programs, you can apply by:

- Researching the following websites for information on careers in the medical and healthcare fields: [www.TTIMedicalSchool.com](http://www.TTIMedicalSchool.com); [NHAnow.com](http://NHAnow.com); [NurseAideTesting.com](http://NurseAideTesting.com); [simplyhired.com](http://simplyhired.com), [mediscal.com](http://mediscal.com), and other job search websites.
- Writing a two (2) page essay on the topic: "Why I want to pursue a career in the healthcare field." Include your name, address, phone number and email address.
- Please address your essay to: Director, Tukiendorf Training Institute and email to [office@TTIMedicalSchool.com](mailto:office@TTIMedicalSchool.com) with the subject "Scholarship Request."

We will respond to your scholarship request within five business days.

If you have any questions, please do not hesitate to contact us <sup>[1]</sup>SEP at [\(773\) 774-2222](tel:773-774-2222)

**Please note that you must have been a recent High School graduate within the past year.**

**TTI is an approved training site by the Workforce Innovation and Opportunity Act (WIOA).** Eligible students may obtain a grant for training through the WIOA program. For more

information, please contact the administrative staff at TTI, who will do a preliminary assessment of eligibility and can refer candidates to their nearest WIOA agency.

<b>FEES</b>	
TUITION	AMOUNT VARIES DEPENDING ON THE PROGRAM
BOOKS AND OTHER MATERIALS	AMOUNT VARIES DEPENDING ON THE PROGRAM
NON REFUNDABLE REGISTRATION / APPLICATION FEE	\$80.00
PAYMENT PLAN FEE	\$35.00
TESTS	AMOUNT VARIES DEPENDING ON THE PROGRAM
EXAM RESCHEDULING FEE	\$25.00
CPR FEE	\$99.00
RETURNED CHECK FEE	\$30.00
CNA CLINICAL DAY MAKE-UP FEE	\$90.00
STUDENT NAME BADGE REPLACEMENT	\$10.00
SECOND COPY OF OFFICIAL TRANSCRIPT	\$20.00
REPLACEMENT CERTIFICATE OF COMPLETION	\$30.00
CANCELLATION OF TUTORING APPOINTMENT WITHOUT 24-HOUR NOTICE	\$25.00

## Non-discrimination Policy and Students with Disability Policy

Tukiendorf Training Institute, Inc. d/b/a TTI Medical Training School is an equal opportunity learning institution. It does not discriminate on the basis of age, gender, color, religion, creed, national or ethnic origin, physical capability/disability or sexual orientation in its admissions, employment, educational program, student services, activities, or administration of educational policy. TTI does not tolerate sexual harassment of students engaged in by school employees, other students, or third parties. TTI bars retaliation against an employee, student, or applicant who files a complaint of discrimination against the administration or faculty members.

We encourage students and staff to work together to prevent acts of discrimination and harassment of any kind. Students or staff found to have engaged in acts of discrimination or harassment will be disciplined, which may include suspension or expulsion for students and termination for employees.

If needed, our institution provides accommodations for students with proven disabilities. Any inquiries regarding nondiscrimination rules may be directed to the main TTI office located at 5310 N. Harlem Ave. Chicago, IL 60656 or via email to [office@ttimedicalschoo.com](mailto:office@ttimedicalschoo.com).

For additional details, please refer to TTI Medical Training School’s Policy Relating to Student Conduct and Terminations, Policy 3 B-5.

## Rules and Regulations

### RULES OF CONDUCT FOR STUDENTS

Student rules of conduct are thoroughly explained in TTI’s Policy 3 B-5. In short, TTI believes that proper student conduct is essential to cultivate a healthy learning experience, and also prepares students for the high-demands of the healthcare field. All students are required to act professional and civilized while attending TTI.

Behavior that disrupts other students' learning are not acceptable, e.g. arriving consistently late for class, cell phone use, social conversation during class, etc. Such grievances will be addressed by the instructor. The protocol following such incidents is as follows:

- A verbal warning for such noted grievances will be noted.
- If after verbal warning was discussed and the situation persists, instructor will bring this to the attention to the President, Director or CME for further disposition.
- If the above noted policies and conduct are not corrected by the student, the President or Director may issue a written warning.
- Continued severe and chronic issues with disruptive student behavior or a non-compliant student can lead to suspension and up to and including termination as a student of the school.
- Suspensions or terminations can also result due to student non-payment of tuition in a timely manner.
- Use of any cell phone, computer, camera or any other electrical device is prohibited at all times during instruction, labs or clinical and cellular phones must be turned off.
- Audio or visual recordings of lectures are not permitted.
- Do not leave personal items unattended. The school is not responsible for any lost or stolen items.
- TTI does not provide child care services under any circumstances and child care must be arranged by the student prior to class.
- No visitors are permitted at any time.
- Parking or transportation fees are the sole responsibility of the students.

