

TUKIENDORF TRAINING INSTITUTE, INC.



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5310 N Harlem # 209,
Chicago, IL 60656
(773) 774-2222 Phone
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South Side Location:
7667 W 95th St # 302
Hickory Hills, IL 60457
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Website: www.TTiMedicalSchool.com

2018 School Catalog

MISSION

Our mission at Tukiendorf Training Institute, Inc. (T.T.I.) is to provide training and competency programs in the healthcare field, so that you can achieve all that you believe!

NON-DISCRIMINATION POLICY

The 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 or sexual orientation in its admissions, employment, educational program, student services, activities, or administration of educational policy.

PHILOSOPHY

Tukiendorf Training Institute, Inc. (T.T.I.) is a non-degree granting private vocational institution. T.T.I. was founded by Mr. Richard Stefaniak and Ms. Anna Tukiendorf and began its first class in July, 2006. At its inception, TTI was established to address the perceived needs for English language training in the local community. During the first months, our goal was highly specialized in providing English language training. However, because of the dire need for nurses and other healthcare professionals in the United States, T.T.I. offers classes that will help these groups not only learn the English language, but actually gain meaningful employment in their chosen professionals. Each program is being developed in a direct response to student interest and the rapid and constantly changing work environment.

T.T.I. strongly believes that an emphasis placed on practical experience through a combination of innovative lectures and demonstrations, complemented with homework assignments, in order to provide a more marketable employee. All courses are taught by technical and dedicated instructors that have years of experience.

ADMISSION POLICIES

T.T.I. offers programs for which applicants may seek admission depending on their background, interests and career aspirations. These programs require evidence of high school graduation or equivalent (GED) and to those who demonstrate an “ability to benefit” from the education provided by this institution. Our admissions policy is designed to ensure that only qualified applicants with a reasonable expectation of completing the selected program of study are accepted by T.T.I.

To help ensure your success in passing the certification examination, you can repeat part or all of this course at no additional cost to you!

ADMISSION GUIDELINES

Prior to admission, an applicant is required to complete the Student Enrollment Agreement available from our office. The prospective student is required to have an interview with a member of the staff to clarify occupational objectives and to determine which program offering best meets the individual’s needs. After the interview, if applicable, prospective students will take a placement test. T.T.I. also offers prospective students a “no cost” introduction lecture and they are encouraged to speak to the instructors about their goals and aspirations.

ATTENDANCE POLICY

All enrolled students are expected to attend each class, or in the case of absences; the student must inform the school. 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. A certificate of completion will be issued upon satisfactory completion of course and full payment of tuition. (For the CNA course, the state minimum is 80 theory and 40 clinical hours for a total of 120 minimum hours of training.)

GOALS AND OBJECTIVES

The overall goal of T.T.I. is to raise educational levels and to exceed student, workforce and community expectations. T.T.I., in order to achieve its goals, is committed to:

- Encourage and support students by offering the best opportunities for occupational and workforce training, skills development and continuous learning.
- Help maximize students learning potential by providing a supportive educational environment.
- Instill in each student the qualities such as: competence, punctuality, open communications, etc. that are valued by prospective employers.
- Offer an updated range of quality programs to cope with current and future job market needs.
- Respond quickly to community needs by promoting and maintaining program quality and relevant curricula to support economic development.
- Encourage and support faculty and staff in their roles and offer opportunities for growth, professional development and recognition.
- Meet change through innovation and technology.
- Foster communications, cooperation and collaboration within T.T.I. as well as between and among other educational institutions and the local community.
- Ensure that T.T.I. is a welcoming, friendly and service-orientated organization to attract and retain students.
- Provide affordable and accessible education.
- Respect and promote diversity.
- Develop, improve and maintain physical resources at T.T.I. to facilitate training.
- Maintain fiscal integrity and responsibility.
- Provide accountability through an ongoing system of: evaluation, analysis and continuous improvement.

PLACEMENT ASSISTANCE SERVICES

Upon request, T.T.I. will provide a student with resume assistance and we will also help a student to build a “portfolio of experience”. There is a job postings book and bulletin board available in our main office. We also email the students about new job openings as well as posts on social media. We also invite potential employers (including private and not for profit organizations) to present their companies and available employment opportunities. We also offer resume writing and interview skills workshops. TTI also works with local health care providers to help its students find employment after they graduate and are certified. Students are welcome to ask us for advice and counseling up to one year course completion at no cost to the student or graduate. TTI has a staff member that is dedicated to these services.

TRANSCRIPTS

Transcripts are available to students after completion of their course by written request with the statements name, mailing address, telephone number, date of birth and last four of your social security number via mail to:

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

Or via email to office@ttimedicalschoo.com

COMPLAINT POLICY

Illinois Locations

Students' complaints may be made in writing or in person at any time to any CME. TTI will diligently try to 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 filed with the IBHE.

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. 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

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

FACILITIES AND EQUIPMENT

T.T.I.'s main office, classroom and lab is located at 5310 N Harlem # 209. Chicago, Illinois 60656. All facilities are well light and have heated and air-conditioned classrooms and lounge areas. All classrooms are equipped with writing boards and other necessary teaching materials. A classroom extension with office, classroom and lab is located at 7667 W. 95th St. Hickory Hills, Illinois 60457 to provide education facilities to the south and southwest side student population.

PRIVACY RIGHTS

The Family Educational Rights and Privacy Act of 1974 provide students the right to inspect their educational records upon reasonable notice. The Act also guaranteed the privacy of student educational information and sets forth the conditions and circumstances under which a student's records may be shown to others. 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.

TUITION

T.T.I. will accept all financial payments by cash, credit card, check or money order payable to T.T.I. The cost of the course includes tuition, text books, registration fees, 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.

WITHDRAWAL FROM COURSES, REFUNDS, DISMISSAL AND CANCELLED CLASSES

T.T.I. allows student withdrawal from courses, by letter addressed to the Director. Ceasing to attend classes or notifying the instructor does not constitute an authorized withdrawal from courses. Upon processing the withdrawal, the tuition charge will be reduced according to the terms and conditions of the T.T.I. Refund Policy:

1. The school shall, when a student gives written notice of cancellation, provide a refund in the amount of at least the following:

a. When notice of cancellation is given before midnight of the 5th business day after the date of enrollment but prior to the 1st day of class, all application-registration fees, tuition and any other charges shall be refunded to the student;

b. When notice of cancellation is given after midnight of the 5th business day following acceptance but prior to the close of business on the student's 1st day of class attendance, the school may retain no more than the application-registration fee which may not exceed \$150 or 50% of the cost of tuition, whichever is less;

c. When notice of cancellation is given after the student's completion of the 1st day of class attendance, but prior to the student's completion of 5% of the course of instruction, the school may retain the application-registration fee, an amount not to exceed 10% of the tuition and other instructional charges or \$300, whichever is less, the cost of any books or materials which have been provided by the school.

d. When a student has completed in excess of 5% of the course of instruction the school may retain the application-registration fee but shall refund a part of the tuition and other instructional charges in accordance with whichever of the following applies:

(1) All other school regulated under this section may retain an amount computed prorated by days in class plus 10% of tuition and other instructional charges up to completion of 60% of the course of instruction. When the student has completed in excess of 60% of the course of instruction, the school may retain the application-registration fee and the entire tuition and other charges.

(2) The refund policy for short courses up to 20 clock hours shall refund prorate up to 60% completion of the course.

2. A student, who has on personal initiative and without solicitation enrolls, starts and completes a course of instruction before midnight of the 5th business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this section.

3. Applicant not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance is made.

4. Application-registration fees shall be chargeable at initial enrollment and shall not exceed \$150 or 50% of the cost of tuition, whichever is less.

5. Deposits or down payments shall become part of the tuition.

6. The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days.

7. All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation.

8. 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 shall constitute constructive notice

of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.

9. 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.

10. A school shall refund all monies paid to it in any of the following circumstances:

a. the school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin;

b. the school cancels or discontinues the course of instruction in which the student has enrolled;

c. the school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

11. A school must refund any book and materials fees when:

(a) the book and materials are returned to the school unmarked;

(b) the student has provided the school with a notice of cancellation.

T.T.I. reserves the right to dismiss any student whose conduct or attendance does not meet T.T.I.'s current conduct policies. A student can be dismissed if he/she has been absent for more than 15% of the required classes in the applied courses, or has been involved in conduct disruptive to the education process or to school or office property, or has not paid tuition payments as agreed. The dismissal procedure is issued after the second written review by the CME and will be reviewed and upon approval of the Director. A student who has been dismissed can apply for new enrollment after 90 days.

