

NEXUS MEDICAL TRAINING CENTER



369 East 148th Street, Lower Level
Suite 1, Bronx, NY 10455
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CATALOG

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Volume 1

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INTRODUCTION

In 2023 Nexus Medical Training Center opened doors to the community.

The Mission:

The Nexus Medical Training Center's Mission is to provide allied-health education comprising of clinical knowledge and clinical skills to all students, regardless of their backgrounds. Mission is to empower students to perform at entry level positions and who can assume leadership roles as healthcare professionals in the broad and varied field of health. Faculty and administration role in achieving this mission is to keep current with employer presumptions, and maintain their expectations based on academic caliber.

LOCATION:

369 East 148th Street, Lower Level, Suite 1, Bronx, NY 10455

SCHOOL OWNER:

Navjot Kaur: CEO/President
Surjit Gill: CBO

FACULTY:

Name	Position	Education/Credentials	Degree Granting School
Lennox Rodney	Director/Agent	LPN	The University of New York
Navdeep Kaur NP	CNA Instructor	RN/NP	Long Island University
Dr. Rominder Singh	MA Instructor including EKG & Phlebotomy/Dialysis Technician	M.D./eMBA	Central America Health Sciences University and Hofstra University
Dr. Lakhwinder Singh	MA Instructor including EKG & Phlebotomy/Dialysis Technician	M.D	Ross University

Holiday Calendar

Holiday
New Year's Day
Independence Day
Memorial Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas Day

INSTITUTION POLICIES

ENROLLMENT:

Enrollment at Nexus Medical Training Center is open to eligible person with a desire to be trained for a career in healthcare. All prospective students must be 17 years of age for entrance into the training programs.

A. EKG Technician

Eligibility for entrance, the following items are required of all applicants:

- Formal interview with administration/Agent
- Tour of the center in person
- Student should have either High School Diploma or General Education Diploma (GED) or College Degree from an accredited school in the United States.

OR

- Foreign country high school diploma or college degree (must be in English or translated/Evaluated into English)

OR

- If student do not meet the above requirements, the student can take the ability to benefit test
- Payment of registration fee
- Pass an entrance assessment, if applicable.

B. Phlebotomy Technician

Eligibility for entrance the following items are required of all applicants:

- Formal interview with administration
- Tour of the center in person
- Student should have either High School Diploma or General Education Diploma (GED) or College Degree from an accredited school in the United States.

OR

- Foreign country high school diploma or college degree (must be in English or translated/Evaluated into English)

OR

- If student do not meet the above requirements, the student can take the ability to benefit test
- Payment of registration fee
- Pass an entrance assessment, if applicable.

C. Certified Nurse Aide

Eligibility for entrance the following items are required of all applicants:

- Formal interview with administration
- Tour of the center in person
- Student should have either High School Diploma or General Education Diploma (GED) or College Degree from an accredited school in the United States.

OR

- Foreign country high school diploma or college degree (must be in English or translated/Evaluated into English)

OR

- If student do not meet the above requirements, the student can take the ability to benefit test
- Payment of registration fee
- Pass an entrance assessment, if applicable.

D. Dialysis Technician:

Eligibility for entrance the following items are required of all applicants:

- Formal interview with administration
- Tour of the center in person
- Student should have either High School Diploma or General Education Diploma (GED) or higher College Degree from an accredited school in the United States.

OR

- Foreign country high school diploma or higher college degree (must be in English or translated/Evaluated into English)

OR

- Any medical diploma/certificate in the field of EKG Technician, Phlebotomy Technician, HHA, or CNA is acceptable for admission
- Payment of registration fee

E. Patient Care Technician:

Eligibility for entrance, the following items are required of all applicants:

- Formal interview with administration
- Tour of the center in person
- CNA State Board Certificate

LEAVE OF ABSENCE:

To receive “leave of absence”, one or more of the following conditions may be considered.

- Medical emergency which also includes pregnancy
- Family emergency which also includes unexpected loss of childcare and medical care of family
- Jury duty
- Military duty.

In any of the scenarios mentioned above, Student who must take a leave of absence may do so, by submitting a letter to the Director stating:

- Reason for taking leave of absence.
- when applicable and/or requested by the administration, student must submit documented proof of said emergency

After meeting said requirements, The Director will then decide whether the student will be granted a Leave of Absence or not. If granted, the maximum duration of the leave allowed is 3 months. Documents of approval or disapproval will be signed by Director and students and a copy of documentation will be provided to student for record as well.

