



**2025-26**

# SCHOOL CATALOG

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**Volume 20, Version 2.0**

**Effective Date: October 01, 2025**

**Miami Campus (Main)**

7757 W. Flagler Street, Suite 200/220  
Miami, Florida 33144  
Phone: 305-665-1911

**Miramar Campus (Branch)**

3520 Enterprise Way  
Miramar, Florida 33025  
Phone: 954-613-2900

***FVI School of Nursing and Technology reserves the right to make changes within the catalog term, which may affect any of the information published, and make such changes by notifying individual students. As such changes may occur, they will be published in a catalog addendum. Information published in a catalog addendum is meant to supersede language present in the school catalog or any previous catalog addendum.***

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For most recent catalog visit [https://fvi.edu/catalog/fvi\\_catalog.pdf](https://fvi.edu/catalog/fvi_catalog.pdf)

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## About FVI School of Nursing and Technology

### School Campuses Locations:

- The main campus is located at Office at Midway Crossing, 7757 W. Flagler Street Suite 200/220 Miami, Florida 33144
- The branch campus is located at 3520 Enterprise Way, Miramar, Florida 33025

### LICENSED BY:

Commission for Independent Education (CIE)  
325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399-0400  
(850) 245-3200 / Toll Free (888) 224-6684

Additional information regarding the institution may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gains Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888) 224-6684.

### APPROVED BY:

Florida Board of Nursing  
4050 Bald Cypress Way, Bin #C06, Tallahassee, Florida 32399-3256

- Associate Degree in Nursing Program (RN): Program code(s): 704152 and 704189
- Practical Nurse program (PN): Program code(s): 701157 and 701152
- Nursing Assistant program (NA): Program code(s): 1557 and #1584

Florida Board of Pharmacy  
4052 Bald Cypress Way, Bin #C04, Tallahassee, Florida 32399  
Pharmacy Technician Program Provider Number: RTTP593 (Miami)

### ACCREDITED BY:

Council on Occupational Education (COE) (ID: 312400)  
7840 Roswell Road, Building 300, Atlanta, Georgia 30350  
(770) 396-3898 / Toll Free (800) 917-2081  
Fax (770) 396-3790

The Associate of Science Degree in Nursing program at FVI School of Nursing and Technology at the Miramar, FL campus and the Miami, FL campus is accredited by the Accreditation Commission for Education in Nursing (ACEN).

3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326  
(404)-975-5000/ [info@acenursing.org](mailto:info@acenursing.org)

*The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate of Science Degree in Nursing program is initial accreditation.*

## STATEMENT OF OWNERSHIP

Florida Vocational Institute, Corp. d/b/a FVI School of Nursing and Technology is a corporation formed under the laws of the state of Florida.

Owner Level	Owner Type	Owner Of	% Ownership
SB Education, Inc.	Corporation (closely held under provisions of state law)	FVI School of Nursing and Technology	100% (Entity Owner)
JEMS of Miami, Inc.	Corporation (for profit, not SB Education Inc. publicly traded or closely held under provisions of state law)	SB Education, Inc.	Jeffrey Scheck (25%) Martin Scheck (25%) Steven Scheck (25%) Elise Scheck (25%)

## GOVERNING BODY

The Board of Directors

- Vice Presidents: Jeffrey Scheck, Martin Scheck, and Steven Scheck
- Secretary: Elise Bonwitt

350 East Las Olas Blvd. Suite 1250 Fort Lauderdale, FL 33301

## PRESIDENT'S MESSAGE

At FVI School of Nursing and Technology, we believe in your potential and are here to help you unlock it.

Whether you want to begin a nursing, healthcare, or technology career, FVI is where your goals matter. We are proud to be a leading career-focused institution that prepares students like you for meaningful, in-demand careers. Our programs are designed to be efficient, practical, and aligned with real-world employer needs so that you can start your career journey with confidence and purpose.

Whether you are just graduating from high school or looking to make a meaningful career change, FVI offers a path forward. Our Associate Degree in Nursing program is designed to help you become a Registered Nurse and pursue a rewarding career in healthcare. With personalized support and hands-on training, we can help you realize your dream.

We also offer many programs that can be completed in less than a year. You will gain hands-on experience, learn from industry-experienced instructors, and develop the clinical and technical skills needed to succeed in today's job market.

Our mission is simple: *to give people with potential the power to succeed.* At FVI, that means providing an education that helps you grow, believe in yourself, and graduate fully prepared to pursue opportunities that match your career goals.

We are excited about your future and hope to be a part of it.

## FVI HISTORY

FVI School of Nursing and Technology (FVI), formerly known as Florida Vocational Institute, opened in February 2007 at 6840 S.W. 40th Street in Miami, Florida. After outgrowing the original facility, FVI's main campus moved in 2014 to its current location at the Midway Crossing Mall, 7757 W. Flagler Street, Suite 200-220, Miami, Florida, 33144.

FVI School of Nursing and Technology (FVI) opened an extension campus in March 2018 at 3520 Enterprise Way in Miramar, Florida, 33025. The Miramar campus is an approved extension campus of the Main campus, FVI School of Nursing and Technology-Miami, located at Mall of the Americas, 7757 W. Flagler Street, Suite 220, Miami, Florida, 33144.

The State of Florida's Commission for Independent Education (CIE) licenses the FVI School of Nursing and Technology (FVI). FVI School of Nursing and Technology (FVI) has been accredited by the Council on Occupational Education (COE) ID# 312400 since November 03, 2010. Miramar's Associate of Science in Nursing program achieved programmatic accreditation with the Accreditation Commission for Education in Nursing (ACEN) effective March 20, 2020.

## EDUCATIONAL PHILOSOPHY

We believe everyone who wants a career opportunity should be able to achieve that goal. FVI School of Nursing and Technology (FVI) focuses on providing high-quality instruction and hands-on learning for our students. We believe that providing a path to a new career through education is one of the advantages people have in this country. We believe education should be based on the careers in demand in our community and prepare our students for careers as quickly as possible.

## SCHOOL MISSION

FVI School of Nursing and Technology's mission is to educate and prepare students to become entry-level professionals in high-demand careers. We aim to improve employability and inspire lifelong career growth, thereby improving the quality of life for individuals within our community.

FVI's School of Nursing's mission is to develop student knowledge, skills, and competencies to provide safe and effective care, promote the health and well-being of the client, and enter the profession of nursing serving a diverse community.

## FACILITIES AND ACCOMMODATIONS

FVI School of Nursing and Technology's main campus is in Miami, Florida, and the branch is in Miramar, Florida. The Miami campus is 25,839 sq. ft, and the Miramar campus is 29,984 sq. ft. FVI offers its students modern facilities, providing an atmosphere conducive to learning. Both facilities include fully equipped classrooms, medical and computer labs, a student lounge, a reception area, administrative offices, and learning centers with available hard references and access to online resources.

At each facility, bathrooms comply with the Americans with Disabilities Act guidelines. There is ample parking for the students, including an elevator to access the school facilities. Each facility is located close to public transportation and local restaurants.

## HOURS OF OPERATION

The school's Administration and Student Services offices are open Monday through Thursday from 8:30 am to 8:00 pm. Friday from 8:30 am to 4:00 pm.

Classes and lab practices may be scheduled Monday through Friday from 8:30 am to 10:30 pm and Saturday from 8:30 am to 3:00 pm.

*SPECIAL NOTE*

Information in this catalog is accurate at the time of publication. The school reserves the right to change courses of study, course content, fees, program requirements, class schedules, and the academic calendar or make other necessary or desirable changes, giving notice of change whenever possible. Students already enrolled will not be affected by tuition increases.

## **Information Sharing and the Family Educational Rights and Privacy Act of 1974**

### *Family Educational Rights and Privacy Act (FERPA)*

The Family Rights and Privacy Act of 1974, as amended (commonly known as the Buckley Amendment), is a federal law that provides that schools maintain the confidentiality of student education records. The law says that no one outside the institution shall have access to students' education records, nor will the institution disclose any information from those records without the written consent of the students. There are exceptions, of course. Certain personnel within the institution may see the documents, including people in an emergency, to protect the health or safety of students or other people.

### *Directory Information*

In compliance with FERPA, the following statement reflects the FVI School of Nursing and Technology's policy:

*The following directory information may be released by telephone: a) student's dates of attendance; b) date of graduation and degree or certificate earned. Other directory information, such as a student's address, telephone listing, the program of study, awards received, and the most recent previous educational agency or institution attended, will be released only in response to a written request. We reserve the right to refuse the above information if the reason for the request is not considered a sufficient need to know. Information regarding the student's record: grades, courses, GPA, social security number, and other personal information will not be released without the student's written consent.*

However, the Act states that each student has the right to inform the school that no information is to be released. No information will be released without the student's written consent. This status is binding until such time that the FVI School of Nursing and Technology (FVI) is notified in writing by the student to permit the release of "directory information."

### *Collaborative Partnerships*

FVI School of Nursing has educational collaborative agreements with Grand Canyon University, [www.gcu.edu](http://www.gcu.edu), and Chamberlain University, [www.chamberlain.edu](http://www.chamberlain.edu), for the Associate of Science in Nursing credits to be applied towards a Bachelor of Science in Nursing program. Please contact the Nursing Department for details.

### *Parental Access to Students' Education Records*

At the postsecondary level, parents have no inherent right to inspect a student's education record. The right to inspect is limited solely to the student. The records may be released to parents only under the following circumstances: (1) through the written consent of the student, (2) in compliance with a subpoena.

### *Posting Grades by Faculty*

Publicly posting grades by the student's name, institutional student identification number, or security number without the student's written permission violates FERPA.

### *Responsibilities of the Staff Member*

FVI School of Nursing and Technology (FVI) employees may have access to student education records. FERPA governs their privacy, use, and release as well as governs their confidentiality, use, and release. The utilization of this information is governed by the regulations and the duties and responsibilities of employment and position. Unless the job involves the release of information and the employee is trained in that function, any requests for disclosure of information, especially from outside the school, should be referred to the Director of Education or Campus President.

The release of information contained in a student's record without the written consent of the person identified in the document violates Sec. 438 Public Law 90-247.

### *Information Release via Telephone*

No information concerning any student is released to any individual, group, or organization via telephone, cellular phone, or other similar devices unless that individual, group, or organization engages in the awarding and processing the student's Title IV aid.

## **ADMISSIONS POLICY**

FVI School of Nursing and Technology (FVI) affirms a policy of equal employment opportunity, equal educational opportunity, and nondiscrimination in providing academic training to the public and administering all educational services.

### *Statement of Affirmative Action*

FVI School of Nursing and Technology (FVI) admits students of any sex, race, creed, color, age, disability, national origin, religious belief, or political affiliation with all the rights, privileges, programs, and activities accorded or made available to students at the school. It does not discriminate based on sex, race, creed, color, age, disability, national origin, religious beliefs, or political affiliations in the administration of its educational policies, admissions policies, job placement assistance, and any other school-administered programs.

### **Admissions Requirements and Procedures**

To be eligible for general admission, the applicant must meet the following requirements:

1. The applicant must be at least seventeen years of age at the time of enrollment. Applicants under 18 must have a parent or guardian co-sign the enrollment agreement.
2. The applicant must complete an initial admissions interview with an Enrollment Services Representative. Interviews are conducted in person or via video conference. During the interview, program options, admissions requirements and school policies will be discussed.
3. The applicant must provide a valid form of photo identification, such as a driver's license, state-issued identification card, or valid passport.
4. The applicant must be a high school graduate or possess the recognized equivalent of a high school diploma for all programs. The applicant must provide one of the following documents for graduation from high school:
  - Valid high school diploma
  - Valid GED (General Educational Development) certificate
  - An official transcript of HS or GED with a graduation date or
  - Official documentation for a higher degree.
5. Proof of graduation (POG) from a foreign institution (outside the United States and its territories) must be translated to English and certified to be at least equivalent to a United States high school diploma by an agency that is a member of the National Association of Credential Evaluation Services (NACES), Association of International Evaluators, Inc. (AICE) or American Association of Collegiate Registrars and Admissions Officers (AACRAO).
6. The applicant must meet with the Student Finance Office and complete the financial aid process (if applicable). All applicants must agree to a financial payment plan.
7. The applicant may be required to complete additional program requirements based on their program of study.
8. The applicant will complete and sign the Enrollment Agreement.
9. The applicant must attend the new student orientation and technology orientation prior to the program's start date.

## Online Learning/ Distance Education Requirements

FVI School of Nursing and Technology offers flexible course delivery modes to meet the diverse needs of our students. We provide three distinct modes of learning: 100% Online Live Courses, Hybrid (a blend of online and residential courses/lectures), and 100% Residential. Regardless of the mode of delivery, all students utilize the Canvas Learning Management System (LMS) to access course materials, submit assignments, and monitor their grades. In the event of emergencies, the school may continue delivering courses via Distance Education (i.e., online) to keep students actively enrolled and progressing through their programs.

Prior to enrollment, all candidates applying to programs with online or hybrid components must complete the Online Readiness Self-Assessment (ORA). Completion of the ORA is essential for students to understand the technical skills and computer requirements necessary for success in a technology-enhanced learning environment.

During program orientation, all students participate in technology proficiency sessions to ensure they have the skills to use essential digital tools and platforms in their courses. These sessions are designed to build confidence and help students begin their academic journey fully prepared.

### Technical Requirements and Orientation

All courses, regardless of delivery method, require a working computer or laptop with internet access. Students who choose to finance a laptop purchase through the school will receive their laptop on the day of orientation. Students must understand that classroom functions are **inaccessible** on a tablet, smartphone, or other mobile device.

#### *Computer Hardware Requirement:*

To ensure a satisfying online learning experience, FVI requires the following minimum hardware, operating system, software, and Internet specifications:

<b>Computer</b>	A desktop or laptop that's 5 years old or newer, if possible.
<b>Processor</b>	2 GHz or faster.
<b>RAM</b>	4 GB (8 GB recommended).
<b>Hard Drive</b>	100 GB.
<b>Internet Connection</b>	A 512 kbps or faster connection is recommended to avoid slower loading times.
<b>Operating System</b>	Windows 10 or newer, Mac 12 (Monterey) or newer.
<b>Browser</b>	Chrome 122 or 123, Firefox 123 or 124, Edge 121 or 122, or Safari 16 or 17 (Macintosh only).
<b>Other hardware</b>	Computer mouse, webcam, microphone, and speakers
<b>Internet Access</b>	Reliable internet access is mandatory.

#### *Computer Hardware Purchased Independently*

Students are solely responsible for the setup, configuration, maintenance, and support of any hardware independently purchased for use in their studies. The institution does not provide technical assistance, troubleshooting, or repairs for personal devices. Students should ensure that their hardware meets the minimum hardware and software specifications and is properly configured to participate in the new student technical orientation, the required coursework, and access to institutional systems.

#### *New Student Orientation:*

Students must attend the new student orientation before the start of their program.

**Note:** Students must bring their computer or laptop to participate in the technical orientation. The orientation provides:

- An introduction to online learning and FVI resources and support teams.
- An overview of FVI's Learning Management System, i.e., Canvas.
- Information regarding policies, navigating online courses, and resources to aid in the learning process.
- A browser check to ensure compliance with technical computer requirements.

### **Admissions Requirements for Students Requiring Form I-20 Sponsorship**

All international students must meet the same admissions standards as all other students when seeking to enroll. Please refer to Admissions Policy-Admissions Requirements and Procedures.

Those international students applying to SEVP-certified schools and requiring the school's sponsorship for international student visa status (Certificate of Eligibility Form I-20) must meet the additional requirements listed below.

#### *International Requirements and Procedures*

FVI School of Nursing and Technology (FVI) requires nonimmigrant students present in a current visa status to change visa to F-1 or other qualifying status prior to enrolling in programs of study, including vocational or recreational courses. Please note that some programs may not be eligible for international students requiring a Certificate of Eligibility Form I-20 sponsorship.

International students attending FVI locations under F-1 visas (Form I-20) are required to maintain a full course of study during each academic term of their programs of study. For undergraduate (non-degree, Diploma, and Associate's) students, this is defined as a minimum of twelve credits per academic term. Not more than one online course or three online credits per academic semester may be counted toward meeting the full course of study requirement. Please note that not all FVI programs offer online courses. Program and course offerings are subject to change, and international students may be required to take additional courses to meet the full course of study requirement. International students should work closely with the International Student Advisor to ensure all requirements of their visa status are met.

#### *Required Documents*

International students requiring the Certificate of Eligibility Form I-20 must submit the following items (at least 30 days prior to term start) in addition to the standard documents and testing required for enrollment:

1. A Complete FVI School of Nursing and Technology (FVI) international application for admission.
2. Documentation of proof of completion of secondary education from a foreign country must be officially translated and evaluated as the equivalent of high school completion in the United States by a Member of the National Association of Credential Evaluation Services (NACES) and the American Translators Association. Association of International Credential Evaluators (AICE)-member organization. GPA calculation must be included in the evaluation and English language translation(s) of education transcripts and diplomas.
3. Proof of English Language Proficiency (see English Language Proficiency Policy).

4. Proof of financial responsibility to cover costs of tuition, fees, program testing, and living expenses (and dependent costs if applicable) for at least one academic year (official bank statements, Sponsor's Statement of Support. All documents in a financial statement must reflect the current exchange rate in American dollars (USD). The financial documents cannot be more than six (6) months old on the date when the student plans to start studies at FVI. If the student defers their admissions application for a future term, they may be required to resubmit this financial affidavit to ensure it meets the timing requirement. In addition, F-1 students are required to resubmit new proof of finances if their I-20 is reissued due to a change of program or other qualifying actions. Students must complete the FVI International Student Financial Affidavit Form.
5. Photocopy of student's (and qualifying dependents) bio-info page of passport to provide proof of birth date and citizenship. Must be valid for at least 6 months beyond the intended stay in the U.S. For all nonimmigrant applicants residing in the United States, must provide a copy of the passport visa page and Entry Record or Form I-94 card. For all non-immigrant applicants currently in F, M, or J status, must provide a copy of all Certificate of Eligibility Forms I-20 and a Transfer Clearance Form for students currently in F, M, or J status at another institution. All documents must be prepared in English or accompanied by an official English translation.