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

PROGRAM OFFERINGS

T.T.I. 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 will be needed to enter the work force. T.T.I offers continuous academic counseling and advice for its students as they proceed through our courses and programs.

VOLUNTEER WORK

Clinical or externship experience and volunteering at a local hospital or community health clinic is a great way to maximize your training experience. Our school also participates in community health screenings throughout the year, so you can gain valuable clinical experience. This helps you to build your "personal portfolio of experience" while at our school.

OTHER INFORMATION

Tukiendorf Training Institute is not currently accredited by a U.S. Department of Education recognized accrediting body. We have submitted the initial Inquiry Questionnaire for the accreditation process through ACCET – Accrediting Council for Continuing Education and Training. TTI offers certificate programs that are generally not transferable to other institutions. BASIC

NURSING ASSISTANT (CNA) is usually a prerequisite for nursing programs.

SESSIONS AVAILABLE

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

New Mexico and California sessions are pending approval.

LIST OF PROGRAMS OFFERED AT TUKIENDORF TRAINING INSTITUTE

1. Basic Nursing Assistant (CNA) Training Program	135 Clock Hours
2. Clinical Medical Assistant	134 Clock Hours
3. EKG Technician	82 Clock Hours
4. English Language	620 Clock Hours
5. Hemodialysis Care Technician (HCT)	583 Clock Hours
6. Hemodialysis Technician	340 Clock Hours
7. Medical Assistant	324 Clock Hours
8. Medical Laboratory Assistant	108 Clock Hours
9. Nursing Review	260 Clock Hours
10. Patient Care Technician	325 Clock Hours
11. Pharmacy Technician	144 Clock Hours
12. Phlebotomy Technician	108 Clock Hours
13. TOEFL Preparation	340 Clock Hours

CALENDER YEAR 2018

T.T.I. observes the following holidays:

New Year's Day	1 January 2018
Good Friday	30 March 2018
Memorial Day	28 May 2018
Independence Day	4 July 2018
Labor Day	3 September 2018
Thanksgiving	22 November 2018
Christmas Day	25 December 2018

2018 Training Schedule

5310 N. Harlem Ave. Suite 209, Chicago, IL. 60656

Course	Time	Start date	End date	Day of week
EKG Technician	8 a.m. -12 p.m.	6 Jan	31 Mar	Saturday
Phlebotomy Technician	12:15 p.m. - 4:15 p.m.	6 Jan	31 Mar	Saturday
Certified Nursing Assistant	8 a.m. - 6 p.m.	6 Jan	14 Apr	Saturday
Clinical Medical Assistant	6 p.m. - 10 p.m.	8 Feb	17 May	Thursday
EKG Technician	6 p.m. - 10 p.m.	19 Feb	14 May	Monday
Phlebotomy Technician	6 p.m. - 10 p.m.	14 Mar	6 Jun	Wednesday
Hemodialysis Technician	6:00 p.m. - 10:00 p.m.	20 Mar	7 Aug	Tuesday
Phlebotomy Technician	8 a.m. - 12 p.m.	21 Apr	21 July	Saturday
EKG Technician	12:15 a.m. – 4:15 p.m.	21 Apr	21 July	Saturday
Certified Nursing Assistant	8 a.m. – 6 p.m.	28 Apr	11 Aug	Saturday
Phlebotomy Technician	6 p.m. – 10 p.m.	4 June	27 Aug	Wednesday
Phlebotomy Technician	6 p.m. - 10 p.m.	11 July	31 Oct	Monday
Clinical Medical Assistant	6 p.m. - 10 p.m.	12 July	18 Oct	Thursday
Certified Nursing Assistant	8 a.m. - 6 p.m.	18 Aug	8 Dec	Saturday
Hemodialysis Technician	6:00p.m. - 10:00 p.m.	4 Sept	29 Jan	Tuesday
EKG Technician	8 a.m. - 12 p.m.	8 Sept	15 Dec	Saturday
Phlebotomy Technician	12:15 p.m. – 4:15 p.m.	8 Sept	15 Dec	Saturday
EKG Technician	6 p.m. - 10 p.m.	10 Sept	3 Dec	Monday

2018 Training Schedule

7667 W. 95th St. Suite 302, Hickory Hills, IL 60457

Course	Time	Start date	End date	Day of week
Certified Nursing Assistant	8 a.m. – 6 p.m.	6 Jan	14 Apr	Saturday
Clinical Medical Assistant	10 a.m.-2 p.m.	5 Feb	14 May	Monday
Phlebotomy Technician	10 a.m.-2 p.m.	22 Feb	17 May	Thursday
EKG Technician	10 a.m. – 2 p.m.	21 Mar	23 June	Wednesday
Hemodialysis Technician	5:30 p.m.-9:30 p.m.	2 May	19 Sept	Wednesday
Phlebotomy Technician	10 a.m.- 2 p.m.	17 Apr	31 July	Tuesday
Certified Nursing Assistant	8 a.m.- 6 p.m.	28 Apr	11 Aug	Saturday
Phlebotomy Technician	10 a.m. – 2 p.m.	24 May	16 Aug	Thursday
EKG Technician	10 a.m. – 2 p.m.	20 Jun	19 Sept	Wednesday
EKG Technician				Friday
Clinical Medical Assistant	10 a.m. – 2 p.m.	28 Jul	5 Nov	Monday
Certified Nursing Assistant	8 a.m. – 6 p.m.	18 Aug	8 Dec	Saturday
Phlebotomy Technician	10 a.m.-2 p.m.	23 Aug	15 Nov	Thursday
Hemodialysis Technician	5:30 p.m.-9:30 pm.	24 Oct	13 Feb	Wednesday
EKG Technician	10 a.m.-2 p.m.	26 Sept	19 Dec	Wednesday
Phlebotomy Technician	10 a.m.-2 p.m.	23 Oct	29 Jan	Tuesday
Phlebotomy Technician	10 a.m.-2 p.m.	21 Nov	8 Feb	Wednesday

TTI PROGRAMS AND COURSES

BASIC NURSING ASSISTANT (CNA) TRAINING PROGRAM 135 clock hours - (90hrs. theory/45 hrs. clinical)

The Tukiendorf Training Institute offers a Basic Nursing Assistant (CNA) training program for individuals who want to work in the medical field. CNA's work primarily in nursing homes to give daily care that patients expect and deserve.

General Objectives:

This course is designed to train health care assistants in basic skills necessary to assist nurses in a variety of health care settings and to be efficient health care team members. The Basic Nursing Assistant (CNA) Training Program provided by Tukiendorf Training Institute prepares the student for Illinois Certification as a CNA. It is designed to provide the student with nursing theory, laboratory and clinical experience necessary to work as a CNA in a variety of health care settings. Instruction will be held at T.T.I. and the clinical component will be held at local nursing homes.

Upon completion of the course, the student will be able to:

Certified Nursing Assistants are health care professionals who work in a variety of health care settings under the direction of a licensed nurse. Job responsibilities include assisting with personal hygiene and grooming (for example, bathing, dressing, nail care), 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).

Mission, purpose & philosophy of the program:

The mission of our school and new program is to prepare people for a new profession and job in the healthcare field. The purpose of the Tukiendorf Training Institute days, evening and weekend CNA Certificate program is to prepare a CNA to pass the Illinois written competency examination. To prepare CNA's who have adequate knowledge, skill, and judgment to provide care under the direction of assigned staff.

It also serves to expand and enhance the educational and career ladder opportunities into Patient Care Technician and into nursing. Special emphasis is placed on ethnic minority students and students with developing English skills.

Attendance Policy

Regular attendance is essential to succeed in the CNA program. The program consists of 90 classroom theory hours. The classroom portion of the program involves lecture/lab sessions with specific clinical applications. Students who miss all or part of a class will have to make arrangements with CNA coordinator and instructor for makeup sessions. Successful program completion also requires 45 hours of clinical hours at a nursing home. Students demonstrate specific knowledge and basic skills competencies in a real-life setting. Clinical experience must be successfully completed under the supervision of an instructor in order to graduate from the program and to sit for the written

competency examination. Students receive 135 hours of classroom and clinical instruction (90 theory hours and 45 clinical hours). The state minimum requires a minimum of 80 theory hours and 40 clinical hours for 120 total hours.

Class theory enrollment is limited to 15 students with clinical limited to 8 students in each clinical. The program includes 20 hours of training in accordance with federal Regulation – Section 483.152 (b).