For additional details, please refer to TTI Medical Training School's Policy Relating to Student Conduct and Terminations, Policy 3 B-5.

## COMPLAINT POLICY

Students' complaints may be made in writing or in person at any time to the Director or CME. TTI will diligently investigate and resolve the complaint within a reasonable period of time. The complaint will be assigned to an impartial representative of TTI. No adverse action will be taken against a student who files a complaint.

**COMPLAINTS THAT CANNOT BE RESOLVED BY DIRECT NEGOTIATION WITH TTI MAY BE REGISTERED WITH THE BOARD OF HIGHER EDUCATION.** Student complaints must be submitted in writing to the Board. The Board will provide forms that may be used to submit a complaint. Information about the complaint may be submitted online through the IBHE website [www.ibhe.org](http://www.ibhe.org). Signed forms should be sent to the Board at:

Illinois Board of Higher Education  
Division of Private Business and Vocational Schools  
1 N. Old State Capitol Plaza, Suite 333  
Springfield, Illinois 62701-1377  
Fax Number: (217) 782-8548

Further instructions on how to submit a student complaint are available by calling the Board at (217) 782-2551.

## PRIVACY POLICY

TTI maintains complete confidentiality of student's records pursuant to FERPA (Family Education Rights and Privacy Act) of 1974.

TTI provide students the right to inspect their educational records upon reasonable notice. Information contained within student records is private and confidential and will not be released to, nor

discussed with, any individual or organization (except to agencies exempted under the law) without the appropriate written consent of the student or unless the school is obligated to disclose such information under the law.

## Advanced Placement, Experiential Learning and Transfer Policy

Students who have previously completed a course of instruction at TTI are eligible to enroll in a different program at the school. In the event that the student's previous course of instruction fulfills a portion of the academic requirements of another program offered at the school, the student will be given credit for this material. Resultantly, the school will provide the student with a proportionate tuition reduction, and the student will not be required to repeat the specific class component of the program for which credit was granted.

Students who have previously completed a course of instruction at another academic facility other than TTI are also eligible to enroll in a program at the school. Credit for programs taken at a different school will only be granted after successful completion of a proficiency exam. Should the student not achieve a passing score on the proficiency exam, and are regardless enrolled into the program, they will be required to participate in the entirety of the program, and no tuition reduction will be made.

TTI accepts the prerequisites of college-level anatomy and physiology with a grade level of "C" or higher from other colleges and universities. The following steps need to be taken 1) an Official transcript of the student's credit must be submitted and 2) the Director and onsite campus administrator will evaluate the credits to ensure they satisfy the minimum clock hour requirement of 100 hours.

Students who have completed a course of instruction at TTI or another academic institution outside of the time frame of three years are not eligible for advanced placement into any particular program at TTI.

The programs offered at TTI are technical or occupational in nature, and as such, it is unlikely that transfer credit will be given by another academic institution for the completion of these programs. Please consult with the academic facility you intend to gain admission at in regard to this matter.

## Institutional Reporting and Disclosure Tables

FISCAL YEAR 07/01/2019 – 06/30/2020	PROGRAM OUTCOMES FOR TTI	TOTAL
	The number of students who were admitted in the program as of July 1 of that reporting period	160
	The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the program from other programs at the school.	208
	The total number of students admitted in the program during the 12-month reporting period	368
	The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school, completed or graduated from a program, withdrew from the school, and are still enrolled.	0/214/37/117
	The number of students enrolled in the program who were: placed in their field of study, placed in a related field, placed out of the field, not available for placement due to personal reasons, and not employed.	94/15/39/17/49
	The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passed.	177/172
	The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates).	0
	The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates).	\$15.28

**Institutional Disclosures Reporting Table**  
**Reporting Period: July 1, 2019 - June 30, 2020**

**Per Section 1095.200 of 23 Ill. Adm. Code 1095:**

**The following information must be submitted to the Board annually; failure to do so is grounds for immediate revocation of the permit of approval.**

**Institution Name:** TUKIENDORF TRAINING INSTITUTE, INC.

Program Name/Course of Instruction 1	Medical Assistant*1	Patient Care Technician	Basic Nursing Assistant (CNA)	Hemodialysis Technician*2	Hemodialysis Care Technician
<b>Disclosure Reporting Category</b>					
A) For each program of study, report:					
1) The number of students who were admitted in program as of July 1 of this reporting period:	75	30	7	12	2
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified into one of the following categories:					
a) New Starts	98	20	18	14	3
b) Re-enrollments	0	0	0	0	0
c) Transfers from other programs within school	0	0	0	0	0
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A-2).	173	50	25	26	5
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:					
a) Transferred out of the program or course and into another program or course at the school	0	0	0	0	0
b) Completed or graduated from a program or course of instruction	71	29	19	18	3
c) Withdrew from the school	24	6	0	3	0
d) Are still enrolled	78	15	6	5	2
5) The number of students enrolled in a program or course of instruction who were:					
a) Placed in their field of study	48	23	7	3	2
b) Placed in a related field	3	1	0	5	0
c) Placed out of the field	6	0	4	2	0
d) Not available for placement due to personal reasons	3	0	3	3	0
e) Not employed	11	5	5	5	1
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.	63	24	17	13	0
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.	61	24	16	13	0
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	0	0	0	0	0
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	\$16.01	\$15.99	\$15.00	\$14.61	\$15.37