#### English Language Proficiency Policy

Since lectures, seminars, materials, and discourse at FVI are presented in English, FVI requires all students to demonstrate a minimum level of English language proficiency required to benefit from the programs offered.

A student is deemed proficient in the English language if he or she:

1. Holds a U.S. high school diploma or U.S. General Equivalency Diploma (GED) or international high school diploma, e.g., U.S. military base, business/diplomat expat community, etc., in which instruction is delivered primarily in English.
2. Holds the equivalent (evidenced by credential evaluation) of a U.S. high school diploma from an overseas institution in which instruction is delivered primarily in English.
3. Completes (with passing grades in all courses) a minimum of two (2) academic terms at a regionally or nationally accredited U.S. post-secondary institution in which instruction is delivered primarily in English.

*Acceptable English Language Proficiency test scores meeting the minimum required levels. Minimum Acceptable Proof of English Language Proficiency Standard*

<b>Testing</b>	<b>Score</b>	<b>Testing</b>	<b>Score</b>
TOEFL (Test of English as a Foreign Language) paper	550	TOEFL i-BT	80
IELTS	6.5	American College Testing (ACT) English	19
EF International Language Schools	C1	IELTS (International English Language Testing System) Academic	Level 6.0
iTEP (International Test of English Proficiency) Academic, SLATE, Online	4.5	PTE Academic (Pearson Test of English) (Online also acceptable)	55
Michigan English Test (MET)	77	Scholastic Aptitude Test (SAT)-English Section	526
Cambridge English Qualifications (C1-CAE & C2-CPE)	C1	Duolingo (DET)	80
ELS- ELS English for Academic Purposes (EAP) Certificate	Level 109	N/A	N/A

## Program-Specific Admissions Requirements and Procedures

1. The applicant applying for the below programs must pass a Scholastic Level Exam (SLE) with a minimum score. The applicant is entitled to two attempts on the same day to achieve a passing score. If the applicant fails to achieve the minimum passing score after the second attempt, the applicant is eligible for **one final attempt** after a minimum of 24 hours has elapsed from the date of the second attempt.

Programs	Minimum. SLE Score
Associate Science in Nursing	16
Emergency Medical Technician	15
Practical Nursing	15
Pharmacy Technician	11

2. A composite score of the ATI Test of Essential Academic Skills (TEAS) entrance examination is required for admission into the Associate of Science in Nursing.
3. Prior to taking the ATI Test of Essential Academic Skills (TEAS), applicants are encouraged to purchase the study guide. Applicants are strongly discouraged from taking the assessment without completing the entire review workbook. If the applicant is unsuccessful after the first attempt, the applicant should be directed to complete the online remediation for at least two weeks before scheduling a second attempt of the TEAS exam.
4. Applicants can take this assessment no more than three times in a 12-month period, regardless of the testing location. A TEAS passing score is valid for 24 months (about two years). The cost of examination and/or official transcript request with ATI (Assessment Technologies Institute) is at the applicant's expense.

Programs	Minimum. TEAS Score
Associate Science in Nursing	58*

*\* Disclaimer: Applicants who score a minimum TEAS requirement of 52-57 may be considered for conditional acceptance at the institution's discretion. Such applicants must enroll in and successfully complete all required general education courses, or at minimum all science pre-requisite courses, as determined by the institution.*

5. An applicant is exempt from completing the ATI TEAS assessment if:
  - The applicant has successfully completed a foreign medical degree, and
  - The degree or transcript must be translated to English and evaluated as equivalent to a U.S. medical degree by an agency that is a member of the National Association of Credential Evaluation Services (NACES), Association of International Evaluators, Inc. (AICE) or American Association of Collegiate Registrars and Admissions Officers (AACRAO).
  - Evaluation documents must be submitted as part of the application to validate eligibility for the waiver.
6. The nursing applicant must meet with the Director of Nursing or a designee.

## **Essentials Abilities Standard for Nursing**

The nursing profession requires the caregiver to be physically and mentally fit to perform the duties of care. FVI has adopted the standards established by the National Council of State Boards of Nursing (NCSBN).

The nursing school will make appropriate academic accommodations to facilitate the enrollment and participation of qualified individuals with temporary or permanent disabilities.

1. The rights of applicants and students
2. The safety of the applicant, student, classmates, and clients
3. The significant clinical component of the program curriculum
4. The requirements imposed by clinical agency agreements.
5. The condition for licensure as a Registered Nurse

The competing interests and the educational activities required to complete the Associate of Science in Nursing programs may prevent some prospective students and active students with disabilities from qualifying for enrollment or continued enrollment. Applicants who feel they may have difficulty meeting the Essential Abilities Standards are encouraged to meet with the Program Director to evaluate appropriate accommodation.

Students must sign and submit a current Health Care Declaration and the Essential Skills and Functional Abilities Forms prior to the start of nursing courses with a clinical rotation. The nursing students must immediately report any changes in their essential skills or functional abilities to the program director, including any physical or mental health status changes.

Students may not attend clinical experiences while under any medication or medical treatment, which may alter their perception and ability to provide safe patient care. It is the ultimate responsibility of the Director of the nursing program to make the final decision as to the student's ability to participate in clinical activities.

Failure to report a change in medical or mental health conditions as described above may result in the student being withdrawn from the nursing program. Students are required to report changes and additions in medication, new prescriptions, or changes in medical or mental health status to the Program Director immediately (within 24 hours) and before participating in any clinical, laboratory, or simulation experience.

The school does not provide health insurance. Students must understand that they may not be allowed to participate in clinical experiences and may be withdrawn from the program if equivalent experiences cannot be arranged.

## Essential Abilities Standard for Emergency Medical Technician

To successfully meet the requirements of the Emergency Medical Technician (EMT) program, students must be able to handle the physical responsibilities inherent to the profession. These responsibilities involve various physical activities performed frequently throughout training and in the field, including:

- Standing and walking, with limited sitting time—typically only when completing reports;
- Frequent lifting, pushing, pulling, and carrying of loads, sometimes weighing up to 125 pounds—performing these tasks without risk to oneself or others requires high physical stamina, strength, and coordination.
- Balance and coordination are also vital since EMTs often need to climb, crouch, crawl, kneel, and stoop to reach and assist patients in difficult situations or confined spaces. These actions are essential when navigating through homes, outdoor areas, or accident scenes where patients may be in hard-to-access positions.
- Reaching, feeling, and fine motor skills are required when handling delicate medical equipment, taking vital signs, or caring for individuals in fragile conditions.
- Good vision is necessary for safe vehicle operation, recognizing hazards, and assessing patient conditions.

Communication skills play a critical role in providing quality care. The ability to speak clearly, listen attentively, and observe patients and surroundings is crucial. Students must be able to accurately receive and convey information, follow instructions, and interact effectively with patients, medical professionals, and team members.

Due to the demanding nature of healthcare professions, FVI reserves the right to counsel students out of a program if it becomes clear that their physical or emotional fitness is not aligned with program standards. In such cases, students will be guided toward more suitable academic pathways within the institution.

## Pre-Clinical Requirements for Prelicensure Nursing Programs

Students in a prelicensure nursing program are required to meet the background, drug screening, health clearance immunization requirements for clinical practice at the school's affiliated clinical facilities. All requirements must be satisfied at least six weeks prior to a student's first nursing core course with a clinical requirement.

Health and Immunization compliance are required to ensure student and patient safety. Mandatory compliance for participation in clinical learning must always be upheld. Noncompliance will result in dismissal from the program.

1. A nursing student must submit to and pass a 10-panel drug screening test, and results must be received at least one term prior to the start of a core nursing course with clinical. Inconclusive test results (such as dilute and insufficient samples) will require the applicant to be retested at their expense. The applicant is responsible for the additional testing cost. The retest must be completed within 24 hours of receiving the notification on the first test. A

second inconclusive test result (such as a dilute sample or insufficient, please refer to the Nursing Student Handbook.

2. A nursing student must submit to and pass a criminal background check administered by the FDLE *at least one term prior to the start of a core nursing course with clinical* or before being readmitted following a withdrawal period of more than 180 days (about 6 months). The conviction for certain criminal offenses may bar an applicant from participating in specific clinical training experiences, eligibility to receive professional certification, and or licensure required to function in professional career fields and obtain employment. Any adverse results, including but not limited to any felony or misdemeanor identified on an applicant's background report that may prevent the applicant's completion of the program, acceptance of an externship or clinical training facility, achievement of professional certification and or licensure, and attainment of employment in a particular field.
3. A nursing student who has an adverse result on their background report is encouraged to seek approval from the certifying bodies of any applicable program to establish eligibility for certification/licensure and employment in that specific field. If an applicant with an adverse occurrence on their background chooses to participate in a program that requires a clear background for admission to clinical sites, eligibility to acquire professional certification or licensure required for employment in specific career fields, will be required to sign a disclosure document accepting full responsibility for any costs associated with attending their program. The applicant must also agree not to hold the school and its associates liable for being denied program completion, entrance to a clinical facility that may be required for the completion of the program, ability to achieve certification, obtain licensure, and/or secure employment in the field of study. *Note:* Applicants/students are subjected to initial and ongoing criminal background checks before, during, and after completion of the program.
4. A nursing student is strongly encouraged to maintain health insurance coverage while enrolled in the nursing program. A nursing student may be denied clinical placement without proof of health insurance coverage. *Note:* the student is financially responsible for any medical services that may be required due to an accident or injury while participating in clinical practice at any offsite clinical facility.
5. A nursing student is required to submit documentation of a recent medical clearance by a physician or licensed advanced practice nurse *at least one term prior to the start of a core nursing course with clinical*. *Note:* Applicants will be required to lift patients, stand for several hours at a time, and perform bending activities. Students are required to attest to their ability to perform skills and functions essential to nursing and related support practice, which is required to complete the nursing or EMS program successfully.
6. A nursing student must also provide a current history and physical from a licensed health care provider addressing physical and mental health. For this policy, "current" is defined as within the past year. Documentation from the healthcare provider must state the applicant meets the essentials of fitness for professional nursing using the school's physical and mental health form. Applicants should prepare for the mental and emotional stressors that are also common to nursing practice. *Note:* Applicants with existing conditions are responsible for maintaining personal health at a level that meets the standards of essential functional abilities with or without accommodation.
7. A nursing student must complete all immunizations required for the pre-licensure nursing program nurse *at least one term prior to the start of a core nursing course with clinical*.

- a. A positive titer is required for Measles, Mumps, and Rubella (MMR). If the student has a non-positive result, then two doses of the MMR vaccine are required.
- b. A positive titer for Varicella is required. If the student has a non-positive result, then two doses of the varicella vaccine are required.

8. Submission of the American Heart Association Basic Life Support card. A nursing student must submit a valid CPR (Cardiopulmonary Resuscitation) card *at least one term prior to the start of a core nursing course with a clinical*.

**Important Note:** Failure to comply with the health and immunization policy by the required date may result in the student being dismissed from the program. The nursing student is responsible for all costs associated with immunizations.

### **Nursing Clinical Rotations**

Nursing students must complete clinical rotations off-site at designated locations. The school maintains signed agreements with these facilities. Students are reminded that, with few exceptions, the clinical rotation sites are most often available during daylight hours. Students must make themselves available to participate in assigned clinicals as required by each nursing program.

1. Students must complete their clinical experiences to graduate from their program.
2. Students are bound by the rules and regulations that govern the affiliated clinical sites. It is important to note that the contracted clinical agency agreements are non-negotiable in terms of their requirements.
3. Students may need to travel up to *fifty (50) miles* from the school address for clinical rotations.
4. Students are responsible for their own transportation to and from each clinical facility.

### **Pre-Clinical Requirements for Emergency Medical Technician**

Health and Immunization compliance are required to ensure student and patient safety. Mandatory compliance for participation in clinical learning must always be upheld. Noncompliance will result in dismissal from the program.

1. An EMT student must submit to and pass a 10-panel drug screening test, and results must be received *before the EMS student can begin any clinical/rides*. Inconclusive test results (such as dilute and insufficient samples) will require the applicant to be retested at their expense. The applicant is responsible for the additional testing cost. The retest must be completed within 24 hours of receiving the notification on the first test. A second inconclusive test result (such as a dilute sample or insufficient will result in dismissal from the program.
2. An EMT student must submit to and pass a criminal background check administered by the FDLE *before the EMT student can begin any clinical/rides*. The conviction for certain criminal offenses may bar an applicant from participating in specific clinical training experiences, eligibility to receive professional certification, and or licensure required to function in professional career fields and obtain employment. Any adverse results, including but not limited to any felony or misdemeanor identified on an applicant's background report that may prevent the applicant's completion of the program, acceptance of an externship or

clinical training facility, achievement of professional certification and or licensure, and attainment of employment in a particular field.

3. An EMT student who has an adverse result on their background report is encouraged to seek approval from the certifying bodies of any applicable program to establish eligibility for certification/licensure and employment in that specific field prior to enrolling. If an applicant with an adverse occurrence on their background chooses to participate in a program that requires a clear background for admission to clinical sites, eligibility to acquire professional certification or licensure required for employment in specific career fields, will be required to sign a disclosure document accepting full responsibility for any costs associated with attending their program. The applicant must also agree not to hold the school and its associates liable for being denied program completion, entrance to a clinical facility that may be required for the completion of the program, ability to achieve certification, obtain licensure, and/or secure employment in the field of study. **Note:** Applicants/students are subjected to initial and ongoing criminal background checks before, during, and after completion of the program.
4. An EMT student is strongly encouraged to maintain health insurance coverage while enrolled in the EMS program. An EMT student may be denied clinical placement without proof of health insurance coverage. **Note:** the student is financially responsible for any medical services that may be required due to an accident or injury while participating in clinical practice at any offsite clinical facility.
5. An EMT student is required to submit documentation of a recent medical clearance by a physician or licensed advanced practice nurse *before the EMS student can begin any clinical/rides*. Note: An EMS student will be required to lift patients, stand for several hours at a time, and perform bending activities. Students are required to attest to their ability to perform skills and functions essential to EMS and related support practice, which is required to complete the EMS program successfully.
6. An EMT student must complete all immunizations required for the EMT program *before the EMT student can begin any clinical/rides*.
  - a. A positive titer is required for Measles, Mumps, and Rubella (MMR). If the student has a non-positive result, then two doses of the MMR vaccine are required.
  - b. A positive titer for Varicella is required. If the student has a non-positive result, then two doses of the varicella vaccine are required.
  - c. A positive Hepatitis B titer is required. If the student has a non-positive result, then three doses of the Hepatitis B vaccine or two doses of the Hepli-sav vaccine after a titer is required.
  - d. The influenza vaccine is required annually. The influenza shot must be received by August 1 annually to be considered compliant. Certain sites *may* require the student to disclose proof of COVID vaccines.
  - e. A 2-step PPD or a negative QuantiFERON is required annually. If there is a positive result for Tuberculin, then a negative chest x-ray result is required within the subsequent two weeks.
  - f. Submission of TD/Tdap is required for the past ten years.

7. Submission of the American Heart Association Basic Life Support card. An EMT student must submit a valid CPR (Cardiopulmonary Resuscitation) *before the EMS student can begin any clinical/rides.*

**Important Note:** Failure to comply with the health and immunization policy by the required date may result in the student being dismissed from the program. The nursing student is responsible for all costs associated with immunizations.

### **Pre-Clinical/Externship Requirements for Allied Health Programs**

- An allied health student must submit to and pass a criminal background check within the **30-day period before** the start of externship (No felony convictions that occurred within the last ten (10) years and any drug or pharmacy-related conviction).
- An allied health student may need to submit to and pass a drug screen **within the 30-day period before** the start of externship. Inconclusive test results (such as dilute and insufficient samples) will require applicants to be retested at their expense. The applicant is responsible for the additional testing cost. The retest must be completed within 24 hours of receiving the notification on the first test. A second inconclusive test result (such as a dilute or insufficient sample) will be considered a positive drug test.
- The student must meet the health and immunization requirements **within the 30-day period before** the start of externship. The student must either present documentation of having had the Hepatitis B vaccination series or must complete the first two Hepatitis B injections.

### **Accommodation for Students with Disabilities**

The school is an Equal Opportunity Educational institution that complies and does not discriminate in recruiting students based on gender, race, religion, color, creed, age, intellectual disabilities, handicap, national origin, sexual orientation, or any other protected characteristics. If an applicant or currently enrolled student requires academic accommodation and or additional assistance in conjunction with the admission process or their program of study, the applicant should submit a written request to the School President.

The applicant must submit copies of the documentation of a disability provided by a medical expert within the last three years, and include:

- A diagnosis of the disability.
- How the diagnosis was determined (what tests were given and the results); and
- A clinical summary includes assessing how disability will impact the individual in a college environment and what accommodations are recommended.

Upon receipt of the formal written request, a meeting will be scheduled. The initial meeting, formal request, and response from the school must occur before any accommodation is arranged. The Director of Education or School President will work with the applicant or student to fully identify any reasonable accommodations or adjustments necessary to participate in the educational process.

*Note: To be eligible for Title IV, HEA (Higher Education Act) funding, you must benefit from reasonable accommodation.*

## Transfer of Credit Policy

Transfer of credit is always the decision of the individual School or University and is determined by the receiving Institution.

To be considered, the Institution where the credit was previously earned must be accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation (CHEA). However, Accreditation does not guarantee the transfer of credits.