Admission Requirements

1. High school diploma or GED
2. Ability to pass a nationwide criminal background check
3. Students must meet vaccination and program specified health requirements in compliance with the Centers for Disease Control guidelines (vaccination list is provided at time of registration).
4. Complete a general physical exam (application at school), documentation of recent two-step TB skin test, proof of PPD. Students are responsible for all costs associated with meeting these requirements prior to clinical.
5. Current (within one year) evaluation by a physician or nurse practitioner to ensure student and patient safety. The evaluation should address the following areas in respect to the student's ability to perform the laboratory skills and clinical responsibilities related to becoming a Nursing Assistant
6. Ability to lift a minimum of 50 pounds and to reach overhead
7. Ability to stand or walk for long periods

Competency:

This program meets both Illinois State and federal curriculum requirements as a certified nursing assistant program. Students must complete an IDPH approved BNATP; demonstrate competence in 21 selected manual performance skills; and pass a written IDPH competency examination. Students must also have a background check with 0 disqualifying convictions. (See Live Scan Background information provided). Successful graduates are eligible for employment in hospitals, clinics, long-term care facilities, retirement/assisted living facilities, adult family homes, and in-home health care.

Grading Policy:

Skills are practiced in the program laboratory setting. Clinical experience occurs in acute hospitals and/or skilled nursing facilities. Students must pass all coursework with a "C" average (70%>) or better and a satisfactory completion of clinical skills for their certificate from Tukiendorf Training Institute. Test scores on all exams and the final written exam and the skill demonstrations in lab and clinical settings will indicate competence.

Required program supplies:

You will need to acquire the following personal items, which may be purchased locally or ordered:

1. An approved uniform (scrubs or slacks and shirt or blouse).
2. One pair of clinic-type shoes. Athletic shoes are acceptable if they are clean and white.
3. Wristwatch with a second hand.

Methodology:

- lecture, demonstration, video, handouts, clinical skills lab, discussion, scenarios, role plays

Textbooks: Sorrentino: Mosby’s Textbook for Nurse Assistants, 9th edition, 2017 Textbook, workbook & DVD.

Basic Nursing Assistant: 135 hours

Tuition:	\$1,685.00
Books:	\$85.00
Fees:	\$80.00
Tests:	\$65.00
Total Cost:	\$1,915.00

Extra costs associated with CNA training program:

Background check	\$31.95
Physical with TB	\$100.00
Uniforms	\$100.00
Supplies	\$95.00

Background Check: (Per IDPH Healthcare Worker Background Check Act, student must complete a live scan fingerprint background check within 10 days of class start date.)

Reminder: Physical and inoculations must be completed prior to clinical.

To help ensure your success in passing the certification examination, you can repeat part or all of this course at no additional cost to you!

CLINICAL MEDICAL ASSISTANT – 134 clock hours

Tukiendorf Training Institute offers a Clinical Medical Assistant program to help build new skills and prepare individuals for entry level positions in the medical profession. This program is a basic introduction to the medical field and helps the individual learn the basics of a Clinical Medical Assistant.

Program admission requirements:

- High School Diploma or GED certificate
 - Complete application form
 - Interview with counselor
 - Pay \$60.00 application fee (this is not refundable)
 - Complete a general physical exam (application at school), documentation of recent two-step TB skin test, proof of PPD, Hepatitis B vaccine or antigen & antibodies report.
- Students are responsible for all costs associated with meeting these requirements.

Program Description:

- Histology, Cytology, Physiology
- Medical Law and Ethics, HIPPA
- Patient's rights, informed consent, assault and battery
- Anatomy-Major organ systems and their functions
- Common pathologies: Pneumonia, Cerebral Palsy, Multiple Sclerosis, Cancer, Arteriosclerosis, Hypertension, Diabetes, Mellitus, Myocardial Infarction
- Medical Terminology: prefix, suffix, word roots, combining vowels
- Principals of Infection Control: OSHA, blood and body fluids, universal precautions, aseptic technique, chain of infection, biohazard bags, autoclaving
- Emergency procedures: CPR & injections
- Psychology: Developmental stages, End of life and stages of grief, Physical disability, Developmental delay, and disease, Environmental and socioeconomic stressors, mental health screenings, Defense mechanisms
- Nutrition: Dietary nutrients, Dietary needs and patient education
- Pathophysiology and Disease Processes: Diagnostic measures and treatment modalities, Incidence, Prevalence, and risk factors, Risk factors leading to high mortality and morbidity, Endemic, epidemic and pandemic
- Administrative Assisting: scheduling and monitoring patient appointments, managing electronic and paper medical records, identifying and checking patient in/out, verifying insurance coverage and financial eligibility, verifying diagnostic and procedural codes, preparing documentation and billing requests, compliance with government and insurance requirements, referrals to other providers and professionals, preauthorizations and precertifications, billing patients, insurers, and third-party payers, charge reconciliation, resolving billing issues with insurers and third-party payers, customer service and service recovery, entering information into databases or spreadsheets, inventory of clinical and administrative supplies, safety evaluations and concerns
- Communication and customer service: clarify and relay communication between patients and providers, facilitate and promote teamwork and team engagement, modify communication for diverse audiences, modify communication based on specific considerations, telephone communication, prepare written and electronic communications, handle challenging customer service occurrences, recognizing defense mechanisms, engage

- in crucial conversations
- Basic clinical medical assisting and laboratory tests
- Theory portion will consist of 64 hours, clinical practice portion will consist of 70 hours.

Academic progress:

- certificate of completion requiring 3 months to complete
- classes during the day, evenings and weekends
- eligible to take the National Healthcareer Association (NHA) examination
- student must achieve a “C” grade or better (70%) in this course to obtain a certificate of completion

After finishing this program, the student should acquire the following skills and understanding:

- basic anatomy and physiology problems
- basic medical terminology
- the signs and symptoms of common pathologies: Pneumonia, Cerebral Palsy, Multiple Sclerosis, Arteriosclerosis, Hypertension, Diabetes, Mellitus, Myocardial Infarction, Cancer
- Emergency procedures: CPR and injections
- Hand washing technique
- All medical precautions: blood, body fluids
- Aseptic techniques, biohazards
- Laboratory tests: urinalysis, hematology tests, chemistry tests, electrolytes, microbiology , pregnancy test, glucose tests, occult blood stool test, specimen collection and processing- centrifuge, quality controls and standards
- Basic clinical medical assisting: patient preparation, patient interviewing, medical records and charts, positioning and draping, vital signs, surgical interventions, assisting the physician, weight measurement, changing a dressing, injections, administration of medications, cleaning a wound, removing sutures or staples

Textbooks:

*Today’s Medical Assistant: Clinical & Administrative Procedures, Kathy Bonewit-West, Elsevier, 3rd edition, 2016 with DVD’s

Clinical Medical Assistant: 134 hours

Tuition:	\$2,400.00
Books:	\$115.00
Fees:	\$80.00
Tests:	\$185.00
Total Cost:	\$2,780.00

Extra costs associated with CMA training program:

Physical with TB & HepB	\$250.00
Uniforms	\$100.00
Supplies	\$95.00

Note: Physical and inoculations must be completed prior to practical and clinical.

To help ensure your success in passing the certification examination, you can repeat part or all of this course at no additional cost to you!

EKG TECHNICIAN - 82 clock hours

The Tukiendorf Training Institute offers EKG Technician Certification Program for people who want to work in the medical field.

EKG Technicians are responsible for performing electrocardiogram tests in hospitals and physician offices. These tests are used to monitor and record electrical impulses transmitted by the heart. This course provides the student with instructions for collecting information and data about a patient's heart using electrocardiography.

Program admission requirements:

- High School Diploma or GED certificate
- Complete the application form
- Interview with counselor
- Pay \$ 60.00 application fee (this is not refundable)
- Complete a general physical exam (application at school), documentation of recent two-step TB skin test, proof of PPD, Hepatitis B vaccine.

Students are responsible for all costs associated with meeting these requirements.

Program description:

- Anatomy and Physiology of the heart – 4 hrs.
- Cardiovascular system 3 hrs.
- Basic Electrophysiology –5 hrs.
- Sinus Mechanism – 3 hrs.
- Atrial Rhythms – 3 hrs.
- Junctional rhythms- 3 hrs
- Ventricular rhythms – 3 hrs.
- Atrioventricular (AV) blocks – 3 hrs.
- Pace maker rhythms – 3 hrs.
- Introduction to lead ECG – 6 hrs.
- 12-Lead EKG operational technique and EKG interpretation -16 hrs.