Upon return of the student, the school shall assess student’s retention level either through written or oral evaluation.

CLASS CUTS/TARDINESS/ABSENCE/MAKEUP

Although students are encouraged to attend 100% of their scheduled course hours. However, they may miss up to 10% of their scheduled course hours which includes EKG, Phlebotomy, Patient Care Technician.

Dialysis Technician students must complete 80% of the lecture hours and 100% of the practical Lab hours.

Certified Nurse Aide must attend 100% of their scheduled program hours.

Students can make upto maximum of 15 hours for any missed time above 10 % of the total scheduled hours, the students will be required to make up time under the supervision of the instructor without any charge. A makeup session/class consist of 60 minutes instruction. Student must participate in class lesson or work assignment assigned by the instructor. After completing make-up hours, Instructor will sign/initial the make-up sheet.

TARDINESS:

A student is considered late, if he/she arrives to the classroom 10 minutes after the class begins. Three tardiness will be considered one absence and the student will be responsible for making up the class and the missed lecture notes, under the supervision of the licensed instructor.

MAINTENANCE OF SATISFACTORY ATTENDANCE POLICY

The classroom teacher maintains the attendance roster. The attendance roster is always kept at school. If a substitute teacher is used, the substitute must initial the day’s attendance.

Attendance will be taken in the following manner:

1. Approximately ten minutes after class begins
2. Approximately ten minutes before class ends

If absent a first, second, and third time, that student will be contacted by phone and the results will be recorded on the Absence/Drop Record Form.

If absent a fourth and fifth time, the student will be contacted by telephone and in writing and will be advised of possible consequences. A copy of the same letter will be given to the student the next time the student comes to class, at which time the student must sign the Absence/Drop Record Form acknowledging receipt of the letter.

If absent a sixth time, the student will be informed in writing that the course must be repeated, and the student will be subject to paying additional tuition for the repeat. The student will not be able to repeat more than one course per program due to absences.

Measures Taken When a Student Drops

If absent ten (10) times consecutively without notifying the school, the student will be considered dropped. The school will contact the student by telephone and in writing and formally advise the student of this status. Results will be recorded on the Absent/Drop Form. If appropriate, the student will be informed that a leave of absence status is available. The student will also be informed that the tuition paid will remain valid, unless there has been a significant financial or educational change to the program, in which case, extra tuition will be charged. The school will then request that the student respond in writing and provide reasons for withdrawal. The results will be recorded in the Absent/Drop Record Form.

GRADING STANDARDS:

GRADING CHART			
GPA	GRADE	NUMERICAL EQUIVALENT	PROGRESS
4.00	A	97-100	Excellent
3.67	A-	95-96	
3.33	B+	91-94	
3.00	B	87-90	Above Average
2.67	B-	84-86	
2.33	C+	81-83	
2.00	C	77-80	Below Average, but passing
1.67	C-	74-76	Failure
1.00	D	65-73	Failure
0.00	F	0-64	Failure
0.00	I		Incomplete

STANDARDS OF PROGRESS:

- All students must maintain satisfactory academic progress in order to remain enrolled at the school.
- All students must be evaluated at midpoint of the program and must maintain 70% attendance and with a minimum grade of 70
- Students are issued a numerical grade for each program/ course which is based upon student performance in combination of classroom work, quizzes, tests and homework assignments.
- All classroom work, quizzes, tests and homework assigned during the program must be completed before the student graduates.
- A grade of "0" is given for work not completed by the end of the program unless the incomplete work is the result of a leave of absence (refer to leave of absence).
- A student, who receives a final grade of "C -" "D" or "F", will have to repeat the program/ course
- A student that repeats a failed program/ course must pay all program/ course costs
- A student must pass each program/ course in the curriculum with a minimum grade of 77%, "C" or 2.0 GPA.

PROBATION:

- Academic probation will ensue if the student fails to maintain minimum grade requirements and/or has excessive absence as described under the following attendance section.