FVI School of Nursing and Technology (FVI) reserves the right to accept or deny transferring credit hours received from another school. The credit granted for prior education cannot exceed **60 percent (60%)** of any program. Programs and tuition will be adjusted per the number of credit hours accepted by the FVI School of Nursing and Technology.

### **FVI School of Nursing and Technology (FVI) does not award credit for life or work experience.**

The applicant or the student must initiate the request to transfer credit. The requests for transfer credit should be submitted before enrollment. Only under extenuating circumstances may an exception be made with the approval of the School President; in which case, all necessary documents must be received no later than fourteen calendar days after the start date of the student's program. To apply for transfer credits, students must request official transcripts from the institution where the credits were previously earned. These must be sent directly to the campus mailing address and directed to the Registrar's Office.

Students may be required to provide a relevant catalog and other documents regarding the course(s) to be considered.

Foreign transcripts must be translated into English and evaluated by a member agency of the National Association of Credential Evaluation Services (NACES).

Courses for which Nursing applicants would like to request transfer credit must meet the applicable criteria listed below:

1. Courses must have been completed within the **previous ten years (120 months)**. Individuals holding an earned associate or higher degree are exempt from the time limit in this paragraph, except as noted below.
2. Anatomy & Physiology I and II courses in the Nursing program must have a grade of "B" or higher on the transcript from the awarding Institution and earned within the **last five years (60 months)**.
3. Credits **may** be awarded for Anatomy & Physiology I and/or II with a grade of "C" or for credits earned after five years (60 months) with a minimum score of **60** or greater in the science portion of the TEAS entrance examination.
4. All other courses must have a grade of "C" or higher on the transcript from the awarding institution.
5. Nursing courses completed at another post-secondary institution are not eligible for transfer credit (i.e., courses with a "NUR" or "PRN" prefix).

Learning objectives or competencies of courses submitted for transfer credit must be comparable to the courses at the FVI School of Nursing for transfer credit to be awarded.

Students will be informed in writing regarding the acceptance or rejection of transfer credit after evaluating all documents provided. Grades associated with transfer credits are not calculated in the student's Grade Point Average (GPA) and will appear on the student's transcript with a grade of "TR." Transfer credits are included in the calculation of the credits earned/credits attempted ratio to determine the rate of satisfactory academic progress. All transfer credits will be counted as credits attempted and credits completed.

Since the number of credits transferred into a program may shorten the maximum program length to complete graduation requirements, students should consult the Student Finance Department about the effect of the change in program length on their eligibility for grants and loans under federal Title IV rules and regulations. Transfer credits will also impact on the maximum allowable timeframe in which a student must complete a program.

### *Transfer Students*

If the student has met all financial obligations and transfers out of the FVI School of Nursing and Technology (FVI), she/he may receive, at their request, an official transcript reflecting clock or credit hours and grades. Please note that the transferability of credits is the decision of the receiving Institution.

***DISCLAIMER:*** *FVI School of Nursing and Technology (FVI) is a post-secondary career school designed to educate and prepare students to obtain or enhance required employment skills. Credits earned at FVI School of Nursing and Technology (FVI) may not be transferable to other post-secondary institutions. Eligibility for credit transfer is awarded at the discretion of each receiving institution. FVI does not guarantee that any credits will be transferred to any other institution unless the school has a signed articulation agreement with a specific institution. Please see the Program Director for a list of these institutions.*

## ACADEMIC INFORMATION

### *Definition of Contact Hour*

The contact hour consists of 50 minutes of instructional time in a 60-minute block of time.

### *Clock to Credit Hour Formula*

**A semester credit hour** is equivalent to a minimum of each of the following: fifteen (15) contact hours of theory, thirty (30) contact hours of laboratory activities, or 45 contact hours of work-based activities. In addition, thirty (30) assigned out-of-class/ preparation work required for a credit hour course.

### *Class Schedule*

FVI School of Nursing and Technology (FVI) has opened registration for all programs. Class schedules will be given to students on the first day of classes. Allied Health Classes may be scheduled Monday through Friday: Day sessions are from 8:30 am to 1:30 pm, and Evening sessions are from 5:30 pm to 10:30 pm. Day sessions for the Nursing program may be scheduled Monday-Friday from 8:30 am-3:30 pm. Evening sessions may be from Monday to Friday from 5:30 -10:30 pm and Saturday from 9:00 am-1:00 pm.

### *Maximum Class Size*

FVI School of Nursing and Technology (FVI) is proud of its small classes and individualized attention. Although class size will vary, FVI monitors class size to ensure that program objectives are met. Class size will not exceed **thirty-five (35)** students in a class section. Class size may vary according to programmatic requirements. For example, the nursing labs are limited to no more than **twelve (12)** students per instructor. Clinical rotations generally have a maximum of **ten (10)** students, but some may be as few as **six (6)** per rotation.

### *Course/Drop Add Period*

A non-degree student may not drop or add a course, except in certain circumstances, *after the third day* of the class/term start. Students enrolled in a degree program may not drop or add a course *after the first week* of the semester.

### **Satisfactory Progress and Probation Policy**

Federal regulations require all schools to participate in state and federal financial aid, Title IV, and HEA programs to monitor Satisfactory Academic Progress (SAP). These standards apply to all students attending this institution. To qualify for Title IV aid, a student must maintain satisfactory academic progress (SAP) as per section 668.16(e) of HEA 1965.

All students must maintain Satisfactory Progress to continue enrollment. Satisfactory progress is measured at the end of each evaluation period and will be checked before disbursement of aid.

Incomplete courses, repetitions, and non-credit remedial courses do not apply and will not affect satisfactory progress. The students' records are reviewed periodically to determine whether the student is making satisfactory academic progress and attending classes to complete the course within the specified timeframe by this policy.

### Maximum Timeframe

The school's satisfactory academic progress policies must contain a quantitative measure. The policy defines the pace at which students must progress to ensure educational program completion within the maximum timeframe of 150%.

Academic Program	Normal Timeframe	Maximum Timeframe
<b>Associate degrees</b>		
Nursing (ASN) (in teach out)	72 credits	108 credits
Nursing (ASN)	75 credits	112.5 credits
<b>Diploma Programs</b>		
Practical Nursing	57 credits	85.5 credits
Medical Assistant	34 credits	51 credits
Patient Care Technician	29 credits	43.5 credits
Pharmacy Technician	34 credits	51 credits
Emergency Medical Technician	12 credits	18 credits
<b>Certificate Programs</b>		
Nursing Assistant/Home Health Aide	180 hours	270 hours

### Quantitative Requirement

- Students must complete their educational program in *no longer than 150%* of the program's published length. This maximum timeframe (MTF) applies to all students, including those who did not receive financial aid.

*At the midpoint of the maximum timeframe (MTF), students must have completed one-half of the program's credit hour requirements.*

- For example, the maximum timeframe for the Medical Assistant program is 54 weeks. The total credit hours for completion of this program are thirty-four (34). By the time the student has been in the program for 27 weeks (1/2 of the maximum timeframe (MTF)), they must have completed a minimum of 17 semester credits.

*The students who have failed to meet the quantitative and qualitative standards are placed on Financial Aid Warning.*

### Qualitative Measure of Satisfactory Academic Progress (SAP)

The school measures qualitative progress based on a 4.0 scale. All courses for which the students receive a grade will be included when calculating the students' Cumulative Grade Point Average (CGPA), except that a Withdrawal (W) or an Incomplete (I) will not be included in determining a student's CGPA. If a student repeats a course, only the highest grade will be included when calculating the student's GPA. If a student receives an (I) grade, the student must make up failed or missed tests and incomplete assignments within ten (10) calendar days or receive a failing grade. The student must maintain a minimum cumulative GPA of 1.75 to meet SAP for the first evaluation period and a minimum cumulative GPA for each subsequent period.

**Exception:** ASN and PN Capstone Courses

- Due to the structure of the Capstone courses, the standard 10-day Incomplete (I) policy does not apply to students enrolled in NUR2600 or PRN0750. Instead, the following timeline applies to students completing the CCE (Exit) Exam:

Initial CCE Exam	Time Frame	Action
Initial Exam (1st Attempt)	Scheduled during last week of the academic term	If unsuccessful, a final grade is not submitted; an Incomplete is issued.
Retake #1 (2nd Attempt)	Within 2 weeks of the first attempt, with remediation	If passed, a Change of Grade Form is submitted with a passing final grade.
Retake #2 (3rd Attempt)	Within 2-4 weeks of the second attempt, with remediation	A Change of Grade Form is submitted with either a passing or failing grade.

*Note:* This exception applies only to Capstone courses (NUR2600 and PRN0750) and are not extended to any other courses.

**Evaluation Periods**

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. Students who are not making SAP will be notified in writing the evaluation results. Failure to make SAP will impact eligibility for federal financial aid.

Formal SAP evaluation periods for allied health credit-hour programs are based on 18 weeks, except for the Patient Care Technician which is based on 15 weeks. The Nursing Assistant/Home Health Aide and the Emergency Medical Technician programs are based on a 5-week evaluation period.

**Credit Hour Programs**

Evaluation Period	Cumulative Credits Attempted	Minimum Percentage of Cumulative Credits Completed/Earned (*)	Minimum Cumulative GPA
1	3 or higher	60%	1.75
2	6 or higher	67%	2.00
3 or more	12 or higher	67%	2.00

\* *Percentage of Cumulative Credits Completed = (credits earned/credits attempted) \*100*

*Formal evaluation periods for Satisfactory Academic Progress for a clock-hour program are based on the actual scheduled hours at the school and ½ of the instructional weeks for the program.*

Clock Hour Programs	Program's Total Clock Hours	Midpoint Evaluation in Weeks	Minimum Attendance Required at Midpoint # Clock Hours.	Min. CGPA
Nursing Assistant/HHA	180	4.5	76.5	1.75

*Same as Stricter Than*

*The school's SAP policy for Title IV students is the same as the school's standards for students enrolled in the same educational programs, which are not receiving Title IV, HEA funding.*

#### *Student SAP Appeal Procedures*

The student has seven (7) business days to submit an appeal regarding failure to meet SAP. The request must be given to the Director of Education, Director of Nursing or the School President, who will meet with members of an Appeal Committee to decide on the appeal.

The student must provide supporting documents and describe any mitigating circumstance(s) that deserve special consideration. The basis by which a student may file an appeal is the death of a relative, injury, illness of the student, or other exceptional circumstance. Once the school receives the appeal and it is evaluated, the student will be notified of the Appeal Committee's decision within ten (10) business days following the receipt of the student's appeal letter, unless additional time is required to review the student's appeal thoroughly.

#### **Grading System**

*Students are graded per the following Grade Point Average (GPA) system:*

- A final course grade will accomplish evaluations for every course in a program. Letter grades "A," "B," "C," and "F" will be used.
- Pluses and minuses may be assigned to grades of "B" or "C."
- Minuses may be assigned to an "A" grade.
- A minimum passing grade is a "C" for all courses, except for the following, for which a passing grade is a "C+"
  - General Education: Math and Science Courses
  - Nursing programs (ASN and PN) didactic core courses
  - Emergency Medical Technician didactic course.

<b>Grade</b>	<b>Numerical/Percentage grade</b>	<b>Quality Points</b>
A	93.0-100	4.0
A-	90.0-92.9	3.7
B+	87.0-89.9	3.3
B	83.0-86.9	3.0
B-	80.0-82.9	2.7
C+	78.0-79.9	2.3
C	73.0-77.9	2.0
C-	70.0-72.9	1.7
F	Below 70.0	0.0

Other letter grades used by the school include:

P	Pass
I	Incomplete
W	Withdrawn
WF	Withdrawn/Failing
TR	Transfer Credit
F	Fail

### **Attendance Policy**

Regular attendance is expected of all students. Attendance is taken daily in a class by the instructor and submitted to the Registrar's Office before the end of each class every day. Students are expected to attend all scheduled class sessions and to arrive on time for virtual or physical sessions.

Attendance records will be maintained by the Registrar and will be part of the student's permanent academic record.

Attendance is reviewed by the instructor, program director and the Director of Nursing or the Director of Education every week. Students will be notified by phone, text, or e-mail if their attendance is in danger of violating attendance requirements.

Students with excessive absences will be subject to disciplinary action, including termination from classes. Students with chronic absences may receive a failing grade for the course. A student will be withdrawn from any course or program if they do not attend within a fourteen (14) consecutive calendar day period (excluding school holidays or breaks that are longer than five consecutive days). All students must complete 100% of all externship/clinical hours within the assigned grading period.

Students enrolled in clock hour programs will be required to attend make-up classes for any missed hours scheduled by the instructor if the students have missed more than 10% of scheduled hours.

#### *Tardiness/Leaving Early*

A student is considered late if they arrive 15 minutes after the scheduled class start time. The instructor will advise the student concerning excessive tardiness or leaving early. Early departures and tardiness will be calculated in quarter-hour increments. Students with chronic absences in **excess of 20%** of the scheduled hours for a course will receive a failing grade for the course.

#### *Make-Up Work*

Students are responsible for making up assignments and work missed as a result of absence at the discretion of the instructor. The instructor may assign additional outside make-up work to be completed for each absence.

### Course Repeat Policy

Only the highest grades will be counted if a student repeats a course, and previous grades will be removed.

A student may only repeat a previously failed course **one time**. A student who fails the same course twice must be withdrawn from the program.

All failed courses must be repeated and completed in compliance with the course and program requirements. All courses from which a student has withdrawn must be repeated and completed.

Failing or withdrawing from a course and subsequent required courses may interrupt the student's enrollment, delay the student's expected graduation date, negatively impact financial aid eligibility, and or impact the student's satisfactory academic progress.

Students who need to repeat a course must meet with the Program Director and/or Registrar regarding scheduling. A student who fails a course must repeat that course at the next available opportunity, subject to space limitations.

### *Additional Nursing Program Policy*

Students should refer to the Nursing Student Handbook for additional attendance policies regarding clinical, simulation, and lab. All clinical, simulation, and lab hours missed must be made up before the term ends.

A student who fails a course may repeat the course **only once**. Failure of the same course or failure of **any three (3) science or program core subject courses** within his/her program (whether it is three different courses or a combination of repeated courses) shall result in program dismissal with no opportunity to continue in the program.

A Nursing student who withdraws from a course or the school will receive a grade of "W" if they withdraw **before the end of the 11th (eleventh) week**. If a Nursing student withdraws during or after week 12 (twelve), the student will receive a "WF" grade for the course. The grade will be recorded on their transcript. A "WF" grade is regarded the same as an "F" grade in determining whether the student can remain enrolled in the program.

Nursing students are allowed up to **two (2) course** withdrawals (including both "W" and "WF") from required **science or program core subjects** during the entire program, whether such withdrawals were from the same course or two different courses. Withdrawing a third time, regardless of the week of the withdrawal, will result in academic dismissal from the program.

**Important Note:** If a student is enrolled in one single course and withdraws from that single course, which is same as a program withdrawal. Once withdrawn from the program, the student must apply for reinstatement. Students are eligible to re-enroll **one time** to complete their program. A student is strongly encouraged to review their academic history with the Registrar's Office or Success Coach to make an informed decision before withdrawing from any course within the program.

## **Academic Appeals and Other Policies**

The Academic Appeals policy and process provide a vehicle by which a student may appeal academic decisions or actions, such as a final grade or consequences of attendance violations. A Student who wishes to appeal an academic status or eligibility should see the SAP Appeals & Financial Aid Probation section of the Satisfactory Academic Progress policy.

A student might appeal against the school's actions related to the attendance policy if the absence was due to extenuating or mitigating circumstances. For example, illness, military duty, death of a family member, court appearances, or jury duty. Appeals must be received **within seven (7) business days** of the student being notified of the decision that he/she wishes to appeal.

A student considering appealing a decision related to classroom policies, such as testing, course assignments, or grades, should first discuss their concerns with his/her instructor.

An appeal must be received **within seven (7) business days** of the student being notified of the decision or grade that he/she wishes to appeal. Academic Appeals must be submitted in writing to the Director of Education or the Director of Nursing. The appeal must include a description of the educational decision the student is requesting to be reviewed, and as much documentation as possible substantiating the reason for a review of the decision.

The Director of Education and the Director of Nursing will convene a meeting of the Academic Appeal Committee. This meeting will be held within ten (10) business days of receiving the students' appeal.

The students will be notified by writing via mail or e-mail of the Academic Appeal Committee's decision within two business days from the date of the Academic Appeal Committee was held. If the student believes they did not receive the appropriate due process, they may file a grievance or complaint by following the Grievance/ Complaint Procedures section of this catalog.

### *Leave of Absence*

The school has discontinued the Leave of Absence (LOA) policy effective November 1, 2023.

### *Standard Period of Non-Enrollment*

A student may be placed on a standard period of non-enrollment (SPN) for no longer than forty-five (45) days. A standard period of non-enrollment may be required when a student must repeat a course not being offered during the term. Not all courses are offered every term. The school reserves the right to reschedule a course for the next academic term if fewer than five (5) students are registered for the course.

If a student does not return from SPN when scheduled, the student's enrollment will be terminated. The last day of actual attendance will be used as the date of determination (DOD) for refund purposes.

### *Records*

The school keeps student records electronically. These records are available to a student upon written request.

### *Progress Report*

At the end of each academic term, the school will provide a progress report to each student.

### *Program Dismissal/Withdrawal*

*Students who have been dismissed or have withdrawn from a program at FVI School of Nursing and Technology (FVI) may petition for re-enrollment. Reinstatement is not automatic and will be considered only upon submission of a formal petition.*

#### *“Official” Voluntary Withdrawal*

A student is “Officially” withdrawn on the date the student notifies the Registrar’s Office in writing of their intent to withdraw.