Clinical portion will consist of 30 hours of training

Theory portion will consist of 52 hours of training

Program basics:

- Certificate of completion requiring 3 months to complete.
- Eligible to take the National Healthcareer Association (NHA) examination
- Classes during the day, evenings and during weekends.
- Student must achieve a “C” grade or better (70%) in each course of the program curriculum to be eligible to progress and obtain the certification of completion.

After finishing the program student should:

- demonstrate knowledge of the anatomy and physiology of the cardiovascular system
- be able to identify the phases of the cardiac cycle
- demonstrate the ability to recognize normal and abnormal EKG's.
- be able to properly set up and use ECG equipment

- list the important information that must be included on the ECG report
- demonstrate basic understanding of cardiac disorders and emergencies
- have a basic understanding of the pharmacology of drugs commonly used in the treatment of cardiac disorders

Textbooks:

*ECG's Made Easy, Barbara Aehlert, RN, BSPA, Elsevier, 5th edition, 2013

EKG Technician 82 hours

Tuition:	\$2,000.00
Books:	\$65.00
Fees:	\$80.00
Tests:	\$135.00
Total Cost:	\$2,280.00

Extra costs associated with EKG training program:

Physical with TB & HepB	\$250.00
Uniforms	\$100.00
Supplies	\$95.00

Note: Physical and inoculations must be completed prior to practical and clinical.

To help ensure your success in passing the certification examination, you can repeat part or all of this course at no additional cost to you!

ENGLISH LANGUAGE TRAINING – 620 clock hours

The Tukiendorf Training Institute offers programs in English language training that students may select from and courses that may best suit their short or long term educational needs. Educational activities primarily consist of traditional classroom instruction supported by hands-on training.

TTI general English course provides an all-around understanding of the language including grammar, pronunciation, vocabulary, reading, writing, listening comprehension and conversation.

Course contents is presented in a carefully sequenced syllabus through extended narratives, and dialogs, reinforced by a wide variety of engaging exercise that provided the intensive practice essential for mastery. The speech lessons, designed to improve oral fluency, also reinforce grammar and vocabulary, helping students to talk about their lives and the world around them with increasing confidence. There are 8 levels and students are required to take an initial English skill test to see what level that would be right for them.

Minimum Requirements:

Evidence of High School graduation of equivalent (GED), in addition to practical experience is required. A pre-test will be administered to all incoming students for initial placement. There are 8 levels of reading, understanding grammar and comprehension.

English Language Training – 620 hours

Tuition:	\$2,975.00
Books:	80.00
Fees:	\$80.00
Tests:	-
Total Cost:	\$3,105.00

HEMODIALYSIS CARE TECHNICIAN - 583 clock hours

The Tukiendorf Training Institute Inc. offers a Hemodialysis Care Technician's program for individuals who desire to work in the healthcare field. Hemodialysis Care Technician's work in: dialysis clinics, hospitals, free standing clinics, nursing homes, long-term care facilities, as well as in the home health care setting. This program is ideal for students that have little or no healthcare training background.

Prerequisites: Completion of the Basic Nurse Assistant (CNA) program and Phlebotomy Technician programs in any order prior to taking the Hemodialysis Technician program.

General Objectives:

This course is designed to train Hemodialysis Care Technicians (HCT's) in the basic skills necessary to perform hemodialysis functions and to be efficient and effective health care team members. In addition, to the Basic Nursing Assistant (CNA) training program, HCT's also learn basic CPR as well as Phlebotomy technician requirements and Hemodialysis Technician functions. This comprehensive 3 component program is designed to provide the student with basic patient care theory and practical and clinical experience to work in a variety of healthcare environments. Classroom instruction and practicals will be held at Tukiendorf Training Institute, Inc. and the clinical portion will be held at local community-based clinics, medical offices, nursing homes and hospitals.

Upon completion of the course, the student will be able to:

Hemodialysis Care Technician's (HCT's) are health care professionals who work in a variety of healthcare settings under the direction of a licensed nurse and medical staff. Job responsibilities include working with people whose kidneys no longer work properly or at all. HCT's operate machines that remove wastes, salt and extra water from patient's 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. Hemodialysis technicians prepare patients, monitor, adjust settings on the machine and perform required procedures when dialysis is completed. HCT's also help patients feel comfortable during the procedure and keep the machine in good working order. In addition, HCT's will assist in taking vital signs, collecting specimens, perform venipuncture and perform catheter insertion and perform CPR when necessary.

Program admission requirements:

- High school Diploma or GED certificate
- Interview with counselor
- Complete the enrollment agreement and pay a \$60.00 registration fee
- Complete a general physical exam (form at school), documentation of recent two-step TB skin test, proof of PPD, Hepatitis B vaccine or antigen & antibodies

Students are responsible for all costs associated with meeting these physical requirements.

Program Description:

Hemodialysis Care Technician's must complete all 3 components of the program. The program components are:

1) Basic Nursing Assistant (CNA)-component 1 (90 theory hours/45 clinical hours)

Body systems, components and functions; Medical terminology; The medical record; Nursing assistant process; Bed positions; Bed making; Patient hygiene; Wound care and drainage; Patient mobility; Patient feeding

Eligible to take the IDPH state CNA exam after this component is completed.

2) Phlebotomy technician- component 2

(52 theory hours, 56 clinical hours)

Basic understanding of anatomy and physiology, basic knowledge of the circulatory, urinary, and other body systems necessary to perform assigned specimen collection, knowledge of modes of transmission of infection and methods for prevention, accepted practices for infection control, isolation techniques, aseptic techniques and methods for disease prevention, ability to properly label biohazardous specimens, identify the veins of the arms, hands, legs and feet on which phlebotomy is performed, knowledge of the functions of the major constituents of blood, and differentiate between whole blood, serum and plasma, knowledge of hemostasis, and explain the basic process of coagulation and fibrinolysis, knowledge of arterial blood, venous blood and capillary blood, knowledge of the legal and ethical importance of proper patient/sample identification, knowledge of the types of patient specimens that are analyzed in the clinical laboratory, knowledge of the general criteria for suitability of a specimen for analysis, and reasons for specimen rejection or recollection, knowledge of the importance of timed, fasting and stat specimens, as related to specimen integrity and patient care, knowledge of the various types of additives used in blood collection, and explain the reasons for their use, knowledge of evacuated tube color codes associated with the additives, knowledge of substances that can interfere in clinical analysis of blood constituents and ways in which the phlebotomist can help to avoid these occurrences, knowledge of equipment such as needles, disposable containers for needles, blood collection devices, tourniquets, and other items needed for drawing blood, and can assemble for blood collection according to specified procedures, ability to identify potential sites for venipunctures and capillary punctures, knowledge of the effect of and proper application of tourniquets, hand squeezing and heating pads on capillary puncture and venipuncture, ability to perform proper needle insertion and withdrawal techniques including direction, angle, depth and aspiration for venipunctures, ability to perform correct procedure for capillary collection methods on infants and adults, ability to properly label, date, and record specimens obtained, knowledge of frequent causes of phlebotomy complications, including signs & symptoms of physical problems that may occur during blood collection, ability to maintain record or database of activities such as patients seen, type and number of specimens obtained, type and number of specimens received, and test results, ability to communicate clearly and effectively, ability to work under stress when confronted with emergencies; critical, unusual, or dangerous situations; or in which working speed and sustained attention are important aspects of your task, ability to deal with people beyond giving and receiving instructions

Eligible to take the National Healthcareer Association (NHA) examination after this component is completed.

2) Hemodialysis technician-component 3

(90 theory hours/250 clinical hours)

Renal anatomy and physiology; Manifestation of renal failure; Complications of renal failure; Principles of hemodialysis; Chemistry as it pertains to the dialysis patient; Vascular accesses; Complications of dialysis; Confidentiality and addressing the patient Water treatment; Dialyzer reprocessing; Professional development

National Certification Exam eligibility pathways: See CCHT, BONENT and CCNT examination requirements

Program Basics:

- Comprehensive program with 3 separate components, 12 months to complete
- Eligible to take NHA examination for Phlebotomy Technician
- Eligible to take Illinois State CNA competency examination
- Total of 239 theory and 349 clinical hours for 583 hours
- Classes during the day, evenings and weekends
- Student must achieve a “C” grade (70%>) in each course of the program curriculum to be eligible to progress and obtain a certificates of completion for each component of the program.
- It is recommended to take CNA and phlebotomy components initially prior to the Hemodialysis Technician component

Textbooks:

- Sorrentino: Mosby’s Textbook for Nurse Assistants, 9th edition, 2017 Textbook & Workbook & DVD.
- Phlebotomy: Work text & Procedures Manual, Robin S. Warekois, Richard Robinson, Elsevier, 4th edition, 2016
- Review of Hemodialysis for Nurses and Dialysis Personnel, 9th edition, 2016, Judith Z. Kallenbach, MSN, RN CNN
- A Study Guide for Dialysis Technologists, Philip M. Varughese, BS, CHT, 5th edition, 2012, NANT
- Dialysis Technology: A Manual for Dialysis Technicians, Philip M. Varughese, BS, CHT, 3rd edition, 2003 NANT

Hemodialysis Care Technician- 583 hours

Tuition:	\$7,465.00
Books:	\$360.00
Fees:	\$80.00
Tests:	\$450.00
Total Cost:	\$8,355.00

Extra costs associated with HCT training program:

Criminal Background check	\$31.95
Physical with TB & HepB	\$250.00
Uniforms	\$100.00
Supplies	\$95.00

Background Check: (Per IDPH Healthcare Worker Background Check Act, student must complete a live scan fingerprint background check within 10 days of class start date.)