ATTENDANCE:

Certified Nurse Aide

- Students in nurse aide program/course must attend 100% of their scheduled course hours to graduate. Failure to maintain will result in probation placement. Once on probation, a student will have the opportunity to make up hours/assignments in the same course.
- If the student fails to sustain 100% attendance of the scheduled curriculum hours, Nexus Medical Training Center has the right to dismiss the student for unsatisfactory progress.
- The student will be responsible for all fees unless the Education Director has noted extenuating circumstances and approves a waiver of program/ course fees.
- All students must complete 100% of their clinical hours.
- Students are required to have their timesheet and all required attendance hours certified by their clinical supervisor and must provide signed timesheet documented complete hours for a week no later than Monday of the following week

Addendum to the Enrollment Agreement For Nurse Aide Programs

I, _____, understand that federal and state law requires any person employed in a Residential Health Care Facility (RHCF) as a nurse aide or nurse assistant or orderly to be listed in the Nurse Aides Registry maintained by each state. Although the law pertains to Nursing homes, most New York City hospitals are also requiring certification of hiring.

1. I may obtain placement on the New York State RHCF Nurse Aide Registry by successfully completing a training program approved by the New York State Education Department AND by passing a two-part Nurse Aide competency exam offered by Prometric the contracting agency for New York State. This exam consists of a clinical skills portion and a written or oral portion.
2. I understand that in accordance with rules set forth by Prometric, I will not be able to take the New York State Nurse Aide Competency Exam without my Social Security Card.
3. If I am hired to work in a nursing home after graduation, I must pass both parts of the competency exam and be on the registry within four months of graduation.
4. If not employed, I must pass both parts of the exam within two years from the date I graduated. If I do not choose to test within two years and later choose to test, I realize I must complete a new training program before I will be able to take the exam.
5. I will have three chances to pass each part of the exam. If I do not pass the clinical skills portion of the exam by the third try, I may not take the written or oral exam. If I do not pass either section by the third try, I must repeat the program if I wish to work in a nursing home. I understand that I will have to repeat the program at a school different from where I originally trained.
6. The fee for the exam is payable to New York Commissioner of Health not to the school. The fee is \$115.00 for the entire exam (clinical and written). There is an additional fee for repeating either part of the exam. If I fail to appear for the exam, I will have to pay an additional fee of \$115.00 for the exam.
7. If I work for a nursing home upon successful graduation, I understand that I may submit receipts to the nursing home from my CNA training and exam fee in order to receive partial reimbursement from New York State.
8. I understand that in accordance with the state Commissioner of Health that if I am to be employed in a nursing home and or home care services agency I must submit to a criminal background check.
9. I understand that if I do have a criminal record, it may prevent me from obtaining employment in a nursing home.

EKG, Phlebotomy, and Patient Care Technician

- Students must attend 90% of their scheduled course hours to graduate.
- If the student fails to sustain 90% attendance of the scheduled curriculum hours, student must make up missed hours under the supervision of the licensed instructor appointed by school in the same program.
- Nexus Medical Training Center has the right to dismiss the student for unsatisfactory progress.
- The student will be responsible for all fees unless the Education Director has noted extenuating circumstances and approves a waiver of program/ course fees.
- All students must complete 100% of their clinical hours. (If applicable)

Dialysis Technician

- The students must attain 80% in lecture, and 100% on the practical examinations to pass the course.
- The student must complete 100% of the practical lab hours
- If the student fails to sustain 80% attendance of lecture hours and 100% of clinicals hours, then student must make up missed hours under the supervision of the licensed instructor appointed by school in the same program. A student can make up to a maximum of 15 hours of missed time.
- Nexus Medical Training Center has the right to dismiss the student for unsatisfactory progress.
- The student will be responsible for all fees unless the Education Director has noted extenuating circumstances and approves a waiver of program/ course fees.

DRESS CODE:

Students are required to dress professionally in scrubs at “Nexus Medical Training Center” and at affiliated clinical site for rotations. Students who violate the school’s dress code will not be permitted in the classroom, medical lab and clinical rotation. An absence will be noted upon dress code violation.

- Certified Nurse Aide: White Scrubs.
- Electrocardiogram Technician (EKG): Burgundy Scrubs
- Phlebotomy Technician: Burgundy Scrubs
- Dialysis Technician: Light Blue scrubs

DEVICE POLICY:

- Use of electronic device on campus with respect to record audio, video and images are prohibited, unless have written authorization by the director.
- If the person has written authorization to use electronic device, authorized person must also secure approval from the person they are recording.
- Cell phone use is prohibited in the classrooms, corridors, or any part of the campus where it may cause disturbance to other students.