#### *“Unofficial” Involuntary Withdrawal*

Any student who does not provide official notification of their intent to withdraw and is absent for more than fourteen consecutive calendar days period, fails to maintain satisfactory academic progress, fails to comply with the school’s attendance and or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the school’s contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

#### *Reinstatement*

*Reinstatement is not automatic and will be considered only upon submission of a formal petition. To be eligible for reinstatement, the student must demonstrate significant improvements in their personal, academic, or professional circumstances that indicate a strong likelihood of successfully completing the program within the maximum timeframe allowed.*

**NOTE:** A student is eligible for re-instatement one time to complete their program.

#### *Incomplete Grade*

When a student is unable to complete the requirements of a course by the end of the course, the student may be given an “Incomplete” (I) grade. The instructor will grant a status of “I” if the student has valid reasons for not finishing the work. Students have ten (10) calendar days from the end of the course to complete the coursework. If the coursework is not completed by the determined date, a failing grade for the course will be assigned.

**Note:** For the Capstone courses (NUR2600 and PRN0750), a specific exception to this policy applies due to the structure of the final CCE (Exit) Exam, which is explained in the Qualitative Measure of SAP section.

#### *Course Incompletes, Repetitions, and Non–Credit Remedial Courses*

Course incomplete, repetition, and non-credit remedial courses do not apply to this institution’s form of instruction. The school does not issue incompletes and does not offer non-credit remedial courses. All hours attended are considered attempted. Students cannot withdraw from individual subjects. Students withdrawing from school will receive credit for all work completed up to the point of withdrawal. Transfer clock/credit hours received will not be included in the calculation of the student’s GPA; however, credits will be counted toward the quantitative requirements.

#### *Program Changes/Cancellation*

The school reserves the right, at its discretion, to change, cancel, or modify course content, materials, textbooks, and schedules and is not responsible for loss or damage from any cause. Changes will be made before the start of the course. Current students will not be affected by any program changes.

Program and/or course changes and cancellations are only made after obtaining the necessary approval from the Commission for Independent Education (CIE) and the Council on Occupational Education (COE).

### *Recognition Awards*

- President's List: Students achieving 4.0 for a semester will be placed on the President's List for the semester or academic term.
- Director's List: To qualify for this achievement award, students must maintain a 3.5 grade point average throughout their studies up to the time of graduation.
- Perfect Attendance: To qualify for this achievement award, students must have perfect attendance during their course of study.
- Certificate of Appreciation or Recognition Award: Students who volunteer to work on special school projects will be awarded a Certificate of Appreciation/Recognition Award.

### **Graduation Requirements**

A diploma or degree will be awarded when the student has met the following requirements.

1. Completed all required coursework with a cumulative GPA of 2.0 or higher.
2. Ensured that 100% of the required clinical and work-based learning hours are completed, documented, and verified.
3. Submitted a Graduation Clearance Form to the Registrar's Office before the last day of the term.

## STUDENT SERVICES

### *Transcripts*

A complete transcript of each student's grades is kept in a permanent file. Students must request transcripts in writing. One copy is provided free; there is a fee for additional copies. Transcripts will not be issued unless the student's financial obligations to the school are current at the time of the request.

### *Advising Services*

Advising and guidance begin with the admissions interview and continue throughout the student's course of study. Since the FVI School of Nursing and Technology (FVI) is small, faculty advising is limited to academic counseling. All personal issues will be referred to the appropriate outside agency.

### *Financial Services*

The Financial Services Office will inform students of all options regarding private funding or payment plans. Furthermore, financial aid is available to those who qualify. Students may be eligible to receive Federal Pell Grant funds and Subsidized and Unsubsidized Federal student loans, depending on the program the student is enrolled in. For more information on applying for financial aid, see the catalog section, Financial Information, or contact our Financial Services Office.

### *Career Services*

Career Services continuously promotes and maintains professional relationships with employers to introduce qualified career-oriented graduates based on their employment needs. The Career Services Department is the liaison between students, graduates, and employers. Through career development, including professionalism, motivation, and the maintenance of ethical standards, graduates are empowered with the skills necessary to foster a thriving and ongoing career.

All current and prospective students are entitled to review the school's program completion rates and graduate employment rates. Statistics are updated and published annually on the institution's website under the Consumer Disclosure section. Copies are available from the Admissions department or the Registrar's office.

The Career Services staff assist graduates in finding employment through resume preparation, helping with the development of interviewing skills, and identifying job leads appropriate for the graduate. During the last term, graduate candidates will need to meet with the Career Services Office to discuss services available in their job search. ***Obtaining employment is the graduate's responsibility.***

To comply with reporting requirements, the institution reserves the right to contact a graduate's employer using various methods to verify the graduate's employment information. In some instances, the institution may disclose personal information to the employer for the sole purpose of employment verification.

#### Employment Guarantee Disclaimer:

FVI School of Nursing and Technology (FVI) will assist students in obtaining suitable employment at no additional charge. It is understood that the FVI School of Nursing and Technology (FVI) cannot promise or guarantee job placement or a specific salary for its students or graduates. *Completing a program in a language other than English may reduce employability where English is required.*

#### *Certification, Registration, and Licensing*

FVI does not guarantee that a student who completes his or her program will pass certification, registration, or licensing tests.

A student's eligibility to sit for specific certifications is determined by the certifying entity, and students may not be eligible to sit for all certifications.

A student who pursues additional testing is financially responsible for the cost.

If the student believes he/she can be certified, registered, or licensed without attending FVI, it is the student's responsibility to seek out the applicable information. The school is not responsible for providing information on all the options for certification, registration, or licensing.

Unless noted on the enrollment agreement, the cost of the certification examination is the out-of-pocket expense for the student to register for certification exams.

Nursing program graduates will be required to pass the NCLEX (National Council Licensure Examination) exam to secure employment as a nurse. Students should visit the Program Director for more information and the steps needed to register for these certification exams.

#### *Tutoring Services*

Students should understand that tutoring is not a substitute for regular class attendance. Students are encouraged to request tutoring services or extra lab time if they are having trouble with the course material. Instructors are available for special tutoring and make-up work outside normal class hours. Instructors are also available by appointment to provide demonstrations, answer questions, and conduct reviews. Computers and other equipment are available for students to use outside class hours. Students who desire special assistance are urged to take advantage of this help, which is offered at no extra cost.

#### *Housing*

FVI School of Nursing and Technology (FVI) does not offer housing to its students.

#### *Lost and Found Services*

FVI School of Nursing and Technology (FVI) assumes no responsibility for articles lost by the student. Students may check the Business Office for any lost and found items. Any items found on school premises should be turned into that office. These items are kept for 30 days. After 30 days, the school will dispose of any unclaimed items.

#### *Personal Property*

FVI cannot be responsible for the student's books, materials, or personal belongings.

### *Learning Resource Centers (LRCs)*

LRCs are areas accessible to students and faculty during operating hours. Students will be informed about locations, resources, policies, and operating hours during the new student orientation.

### *Class Registration/Deadlines*

Allied Health program registration is held continuously. However, the student must attend class no later than the third day of the module or term. Registration is continuous for all degree programs, and therefore, the student must formally drop a registered class before the end of week 1 of the term. For more information concerning program start dates or classes, please see the Start Date Calendar on the last page of the school catalog or contact the Registrar's office.

### *Transportation*

Public transportation is available to the campus facility. Students may contact the office for bus schedules and routes. FVI School of Nursing and Technology (FVI) campuses have ample parking.

### *Emergency Contacts*

FVI School of Nursing and Technology (FVI) is not legally or financially responsible for medical care and does not provide the services of a physician. The Fire Department Rescue Service provides first aid and emergency medical services. At the time of enrollment, each student should provide the individual's name to contact in an emergency on the appropriate line of the application form. Students should always carry emergency information and any medical insurance card(s).

### *Campus Security and Campus Crime Statistics*

The Jeane Clery Disclosure of Campus Security and Campus Crime Statistics Act, 20 U.S.C. § 1092, as amended by the Violence Against Women Act of 1994, 42 U.S.C. § 13925 requires all institutions to annually gather school crime statistics and make the report available to its students, faculty, and employees.

Any criminal activity by students, faculty and employees will not be tolerated and will result in immediate dismissal. A crime statistics report is available by October 1 of every year. All employees and students will receive a copy of the Crime Statistics Report, and an acknowledgement is kept in the employee personnel and students' academic files. Also detailed reports from the Miami- Dade County and the City of Miramar Police departments will be made available to every faculty, student, or employee upon request. Please visit the school website for the current crime statistics report. [www.fvi.edu/consumerdisclosure](http://www.fvi.edu/consumerdisclosure)

## SCHOOL RULES AND REGULATIONS

*Students enrolling in the FVI School of Nursing and Technology (FVI) assume an obligation to conduct themselves professionally. FVI School of Nursing and Technology (FVI) has the authority to exclude those who are disruptive of the educational process.*

*Prohibited conduct for which a student is subject to disciplinary action is defined as follows (see individual policies for details). **Note:** Nursing students should refer to the Program's Student Handbook for student conduct policy requirements.*

- Physical or sexual assault of any person on any FVI School of Nursing and Technology (FVI) campus or conduct which threatens the health or safety of any such person or the physical or sexual assault of any FVI School of Nursing and Technology (FVI) student, faculty member, or school employee.
- Substantial damage to FVI School of Nursing and Technology (FVI) - owned or leased property or to property of an FVI student, employee, faculty member, or visitor occurring on FVI-owned or leased property or at the residence of any student, faculty member, or employee, or unauthorized entry into or occupation of FVI School of Nursing and Technology (FVI) facilities, which are locked, closed to student activities, or otherwise restricted as to use.
- Any activity that may be construed as hazing (defined as any action or situation which recklessly or intentionally endangers a student's mental or physical health or safety for initiation or admission into or affiliation with any organization operating under the sanction of FVI School of Nursing and Technology).
- Use of alcohol or illicit drugs while on campus or at an externship site. Performing clinical activities under the influence of drugs or alcohol undermines patient safety and is considered a crime. Anyone who engages in such actions while enrolled at the FVI School of Nursing and Technology (FVI) will be reported to the local authorities for criminal activities. Drug testing may be requested of students who display behaviors consistent with drug abuse.

### *Probation Policy*

*A student may be placed on probation for any of the following reasons:*

- Unsatisfactory academic progress.
- Excessive absenteeism
- Inappropriate behavior

### *Suspension/Dismissal/Termination Policy*

A student may be suspended/dismitted, or terminated because of inappropriate conduct, violation of the Drug, Alcohol, and Weapon policies, possession of school property without authorization, academic reasons, unsatisfactory academic progress, nonpayment of tuition, or for the good of the school. If dismissed/terminated, the portion of the refund policy in effect at the dismissal/termination will apply. A student may appeal a suspension/dismittal/termination determination by submitting a written appeal to the Director of Education or the School President. The Director of Education or School President will review the appeal and decide on the re-reinstatement of the student within ten (10) business days.

## **Institutional Policies**

### *Title IX Sexual Harassment and Nondiscrimination Policy*

FVI School of Nursing and Technology (“FVI”) does not discriminate on the basis of sex in the education program or activity that it operates. FVI, as a recipient of federal financial assistance, is required by Title IX of the Education Amendments of 1972 (“Title IX”) and 34 C.F.R. § 106 (“Title IX regulations”) not to discriminate in such a manner. The requirement not to discriminate in FVI’s education programs or activities extends to admission and employment, and inquiries about the application of Title IX and the Title IX regulations to FVI may be referred to FVI’s Title IX Coordinator or the Assistant Secretary, Office for Civil Rights, U.S. Department of Education, or both.

This policy applies to applicants for admission and employment, students, and employees of FVI concerning sexual harassment in an education program or activity of FVI, whether on or off campus. These requirements set forth in this policy apply only to sex discrimination occurring against a person in the United States.

FVI has designated and authorized the Vice President of Regulatory Affairs as the Title IX Coordinator. Additionally, the Student Success Coach(es) as the Title IX Deputy Coordinators at each campus for students and the HR Support Coordinator as the Title IX Deputy Coordinator for FVI employees. Together, they coordinate FVI’s efforts to comply with its responsibilities under Title IX, 34 C.F.R. § 106, and other federal and state sex discrimination and sexual harassment laws. The Title IX Coordinator and its Deputy Coordinators’ contact information is as follows.

#### **Title IX Coordinator**

Carlos Rodanes, Vice President, Regulatory Affairs  
E-mail: [crodanefvi.edu](mailto:crodanefvi.edu)  
Phone: 786.554.9417  
7757 W Flagler St.  
Suite 220  
Miami, FL 33144

#### **Title IX Deputy Coordinator – Miramar Campus**

Chloe Brown, Student Success Coach  
E-mail address: [chloebrownfvi.edu](mailto:chloebrownfvi.edu)  
Phone: 754-209-1496  
3520 Enterprise Way  
Miramar, FL 33025

#### **Title IX Deputy Coordinator – Miami Campus**

Daniela Cortes, Student Success Coach  
E-mail address: [DCortesfvi.edu](mailto:DCortesfvi.edu)  
Phone: 786.449.4419  
757 W Flagler St.  
Suite 220  
Miami, FL 33144  
Miramar, FL 33025

#### **Title IX Deputy Coordinator – Human Resources**

Dyan Corrales, HR Support Coordinator  
E-mail address: [DCorralesfvi.edu](mailto:DCorralesfvi.edu)  
Phone: 754 231 2501 ext. 1689  
3520 Enterprise Way

### *Drug and Alcohol Policy*

The State of Florida controls the possession, sale, consumption, or furnishing of alcohol, Department of Business and Professional Regulation, Division of Alcoholic Beverages, and Tobacco. FVI School of Nursing and Technology (FVI) has a substance abuse policy, including alcoholic beverages. FVI School of Nursing and Technology (FVI) adheres to the Drug-Free Workplace Act of 1988 and the Drug-Free Alcohol and Communities Act amendments of 1989. Substance abuse has been proven to be detrimental to an individual's health and may jeopardize safety in the workplace. Therefore, the unauthorized use, possession, consumption, sale, or distribution of any alcoholic beverage or drugs, except those prescribed by a physician, is prohibited everywhere on school grounds or during any activity sponsored by FVI School of Nursing and Technology. Students and employees are prohibited from being under the influence of alcohol or drugs (except those prescribed by a physician and properly documented) while on school premises. This policy delineates the appropriate action to take if a staff member or student exhibits behavior consistent with alcohol or drug use in the workplace. All employees and students should also be advised that possession, manufacture, or distribution of a controlled substance or inappropriate use or abuse of alcohol may carry their own penalties under local, state, and federal laws. Violation of this policy constitutes grounds for dismissal. FVI School of Nursing and Technology (FVI) is a drug-free workplace for staff, faculty, and students.

### *Weapons Policy*

Using and possessing guns, knives, or any other weapon is not permitted on the FVI School of Nursing and Technology premises. Violation of this policy constitutes grounds for dismissal.

### *Dress Code Policy*

Since the main purpose of the FVI School of Nursing and Technology (FVI) is to educate and prepare students for employment, students must be neat and clean in appearance while attending classes. Students enrolled in any allied health program must wear uniforms/scrubs. Uniforms are an out-of-pocket expense, and students should budget \$50-\$100 for this expense.

**Nursing students should refer to the Program's Student Handbook for specific dress code policies for the nursing program.**

1. While on campus and in lectures, students must wear their uniform and footwear appropriate for the school learning environment. The student should demonstrate proper hygiene to avoid an offensive odor.
2. In the student laboratory, uniforms must be worn for all scheduled classes. Closed-toe shoes must always be worn in the lab.
3. During clinical rotations or externships, the student must adhere to the facility's dress code to which they are assigned. Students should refer to the Program's Student Handbook or course syllabus for additional requirements.

### *Smoking and Beverage Policy*

Smoking is prohibited anywhere in the building. The laboratories do not allow food and beverages such as soda, coffee, etc.

### *Cell Phones*

No student will be called out of class for a telephone call except in case of an emergency. It is suggested that family and friends be informed of this policy. Phones should not be used in class for personal use.

- *Nursing students should refer to the Program's Student Handbook for the cell phone policy governing their program.*

### *Copyright Infringement*

FVI School of Nursing and Technology respects intellectual property rights and is committed to upholding copyright laws. Here are the key points regarding our policy on copyright infringement:

#### Understanding Copyright Infringement

- **Definition:** Copyright infringement occurs when copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without permission from the copyright holder.
- **Protected Works:** This includes books, articles, music, videos, software, and other creative works.

#### Policy Guidelines

- **Respect for Intellectual Property:** Students and staff are expected to respect the intellectual property rights of others. Unauthorized use of copyrighted materials is strictly prohibited.
- **Proper Attribution:** When using or referencing copyrighted materials, proper attribution must be given, and permissions should be obtained where necessary.
- **Distribution of copyrighted material through unauthorized peer- to-peer file sharing, in connection with a student's enrollment in a program of study at the school or conducted by a student through the use of the school's equipment or information systems is prohibited.**

#### Consequences of Infringement

- **Disciplinary Actions:** Violations of the copyright policy may result in disciplinary actions, which can include warnings, suspension, or expulsion from the institution.
- **Legal Consequences:** Students may also face legal consequences for copyright infringement, including fines and penalties.
- **Copyright infringement may also subject the student to civil and criminal liabilities. A summary of the penalties for violating federal copyright laws include:**
  - Unlimited actual damages proven for each act of copyright infringement.
  - Up to \$30,000 for each act of copyright infringement that is determined not to be willful.
  - Up to \$150,000 for each act of copyright infringement that is determined to be willful.
  - Criminal penalties.

## Reporting Violations

- Procedure: If a student or staff member suspects copyright infringement, they should report the incident to the appropriate school official or the administration.

## Educational Resources

- Copyright Education: FVI provides resources and training on copyright laws and fair use to educate students about their rights and responsibilities regarding intellectual property.

## *Academic Integrity Policy*

Academic integrity is the commitment to and demonstration of honest and moral behavior in an academic setting. The FVI School of Nursing and Technology expects students to have the highest standards of integrity in meeting their academic responsibilities. In addition, academic honesty is essential for effectively evaluating students' academic attainment and competency.