Note: Physical and inoculations must be completed prior to clinical.

To help ensure your success in passing the certification examination, you can repeat part or all of this course at no additional cost to you!

HEMODIALYSIS TECHNICIAN – 340 Clock Hours **90 Theory hours, 250 Clinical hours**

The Tukiendorf Training Institute offers the Hemodialysis Technician Program for people who want to work in the rapidly growing healthcare field. Hemodialysis Technicians work in hospitals, free standing clinics, nursing homes, assisted living facilities, long term care facilities, private homes and for home healthcare agencies.

Prerequisites:

Completion of certified phlebotomy technician is required prior to taking the Hemodialysis Technician program.

General Objectives:

This course is designed to train Hemodialysis Technicians in the basic skills necessary to perform hemodialysis functions and to be efficient and effective healthcare team members. This comprehensive program is designed to provide the student with basic hemodialysis theory and practical and clinical experience and to work in a variety of environments. Classroom instruction and practicals will be held at Tukiendorf Training Institute and the clinical portion will be held at local dialysis centers.

Upon completion of this course, the student will be able to:

Learn, understand and perform all duties of a Hemodialysis Technician. Hemodialysis Technicians work with people whose kidneys no longer work properly or at all. These 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.

After the year 2000, nearly 20 percent of the American population will be over 65 years of age. If current trends continue, many will have End Stage Renal Disease. This increase, and technological advances in Nephrology, will require an ever growing demand for new Hemodialysis Technicians. The employment outlook is very good through the year 2012. The field is growing steadily with excellent job opportunities in healthcare.

Program admission requirements:

- High School Diploma or GED certificate
- Interview with counselor
- Complete the application and pay the \$ 60.00 application fee.
- Completion of a Certified Nursing Assistant, Phlebotomy Technician or Patient Care Technician program is encouraged.
- Complete a general physical exam (application at school), documentation of recent two-step TB skin test, proof of PPD, Hepatitis B vaccine or antigen & antibodies report. Students are responsible for all costs associated with meeting these physical requirements.
- CPR certification is required. (See admin. Administrator for classes if needed)

Program Description:

Hemodialysis Technicians must complete all components of the program. The program components are:

- 1) History of Hemodialysis and the Hemodialysis Team
- 2) Anatomy and Physiology of the Renal System
- 3) Pathology of the Renal System
- 4) Principles of Hemodialysis, Equipment and Delivery Systems
- 5) Vascular Accesses
- 6) Laboratory Data: Analysis and Interpretation
- 7) Patient Care
- 8) Machine Technology
- 9) Water Treatment
- 10) Dialyzer Reprocessing
- 11) Education/Personal Development
- 12) Clinical portion will consist up to 250 hours of training-100 hours in off-site clinic, 150 hours of clinicals in TTI lab or an off-site clinic (See enclosed Hemodialysis Procedures Competency/Skills Checklist)

Program Basics:

- 20 weeks of theory – 90 hours.
- Certificate of completion at the completion of Theory & Clinical hours
- Classes meet in the evenings and during weekends.
- Student must achieve a “C” grade or better (70%) throughout the program and Full tuition payment to be eligible to obtain a certificate of completion.

Textbooks:

- Review of Hemodialysis for Nurses and Dialysis Personnel, 9th edition, 2016, Judith Z. Kallenbach, MSN, RN CNN
- A Study Guide for Dialysis Technologists, Philip M. Varughese, BS, CHT, 5th edition, 2012, NANT
- Dialysis Technology: A Manual for Dialysis Technicians, Philip M. Varughese, BS, CHT, 3rd edition, 2003 NANT

Hemodialysis Technician: 340 hours

Tuition:	\$3,780.00
Books:	\$175.00
Fees:	\$80.00
Tests:	\$250.00
Total Cost:	\$4,285.00

Extra costs associated with Hemodialysis Technician training programs:

Physical with TB & HepB	\$250.00
Uniforms	\$100.00
Supplies	\$95.00

Note: Physical and inoculations must be completed prior to practical and clinical.

To help ensure your success in passing the certification examination, you can repeat part or all of this course at no additional cost to you!

MEDICAL ASSISTANT – 324 Clock Hours

The Tukiendorf Training Institute offers a Medical Assistant Certification Program to prepare people to the medical profession. This is a 3 component program which consists of: Phlebotomy Technician; EKG Technician and Clinical Medical Assistant. Medical Assisting is an allied health profession whose practitioners function as members of the health care delivery team and perform administrative and clinical procedures. Medical Assistants are multi-skilled allied health professionals. Duties vary from office to office depending on location and size of the practice and the physician's specialty. Potential employment opportunities include: private physician's practice, clinics, chiropractic clinics, podiatry offices, hospitals, ophthalmology clinics, laboratories and emergency rooms.

Medical Assistants also perform many clerical duties. They answer telephones, greet patients, update and file patient medical records, fill out insurance forms, handle correspondence, schedule appointments, arrange for hospital admission and laboratory services, and handle billing and bookkeeping

Career opportunities:

A graduate of the Medical Assistant Certification Program at T.T.I. will have the potential to be employed as a: Medical Assistant, Clinical Medical Assistant, Medical Office Assistant, EKG Technician, Phlebotomist, Medical Technician (Med-tech), or Emergency Room Technician (ER-tech).

Program admission requirements:

- High School Diploma or GED
- Interview with counselor
- Complete the application form
- Pay \$ 60.00 application fee (this is not refundable)
- Complete a general physical exam (application at school), documentation of recent two-step TB skin test, proof of PPD, Hepatitis B vaccine or antigen & antibodies report. Students are responsible for all costs associated with meeting these requirements.

Program description:

1) Phlebotomy Technician-component 1

basic understanding of anatomy and physiology, basic knowledge of the circulatory, urinary, and other body systems necessary to perform assigned specimen collection, knowledge of modes of transmission of infection and methods for prevention, accepted practices for infection control, isolation techniques, aseptic techniques and methods for disease prevention, ability to properly label biohazardous specimens, identify the veins of the arms, hands, legs and feet on which phlebotomy is performed, knowledge of the functions of the major constituents of blood, and differentiate between whole blood, serum and plasma, knowledge of hemostasis, and explain the basic process of coagulation and fibrinolysis, knowledge of arterial blood, venous blood and capillary blood, knowledge of the legal and ethical importance of proper patient/sample identification, knowledge of the types of patient specimens that are analyzed in the clinical laboratory, knowledge of the general criteria for suitability of a specimen for analysis, and reasons for specimen rejection or recollection, knowledge of the importance of timed, fasting and stat specimens, as related to specimen integrity and patient care, knowledge of the various types of additives used in blood collection, and explain the reasons for their use, knowledge of evacuated tube color codes associated with the additives, knowledge of substances that can interfere in

clinical analysis of blood constituents and ways in which the phlebotomist can help to avoid these occurrences, knowledge of equipment such as needles, disposable containers for needles, blood collection devices, tourniquets, and other items needed for drawing blood, and can assemble for blood collection according to specified procedures, ability to identify potential sites for venipunctures and capillary punctures, knowledge of the effect of and proper application of tourniquets, hand squeezing and heating pads on capillary puncture and venipuncture, ability to perform proper needle insertion and withdrawal techniques including direction, angle, depth and aspiration for venipunctures, ability to perform correct procedure for capillary collection methods on infants and adults, ability to properly label, date, and record specimens obtained, knowledge of frequent causes of phlebotomy complications, including signs & symptoms of physical problems that may occur during blood collection, ability to maintain record or database of activities such as patients seen, type and number of specimens obtained, type and number of specimens received, and test results, ability to communicate clearly and effectively, ability to work under stress when confronted with emergencies; critical, unusual, or dangerous situations; or in which working speed and sustained attention are important aspects of your task, ability to deal with people beyond giving and receiving instructions

2) EKG Technician-component 2

Anatomy and Physiology of the heart, Cardiovascular system, Basic Electrophysiology, Sinus Mechanism, Atrial Rhythms, Junctional rhythms, Ventricular rhythms, Atrioventricular (AV) blocks, Pace maker rhythms, Introduction to lead ECG, 12-Lead EKG operational technique and EKG interpretation.