CONDUCT/DISMISSAL

A student must always conduct themselves in a professional manner. Following conduct will be considered just cause for student disciplinary action, including dismissal of a student from Nexus Medical Training Center.

- Absolutely no profanity allowed at any time, or any place on or near the school premises.
- Unwarranted verbal or physical act of violence against any person, be they instructor, student, employee, or visitor
- Unauthorized use of electronic device to record audio, video and stills at any time on the premises
- Use or possession of illegal drugs, alcoholic beverages or firearms
- Theft may it be student or school property
- Any act of dishonesty, may it be cheating or plagiarism
- Intentional destruction or vandalism of student and school property

Following actions may be taken based on the nature of misconduct:

- Student will be asked to leave the school until further inquiry of the conduct
- Placed on probation for 30 days and the student will be actively monitored by the faculty member for student's behavior and academic progress
- Dismissed permanently by the school.

Nexus Medical Training Center has the right to pursue and prosecute the student and or person involved, to the fullest extent of the law in the following situations.

- Violent acts or crimes resulting in mental or physical injury.
- Voluntary refusal of leaving the premises after being asked by school personal/administration

School may not issue completion certificate to dismissed student due to poor conduct.

Subsequent academic dismissal will be established on student's academic progress, attendance, nature of conduct, and probation policies.

A dismissed student has the right to appeal dismissal and may be considered for readmission on the Education Director or President's review of the reasons for the dismissal.

To be considered for readmission, student must provide the following in writing and present it to the Director or President.

- Reason for the appeal
- Unusual circumstances that contributed to their failure and resulted in violation of school policy
- How could they have handled the situation differently which led to the failure to adhere to the school policy
- what they have done or plan to do to alleviate the problem/s.

After exploring the issue thoroughly, the final decision will be taken by the academic board which is comprised off an instructor, a director, and a CEO. The academic board will take 15 days to render its decision regarding student's appeal and this will be communicated either in person or via email. This information will be communicated by the CEO. The academic board's decision is final whether it is readmission or permanent dismissal. In case of readmission, the academic board may impose and implement conditions for the student's continuation in the program or course.

PROGRAM/ COURSE DESCRIPTIONS:

CERTIFIED NURSE AIDE

Total Course Hours: 125

Externship Hours: 30

Students will complete 95 hours of clinical knowledge in classroom setting and 30 hours of clinical skills in an affiliated nursing home. Some of the job duties with respect to clinical knowledge and skills are Vital instructions for students concerning health, Well care, Nutrition and Mobility of the patient. Primary basis of the course is the fundamental of patient care techniques, learning basic nursing care skills which includes Communication, Infection Control, Safety and emergency procedures, resident's rights, basic nursing skills, personal care skills, elimination procedures, skin care, transferring, positioning, turning methods, dressing, ambulating the person, range-of-motion exercises, signs and symptoms of common diseases.

EKG TECHNICIAN

Total Course Hours: 60

EKG is one of the important modalities in diagnosing the cardiovascular disease. In this program the students will learn to identify anatomical location of the heart and important structures which surrounds the heart. Preparing patient to obtain EKG rhythm by using a standard 12-Lead EKG and color coded five lead wire system. We will prepare students to interpret Various Sinus rhythms such as; Atrial Rhythms, Junctional Rhythms and Ventricular Rhythms. Moreover, students will learn to calculate heart rate, various waves and segments from the EKG rhythm strip.

PHLEBOTOMY TECHNICIAN

Total Course Hours:60

The Phlebotomy Technician course concentrates on the proper techniques of blood drawing. It also demonstrates the various methods utilized for blood drawing that include multi-sample needle, butterfly syringe, needle syringe, and evacuated tube system. Students will learn the terminology used

to order laboratory tests and identify various laboratory equipment used for sample analysis. The course will teach the proper methods of applying gloves, gowns and masks for laboratory procedure while allowing students the opportunity to practice their phlebotomy skills on mannequin arms and more importantly; in a live student/patient environment under the supervision of their licensed/certified instructors.

PATIENT CARE TECHNICIAN

Total Hours: 100

Patient care technicians tend to the ill and injured individuals under the supervision of doctors, nurses, and medical professionals. PCT program prepares a graduate to work as an entry-level position in a clinic, hospital, rehabilitation center, nursing home or long-term care facility. Graduates will be able to measure and record vital signs, perform CPR and First Aid, assist in medical examinations, perform electrocardiograms (EKGs), phlebotomy and other basic laboratory procedures. The course includes both theory and clinical training and therefore is designed to meet New York State Education Department curriculum requirements.