Academic integrity is expected of all students. To reflect academic integrity:

- 1) Students' work in all courses must be their own work.

Student work must be their own original effort. Examples of policy violations include, but are not limited to, unauthorized use of notes or materials in exams, forging or altering assignments, unpermitted collaboration on home exams or other academic assignments, allowing others to copy work, providing answers from graded assignments to others, or utilizing work created for another course.

- 2) Students cannot commit any acts of plagiarism.

Plagiarism is an act of cheating that involves copying words or ideas created/written by someone else without acknowledging that author or source. Whether a student repeats someone else's passages, paraphrases an author's ideas, or presents an author's line of thought *without* providing references to the source, the user is guilty of plagiarism. Whether deliberate or unintentional, the representation of another's work or ideas as one's own is a form of plagiarism.

The use of work created for another course, whether in the FVI School of Nursing and Technology or another school, is considered self-plagiarism and is not permitted. On rare occasions, an instructor may permit the partial use of the previous work if requested prior to the assignment.

Plagiarism is avoided through the proper use of paraphrasing and quoting, as well as citing and referencing sources.

- 3) Students must not utilize unauthorized outside assistance to complete coursework.

While group work and tutoring are valuable learning aids, students are expected to demonstrate their own knowledge and competencies in submitted work. This means that utilizing excessive outside assistance to create work beyond one's skill ability and receiving a grade for that work is cheating. Included in this unauthorized assistance is asking for help during a test, using notes or answers provided by tutors or other students, and purchasing or obtaining answers or papers from any source.

Additionally, using AI-supported technology, such as Chat-GPT and other open AI tools, to assist in graded activities and assessments is considered cheating/academic dishonesty in any FVI course. This policy applies to, but is not limited to, all types of written assignments and online and in-class exams. We recognize that open AI-supported tools are developing technology and have a place in both the workplace and education; however, the purpose of course assignments and assessments is to promote independent thinking, evaluate student learning, and assess competency. Shortchanging these objectives by using open AI to generate your thoughts and answers will not be tolerated. An instructor may, on occasion, permit you to use a variety of tools to edit or to assist in studying. These are to be used as directed and to enhance your thoughts, not to create the work or eliminate the effort. An example of this would be using Grammarly to aid in revision on a sentence-by-sentence or word-by-word basis.

4) Students must not lie, cheat, or steal to gain an academic advantage.

Academic dishonesty, lying, and cheating are defined as the deliberate attempt to deceive or mislead in order to gain an unfair advantage in an academic setting. This includes, but is not limited to, the misrepresentation of one's own work, the submission of another's work as one's own, unauthorized collaboration, and the use of unauthorized materials or resources during assessments. Cheating also encompasses any actions that give or attempt to give a student an unfair advantage in an academic evaluation or assignment.

Our institution is committed to academic integrity, and any violation of these principles will be addressed with appropriate consequences. In order to facilitate the verification of the originality of student work, FVI School of Nursing and Technology utilizes multiple third-party tools (e.g., [Turnitin](#), [LockDown Browser](#), [Respondus Monitor](#), and others) to monitor the originality of students' work and assessments.

*Students must oppose any breach of academic integrity and honesty standards and must not assist others in any manner considered cheating. A violation of this policy will not be tolerated at the FVI School of Nursing and Technology. Violation will be subject to progressive sanctions, including failure of a course, dismissal from the program, and the institution. Sanctions may be appealed as described in this document.*

## **Emergency Preparedness**

The School's Annual Security Report and Emergency Preparedness Plan can be found on the school website under Consumer Information. The plan outlines safety protocols for both the Miami and Miramar campuses, including emergency procedures, crime reporting, fire and hurricane response, and active shooter situations. It includes collaboration with local law enforcement, on-site security measures, and regular safety drills. The plan also covers policies on drug and alcohol use, sexual assault prevention, and disciplinary actions for violations. Through clear guidelines and a proactive approach, FVI is committed to maintaining a safe and secure environment for all students, staff, and faculty.

### *Health and Safety Policy*

FVI School of Nursing and Technology (FVI) complies with the requirements and regulations of state and local building codes, the Board of Health, and the Fire Departments. The Plan is published on the school website, [www.fvi.edu](http://www.fvi.edu), under Consumer Information.

### *Emergency Evacuation Plan Policy*

In case of a medical emergency, fire, or any other disaster, please listen to the administrator in charge for instructions.

- All instructors oversee their classes. Follow the evacuation flow chart to evacuate the building in an organized and orderly manner.
- Do not take time to gather books or other belongings. The instructor of each class is the Evacuation Coordinator and shall keep the class calm.
- The Evacuation Coordinator for the primary office is the School Official in Charge.
- Do not try to extinguish the fire.
- A School Official will oversee contacting the appropriate fire and rescue departments.
- In case of a security problem, listen to the designated school official for security instructions. In all instances, you must remain calm. A school official will coordinate with the Police or Fire Department for the proper actions necessary.
- FVI School of Nursing and Technology (FVI) has an Emergency Evacuation and Security Plan posted on bulletin boards and in inconspicuous places for the view of all employees, students, and visitors.

### *Adverse Weather and Emergency Closing Policy*

An emergency, such as severe weather, fire, power failures, or hurricanes, can disrupt school operations. In extreme cases, these circumstances may require the closing of the school. If such an emergency occurs during non-working hours, notification of school closing will be posted on the school's website, social channel, and the school's learning management system. When the decision to close FVI School of Nursing and Technology (FVI) is made AFTER the workday has begun, employees will receive official notification from the Administration, and students will be informed via the school website, e-mail, and the student learning management system.

### *Incident/Accident Policy*

In case of an incident or accident, please inform the School Administrator so that the appropriate actions can be taken.

### *Voter Registration*

The school encourages its students to register to vote. The National Mail Voter Registration Form is available from the U.S. Election Assistance Commission (EAC) website. U.S. citizens who are students and of voting age can find information specific to their states of residence from [www.eac.gov/voterresources](http://www.eac.gov/voterresources) or call the Election Assistance Office at (866) 747-1471.

## Published Tuition and Fees

### Miami Campus

Program	Tuition	Reg. Fee	Background/ Clinical Req.	Books & Supplies	Laptop or Kit	Technology Fee	Clinical Fee	Exam Fee	Total Cost
Associate of Science Nursing	\$46,125	\$100	\$250/400	\$5,405	\$300	\$768	\$512	\$549	\$54,409
Practical Nursing	\$24,000	\$100	\$250/400	\$2,530	\$299	\$750	\$512	\$449	\$29,290
Medical Assistant	\$16,000	\$100	\$0	\$680	\$700	\$256	n/a	n/a	\$17,736
Pharmacy Technician	\$16,000	\$100	\$0	\$624	\$700	\$256	n/a	n/a	\$17,680
Patient Care Technician	\$12,600	\$100	\$0	\$575	\$700	\$256	\$128	\$155	\$14,514
Nursing Assistant/ Home Health Aide	\$1,140	\$100	\$250	\$150	n/a	n/a	n/a	\$155	\$1,795
Emergency Medical Technician	\$2,575	\$100	\$195	\$625	n/a	n/a	n/a	n/a	\$3,495
FBON Approved NCLEX-RN Remedial Course	\$1,930	\$100	\$195	\$425	n/a	n/a	n/a	n/a	\$2,650

### Miramar Campus

Program	Tuition	Reg. Fee	Background/ Clinical Req.	Books & Supplies	Laptop or Kit	Technology Fee	Clinical Fee	Exam Fees	Total Cost
Associate of Science, Nursing	\$46,125	\$100	\$250/400	\$5,405	300	\$768	\$512	\$549	\$54,409
Practical Nursing	\$24,000	\$100	\$250/400	\$2,530	\$299	\$750	\$512	\$449	\$29,290
Medical Assistant	\$16,000	\$100	\$0	\$680	\$700	\$256	n/a	n/a	\$17,736
Nursing Assistant/ Home Health Aide	\$1,140	\$100	\$250	\$150	n/a	n/a	n/a	\$155	\$1,795
Emergency Medical Technician	\$2,575	\$100	\$195	\$625	n/a	n/a	n/a	n/a	\$3,495
FBON Approved NCLEX-RN Remedial Course	\$1,930	\$100	\$195	\$425	n/a	n/a	n/a	n/a	\$2,650

*Exam fees are set by the testing agency and are subject to change.*

- Students must pay the registration fee at the time of enrollment.
- Books and supplies after the drop/add period will not be refunded.

Students may choose to purchase their laptop from the school or a retailer of their choice. If an applicant plans to acquire a laptop outside of the school, the minimum specifications will be provided during enrollment.

## Technology Fee

The Technology Fee is assessed per semester to ensure students have access to essential digital resources and support services required for their coursework. This fee covers:

- Learning Management System (Canvas) – Access to course materials, assignments, and communication with instructors.
- Course Key – A platform for attendance tracking, engagement, and competency-based learning tools.
- Publishers' Resources (Online Textbooks & Learning Tools) – Access to required e-books, interactive study materials, and other digital learning resources.

This fee helps maintain and enhance these technologies, ensuring students receive the necessary support for a seamless learning experience.

## Immunization and Screening Requirements and Fees

*Depending on a student's immunization history, a student may already have met some or all the immunization's requirements. Requirements vary based on the clinical training expectations and regulatory standards of each program. For example:*

- *An Associate of Science in Nursing (ADN) or a Practical Nursing (PN) student may need a full set of immunizations and titers to meet hospital clinical site requirements.*
- *A Medical Assistant (MA) student may only need basic screenings and a uniform.*
- *An EMT student must complete a Level II background check and drug screening before participating in ride-along but may not need all immunizations unless specified by the clinical site.*

To provide clarity and transparency, we have created a program-specific breakdown of estimated fees. This helps students understand what applies to them and prevents confusion or unnecessary expenses.

We estimate that:

- Most nursing students will need to plan for \$400 towards immunizations, depending on their prior immunization records and others will incur expenses less based on their program's clinical requirements.
- Level II background checks, fingerprinting, and drug screening average \$250, which is required for most clinical programs.

## Estimated costs to satisfy health and immunization requirements for clinical/externship by program:

Health or Immunization Requirement	Estimated Cost	Program
MMR Titer	\$150	ASN, PN, EMT, PCT, NA
Varicella Titer	\$150	ASN, PN, EMT, PCT, NA
Hepatitis B Titer	\$150	ASN, PN, EMT, PCT, NA

MMR Vaccine	\$240 (2 dosed)	ASN, PN, EMT, PCT, NA
Varicella Vaccine	\$150 (1 dose)	ASN, PN, EMT, PCT, NA
Hepatitis B Vaccine	\$300 (3 doses)	ASN, PN, EMT, PCT, NA, MA
Health Clearance (Physical Exam)	\$50-75	ASN, PN, EMT
Level 2 Background check	\$150	ASN, PN, EMT, PCT, NA
10 panel drug screen	\$40	ASN, PN, EMT, PCT, NA,
PPD ( Tuberculosis Test)	\$45	ASN, PN, EMT, PCT, NA,
Chest X-ray (if PPD is positive)	\$50-\$75	ASN, PN, EMT
TDap	\$80	ASN, PN, EMT
Complio Account – Immunization Tracker	\$50	ASN, PN, EMT, NA

### Uniform and Other Costs

Uniform Type	Cost per Unit	Estimated Costs
Allied Health Scrub	\$25.00	\$50.00
EMT Polo	\$40.00	\$80.00
Nursing Scrub sets	\$50.00-75.00	\$150-\$225
School ID	\$5.00	\$5.00

### Certification Exam/Licensing Applications Costs

Type	Estimated Cost	Program
Prometric Nursing Assistant Exam	Written Exam (Spanish or English): \$35.00  Clinical Skills (English only): \$120.00	NA, PCT
NAHP (National Association for Health Professionals) Certification Exams, including NRCMA, NRCEKG, ExCPT, NRCPCT.	\$35 each exam	MA, PCT
PearsonVue ® NCLEX Exam	\$200	ASN, PN
Florida Nursing Application	\$110	ASN, PN
Livescan Fingerprint Screening for State Licensure	\$100-\$138	ASN, PN, EMT, PHT
National Registry of Emergency Medical Technician (NRET) Exam	\$80.00	EMT
State Licensure Application	\$35.00	EMT

**Other Fees:**

Type	Fee
Additional Transcripts (no charge for first)	\$15.00
Duplicate copy of diploma	\$50.00
NCLEX Endorsement for states outside the Nursing Compact	\$25.00

Students will be assessed new tuition charges for a repeat course due to a course failure or withdrawal.

Tuition per credit for prelicensure nursing programs:

- Nursing (ASN) \$615.00 per credit
- Practical Nursing \$421.05 per credit

Tuition per course for allied health programs

- First course retake: no charge
- Second or third course retake:
  - MA/PHT/PCT programs \$420.00 per credit
  - EMT program \$214.58 per credit

## FINANCIAL INFORMATION

### *Financial Obligations*

The tuition and fees must be paid on time per the terms of the Enrollment Agreement. In case of extenuating circumstances, the student should consult the Financial Services Director.

FVI maintains a staff of financial services professionals to assist students in obtaining the financial assistance they require to meet their educational expenses. Available resources include federal grants and loan programs, as well as student loans from private lenders.

Federal assistance programs are administered through the U.S. Department of Education. Any U.S. citizen, national, or person in the United States who is enrolled and accepted for other than temporary reasons may apply for these programs. Most forms of financial assistance are available for each July 1-June 30 award period. Every student considering an application for financial aid should request a copy of the current guide, *Funding Your Education*, published by the U.S. Department of Education. This vital document can be obtained online at <http://studentaid.ed.gov/students> and will assist people in understanding eligibility. Requirements.

### **Applying for Financial Aid**

The student must complete the Free Application for Federal Student Aid (FAFSA) online at <https://studentaid.gov/h/apply-for-aid/fafsa>. The student and parent or spouse must obtain an FSA ID (Username and Password) to sign the FAFSA. The students and school will receive a Institutional Student Information Record (ISIR) from the FAFSA within a few days. The ISIR contains an Expected Family Contribution (EFC), which is the amount the student and /or family are expected to pay toward the Cost of Attendance (COA) at the school (the Cost of Attendance consists of Tuition, Fees, Room, and Board, Books, Transportation, and personal expenses). The Student Finance Officer will take the COA and deduct the EFC to find the students' need. The Student Finance Office will develop a package for the students that lists the various financial aid programs available. Financial Aid will be awarded to students in two different disbursements.

If all requirements are met, the first disbursement of Title IV funds is made 30 days after the class starts. The second disbursement will not be scheduled until the Student Finance Office receives a mid-point SAP report from the registrar's office showing that the student is progressing academically in their course of study. Half of the program of study's hours and weeks must be completed before the student becomes eligible for a second disbursement.

Contact our Student Finance Office for more information.

FVI School of Nursing and Technology (FVI) participates in different federal financial aid programs, which include:

### *Federal Pell Grant*

Pell Grant is an important source of aid for students. The Free Application for Federal Student Aid (FAFSA) is online at <https://studentaid.gov/h/apply-for-aid/fafsa>. The award amount depends on the student's eligibility, enrollment status, cost of attendance, and a payment schedule issued by the U.S. Department of Education, Office of Student Financial Assistance. Contact the Student Finance Office for more information.

*A student must be enrolled in an undergraduate course of study to receive a Pell Grant. A student who has earned a baccalaureate degree is not considered an undergraduate and cannot receive a Pell Grant. This need-based federal aid program changes per award year (July 1st through June 30th of the following year). The Pell Grant program is limited to twelve (12) semesters for the lifetime of a student or 600% of the Pell award. Please refer to the Free Application for Federal Student Aid (FAFSA) online at <https://fafsa.ed.gov> or contact the School's Student Finance Office to apply.*

#### *Federal Direct Loan Program (FDLP)*

The Federal Direct Loan Program (FDLP) has both subsidized and unsubsidized loans. A subsidized loan is awarded based on financial need (need is the budgeted cost of attendance minus estimated financial aid). The Federal Government pays interest on the Direct Subsidized loan until repayment begins and during authorized periods of deferment.

An unsubsidized loan is not awarded based on need. The borrower is charged interest from the time the loan is disbursed until it is paid in full. In addition, until repayment begins and during authorized periods of deferment, the unsubsidized loan borrower has the option to pay interest or allow the interest to accumulate. The accumulated interest will be added to the principal amount of the loan and will increase the amount the borrower must repay. To apply, the student must contact the School's Student Finance Office.

#### *Federal Direct Parent Loan for Undergraduate Students (PLUS) Loan*

The Federal Direct Parent Loan for Undergraduate Students (PLUS) Loan is for parents with good credit histories who want to borrow to help their undergraduate student's education. Loans are made available to the parents of a dependent undergraduate by the U.S. Department of Education. Student Federal Direct Loan information will be submitted to the National Student Loan Data System (NSLDS) and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system. For additional information, students should contact the School's Student Finance Office.

#### *Financial Counseling*

Students borrowing for the first time must complete the Entrance Counseling provided by the Department of Education at <https://studentaid.gov/entrance-counseling/>. If a student has previous loans from another institution and does not show completed Entrance Counseling, they will be required to complete a new one. Entrance counseling is a valuable source of information that helps promote good post-graduation loan management and provides general information that borrowers should know about federal direct loans.

When students complete their program of study, they must visit the Financial Aid Office for an exit interview at <https://studentaid.gov/exit-counseling/?counselingType=exit>. In this interview, the student must complete the exit counseling at the previously mentioned website. The Financial Aid administrator will also collect updated information from the students, including three personal references, to provide the loan servicer with delinquency. This process is part of the FVI School of Nursing and Technology's default management program to help students repay their loans successfully. Official withdrawals must follow the same procedure as graduating students. For unofficial withdrawals, an exit counseling publication provided to the school by FSA (Federal Student Aid) Pubs will be mailed to the student's address on file.