3) Clinical Medical Assistant-component 3

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

Upon completion of the course, the student will be able to: perform all the functions of a certified Clinical Medical Assistant as well as perform the functions and tasks of a certified Phlebotomy Technician including the ability and skill to perform blood draws. In addition, the student will be able to perform all the function of a certified EKG technician including EKG testing procedures.

Program basics:

- Comprehensive program with 3 components, 168 hours theory training and 156 hours of clinical training.
- Classes during the day, evenings and weekends.
- Eligible to take 3 National Healthcareer Association (NHA) examinations.
- Student must achieve a “C” grade or better (70%>) in each component of the program curriculum to be eligible to progress and obtain certification of completion. Total of 324 hours for this program.

Textbooks:

- Phlebotomy: Work text & Procedures Manual, Robin S. Warekois, Richard Robinson, Elsevier, 4th edition, 2016
- ECG's Made Easy, Barbara Aehlert, RN, BSPA, Elsevier, 5th edition, 2013
- EKG study guide, NHA, 2011
- Today's Medical Assistant: Clinical & Administrative Procedures, Kathy Bonewit-West, Elsevier, 3rd edition, 2016 with DVD's
- Clinical Medical Assistant study guide, NHA, 2012

Medical Assistant – 324 hours

Tuition:	\$6,400.00
Books:	\$265.00
Fees:	\$80.00
Tests:	\$455.00
Total Cost:	\$7,200.00

Extra costs associated with MA training program:

Physical with TB & HepB	\$250.00
Uniforms	\$100.00
Supplies	\$95.00

Note: Physical and inoculations must be completed prior to practical and clinical.

To help ensure your success in passing the certification examination, you can repeat part or all of this course at no additional cost to you!

MEDICAL LABORATORY ASSISTANT - 108 clock hours

The Tukiendorf Training Institute, Inc. offers a Medical Laboratory Assistant program for individual's that desire to work in the healthcare field. Medical Lab Assistant's work in: medical centers, hospital laboratories, outpatient laboratories and research laboratories. Medical Lab Assistants are trained in all aspects of medical laboratory procedures and protocols including: phlebotomy, specimen processing, quality control and regulations. Medical Lab Assistants assist other laboratory personnel, doctors & staff and patients. Duties may also include: computer and typing skills and performance of assistant level testing according to the standard operating protocols of the facility. Job growth is expected to be faster than average, with the number of clinical lab workers rising about 16% per year. Also, retirements and turnover will lead to more job opportunities and more rapid group will be in private diagnostic labs and physicians' offices.

Prerequisites: Completion of certified phlebotomy technician is required prior to taking the Medical Lab Assistant program.

General Objectives:

This course is designed to train Medical Laboratory Assistants (MLA's) in the basic skills necessary to perform laboratory functions and tasks and to be efficient and effective health care team members. In addition, the phlebotomy technician component will allow the individual to perform the skills of a certified phlebotomist. This comprehensive program is designed to provide the student with basic medical laboratory theory and practical and clinical experience to work in a variety of healthcare environments. Classroom instruction and practicals will be held at Tukiendorf Training Institute, Inc. and the clinical portion will be held at local community-based clinics, medical offices and hospitals.

Upon completion of the course, the student will be able to:

Medical Laboratory Assistants are healthcare professionals who work in a variety of healthcare settings under the direction of a medical technician and laboratory director. Job responsibilities include: how to properly set up laboratory equipment, testing procedures and maintenance of laboratory equipment i.e. microscopes, centrifuges, autoclaves and auto analyzers, etc. Medical lab assistants also know and understand the fundamentals and procedures of the laboratory; quality control protocols in the lab; medical terminology as well as OSHA/Infection control and HIPPA compliance.

Program admission requirements:

- High school Diploma o GED certificate
- Interview with counselor
- Complete the enrollment agreement and pay a \$60.00 registration fee.
- Complete a general physical exam (form at school), documentation of recent Two-step TB skin test, proof of PPD, proof of Hepatitis B vaccine or antigen & antibodies report. Students are responsible for all cost associated with meeting these physical requirements.

Program Description:

Medical Laboratory Assistant's must complete all the components of the program. The program components are:

1) Basic Laboratory Techniques

- Fundamentals of the clinical laboratory; Safety in the clinical laboratory; Collecting and processing blood & body fluid specimens; Systems of measurement, laboratory equipment and reagents; The microscope & measurement techniques in the clinical lab; Laboratory mathematics and solution preparation; Quality assessment & quality control in the clinical lab; Central laboratory automation & point-of-care testing; Laboratory information systems

2) Clinical Laboratory Specializations

- Introduction to clinical chemistry; Principles and practice of clinical hematology; Introduction to hemostasis; Renal physiology and urinalysis; Examination of body fluids & miscellaneous specimens; Introduction to microbiology; Immunology and serology; Immunohematology and transfusion medicine

3) Clinical portion will consist of 56 hours of training at offsite lab

Program Basics:

- Comprehensive program 3 months to complete
- Eligible to take NHA national examination for Certified Clinical Lab Assistant
- Total of 108 hours with 52 theory and 56 clinical hours.
- Classes during day, evenings and weekends
- Student must achieve a “C” grade (70%>) in this course to be obtain a certificate of completion and to take the NHA exam.
- Student must take the phlebotomy technician component prior to taking the medical lab assistant component.

Textbooks:

- Linne & Ringsud’s Clinical Laboratory Science, 8th edition, 2011, Mary Louise Turgeon, Elsevier

Clinical Laboratory Assistant – 108 hours

Tuition:	\$1,700.00
Books:	\$85.00
Fees:	\$80.00
Tests:	\$135.00
Total Cost:	\$2,000.00

Extra costs associated with MLA training program:

Physical with TB & HepB	\$250.00
Uniforms	\$100.00
Supplies	\$95.00

Note: Physical and inoculations must be completed prior to practical and clinical.

To help ensure your success in passing the certification examination, you can repeat part or all of this course at no additional cost to you!

NURSING REVIEW

The Tukiendorf Training Institute offers an intensive nursing theory course to help build the skills and apply the theory learned to pass the NCLEX. Whether you are a nursing student or an internationally trained nurse, you will find a program that meets your needs and to fit into your busy life. This course provides structured and targeted classroom sessions led by one of our expert medically trained teachers. These results-oriented classes are designed with a goal of helping you to pass the NCLEX. This program also includes a computer lab for your use at your convenience.

This courses is best for you if:

- You are a nurse trained outside of the U.S.
- You prefer to study in a familiar setting of a classroom environment.
- You a planning to prepare with a group of friends.
- Immediate teacher interaction is a key to your success.

This course covers:

- Safe & effective care environment
- Health promotion & maintenance
- Psychosocial integrity
- Physiological integrity

Program Description:

- Maternity Nursing - 50 hours
- Pediatric Nursing - 50 hours
- Medical – Surgical Nursing - 90 hours
- Gerontological Nursing - 40 hours
- Psychiatric Nursing - 30 hours
 - **Total 260 hours**

Minimum requirements; Evidence of High School graduation or equivalent (GED) and practical use of the English language as well as prior nursing license & experience or related healthcare experience is necessary.

Nursing Review- 260 hours

Tuition:	\$4,800.00
Books:	\$255.00
Fees:	\$80.00
Tests:	\$425.00
Total Cost:	\$5,560.00

PATIENT CARE TECHNICIAN - 325 clock hours

The Tukiendorf Training Institute Inc. offers a Patient Care Technician's program for individuals who desire to work in the medical field. Patient Care Technician's work in: hospitals, clinics, nursing homes, long-term care facilities, as well as in the home health care setting.

General Objectives:

This course is designed to train Patient Care Technicians in the basic skills necessary to assist nurses in a variety of health care settings and to be efficient and effective health care team members. In addition, to the Basic Nursing Assistant (CNA) training program, PCT's also learn basic CPR as well as Phlebotomy and EKG technician requirements. This comprehensive program is designed to provide the student with basic nursing care theory and practical and clinical experience to work in a variety of healthcare environments. Classroom instruction and practicals will be held at Tukiendorf Training Institute, Inc. and the clinical portion will be held at local community-based clinics, medical offices and nursing homes.