DIALYSIS TECHNICIAN

Total Hours: 125

The Dialysis Technician Certificate program combines classroom instruction with hands-on training to provide students with the opportunity to master the specific fundamental skills and duties that are necessary to properly assist patients who are undergoing dialysis treatment. Students will learn the basic principles of dialysis, including how it works, what it does, and how it's different from other treatments. They'll also learn about the equipment used in the process, how to work safely around dialysis machines, and how to conduct themselves professionally during their time at the hospital.

TUITION/FEES/BOOKS/SUPPLY:

CERTIFIED NURSE AIDE (MINI)

Total Hours:125

Program	Certified Nurse Aide
Program Total Hours	125
School Tuiton	\$1025.00
Books Fee	Hard copy & online access to the textbook will be provided free of cost
Registration Fee (Non-Refundable)	\$75.00
Total	\$1100.00
Refund Policy	MINI

CERTIFIED NURSE AIDE (QUARTER)

Program	Certified Nurse Aide
Program Total Hours	125
School Tuiton	\$1025.00
Books Fee	Hard copy & online access to the Textbooks will be provided free of cost
Registration Fee (Non-Refundable)	\$75.00
Total	\$1100.00
Refund Policy	Two Quarter of 8 weeks

EKG TECHNICIAN (MINI)

Program	EKG Technician
Program Total Hours	60
School Tuiton	\$500.00
Books Fee	Online access at no additonal cost
Registration Fee (Non-Refundable)	\$50.00
Total	\$550.00
Refund Policy	MINI

EKG TECHNICIAN (QUARTER)

Program	EKG Technician
Program Total Hours	60
School Tuiton	\$500.00
Books Fee	Online Access to book free of cost
Registration Fee (Non-Refundable)	\$50.00
Total	\$550.00
Refund Policy	One Quarter

PHLEBOTOMY TECHNICIAN (MINI)

Program	Phlebotomy Technician
Program Total Hours	60
School Tuiton	\$500.00
Books Fee	Online access to textbook free of cost
Registration Fee (Non-Refundable)	\$50.00
Total	\$550.00
Refund Policy	MINI

PHLEBOTOMY TECHNICIAN (QUARTER)

Program	Phlebotomy Technician
Program Total Hours	60
School Tuiton	\$500.00
Books Fee	Online Access to textbook free of cost
Registration Fee (Non-Refundable)	\$50.00
Total	\$550.00
Refund Policy	One Quarter

PATIENT CARE TECHNICIAN (MINI)

Must have Certified Nurse aide certificate. Followed by completion of EKG and Phlebotomy Technician.

Program	Patient Care Technician
Program Total Hours	100
School Tuiton	\$1075.00
Books Fee	Online access to textbook free of cost
Registration Fee (Non-Refundable)	\$75.00
Total	\$1150.00
Refund Policy	MINI

PATIENT CARE TECHNICIAN (QUARTER)

Program	Patient Care Technician
Program Total Hours	100
School Tuiton	\$1075.00
Books Fee	Online access to textbook free of cost
Registration Fee (Non-Refundable)	\$75.00
Total	\$1150.00
Refund Policy	One Quarter

DIALYSIS TECHNICIAN (MINI)

Program	Dialysis Technician
Program Total Hours	125
School Tuiton	\$1425.00
Books Fee	\$75.00
Registration Fee (Non-Refundable)	\$75.00
Total	\$1575.00
Refund Policy	MINI

DIALYSIS TECHNICIAN (TERM)

Program	Dialysis Technician
Program Total Hours	125
School Tuiton	\$1425.00
Books Fee	\$75.00
Registration Fee (Non-Refundable)	\$75.00
Total	\$1575.00
Refund Policy	One Term (16 weeks)

SCHOOL CALENDER:

The Classes will start every Monday or Tuesday depending on the program duration it will terminate on Tuesday or Thursday. Programs starting on Saturdays will terminate on Saturdays depending on the duration of program hours.

The program's beginning date and ending date may vary if it includes any holidays.