### *Credit Balance*

When students complete their Financial Aid workshop, they will have the option to sign a credit balance statement advising the school on how to manage any credit balance on the student's account. The statement also informs the students that they may modify/cancel such authorization and receive a full refund of their credit balance within 14 days of the day the credit balance occurred. If a student does not have a credit balance statement on file, any credit balance must be refunded to the student within 14 days from the date the credit balance occurred.

### *Disbursement Notice*

All students will receive an anticipated Title IV disbursement notice showing the expected disbursement dates, amounts, and funding source. Students will also be notified that they may cancel or reduce any loan disbursement at any time before such disbursement is made.

### *Verification*

A student's Free Application for Federal Student Aid (FAFSA) may be selected for "verification" to verify the information on the application. Students are reminded to provide truthful and accurate information.

Students selected for verification will be contacted by the Financial Services Office and given a verification worksheet that includes the requirements, deadlines, and consequences of non-compliance. To complete the verification and remain eligible for Financial Aid, the student must submit the verification worksheet and the tax/income information as directed by the Financial Services Office. For more information regarding policies and procedures for verification, please contact the Financial Services Office.

### *Additional funding*

- May be obtained for eligible candidates through various programs, including CareerSource South Florida, Division of Vocational Rehabilitation, and private scholarship funds. The determinations for these funds are made through the respective organizations.
- FVI School of Nursing and Technology (FVI) offers first-come, first-served scholarships. Each scholarship is budgeted annually, with a limited amount of funding available each year for each scholarship. Applicants should contact the Financial Services Office for details.

## **Financial Aid Policies**

### *Unexpended Award Funds*

Unexpended award funds may not be accumulated from year to year. All unexpended awards are returned to the institutional budget.

### *Transfer of Awards*

No institutional scholarships awarded by the Committee for the benefit of FVI students may be transferred to any other institution. No recipient may transfer his or her FVI scholarship to any other individual, and the scholarship may not be redeemed for a cash sum.

### *Loss of Awards*

- All scholarship recipients must maintain a C average and remain in Satisfactory Academic Progress as defined by the school's catalog.
- No recipient may continue to participate in the scholarship program if placed on academic probation, attendance probation, or disciplinary probation.
- Any probation status will result in the revocation of all institutional scholarship awards that are not part of Federal Student Aid.
- Any recipient convicted of DUI or any criminal offense other than a summary offense, that individual shall forfeit any scholarship awards granted by FVI.

### *Federal Student Aid*

Scholarship applicants must apply for the Federal Student Aid programs. The amount of the scholarship award to the student may be adjusted based on the federal grant and I.T.A. awards applied to the student's educational expenses.

### *General Disclaimer*

Scholarship applicants understand that all applicants have been assumed to have provided information regarding their intention to enroll and complete the program to which this scholarship applies.

## **Fee & Payment Schedule**

The Registration Fee of \$100.00 is due when signing the admissions application. In certain programs, students may be required to pay for Level II background checks and drug screening as part of the admission process.

### *Tuition and Other Costs for a Program of Two or More Terms*

A student will be charged only one Term at a time. Tuition and other costs for future Terms become payable as they occur. The student budget sheet or financial aid notification is used to outline the method used to pay all costs the student will incur.

Tuition is charged at the beginning of each Term. If a student's enrollment is terminated before the end of a Term, the tuition charged for the Term may require adjustment following the school's refund policy as stated in this Enrollment Agreement. All other fees and charges are non-refundable when the applicable service or item is provided to the student.

Payment for tuition and fees may be made by cash, check, credit, or debit card, and by federal or state financial aid sources. If the student maintains continuous enrollment in their program of study, and upon the request of the student and the approval of the school, the student may be approved for additional instructional time for the completion of all program requirements beyond the above-stated expected graduation date.

The student will be charged tuition for the other instructional credits (course repeats) at the cost per credit based on the student's most current enrollment agreement. Students dismissed from the school for any reason and those who wish to re-enroll must be approved for re-admission, satisfy current admission requirements, and sign a new enrollment agreement. The new enrollment agreement will reflect the current tuition and fees rate for the remaining enrollment periods.

#### *Tuition and Other Costs for a Program of One Term or Less*

A student will be charged for the entire program, and it will become payable on the first day of class. The student budget sheet is used to outline the method that will be used to pay all costs the student will incur. Tuition is charged on the first day of class. If a student's enrollment is terminated before the end of the program, the tuition charged may require adjustment following the school's refund policy as stated.

In the Enrollment Agreement, all other fees and charges are non-refundable when the applicable service or item is provided to the student. Payment for tuition and fees may be made by cash, check, credit, or debit card, or by federal or state financial aid sources.

If the student maintains continuous enrollment in their program of study, and upon the student's request and the school's approval, the student may be approved for additional instructional time for the completion of all program requirements beyond the above-stated expected graduation date.

The student will be charged tuition for the additional instructional hours at the same tuition rate as stated above. Students dismissed from the school for any reason and who wish to re-enroll must be approved for re-admission by the Program Director, satisfy current admission requirements, and sign a new enrollment agreement. The new enrollment agreement will reflect the current tuition and fees rate for the remaining period of enrollment.

The student has the following options for paying the tuition cost for each term or program:

- Pay in full on or before the first day of the term or program.
- Pay the balance of the tuition cost in installments as agreed upon with the Financial Services Office.

*If a student's account is sent to collection, FVI School of Nursing and Technology (FVI) shall be entitled to the collection, attorney fees, and costs on the account thereof.*

*Students receiving Financial Aid to fund their program will be presented with an Award Letter showing all their awards. If any remaining balance to schedule is due, the student will be advised of different options to cover such balance.*

## **Refund Policies**

### *Cancellation/Rejection Policy*

FVI School of Nursing and Technology (FVI) will refund all monies paid by an applicant within 30 days of signing the enrollment agreement, who is rejected for enrollment by the school, or who enrolls in a program that the school cancels, or who cancels in writing within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays).

If a student cancels after 72 hours of signing the enrollment agreement but before the first day of class or within the initial three-day drop/add period of the program start, the student is financially responsible for the registration fee processed with the enrollment, not to exceed \$100. Important Note: Students enrolled in a Nursing program are financially responsible for any charges incurred for pre-entrance services rendered for program admission that are performed and billed by an approved vendor on the student's behalf. i.e., Level II background check, 10-panel drug screen, physical, PPD, vaccines, or titers.

### *Refund and Cancellation Policies*

#### Programs of two terms or less

- If an applicant/student cancels, withdraws, or is terminated by the FVI School of Nursing and Technology (FVI) for any reason, the refunds will be made per the FVI Refund Policy (see below).
- If a refund is due to the student, it will be paid within 30 days of the student either officially withdrawing or FVI determining that the student has withdrawn.
- For multiple-term programs, the school's refund policy is applied by the term. For programs of less than one term, the school uses a refund policy applied to the program's length. See the refund policies published below. Upon receipt of the refund, the student agrees that its receipt constitutes a complete release of FVI School of Nursing and Technology (FVI) from all liabilities. All governmental and agency refunds will be made within the funding agency's required time limits.

#### *Programs Exceeding 12 Months in Length*

- For programs of more than 12 months in length, the student will be charged by the term in any program in which they are enrolled, regardless of the length of the program. Students are financially responsible for each term that they start, and the school's published refund policy will apply should the student decide not to continue.

### *Tuition Refund Policy*

A student wishing to withdraw should officially inform the FVI School of Nursing and Technology (FVI) in writing at least five calendar days, but no more than thirty calendar days, in advance of withdrawal. A student who returns to FVI after withdrawing must sign a new enrollment agreement and be subject to the then-current tuition price.

### *Refunds for Students Enrolled Before Visiting the Institution*

Students who have not visited the school facility before enrollment will have the opportunity to withdraw without penalty within three days following attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

A student's last date of attendance, as documented by FVI School of Nursing and Technology (FVI) will be used to calculate any money the student owes and to calculate any refund the student is due. Student refunds are based on the formulas below:

*Programs Billed by Academic Term*

Proportion of Total Term Taught	Tuition Due for the Term
20% or less	Pro-Rata
20.01% up to and including 30%	30%
30.01% up to and including 40%	40%
40.01% up to and including 50%	50%
More than 50%	100% / No Tuition Refund

*Programs billed in full.*

Nursing Assistant/Home Health Aide and Home Health Aide only:

The proportion of the Total Program	Tuition Due for the Program
40% or less	Pro-Rata
40.01% up to and including 50%	50%
More than 50%	100% / No Tuition Refund

*Return to Title IV Policies and Procedures*

In addition to having institutional charges adjusted based on the above Refund Policy, for a student who receives Title IV federal financial assistance, the school must determine the amount of Title IV funds a student has earned at the time of withdrawal using the Return of Title IV Funds Policy.

This policy applies to students who withdraw officially, unofficially, or fail to return from leave of absence, or are dismissed from enrollment at the school. It is separate and distinct from the school refund policy.

The calculated amount of the Return of Title IV, HEA (R2T4) funds required to be returned for the students affected by this policy is determined by the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA student aid earned, is based on the amount of time a student spent in academic attendance and the total aid received; it has no relationship to the student's incurred institutional charges.

Because these requirements deal only with Title IV, HEA funds, the return order of unearned funds does not include funds from sources other than Title IV, HEA programs.

Title IV, HEA funds are awarded to the students under the assumption that they will attend school for the entire period the aid is awarded. When a student withdraws, they may no longer be eligible for the full amount of Title IV, HEA funds originally scheduled to be received.

Therefore, the amount of federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned to the original fund source.

- The payment period for programs of two or more terms is at the beginning of each academic term/semester.

- The payment period for one-term or fewer programs is for the entire program at the beginning of the program unless other arrangements are made with Financial Services.

The Date of Determination (DOD) is the date that the institution determines is the withdrawal date. For schools required to take attendance, the date of determination is no longer than 14 days after the Last Date of Attendance. The Date of Determination starts the clock for timely refunds of Title IV funds within 45 days after the “Date of Determination”.

The Withdrawal Date for schools required to take attendance is the Last Date of Attendance (LDA).

The institution has 45 days from the date that it determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the students if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from when the school sends the notification to accept a post-withdrawal disbursement. If a response is not received from the student or parent within the allowed period or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Post-withdrawal disbursements will occur within 90 days of the student's withdrawal.

#### *Withdraw Before 60%*

The institution must perform R2T4 to determine the amount of aid earned through the 60% point in each payment period. The institution will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

#### *Withdraw After 60%*

After the 60% point in the payment period, a student has earned 100% of the Title IV HEA funds they were scheduled to receive during this period. The institution must still perform R2T4 to determine the amount of aid that the student has earned.

Programs measured in credit hours use the academic term for the period of calculation.

#### *The Calculation Formula*

Determine the amount of Title IV, HEA student aid that was disbursed, plus Title IV, HEA student aid that could have been disbursed. Calculate the percentage of Title IV, HEA student aid earned:

- Divide the number of calendar days scheduled to be completed (from the first day of class until the last date of attendance) into the payment period as of the later date of attendance in the payment period by the total calendar days in the payment period.

Calculation Percentage of Days Completed

*TOTAL CALENDAR DAYS IN PERIOD = % EARNED (rounded to one significant digit to the right of the decimal point, ex., 44.93 = 44.9 %.)*

- A. If this percentage is greater than 60%, the student earns 100%.
  - B. If this percentage is less than or equal to 60%, proceed with the calculation.
- Percentage earned from (multiplied by) Total aid disbursed or could have been disbursed = AMOUNT STUDENT EARNED.

- Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.  
100% minus the percent earned = UNEARNED PERCENT
- Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percentage of Title IV aid disbursed is greater than the percentage unearned (multiplied by) institutional charges for the period, the amount disbursed will be used instead of the percentage unearned.

If the percentage unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

The student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed.

The student is also not required to return an overpayment if the amount is \$50 or less.

The school will issue a grant overpayment notice to the student within 30 days of the date of the school's determination to withdraw, giving the student 45 days to either:

1. Repay the overpayment in full to FVI School of Nursing and Technology (FVI) OR
2. Sign a repayment agreement with the U.S. Department of Education.

## **Return Procedures**

### *Order of Return*

The school is authorized to return any excess funds after applying them to the current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 worksheet performed on your behalf is available through the office upon student request.

Following Federal regulations, when Title IV, HEA financial aid, is involved, the calculated amount of the R2T4 Funds is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans.
- Direct PLUS loans
- Federal Pell Grants for which a Return is required.
- Federal Supplemental Educational Opportunity Grant
- Iraq and Afghanistan Service Grant for which a Return is required.
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The student

### *Earned AID*

Title IV, HEA student aid is earned prorated on a per diem basis (clock hours/credit hours) up to the 60% point in the term. Title IV, HEA student aid, is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the Financial Aid Administrator.

### *Post Withdraw*

If the student does not receive all the funds earned, the student will be due for a post-withdrawal disbursement. The school will use a portion of all post-withdraw funds for the students' tuition and fees (as contracted with the school). For all other charges, the school is required to obtain the student's authorization to use the post-withdrawal disbursement for any other charges. If the student does not grant authorization, then the student may receive the remaining funds. However, it may be in the best interest of the student to allow the school to retain the funds to reduce the student's debt to the school.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

### *School's Responsibilities*

The school's responsibilities regarding Title IV, HEA funds follow:

- Providing information on this policy to the students.
- Identify students affected by this policy and complete the return of Title IV funds calculation for those students.
- Returning any Title IV, HEA funds to the correct Title IV programs.

The school is not always required to return all the excess funds; there are situations in which, once the R2T4 calculations have been completed, the student must return the unearned aid.

### *Overpayment of Title IV, HEA Funds*

Any amount of unearned grant funds that a student must return is called an overpayment. The amount of grant overpayment that the students must repay is half of the grant funds they received. The student must decide with the School or the Department of Education to return the amount of unearned grant funds.

### *Student Responsibilities regarding Return of Title IV, HEA Funds*

- Returning to Title IV, HEA programs, any funds disbursed to the student for which the student was determined to be ineligible via the R2T4 calculation.
- Any notification of withdrawal should be in writing and addressed to the appropriate institutional official.
- A student may rescind their notification of intent to withdraw. Submissions of intent to rescind a withdrawal notice must be filed in writing.
- To withdraw or rescind to withdraw, these notifications must be made to the official records/registration personnel at your school.

### *Refund vs. Return to Title IV*

The requirements for Title IV, HEA program funds when the student withdraws are separate from any refund policy that the school may have to return to the student due to a cash credit balance. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge the student for any Title IV, HEA program funds they were required to return on their behalf.

### *Return to Title IV Questions*

If a student has any questions regarding Title IV, HEA program funds after visiting the Financial Services Office, the student may call the Federal Student Aid Information Center at 1-800-4-fed aid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web: [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

### *Tuition, Fees, Programs & Curriculum*

All prices for programs are printed herein. There are no carrying charges, interest charges, or service charges connected with or charged with any of these programs. Contracts are not sold to a third party at any time. The cost of credit is included in the price of the goods and services. For entering first-time students, the school guarantees that tuition will not increase during the time the student is enrolled.

### *Contact Information for Assistance in Obtaining Financial Services Information*

Senior Student Finance Director  
7757 West Flagler Street, Suite 220  
Miami, FL 33144  
Telephone: (305) 665-1911  
Fax: (305) 665-1917  
Monday through Thursday, 9:00 AM – 7:00 PM  
Friday 9:00 AM – 5:00 PM

## STUDENT AFFAIRS

### Student Fair Consumer Rights

*The student has the right to ask the school:*

1. The name of the associations, agencies, or governmental bodies that license or approve the FVI School of Nursing and Technology (FVI) and its programs and procedures under which any current or prospective student may obtain or review a copy of the documents describing the school's licensing and accreditation.
2. The cost of attending the institution, including Tuition and fees, books, and supplies; estimates of typical commuting costs; and any additional costs of the program in which the student is enrolled or expresses a specific interest.
3. The institution's academic program, Educational and training programs, the instructional laboratory, and other facilities that relate to the academic program, the faculty, and other instructional personnel.
4. A statement of the refund policy.
5. The methods and locations in which students and prospective students may obtain information concerning their rights.
6. Availability of financial assistance, including all federal, state, local, private, and institutional financial aid programs. The procedures and deadlines for submitting financial aid applications; the Criteria used to select financial aid recipients, how financial needs are determined, how financial aid is awarded; and the type and amount of assistance in the package of financial assistance.
7. The standards that the students must maintain to make satisfactory academic progress.
8. Special facilities and services are provided for people with disabilities.
9. Information on how to enroll in the community GED preparation or ESOL workshops at no charge.

FVI School of Nursing and Technology (FVI) participates in the annual Integrated Postsecondary Education Data System (IPEDS) Survey conducted by the National Center for Education Statistics (NCES). The National Center for Education Statistics (NCES) survey program at the postsecondary education level provides statistical information that planners, policymakers, and educators use to address multiple issues. One primary source of this information is the annual Integrated Postsecondary Education Data System (IPEDS) Survey.

The IPEDS system, established as the core postsecondary education data collection program for NCES, is a system of surveys designed to collect data from all primary providers of postsecondary education. The IPEDS system is built around a series of interrelated surveys that collect school-level data in areas such as school characteristics, enrollments, program completions, staffing patterns, finances, and financial aid. Information on NCES and IPEDS is available at <https://nces.ed.gov/IPEDS>

### *Extracurricular Activities*

Students interested in extracurricular activities help create a friendly atmosphere and provide a pleasant environment for developing self-confidence and leadership. Activities vary depending on a student's preferences. Please contact the Instructor, Program Director, Director of Education, or Director of Nursing to discuss any planned activity.

### **Student Responsibilities**

Education is a real investment of time, money, and effort. As a student, you are strongly encouraged to gather valuable information about the school, its academic programs, the program's completion rate, total cost of education, refund policy, financial programs, and any other information you may find helpful in making a wise and informed decision.