Upon completion of the course, the student will be able to:

Patient Care Technician's (PCT's) are health care professionals who work in a variety of healthcare settings under the direction of a licensed nurse and medical staffs. Job responsibilities include working with the physically ill, injured, disabled, or infirmed individuals confined to hospitals, clinics, nursing homes and personal care and long-term care facilities. PCT's will be able to assist with personal hygiene and grooming, mobility, nutritional and elimination needs, comfort activities, assessment and care planning, safety and environmental cleanliness. In addition PCT's will assist in taking vital signs, collecting specimens, perform venipuncture and blood glucose and perform and monitor EKG's, perform catheter insertion and perform CPR.

Program admission requirements:

- High school diploma or GED certificate
- Interview with counselor
- Complete the enrollment agreement and pay a \$60.00 registration fee.
- Complete a general physical exam (form at school), documentation of recent two-step TB skin test, proof of PPD, Hepatitis B vaccine or Antigen & antibodies report.

Students are responsible for all costs associated with meeting these physical requirements.

Program Description:

Patient Care Technician's must complete all 3 components of the program in order to be eligible to take the National Healthcareer Association (NHA) competency examination to become a CPCT. The program components are:

Basic Nursing Assistant (CNA)-component 1

Body systems, components and functions; Medical terminology; The medical record; Nursing assistant process; Bed positions; Bed making; Patient hygiene; Wound care and drainage; Patient mobility; Patient feeding.

Phlebotomy-component 2

Basic understanding of anatomy and physiology, basic knowledge of the circulatory, urinary, and other body systems necessary to perform assigned specimen collection, knowledge of modes of transmission of infection and methods for prevention, accepted practices for infection control,

isolation techniques, aseptic techniques and methods for disease prevention, ability to properly label biohazardous specimens, identify the veins of the arms, hands, legs and feet on which phlebotomy is performed, knowledge of the functions of the major constituents of blood, and differentiate between whole blood, serum and plasma, knowledge of hemostasis, and explain the basic process of coagulation and fibrinolysis, knowledge of arterial blood, venous blood and capillary blood, knowledge of the legal and ethical importance of proper patient/sample identification, knowledge of the types of patient specimens that are analyzed in the clinical laboratory, knowledge of the general criteria for suitability of a specimen for analysis, and reasons for specimen rejection or recollection, knowledge of the importance of timed, fasting and stat specimens, as related to specimen integrity and patient care, knowledge of the various types of additives used in blood collection, and explain the reasons for their use, knowledge of evacuated tube color codes associated with the additives, knowledge of substances that can interfere in clinical analysis of blood constituents and ways in which the phlebotomist can help to avoid these occurrences, knowledge of equipment such as needles, disposable containers for needles, blood collection devices, tourniquets, and other items needed for drawing blood, and can assemble for blood collection according to specified procedures, ability to identify potential sites for venipunctures and capillary punctures, knowledge of the effect of and proper application of tourniquets, hand squeezing and heating pads on capillary puncture and venipuncture, ability to perform proper needle insertion and withdrawal techniques including direction, angle, depth and aspiration for venipunctures, ability to perform correct procedure for capillary collection methods on infants and adults, ability to properly label, date, and record specimens obtained, knowledge of frequent causes of phlebotomy complications, including signs & symptoms of physical problems that may occur during blood collection, ability to maintain record or database of activities such as patients seen, type and number of specimens obtained, type and number of specimens received, and test results, ability to communicate clearly and effectively, ability to work under stress when confronted with emergencies; critical, unusual, or dangerous situations; or in which working speed and sustained attention are important aspects of your task, ability to deal with people beyond giving and receiving instructions

EKG-component 3

Anatomy and Physiology of the heart, Cardiovascular system, Basic Electrophysiology, Sinus Mechanism, Atrial Rhythms, Junctional rhythms, Ventricular rhythms, Atrioventricular (AV) blocks, Pace maker rhythms, Introduction to lead ECG, 12-Lead EKG operational technique and EKG interpretation.

Program Basics:

- Comprehensive program with 3 separate components, 194 hours of theory, 131 hours of clinicals
- Eligible to take 3 NHA examinations: Phlebotomy, EKG, CPCT
- Eligible to take Illinois State CNA competency examination
- Classes during the day, evenings and weekends
- Student must achieve a “C” grade (70%>) in each course of the program curriculum to be eligible to progress and obtain a certificate of completion.

Textbooks:

- Sorrentino: Mosby’s Textbook for Nurse Assistants, 9th edition, 2017 Textbook & Workbook & DVD.
- ECG’s Made Easy, Barbara Aehlert, RN, BSPA, Elsevier, 5th edition, 2013

- Phlebotomy: Work text & Procedures Manual, Robin S. Warekois, Richard Robinson, Elsevier, 4th edition, 2016
- Phlebotomy study guide, NHA, 2016

Certified Patient Care Technician- 325 hours

Tuition:	\$5,685.00
Books:	\$250.00
Fees:	\$80.00
Tests:	\$520.00
Total Cost:	\$6,535.00

Extra costs associated with PCT training program:

Criminal Background check	\$31.95
Physical with TB & HepB	\$250.00
Uniforms	\$100.00
Supplies	\$95.00

Background Check: (Per IDPH Healthcare Worker Background Check Act, student must complete a live scan fingerprint background check within 10 days of class start date.)

Note: Physical and inoculations must be completed prior to clinical.

To help ensure your success in passing the certification examination, you can repeat part or all of this course at no additional cost to you!

Pharmacy Technician - 144 hours-96 theory;16 practical; 32 clinical

The Tukiendorf Training Institute offers a Pharmacy Technician Certification Program to prepare people to the medical profession. Technicians have several duties that may include: assisting with prescriptions by counting pills, measuring medications, and labeling products; verifying prescriptions from doctors; and maintaining patient records and insurance information. Technicians do not consult with patients who have questions about their medications – instead, they refer the clients to the pharmacists.

Most pharmacy technicians work in retail pharmacies, like the ones in your local grocery stores. Other pharmacy technicians fill hospital positions, work in wholesale industries or find employment with government organizations.

Program Description:

- Communications for the Pharmacy Technician -4 hrs.
- Medical Terminology -8 hrs.
- Pharmacy Practice -8 hrs.
- Dispensing -12 hrs.
- Pharmacy Laws and Agreements -8 hrs.
- Pharmaceutical Calculations -8 hrs.
- Pharmaceutical Products - 8 hrs.
- Pharmacy Computer Skills -4 hrs.
- Teamwork and Problem Solving in Pharmacy Practice -8 hrs.
- Non-prescription Products –8 hrs.
- Hospital Pharmacy - 4 hrs.
- Aseptic Techniques – 6 hrs.
- Community Pharmacy -32 hrs.
- Professional Trends and Issues Seminar - 4 hrs.
- Workplace Legislation and Safety -6 hrs.
- Community Practicum -16 hrs.

Program admission requirements:

- High School Diploma or GED
- Interview with counselor
- Complete the application form
- Pay \$ 60.00 application fee (this is not refundable)
- Complete a general physical exam (application at school), documentation of recent two-step TB skin test, proof of PPD, Tetanus/Diphtheria, Rubella/Measles vaccine, Hepatitis B vaccine.

Students are responsible for all costs associated with meeting these requirements.

After finishing the program the student should:

- demonstrate knowledge of the anatomy and physiology of the main systems and organs
- be able to identify and know ICD-9
- compounding (to measure, weigh and mix) medical drugs
- preparing and labeling medicines
- maintaining inventory

- keeping patients medication profiles on specified records, forms or computerized systems collecting, organizing and evaluation information for direct patient care, medication review and department management

Academic progress:

The student academic progress and competencies will be evaluated by the theoretical and practical tests which will contain 160 questions. Student must achieve a “C” grade or better (70%) in this course to be eligible to take the NHA examination and PTCB examination.

Textbooks:

- Mosby’s Pharmacy Technician: Principles & Practice, 2nd edition
- Teresa Hooper, CPhT, Text and workbook/Neville Package
- Mosby's Review for PTCB Certification Exam

Pharmacy Technician: 144 hours

Tuition:	\$2,320.00
Books:	\$160.00
Fees:	\$80.00
Tests(2):	\$ 254.00
Total Cost:	\$2,814.00

Extra costs associated with PhT training program:

Physical with TB & HepB	\$250.00
Uniforms	\$100.00
Supplies	\$95.00

Note: Physical and inoculations must be completed prior to clinical.