PROGRAM SCHEDULE HOURS:

CERTIFIED NURSE AIDE (MINI)

Schedule:

- Mornings** 9:00 am – 2:30 pm Monday through Friday, 5 hours daily, 25 hours weekly, 5 weeks total
 - ✓ *Students have 30 minutes break included in their daily scheduled hours*
- Evenings** 5:15 pm – 10:00 pm Monday through Friday, 4.5 hours daily, 22.5 hours weekly, 6 weeks total
 - ✓ *Students have 15 minutes of break included in their daily scheduled hours*

CERTIFIED NURSE AIDE (QUARTER)

- Saturday:** 9:00 am – 6:00 pm, 8 hours per week, for 16 weeks
 - ✓ *Students will have 60 minutes break included in the scheduled program hours*

Hours of School Operation: Monday – Friday 9:00 am to 10:00 pm
Saturday: 9:00 am to 6:00 pm

EKG TECHICIAN (MINI)

Schedule:

- Morning:** 9:00 am – 2:30 pm, Monday to Friday, 5 days per week, 5 hours daily, 25 hours weekly, 3 weeks total.
 - ✓ *Students have 30 minutes of break included in their daily scheduled hours*
- Afternoon:** 2:30 pm – 5:15 pm, Monday to Friday, 5 days per week, 2.5 hours daily, 12.5 hours weekly for 5 weeks total.
 - ✓ *Students have 15 minutes of break included in their daily scheduled hours*
- Evening:** 5:15 pm – 10:00 pm Monday to Friday, 5 days per week, 4.5 hours daily, 22.5 hours weekly, 3 weeks total.
 - ✓ *Students have 15 minutes of break included in their daily scheduled hours*

EKG TECHNICIAN (QUARTER)

- Saturday:** 9:00 am – 6:00 pm, Once per week, 8 hours per week for 8 weeks total.
- ✓ *Students have 60 minutes of break included in their scheduled hours*

Hours of School Operation: Monday – Friday 9:00 am to 10:00 pm
Saturday: 9:00 am to 6:00 pm

PHLEBOTOMY TECHNICIAN (MNI)

Schedule:

- Morning:** 9:00 am – 2:30 pm, Monday to Friday, 5 days per week, 5 hours daily, 25 hours weekly, 3 weeks total.
- ✓ *Students have 30 minutes of break included in their daily scheduled hours*

- Afternoon:** 2:30 pm – 5:15 pm, Monday to Friday, 5 days per week, 2.5 hours daily, 12.5 hours weekly for 5 weeks total.
- ✓ *Students have 15 minutes of break included in their daily scheduled hours*

- Evening:** 5:15 pm – 10:00 pm Monday to Friday, 5 days per week, 4.5 hours daily, 22.5 hours weekly, 3 weeks total.
- ✓ *Students have 15 minutes of break included in their daily scheduled hours*

PHLEBOTOMY TECHNICIAN (QUARTER)

- Saturday:** 9:00 am – 6:00 pm, Once per week, 8 hours per week for 8 weeks total.
- ✓ *Students have 60 minutes of break included in their scheduled hours*

Hours of School Operation: Monday – Friday 9:00 am to 10:00 pm
Saturday: 9:00 am to 6:00 pm

PATIENT CARE TECHNICIAN (MINI)

Schedule:

- Morning:** Mon to Fri, 9:00 am – 2:30 pm, 5 hours daily, 25 hours weekly, 4 weeks total.
✓ *Students have 30 minutes of break included in their daily scheduled*

- Evening:** 5:15 pm – 10:00 pm Monday to Friday, 5 days per week, 4.5 hours daily, 22.5 hours weekly, 5 weeks total.
✓ *Students have 15 minutes of break included in their daily scheduled hours*

PATIENT CARE TECHNICIAN (QUATER)

- Afternoon:** Mon- Fri, 2:30 pm – 5:15 pm, 2.5 hours a day, 12.5 hours a week, 8 weeks total
✓ *Students have 15 minutes of break included in their daily scheduled hours*

- Saturday:** 9:00 am – 6:00 pm; 8 hours a week, 13 weeks total.