A student must:

1. Provide all documentation requested.
2. Read and understand all forms that they are asked to sign and keep copies of them.
3. Accept responsibility for the promissory note and all other agreements that the students sign.
4. Promptly provide any information requested by the school.
5. Keep the school informed of any change in address, name, marital status, financial situation, or change in their status.
6. Notify the school if there is a need to withdraw from the school or request a leave of absence.

### **Complaint and Grievance Procedures**

A grievance is a claim, complaint, or expression of concern made by a student regarding any aspect of his or her educational experience, including misapplication of school policies or procedures or unfair treatment such as coercion, reprisal, or intimidation by an instructor or another school employee. A student should first discuss the concern with their instructor or Program Director immediately.

An appeal is an escalation to the next level of authority. Please see the academic appeal process if it is about an academic decision, such as a final grade.

A student has the right to appeal to all matters concerning:

- Admission decisions
- Tuition and fee matters
- Financial award or policy matters, including satisfactory academic progress.
- Education policies, procedures, and grading concerns
- Disciplinary action has been taken for a violation of student conduct.

Certain decisions may not be made. Suppose a student has failed to meet the Satisfactory Academic Progress standards (SAP), including exceeding the maximum timeframe to complete the program. In that case, the student is not entitled to an appeal unless there is documentation of mitigating circumstances such as medical or disability conditions that impacted the student's ability to participate in the program.

*The specific requirements for SAP appeal are contained in the School's SAP policy.*

1. The first step is to address and resolve the dispute or complaint with the person involved through discussion. A student with disagreement or concern should raise the matter as soon as possible to ensure that a settlement is made in a timely fashion.
2. If a dispute or concern cannot be resolved with the person involved through discussion. In that case, the students need to immediately raise their concern verbally with the Program Director, Director of Academic Operations, or Director of Nursing to address the issue quickly.
3. If the dispute cannot be resolved with the Program Director, Director of Academic Operations, or Director of Nursing, then the next step in the appeal process is to appeal in writing to the School President. The written complaint should be submitted within seven (7) business days of the incident or the decision. The written appeal document should include a description of the disputed issue, the date, or dates when the issue arose, the reason the student is appealing the decision, and steps taken to resolve the dispute to date.
4. When submitting the appeal, the student should include as much factual evidence as possible. The School President will oversee the gathering of additional data about the issue or incident, as necessary. Then, the School President will convene the Appeals Committee, which will consist of the School President and heads of other departments, to meet with the student if requested or otherwise to assess and develop a resolution to the complaint.
5. A response from the Campus Appeals Committee will be provided in writing to the student within ten (10) business days. A decision will be provided and delivered to the student in person if the student is on campus or to the student's school e-mail address or mailing address, and acknowledgment of receipt is required.
6. If the dispute has not been resolved and the student is still unsatisfied with the response from the School's Appeal Committee, then the student may take a fourth step and file an appeal to:

**President**  
**FVI School of Nursing and Technology**  
**7757 W Flagler Street, Suite 220**  
**Miami, FL 33144**

The request must be in writing and must be received within seven (7) business days of being notified of the Appeal Committee's decision.

7. The **President** will investigate the issue and respond to students within ten (10) business days of receiving the escalated complaint. A decision will be provided and delivered to the student via the student's e-mail address or mailing address, and acknowledgment of receipt is required.
8. If the dispute remains unresolved after the evaluation by the **President**, then the student should address their concern to the state licensing authority (Commission of Independent Education) and the school's accreditor (Council on Occupational Education).

The address of the state licensing authority is:

Commission for Independent Education (CIE)  
325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399-0400  
(850) 245-3200 / Toll Free (888) 224-6684 [www.fldoe.org/cie](http://www.fldoe.org/cie)

The address of the accrediting body is:

Council on Occupational Education (COE)  
7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA 30350  
(770) 396-3898 / Toll-Free (800) 917-2081 / Fax (770) 396-3790  
[www.council.org](http://www.council.org)

The address of the Associate of Science in Nursing program's accrediting body is:

Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road NE, Suite 1400  
Atlanta, GA 30326  
(404) 975-5000 / Fax (770) 396-3790 / [www.acenursing.org](http://www.acenursing.org)

## ACADEMIC PROGRAMS

### Miami Campus

Program Name	Program Length
Associate of Science in Nursing	75 Semester Credits 90 Instructional weeks
Practical Nursing - Diploma	57 Semester Credits 72 Instructional weeks
Medical Assistant - Diploma	34 Credits Hours 36 Instructional weeks
Pharmacy Technician - Diploma	34 Credits Hours 36 Instructional weeks
Patient Care Technician - Diploma	29 Credits Hours 30 Instructional weeks
Emergency Medical Technician*	12 Credits Hours 314 Clock Hours
Nursing Assistant/Home Health Aide Diploma*	180 Clock Hours 9 Instructional weeks

*\*The program is not eligible for Federal Financial Aid.*

### Miramar Campus

Program Name	Program Length
Associate of Science in Nursing	75 Semester Credits 90 Instructional weeks
Practical Nursing - Diploma	57 Semester Credits 72 Instructional weeks
Medical Assistant - Diploma	34 Credits Hours 36 Instructional weeks
Emergency Medical Technician*	12 Credits Hours 314 Clock Hours
Nursing Assistant/Home Health Aide Diploma*	180 Clock Hours 9 Instructional weeks

*\*The program is not eligible for Federal Financial Aid.*

## DEGREE PROGRAMS

### Associate of Science in Nursing

**Credential:** Associate of Science

**Credit Hours:** seventy-five (75)

**Program Length:** 90 Instructional weeks

**Class Types:** Live online and residential

**Locations:** Miramar and Miami

**Class Schedule:**

Day- Monday through Friday      8:30 am- 3:30 pm

Evening- Monday through Friday   5:30 pm-10:30 pm

**Clinical/Simulation rotations:**

Days and times vary: Monday-Sunday 6:30 am- 11:00 pm

#### *Program Description*

The Associate of Science in Nursing program prepares the student to provide safe and effective client care across the lifespan. Students will develop the knowledge and skills necessary to promote health and provide care for clients with alternations in psychosocial and physiological integrity. Upon completing the program, the student will demonstrate the competencies needed for an entry-level professional nursing position.

#### *Program Outcomes*

1. The student will complete the program within 150% of the program length.
2. The graduate shall be prepared to achieve licensure as a Registered Nurse.
3. The licensed graduate shall be prepared to secure employment as a Registered Nurse.

#### *End of Program Student Learning Outcomes*

Upon the completion of the Associate of Science in Nursing program, the graduate will demonstrate the knowledge, skills, and competencies to:

1. Perform safe, effective, and appropriate nursing care to clients.
2. Demonstrate ability to provide holistic care to culturally diverse clients, families, and groups.
3. Collaborate effectively with clients, families, and other members of the health team.
4. Integrate the best current evidence-based practice within the ethical-legal framework in client care.
5. Utilize the nursing process and critical thinking to support sound clinical decisions.
6. Use appropriate information management tools to monitor outcomes of care processes.
7. Participate in activities that promote professional development and personal growth.

*Program Breakdown by Courses*

<b>Course Number</b>	<b>Course Title</b>	<b>Class Type Domestic</b>	<b>Class Type F-1</b>	<b>Credit Hours</b>
General Education				
ENG1101	English Composition	Live Online	Live Online	3
MTT1105	College Mathematics	Live Online	Residential	3
PSL2012	General Psychology	Live Online	Residential	3
BIO2085	Anatomy and Physiology I and Lab	Live Online	Residential	4
HUM1205	Human Diversity	Live Online	Live Online	3
BIO2086	Anatomy and Physiology II and Lab	Live Online	Residential	4
SAS1000	Strategies for Academic Success	Live Online	Residential	2
BIO2010	Microbiology	Live Online	Residential	4
NUR1000	Nursing Concepts I (Fundamentals)	Residential	Residential	9
NUR1105	Pharmacology for Nursing	Residential	Residential	4
NUR1505	Nursing Concepts II (Medical-Surgical)	Residential	Residential	12
NUR2105	Nursing Concepts III (Specialties)	Residential	Residential	12
NUR2600	Nursing Concepts IV (Capstone)	Residential	Residential	12
<b>Total</b>				<b>75</b>

Total hours of classes and clinicals will not exceed 40 hours in one week. Upon completion of the program, the student will receive an Associate of Science Degree. To work as a Registered Nurse in Florida, graduates must sit and pass the National Council Licensure Examination (NCLEX-RN), a nationwide examination for licensing nurses in the United States and Canada.

*Nursing Licensure*

Students must be aware that the FVI does not guarantee eligibility for licensure. Applicants should review the Florida Board of Nursing's website for licensure requirements and criteria, which may result in disqualification for licensure.

The Associate of Science in Nursing curriculum meets the Florida Board of Nursing requirements. Applicants and students must note that FVI does not guarantee the program will be accepted by other states or territories of the United States. Applicants desiring a license outside of Florida should contact the appropriate state board of nursing prior to enrollment.

*Documentation of Program Graduation*

Upon successfully meeting graduation requirements for the Associate of Science in Nursing program, the student's transcript will be prepared and sent to the Florida Board of Nursing. The process of graduation clearance and sending the transcript to the Florida Board of Nursing may take up to 60 days from the date of program completion. Additional processing time by the Florida Board of Nursing should also be anticipated. See the [Florida Board of Nursing's website](#) for information on licensure and application processing. For more information about this program, consult the Nursing Student Handbook.

## DIPLOMA PROGRAMS

### Practical Nursing

**Credential:** Diploma

**Credit Hours:** fifty-seven (57)

**Program Length:** 72 Instructional weeks.

**Class Types:** Residential

**Location:** Miramar (English) and Miami (English)

**Program Schedule:** Monday through Friday (25 hours per week)

**Eve Session:** 6:00pm- 11:00pm:

**Clinical Rotations:** one day per week. Schedule varies every term: Monday through Sunday (7:00 am -11:00 pm)

#### *Program Description*

The Practical Nursing program prepares the student to provide safe and effective care of the client across the lifespan. Students will develop the knowledge and skills necessary to promote health and provide care for clients with alternations in psychosocial and physiological integrity. Upon completion of the program, the student will demonstrate competencies necessary for an entry-level Practical Nursing position.

#### *Program Outcomes*

- The student will complete the program within 150% of the program length.
- The graduate shall be prepared to achieve licensure as a Practical Nurse.
- The licensed graduate shall be prepared to secure employment as a Practical Nurse.

#### *End of Program Student Learning Outcomes*

Upon the completion of the practical nursing program, the graduate will demonstrate knowledge, skills, and competencies to:

1. Apply critical thinking, clinical judgment, and adherence to legal and ethical responsibilities in delivering safe, evidence-based, and compassionate nursing care across the lifespan.
2. Deliver culturally sensitive and inclusive care that respects the values, beliefs, and needs of diverse individuals, families, and communities.
3. Collaborate and communicate effectively with clients, families, and members of the interprofessional health care team to coordinate client-centered care.
4. Utilize technology and informatics appropriately to support clinical decision-making, documentation, and safe nursing practice.
5. Implement nursing interventions within the practical nursing scope of practice to address the physiological, psychological, and social needs of clients.
6. Safely administer and monitor pharmacological and parenteral therapies, while minimizing risks and preventing complications.

7. Promote health, prevent illness, and provide nursing care for clients with acute, chronic, and life-threatening conditions, while maintaining the safety of clients, self, health care personnel, and the environment.

*Program Breakdown by Courses*

<b>Course Number</b>	<b>Course Title</b>	<b>Class Type Domestic</b>	<b>Credit Hours</b>	<b>Contact Hours</b>
BIO 1085	Anatomy and Physiology with Lab	Residential	4	75
PRN 0100	Introduction to Practical Nursing (includes Lab)	Residential	4	75
PRN 0150	Fundamentals of Nursing (includes Clinical)	Residential	7	195
PRN 0250	Pharmacology	Residential	3	45
PRN 0300	Medical-Surgical Nursing I (includes Lab)	Residential	4	75
PRN 0350	Medical-Surgical Nursing II (includes Clinical)	Residential	8	210
PRN 0450	Maternity and Pediatric Nursing (includes Clinical)	Residential	8	180
PRN 0550	Medical Surgical Nursing III (includes Clinical)	Residential	7	165
PRN 0650	Mental Health Nursing (includes Clinical)	Residential	5	135
PRN 0750	Practical Nursing Capstone (includes Clinical)	Residential	7	165
		<b>Total</b>	<b>57</b>	<b>1320</b>

Total hours of classes and clinical will not exceed 40 hours in one week. Upon completion of the program, the student will receive a Practical Nursing degree. To work as a Practical Nurse in Florida, graduates must sit and pass the National Council Licensure Examination (NCLEX-PN), a nationwide examination for the licensing of nurses in the United States and Canada.

*Practical Nurse Licensure*

Students must be aware the FVI does not guarantee eligibility for licensure. Applicants should review the [Florida Board of Nursing's website](#) for licensure requirements and criteria, which may result in disqualification for licensure.

The Practical Nursing curriculum meets the Florida Board of Nursing requirements. Applicants and students must note that FVI does not guarantee the program will be accepted by other states or territories of the United States. Applicants desiring a license outside of Florida should contact the appropriate state board of nursing prior to enrollment.

*Documentation of Program Graduation*

The required clinical hours (630 hrs.) and lab hours (60 hrs.) for the Practical Nursing program must be completed and verified. Upon successfully meeting all graduation requirements for the Practical Nursing program, the student's transcript will be prepared and sent to the Florida Board of Nursing. The process of graduation clearance and sending the transcript to the Florida Board of Nursing may take up to 60 days from the date of program completion. Additional processing time by the Florida Board of Nursing should also be anticipated. See the [Florida Board of Nursing's website](#) for information on licensure and application processing.

For more information about this program, consult the Nursing Student Handbook.

## **Medical Assistant**

**Credential:** Diploma

**Credit Hours:** thirty-four (34)

**Program Length:** 36 Instructional weeks

**Class Types:** Synchronous online, blended, and residential

**Location:** Miramar (English) and Miami (Bilingual-Spanish/English)

**Class Schedule:** Monday through Thursday (20 hours per week)

Day Session: 8:30 am- 1:30 pm

Evening Session: 5:30 pm-10:30 pm

**Externship:** Monday through Friday (during business hours)

### *Program Description*

The Medical Assistant (MA) program prepares the student for entry-level employment as a medical assistant in a physician's practice and other outpatient care settings. The program combines the advantages of live online and residential instruction to provide clinical assisting knowledge and skills that include preparing and educating patients, assisting the physician with physical examinations and minor surgeries, and performing specialized medical tests such as phlebotomy, EKG, and biological specimens. The MA will also learn to perform various administrative tasks such as scheduling, patient intake, and health records. The students will receive in-service training and CPR certification. A graduate will also qualify to work as an entry-level phlebotomy and EKG technician. A diploma will be awarded upon successful completion of this program.

### *Program Outcomes*

1. The student must complete the program within 150% of the program length.
2. The graduate may challenge the following certification exams:
  - Nationally Registered Certified Medical Assistant (NRCMA)
  - Nationally Registered Certified EKG Technician (NRCEKG)
  - Nationally Registered Certified Phlebotomy Technician (NRCPT)
3. The graduate may secure employment as a medical assistant in a physician's practice or other outpatient care setting.

### *End of Program Student Learning Outcomes*

The program objectives are aligned with:

- a) Florida Department of Education (FDE)'s Curriculum Framework for Medical Assisting – Program # H17055
- b) National Association of Health Professions (NAHP) requirements for the National Registered Certified Medical Assistant (NRCMA) certification.

Upon the completion of the Medical Assistant program, the graduate will demonstrate knowledge and skills, and competencies to:

1. Students accurately describe human anatomy and physiology, use medical terminology, and apply this knowledge to their professional roles.
2. Students demonstrate knowledge of and compliance with legal, ethical, and professional standards, responsibilities and conduct within a scope of practice.
3. Students exhibit professional behavior, communication skills, and the ability to collaborate with a healthcare team, providing patient-centered care and demonstrating employability skills in allied health professions.
4. Students competently perform the tasks and responsibilities of phlebotomy and EKG technician, including venipuncture, specimen collection, electrocardiography, and patient education with adherence to the scope of practice, safety, and quality protocols.
5. Students competently perform the clinical tasks and responsibilities of a medical assistant, including assisting with office examination procedures and minor treatments, administering injections and medications, and patient education with adherence to the scope of practice, safety, and quality protocols.
6. Students demonstrate proficiency in medical office clerical and administrative functions, including office procedures, managing medical records, scheduling appointments, processing insurance, and using medical office software.

*Program Breakdown by Courses*

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hrs.</b>	<b>Class Type Domestic</b>	<b>Credit Hrs.</b>
AHP 1000	Introduction to Healthcare	60	Live Online	3
AHP 1010	Basic Anatomy & Physiology	60	Live Online	3
AHP 1025	Pharmacology for Medical Assistants	60	Live Online	3
MAS 1015	Introduction to Imaging and X-ray	60	Online	3
MAS 1020	Phlebotomy	60	Blended	3
MAS 1025	EKG/ECG	60	Blended	3
MAS 1050	Patient Preparation and Clinical Procedures	60	Residential	3
MAA 1100	Introduction to Medical Office Administration	60	Live Online	3
MAA 1200	Medical Insurance, Billing and Coding	60	Live Online	3
PCD 1000	Professional Career Development	60	Blended	3
MAS 1505	Medical Assistant Externship	180	Work-based	4
	<b>Total</b>	<b>780</b>		<b>34</b>

<b>In-Service Training</b>
• OSHA (Occupational Safety and Health Administration)
• HIV/AIDS
• Medical Error
• Resident Rights
• HIPAA (Health Insurance Portability and Accountability Act)
• Infection Control
<b>Certifications</b>
• CPR/BLS

*Important Program Notes:*

- 1) Students enrolled in this program must wear FVI school uniforms. Uniforms are available for purchase in the Business Office.
- 2) A voucher for the initial Nationally Registered Certified Medical Assistant (NRCMA) exam.
  - a. Students are responsible for paying certification fees upon registration.
  - b. If the student sits for the exam **within 90 days** of the graduation date, the school will reimburse the student for the cost of the first exam, not to exceed \$85.00.
- 3) Nationally Registered Certified Phlebotomy Technician (NRCPT) and Nationally Registered Certified Echocardiography Technician (NRCET) exams.
  - The program prepares students for the NRCPT and NRCET certification exams but does NOT cover their costs.
  - Students can elect at their own expense (the cost for each initial exam is \$85.00 and \$25.00 for a retake exam).