<sup>1</sup>A **course of instruction** is a standalone course that meets for a period of time and provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential, or it can stand alone as an optional preparation, or, in the case of students requiring catch-up work, a prerequisite for a program. A standalone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance, or add to skills and abilities related to occupational/career opportunities.

<sup>2</sup>CIP Code 51

<sup>3</sup>SOC Code 29-0000

\*1 Since CMA is a part of the MA program, all students enrolled in CMA class for reporting purposes are included in MA statistics. Additionally, students enrolled in the MA & PCT program are included in either the MA statistics or the PCT statistics, depending on placement at the end of their training.

\*2 All students enrolled in the *Hemodialysis & Phlebotomy Technician* and the *Hemodialysis, Phlebotomy, and EKG Technician Programs* for reporting purposes are included in the HT statistics.

\*3 Students enrolled in the *Phlebotomy & EKG Technician* program are included in either the Phlebotomy Technician statistics or the EKG Technician statistics, depending on placement at the end of their training.

\*4 These programs were not taught at TTI during the reported period of time.

**Note: PBVS Administrative Rules, Sections 1095.200(d)(2) and 1095.240 provide additional information related to disclosure data and completion rates. Failure to meet minimum standards may result in probation and/or revocation of IBHE approval.**

**Institutional Disclosures Reporting Table**  
**Reporting Period: July 1, 2019 - June 30, 2020**

**Per Section 1095.200 of 23 Ill. Adm. Code 1095:**

**The following information must be submitted to the Board annually; failure to do so is grounds for immediate revocation of the permit of approval.**

**Institution Name:** TUKIENDORF TRAINING INSTITUTE, INC.

Program Name/Course of Instruction 1	Phlebotomy Technician*3	EKG Technician	CMA*1	Medical Laboratory Assistant, Pharmacy Tech*4	TOEFL Nursing Review, English Language*4
<b>Disclosure Reporting Category</b>					
A) For each program of study, report:					
1) The number of students who were admitted in program as of July 1 of this reporting period:	23	11			
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified into one of the following categories:					
a) New Starts	45	9			
b) Re-enrollments	0	1			
c) Transfers from other programs within school	0	0			
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A-2).	68	21			
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:					
a) Transferred out of the program or course and into another program or course at the school	0	0			
b) Completed or graduated from a program or course of instruction	57	17			
c) Withdrew from the school	3	1			
d) Are still enrolled	8	3			
5) The number of students enrolled in a program or course of instruction who were:					
a) Placed in their field of study	10	1			
b) Placed in a related field	3	3			
c) Placed out of the field	19	8			
d) Not available for placement due to personal reasons	7	1			
e) Not employed	18	4			
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.	45	15			
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.	44	14			
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	0	0			
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	\$15.64	\$14.34			
<sup>1</sup> A <b>course of instruction</b> is a standalone course that meets for a period of time and provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential, or it can stand alone as an optional preparation, or, in the case of students requiring catch-up work, a prerequisite for a program. A standalone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance, or add to skills and abilities related to occupational/career opportunities.					
<sup>2</sup> CIP Code51 <sup>3</sup> SOC Code 29-0000					
<sup>*1</sup> Since CMA is a part of the MA program, all students enrolled in CMA class for reporting purposes are included in MA statistics. Additionally, students enrolled in the MA & PCT program are included in either the MA statistics or the PCT statistics, depending on placement at the end of their training.					
<sup>*2</sup> All students enrolled in the <i>Hemodialysis &amp; Phlebotomy Technician</i> and the <i>Hemodialysis, Phlebotomy, and EKG Technician Programs</i> for reporting purposes are included in the HT statistics.					
<sup>*3</sup> Students enrolled in the <i>Phlebotomy &amp; EKG Technician</i> program are included in either the Phlebotomy Technician statistics or the EKG Technician statistics, depending on placement at the end of their training.					
<sup>*4</sup> These programs were not taught at TTI during the reported period of time.					
<b>Note: PBVS Administrative Rules, Sections 1095.200(d)(2) and 1095.240 provide additional information related to disclosure data and completion rates. Failure to meet minimum standards may result in probation and/or revocation of IBHE approval.</b>					