✓ *Students have 60 minutes of break included in their daily scheduled hours*

Hours of School Operation: Monday – Friday 9:00 am to 10:00 pm

Saturday: 9:00 am to 6:00 pm

DIALYSIS TECHNICIAN (MINI)

Schedule:

- Morning:** 9:00 am – 2:30 pm, Monday to Friday, 5 days per week, 5 hours daily, 25 hours weekly, 5 weeks total
✓ *Students have 30 minutes of break is included in their daily scheduled hours*

- Evening:** 4:30 pm – 10:00 pm Monday to Friday, 5 days per week, 5 hours daily, 25 hours weekly, 5 weeks total.
✓ *Student have 30 minutes of break is included in their daily scheduled hours*

DIALYSIS TECHNICIAN (TERM)

Schedule: Weekend: Saturday 9:00 am to 6:00 pm, 8 hours daily, 8 hours a week, 16 weeks total

- ✓ *Students have 60 minutes of break is included in their daily scheduled hours*

Hours of School Operation: Monday – Friday 9:00 am to 10:00 pm
Saturday: 9:00 am to 6:00 pm

FINANCIAL AID/FINANCIAL ASSISTANT:

Programs currently being offered at Nexus Medical Training center does not qualify for financial aid assistant as per federal and state laws due to the short duration of the program/courses. However, to simplify the student's Financial Burden, school offers payment plan where student can use the ease of paying in installments. For further detail, see the payment section.

PAYMENT:

Payments are accepted via cash, credit card (MasterCard or Visa), money order, checks and/or grants. Student can make their payment in full on the first day of the class, however the school offers payment plans.

The final payment must be paid in full on or before the last day of the class.

Failure to make payment will result in:

- Revocation of externship
- Student will not be given the final exam
- Certification/Diploma will not be issued

WEEKLY STUDENT TUITION LIABILITY CHART:

Certified Nurse Aide

Total 125 Hours

Quarter Refund Policy

➤ First Quarter

If Termination Occurs	School May Keep	Student Receives
Prior to or during the first week	\$0.00	\$512.50
During the second week	\$128.125	\$384.375
During the third week	\$256.25	\$256.25
During the fourth week	\$384.375	\$128.125
After the fourth week	\$512.50	\$0.00

➤ **Second Quarter**

If Termination Occurs	School May Keep	Student Receives
During the first week	\$128.125	\$384.375
During the second week	\$ 256.25	\$256.25
During the third week	\$384.375	\$128.125
After the fourth week	\$512.50	\$0.00

Certified Nurse Aide

Total 125 Hours

Mini Refund Policy

If Termination Occurs	School may Keep	Student Receives
0 – 15% of the program	\$0.00	\$1025.00
16 – 30% of the program	\$256.25	\$768.75
31 – 45% of the program	\$512.50	\$512.50
46 – 60% of the program	\$768.75	\$256.25
After 60% of the program	\$1025.00	\$0.00

Phlebotomy Technician

Total 60 Hours

Mini Refund Policy

If Termination Occurs	School May Keep	Student Receives
0 – 15% of the program	\$0.00	\$500.00
16 – 30% of the program	\$125.00	\$375.00
31 – 45% of the program	\$250.00	\$250.00
46 – 60% of the program	\$375.00	\$125.00
After 60% of the program	\$500.00	\$0.00

Phlebotomy Technician

Total 60 Hours

Quarter Refund Policy

If Termination Occurs	School May Keep	Student Receives
Prior to or during the first week	\$0.00	\$500.00
During the second week	\$125.00	\$375.00
During the third week	\$250.00	\$250.00
During the fourth week	\$375.00	\$125.00
After the fourth week	\$500.00	\$0.00

EKG Technician**Total 60 Hours****Mini Refund Policy**

If Termination Occurs	School May Keep	Student Receives
0 – 15% of the program	\$0.00	\$500.00
16 – 30% of the program	\$125.00	\$375.00
31 – 45% of the program	\$250.00	\$250.00
46 – 60% of the program	\$375.00	\$125.00
After 60% of the program	\$500.00	\$0.00

Ekg Technician**Total 60 Hours****Quarter Refund Policy**

If Termination Occurs	School May Keep	Student Receives
Prior to or during the first week	\$0.00	\$500.00
During the second week	\$125.00	\$375.00
During the third week	\$250.00	\$250.00
During the fourth week	\$375.00	\$125.00
After the fourth week	\$500.00	\$0.00

Dialysis Technician**Total 125 Hours****Mini Refund Policy**

If Termination Occurs	School May Keep	Student Receives
0 – 15% of the program	\$0.00	\$1425.00
15 – 30% of the program	\$356.25	\$1068.75
31 – 45% of the program	\$712.50	\$712.50
46 – 60% of the program	\$1068.75	\$356.25
After 60% of the program	\$1425.00	\$0.00