To help ensure your success in passing the certification examination, you can repeat part or all of this course at no additional cost to you!

PHLEBOTOMY TECHNICIAN-108 clock hours

The Tukiendorf Training Institute offers a Phlebotomy Technician Certification Program for people who want to work in the medical field. Phlebotomy Technicians work in hospitals, physician offices, group practices, independent laboratories, health maintenance organizations, and public facilities. Duties of a phlebotomy technician may include drawing blood, preparing specimens for storage or testing, assembling equipment and verifying patient's records. A phlebotomist may also interview and screen donors at a blood bank.

Program admission requirements:

- High School Diploma or GED certificate
- Interview with counselor
- Complete the application form
- Pay \$ 60.00 application fee (this is not refundable)
- Complete a general physical exam (application at school), documentation of recent two-step TB skin test, proof of PPD, Hepatitis B vaccine.

Students are responsible for all costs associated with meeting these requirements.

Program description:

- basic understanding of anatomy and physiology- 2 hrs.
- basic knowledge of the circulatory, urinary, and other body systems necessary to perform assigned specimen collection. -2 hrs.
- knowledge of modes of transmission of infection and methods for prevention. - 2 hrs.
- accepted practices for infection control, isolation techniques, aseptic techniques and methods for disease prevention. -2 hrs.
- ability to properly label biohazardous specimens. -2hrs.
- identify the veins of the arms, hands, legs and feet on which phlebotomy is performed. -2 hrs.
- knowledge of the functions of the major constituents of blood, and differentiate between whole blood, serum and plasma. -2hrs.
- knowledge of hemostasis, and explain the basic process of coagulation and fibrinolysis. -2 hrs.
- knowledge of arterial blood, venous blood and capillary blood. -2hr.
- knowledge of the legal and ethical importance of proper patient/sample identification. -2 hrs.
- knowledge of the types of patient specimens that are analyzed in the clinical laboratory. -2 hrs.
- knowledge of the general criteria for suitability of a specimen for analysis, and reasons for specimen rejection or recollection – 2hrs.
- knowledge of the importance of timed, fasting and stat specimens, as related to specimen integrity and patient care. -2 hrs.
- knowledge of the various types of additives used in blood collection, and explain the reasons for their use. -2 hrs.
- knowledge of evacuated tube color codes associated with the additives. -2 hrs.
- knowledge of substances that can interfere in clinical analysis of blood constituents and ways in which the phlebotomist can help to avoid these occurrences. -2hrs.
- knowledge of equipment such as needles, disposable containers for needles, blood collection devices, tourniquets, and other items needed for drawing blood, and can assemble for blood collection according to specified procedures. -2 hrs.
- ability to identify potential sites for venipunctures and capillary punctures – 2 hrs.

- knowledge of the effect of and proper application of tourniquets, hand squeezing and heating pads on capillary puncture and venipuncture. -2 hrs.
- ability to perform proper needle insertion and withdrawal techniques including direction, angle, depth and aspiration for venipunctures. - 10 hrs.
- ability to perform correct procedure for capillary collection methods on infants and adults. - 8hrs.
- ability to properly label, date, and record specimens obtained.2 hrs.
- knowledge of frequent causes of phlebotomy complications, including signs & symptoms of physical problems that may occur during block collection –2 hrs.
- ability to maintain record or database of activities such as patients seen, type and number of specimens obtained, type and number of specimens received, and test results. – 2 hrs.
- ability to communicate clearly and effectively. -2 hrs.
- ability to work under stress when confronted with emergencies; critical, unusual, or dangerous situations; or in which working speed and sustained attention are important aspects of your task – 2 hrs.
- ability to deal with people beyond giving and receiving instructions - 2 hrs.
- clinical portion will consist of 56 hours of training, theory portion will consist of 52 hours of training

Program basics:

- Certificate of completion requiring 3 months to complete.
- Classes during the day, evenings and weekends.
- Eligible to take the National Healthcareer Association (NHA) examination.
- Student must achieve a “C” grade or better (70%) to be eligible to progress and obtain the certification of completion.

Textbooks:

- Phlebotomy, Work text and Procedures Manual, Robin S. Warekois, Richard Robinson, Elsevier, 4th edition, 2016
- Phlebotomy study guide, NHA, 2016

Phlebotomy Technician – 108 hours

Tuition:	\$2,000.00
Books:	\$65.00
Fees:	\$80.00
Tests:	\$135.00
Total Cost:	\$2,280.00

Extra costs associated with PT training program:

Physical with TB & HepB	\$250.00
Uniforms	\$100.00
Supplies	\$95.00

Note: Physical and inoculations must be completed prior to practical and clinical.

To help ensure your success in passing the certification examination, you can repeat part or all of this course at no additional cost to you!

TOEFL PREPARATION

In this competitive world, great candidate qualifications are increasingly important. The TOEFL Review help students earn valuable qualifications that are proof of their level of understanding and practice of English which are accepted by universities, colleges and employers around the world.

This course provides detailed examination preparation, while also developing one's general skills and abilities in the use of the English language. The TOEFL exam is an important part of preparing to study at university of college level.

For entry to an English-speaking university or college, a high score in the TOEFL exam (test of English as a Foreign Language) is required. This is proof of one's ability to study academic subjects in English. This exam is also recognized by many international employers and local U.S. hospitals.

This intensive program provides rigorous exam preparation as well as general skill development. Students will complete extensive work on sample questions, which is vital to giving them the necessary skills needed to succeed in these exams.

The starting level is intermediate through advanced levels of English comprehension.

Minimum Requirements:

Evidence of High School graduation or equivalent (GED), and practical use of the English language is required. A pre-test will be administered to all incoming students for initial placement. The starting level is intermediate through advanced levels of English comprehension.

TOEFL Preparation – 340 hours

Tuition:	\$2,040.00
Books:	\$40.00
Fees:	\$80.00
Tests:	\$250.00
Total Cost:	\$2,410.00

Institutional Disclosures Reporting Table
Reporting Period: July 1, 2015 - June 30, 2016

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

Program Name/Course of Instruction ¹	Medical Assistant*1	Patient Care Technician	Certified Nurse Aide	Hemodialysis Technician	Hemodialysis Care Technician
Disclosure Reporting Category					
A) For each program of study, report:					
1) The number of students who were admitted in the program or course of instruction as of July 1 of this reporting period.	69	50	16	48	5
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:					
a) New starts	9	3	37	3	5
b) Re-enrollments	0	0	0	0	0
c) Transfers into the program from other programs at the 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 A2).	78	53	53	51	10
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	52	21	40	34	3
c) Withdrew from the school	0	0	0	0	0
d) Are still enrolled	26	32	13	17	7
5) The number of students enrolled in the program or course of instruction who were:					
a) Placed in their field of study	56	44	14	33	3
b) Placed in a related field	1	0	0	1	0
c) Placed out of the field	0	0	0	1	0
d) Not available for placement due to personal reasons	1	3	2	2	1
e) Not employed	6	3	0	11	1
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.					
	51	21	39	14	1
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.					
	51	21	39	13	1
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.					
	14	11	3	8	1
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.					
	\$15.00	\$16.00	\$12.50	\$15.00	\$15.50

¹A 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 stand-alone 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.

*CIP Code 51

*SOC Code 29-0000

*1 Since CMA is a part of MA program all students enrolled in CMA class for reporting purposes are included in MA statistics.

*2 These programs were not thought 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, 2015 - June 30, 2016

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

Program Name/Course of Instruction ¹	Phlebotomy Technician	EKG Technician	CMA*1	Medical Laboratory Assistant, Pharmacy Tech., *2	TOEFL Nursing Review, English Language *2
Disclosure Reporting Category					
A) For each program of study, report:					
1) The number of students who were admitted in the program or course of instruction as of July 1 of this reporting period.	54	41			
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:					
a) New starts	96	57			
b) Re-enrollments	0	0			
c) Transfers into the program from other programs at the 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 A2).	150	98			
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	121	73			
c) Withdrew from the school	3	1			
d) Are still enrolled	26	24			
5) The number of students enrolled in the program or course of instruction who were:					
a) Placed in their field of study	42	37			
b) Placed in a related field	0	0			
c) Placed out of the field	1	1			
d) Not available for placement due to personal reasons	2	0			
e) Not employed	12	4			
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.					
	118	73			
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.					
	114	72			
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.					
	10	9			
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.					
	\$14.00	\$14.00			

¹A 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 stand-alone 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.

²CIP Code 51

³SOC Code 29-0000

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