Dialysis Technician**Total 125 Hours****Term Refund Policy**

If Termination Occurs	School May Keep	Student Receives
Prior to or during first week	\$0.00	\$1425.00
During second week	\$285.00	\$1140.00
During third week	\$498.75	\$926.25
During fourth week	\$712.50	\$712.50
During fifth week	\$997.50	\$427.50
After fifth week	\$1425.00	\$0.00

Patient Care Technician**Total 100 Hours****Mini Refund Policy**

If Termination Occurs	School Keeps	Student Receives
0 - 15% of the program	\$0.00	\$1075.00
16 - 30% of the program	\$268.75	\$818.25
31 – 45% of the program	\$537.50	\$537.50
46 – 60% of the program	\$806.25	\$268.75
After 60% of the program	\$1075.00	\$0.00

Patient Care Technician**Total 100 Hours****Quarter Refund Policy**

If Termination Occurs	School May Keep	Student Receives
Prior to or during the first week	\$0.00	\$1075.00
During the second week	\$268.75	\$806.25
During the third week	\$537.50	\$537.50
During the fourth week	\$806.25	\$268.75
After the fourth week	\$1075.00	\$0.00

Disclaimer:

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in the catalog. In courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the school director to determine if there are any changes in the courses/curricula offered, or the teaching personnel listed in the catalog

CREDIT GRANTING POLICY FOR PREVIOUS EDUCATION AND TRAINING:

Credit for training received prior to attending The Nexus Medical Training Center can be used as transfer credit towards completion of any program offered at the Training Center. All credit transferring must be reviewed by the director to be approved.

LICENSURE:

“Nexus Medical Training Center” is licensed by New York State Education Department

DESCRIPTION OF THE SPACE:

The school is located on the cellar level of an office building. The school consists of five large rooms devoted to Medical Laboratory, Computer lab. Nurse Aide Lecture/Clinical Skills, EKG classroom and Phlebotomy classroom. It also has an office, storage, and an open reception area. School is wheelchair accessible, and ADA approved public bathroom in the building on the same floor.

CERTIFICATION EXAM:

Students for Certified Nurse Aide program are required to be certified by The New State Department of Health to become a Certified Nurse Aide/ Assistant.

Dialysis technician students are encouraged to take Certified Clinical Hemodialysis Technician Exam (CCHT), and/or Board of Nephrology Examiners Nursing & Technology Exam

Student of all other program/ courses are encouraged to take Certifications exams given by Medical Career Assessment (MedCa)

CATALOG DISCLAIMER:**COLLEGE CREDIT:**

Licensed Private Career School offer curricula measured in clock hours, not in credit hours. Certificates of completion. i.e., school diplomas are issued to students who meet clock hours requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

PLACEMENT ACTIVITIES:

The administration communicates with the students to arrange an internship site which could be a medical office, a hospital, or a nursing home, depending on the program that the student has completed. Although placement service is provided by the institution, Nexus Medical Training Center clearly explains that employment is not guaranteed and reassures that the student understands it.

STUDENT DISCLOSURE PAMPHLET

Information for Students Student Rights

Schools are required to give this disclosure pamphlet to individuals interested in enrolling in their school.

What is the purpose of this pamphlet?

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Licensed private career schools which are licensed by the New York State Education Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help insure the educational appropriateness of the programs which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department, at minimum, every four years, thereby helping to insure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to ensure that the educational

program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help insure that a quality educational program is provided to you.

Who can file a complaint?

If you are or were a student or an employee of a Licensed Private Career School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

What can a student or employee complain about?

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

How can a complaint be filed by a student or employee?

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads,

or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

The steps you must take to file a complaint with the New York State Education Department are:

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.
2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.
3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You

should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

What is the Tuition Reimbursement Fund?

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending non-degree proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

What is the tuition refund and cancellation policy?

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement.

Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

What should students know about "private school agents?"

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund,

you must follow the complaint procedures included in this page.

What should students know about "grants and guaranteed student loans"?

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government).

Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours--the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you.

It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the interest charged on these loans.

Read and understand all the information and applications for financial aid grants and loans before signing.

Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?

Contact the New York State Education Department at:

New York State Education Department 116
West 32nd Street, 5th Floor
New York, New York 10001
Attention: Bureau of Proprietary School
Supervision
(212) 643-4760

This pamphlet is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Career Schools.