## **Patient Care Technician**

**Credential:** Diploma

**Credit Hours:** twenty-nine (29)

**Program Length:** 30 Instructional weeks.

**Class Type:** Synchronous online, blended, or residential

**Location:** Miami (Bilingual-Spanish/English)

**Class Schedule:** Monday through Thursday (20 hours per week)

Day Session: 8:30 am- 1:30 pm

Evening Session: 5:30 pm-10:30 pm

**Clinical:** Days and time vary: Monday through Friday (7:00 am-11:00 pm)

### *Program Description*

The Patient Care Technician (PCT) program prepares for employment as an entry-level patient care technician or nursing assistant in a hospital, long-term care, and home health care settings. The program provides foundational knowledge and comprehensive training in patient care and nursing assistance tasks and responsibilities. Further, the program includes hands-on phlebotomy and electrocardiography (EKG) training. The students will receive in-service training and CPR certification. A diploma will be awarded upon the successful completion of this program. A graduate will also qualify to work as an entry-level phlebotomy and EKG technician.

### *Program Outcomes*

1. The graduate will complete the program within 150% of the program length.
2. The graduates shall take the following certification exams:
  - Florida State Certification Nursing Assistant (CNA)
  - Nationally Registered Certified EKG Technician (NRCEKG)
  - Nationally Registered Certified Phlebotomy Technician (NRCPT)
3. The graduate shall secure employment as a patient care technician or a nursing assistant.

### *End of Program Student Learning Outcomes*

The program learning objectives are aligned with:

- Florida Department of Education's Curriculum Framework for Patient Care Technicians (Program #H170694)
- The Florida Certified Nursing Assistant (CNA) exam requires the clinical skills test and the written (knowledge) test.

Upon the completion of the PCT program, the graduate will demonstrate the knowledge, skills, and competencies to:

1. Students accurately describe human anatomy and physiology, use medical terminology, and apply this knowledge to their professional roles.
2. Students demonstrate knowledge of and compliance with legal, ethical, and professional standards, responsibilities, and conduct within a scope of practice.
3. Students exhibit professional behavior, communication skills, and the ability to collaborate with a healthcare team, providing patient-centered care and demonstrating employability skills in allied health professions.
4. Students perform the tasks and responsibilities of phlebotomy and EKG technician, including venipuncture, specimen collection, electrocardiography, and patient education with adherence to the scope of practice, safety, and quality protocols.
5. Students perform patient care and nursing assisting tasks and responsibilities, including physical comfort and safety functions, patient care procedures, personal patient care, supervised organizational functions, and assistance with feeding and restorative activities with adherence to the scope of practice, safety, and quality protocols.
6. Students provide clients with biological, psychological, and social support and home healthcare services with adherence to the scope of practice, safety, and quality protocols.

*Program Breakdown by Courses*

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hrs.</b>	<b>Class Type</b>	<b>Credit Hrs.</b>
AHP 1000	Introduction to Healthcare	60	Live Online	3
AHP 1010	Basic Anatomy & Physiology	60	Live Online	3
PCT 1002	Patient Care Technician - Fundamentals and Skills 1	60	Residential	3
PCT 1004	Patient Care Technician - Fundamentals and Skills 2	60	Residential	3
PCT 1008	Patient Care Technician - Fundamentals and Skills 3	60	Residential	3
PCT 1010	Patient Care Technician - Fundamentals and Skills 4	60	Residential	3
MAS 1020	Phlebotomy	60	Blended	3
MAS 1025	EKG/ECG	60	Blended	3
PCD 1000	Professional Career Development	60	Blended	3
PCT 1015	Nursing Assistant Exam & Skills Review	30	Residential	1
PCT 1025	Patient Care Clinical Experience	45	Work-based	1
	<b>TOTAL</b>	<b>615</b>		<b>29</b>

### *In-Service Training and Certifications*

- OSHA (Occupational Safety and Health Administration)
- HIV/AIDS
- Medical Error
- Patient Rights
- HIPAA (Health Insurance Portability and Accountability Act)
- Infection Control
- Residents Rights
- Communication with Cognitively Impaired Patients and Alzheimer's Disease
- Assistance with Self-Administered Medication
- CPR/BLS

### *Important Program Notes:*

1. Students enrolled in this program must wear FVI school uniforms. Uniforms are available for purchase in the Business Office.
2. A voucher for the initial Florida Certified Nursing Assistant (CNA) exam
  - Students must demonstrate practical competency to the Lead Instructor before the CNA application will be submitted. If the student is qualified to take an exam **within 90 days** of the graduation date, as attested by the lead instructor, the school will pay for the cost of the exam up to \$155.00.
3. The program prepares students for the following certifications but does NOT cover their costs. Students can elect to sit for these certifications at their own expense (each initial exam costs \$85.00 and \$25.00 for a retake exam).
  - Nationally Registered Certified Phlebotomy Technician (NRCPT)
  - Nationally Registered Certified Echocardiography Technician (NRCET)
  - Nationally Registered Certified Patient Care Technician (NRCPT)

To work in most hospital settings in the State of Florida, graduates are advised to become a Certified Nursing Assistant with the [Florida Board of Nursing](#).

## Pharmacy Technician

**Credential:** Diploma

**Credit Hours:** thirty-four (34)

**Program Length:** 36 Instructional weeks

**Class Type:** Synchronous online and residential

**Location:** Miami Bilingual-(Spanish/English)

**Class Schedule:** Monday through Thursday (20 hours per week)

Day Session: 8:30 am- 1:30 pm

Evening Session: 5:30 pm-10:30 pm

**Externship:** Monday through Friday (during business hours)

### *Program Description*

The Pharmacy Technician (PHT) program prepares the student for employment as an entry-level pharmacy technician in a hospital and retail setting, as well as prepares the student to challenge the National Healthcare Association ExCPT certification exam. The PHT program combines the advantages of live online and residential instruction, where the student will learn pharmacology, pharmacy laws and regulations, pharmaceutical calculations, dispensing medications, sterile and non-sterile compounding, and inventory control. The students will receive in-service training and CPR certification. A Pharmacy Technician Diploma will be awarded upon successful completion of this program.

### *Program Outcomes*

1. The graduate will complete the program within 150% of the program length.
2. The graduate shall be prepared to challenge the following certification exam:
  - National Healthcare Association Pharmacy Technician (ExCPT) certification exam
  - Pharmacy Technician Certification Examination (PTCE)
3. The graduate shall secure employment as a pharmacy technician in a hospital or retail setting.

### *End of Program Student Learning Outcomes*

The program objectives are aligned with.

- a) FDE Curriculum Framework for Pharmacy Technician – Program #H170700
- b) PTCB requirements for the Pharmacy Technician Certification Examination (PTCE)
- c) NHA requirements for the Pharmacy Technician Certification (ExCPT) examination

Upon the completion of the PHT program, the graduate will demonstrate knowledge, skills, and competencies to:

1. Students accurately describe human anatomy and physiology, use medical terminology, and apply this knowledge to their professional roles.
2. Students demonstrate knowledge of and compliance with legal, ethical, and professional standards, responsibilities, and conduct within a scope of practice.

3. Students exhibit professional behavior, communication skills, and the ability to collaborate with a healthcare team, providing patient-centered care and demonstrating employability skills in allied health professions.
4. Students apply pharmaceutical chemistry, drug classification, generic and trade names, and medication calculations to pharmacy duties.
5. Students perform the tasks and responsibilities of the pharmacy technician in hospital and retail settings with adherence to the scope of practice, safety, and quality protocols.
6. Students prepare simple to moderate sterile and non-sterile compounding medications per applicable USP (United States Pharmacopeia) chapters.

*Program Breakdown by Courses*

<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hrs.</b>	<b>Class Type Domestic</b>	<b>Credit Hrs.</b>
AHP 1000	Introduction to Healthcare	60	Live Online	3
AHP 1010	Basic Anatomy & Physiology	60	Live Online	3
PHT 1016	Pharmacy Calculations	60	Live Online	3
PHT 1002	Pharmacy Law and Regulations	60	Live Online	3
PHT 1012	Pharmacy Principles and Practice	60	Live Online	3
PHT 1022	Pharmacology I	60	Live Online	3
PHT1024	Pharmacology II	60	Live Online	3
PHT 1032	Introduction to Sterile and non-Sterile Compounding	60	Blended	3
PHT 1042	Pharmacy Technician Certification Board (PTCB) Exam Preparation	60	Blended	3
PCD 1000	Professional Career Development	60	Blended	3
PHT1055	Pharmacy Technician Externship	180	Work-based	4
	<b>TOTAL</b>	<b>780</b>		<b>34</b>

*In-Service Training and Certifications*

- Patient Rights
- HIPAA (Health Insurance Portability and Accountability Act)
- CPR/BLS
- OSHA (Occupational Safety and Health Administration)
- HIV/AIDS
- Medical Error

*Important Program Notes:*

1. Students enrolled in this program must wear FVI school uniforms. Uniforms are available for purchase in the Business Office.
2. A voucher for the initial Pharmacy Technician certification exam
  - The program prepares students for the Pharmacy Technician Certification Examination (PTCE) and the Pharmacy Technician Certification (ExCPT) examinations.
  - Students can elect to sit for either certification.
  - If the student passes an exam for any of the above-stated PHT certifications within 90 days of the graduation date, the school will reimburse the cost of the exam not to exceed \$125.00.

To work in most hospital settings, students are advised to become a Registered Pharmacy Technician with the [Florida Board of Pharmacy](#).

## **Nursing Assistant/Home Health Aide**

**Credential:** Diploma

*Clock Hours: 180*

**Program Length:** 9 instructional weeks.

**Class Type:** Residential

**Location:** Miramar (English) and Miami (Bilingual-Spanish/English)

**Class Schedule:** Monday through Friday

Day Session: 8:30 am- 1:30 pm

Evening Session: 5:30 pm-10:30 pm

**Externship:** Monday through Friday (during business hours)

### *Program Description*

Students will be prepared to perform home health care duties and provide physical comfort and safety for patients, residents, and clients at their homes. The student will be prepared in patient care procedures, principles of nutrition, and care of the elderly, apply principles of infection control, and assist with rehabilitative activities. Upon completion of the program, students will receive a diploma and will qualify for employment as Home Health Aides, working for Home Health Agencies approved with Medicare and Medicaid coverage. Upon completion of the program, the student will receive a diploma, and graduates will qualify for employment as Home Health Aides, working for Home Health Agencies approved with Medicare and Medicaid coverage.

### *Program Outcomes*

1. The graduate will complete the program within 150% of the program length.
2. The graduate shall be prepared to challenge the Florida certified nursing assistant examination.
3. The graduate will be ready to obtain employment as a nursing assistant or home health aide in a long-term care, hospital, or home health setting under the supervision of a registered nurse.

### *End of Program Student Learning Outcomes*

1. Utilize effective verbal and written communication skills tailored to nursing assistants and home health aides and demonstrate a clear understanding of legal and ethical responsibilities in patient care.
2. Perform essential functions for physical comfort and safety, provide comprehensive personal patient care, and prioritize tasks according to patient care plans.
3. Apply principles of nutrition in patient care and demonstrate specialized skills in caring for geriatric patients, acknowledging their unique needs and challenges.
4. Implement rigorous infection control procedures specific to nursing assistants and home health aides, ensuring the safety and well-being of patients and staff.
5. Assist with rehabilitative activities and provide holistic bio-psycho-social support to patients, addressing their physical, emotional, and social health needs.
6. Perform a range of home healthcare services approved by Medicare and Medicaid.

*Program Breakdown by Course*

<b>Course Code</b>	<b>Course Title</b>	<b>Clock Hours</b>
PCA 1002	Fundamentals of Patient Care I	60
PCA 1004	Fundamentals of Patient Care II	60
PCA 1005	NA/HHA Capstone	20
PCA 1010	Nursing Assistant Clinical	40
	<b>Total Hours</b>	<b>180</b>

*In-Service Training and Certifications*

- Medical Record Documentation for CNAs
- Communication with Cognitively Impaired Patients
- Communication with Alzheimer’s Disease Patients
- Medical Error Prevention and Safety for CNAs
- HIPAA (Health Insurance Portability and Accountability Act) and Regulations for CNAs
- Resident Rights in Nursing Homes
- Elder Abuse for CNAs
- Domestic Violence for CNAs
- OSHA (Occupational Safety and Health Administration) Bloodborne Pathogens & Infection Control
- HIV/AIDs for CNAs
- CPR/BLS

*Important Program Notes:*

1. Students enrolled in this program must wear FVI school uniforms. Uniforms are available for purchase in the Business Office.
2. Attendance: Students enrolled in a clock-hour program must attend a minimum of 85% of the scheduled classroom hours to graduate. For the NA/HHA program, the student cannot miss more than **21 hours** of coursework (lectures and labs) and must complete 100% of all clinical hours. Attendance records will be maintained by the Registrar and will be part of the student’s permanent academic record.
3. A voucher for the initial Florida Certified Nursing Assistant (CNA) exam
  - Students must demonstrate practical competence to the Lead Instructor before the CNA application may be submitted. If the student is qualified to take an exam **within 90 days** of the graduation date, as attested by the lead instructor, the school will pay for the cost of the exam up to \$155.00.
  - To work in most healthcare settings in the State of Florida, graduates are advised to become a Certified Nursing Assistant with the [Florida Board of Nursing](#).

## Emergency Medical Technician

**Credential:** Diploma

*Credit Hours: 12*

*Clock Hours: 314*

**Program Length:** 16 instructional weeks.

**Class Type:** Blended

- Didactic 100% online blended synchronous and asynchronous
- Labs and Clinicals – 100% Residential

**Location:** Miramar (English) and Miami (Bilingual-Spanish/English)

**Class Schedule:**

- Didactic lecture: **Live online - 1x/week for 5 hours**
  - Day Session: 9:00 am - 2:00 pm
  - Evening Session: 5:45 pm - 10:45 pm
- Lab practice: **at FVI campus**
  - Day Session: Every Thursday from 9:00 am – 2:00 pm
  - Evening Session: Every Wednesday and Thursday week from 5:45 pm - 9:15 pm
- Remedial exams and skills: on campus as needed.

**Clinicals:** 12 hr. rotation (approximate) at a fire rescue or hospital site. Shifts are reserved by students based on the sites' availability.

### *Program Description*

The Emergency Medical Technician (EMT) Diploma Program provides students with the essential knowledge, hands-on training, and critical thinking skills needed to respond effectively to medical emergencies in pre-hospital settings. The program is aligned with the U.S. Department of Transportation National Emergency Medical Services Education Standards (NEMSES) for emergency medical technician-basic to prepare students to assess, manage, and transport patients in a wide range of emergency situations.

### *Program Outcomes*

- The graduate will complete the program within 150% of the program length.
- Graduates of the program will be equipped with the knowledge and skills to challenge the National Registry of Emergency Medical Technicians (NREMT) EMT-Basic Certification Exam.
- The graduate may secure employment in entry-level positions in ambulance services, fire departments, hospitals, and other emergency response settings.

### *End of Program Student Learning Outcomes*

The program student learning objectives are aligned with

- Florida Department of Health Bureau of EMS Regulatory requirements and applicable Florida State Statute and administrative code.
- The National Emergency Medical Services Education Standards

- Florida Department of Education (FDE)'s Curriculum Framework for Emergency Medical Technician CIP#0351090408

Upon the completion of the Emergency Medical Technician diploma program, the graduate will demonstrate the cognitive, effective, and psychomotor skills and competencies aligned with the NEMSES standards for EMT education:

1. Perform Patient Assessments and Provide Immediate Care, including conducting systematic primary and secondary assessments, recognizing life-threatening conditions, and initiating appropriate interventions for medical and traumatic emergencies.
2. Manage Airway, Breathing, and Circulation (ABC) Emergencies by utilizing airway management techniques, ventilation support, and circulatory stabilization to ensure adequate oxygenation and perfusion in pre-hospital settings.
3. Provide Emergency Medical Care for Diverse Patient Populations including assessing and managing medical, traumatic, psychological, and environmental emergencies across the lifespan, including pediatric, adult, geriatric, and obstetric patients.
4. Demonstrate Safe Patient Handling, Transportation, and Scene Management including proper patient movement, extrication, and transport techniques while maintaining scene safety and effective communication with emergency response teams.
5. Apply EMS Legal, Ethical, and Professional Standards to operate within EMS systems while adhering to legal, ethical, and regulatory requirements, including scope of practice, documentation, and patient confidentiality.
6. Demonstrate Effective Communication and Team Collaboration by utilizing clear, concise communication and teamwork strategies to coordinate with patients, families, and healthcare providers in high-pressure emergency situations.
7. Exhibit Readiness for National Certification and Entry-Level EMT Practice by demonstrate proficiency in required cognitive, psychomotor, and affective competencies necessary to pass the National Registry of Emergency Medical Technicians (NREMT) EMT-Basic Certification Exam and transition into the workforce as a competent EMT.

*Program Breakdown by Course*

Course Code	Course Title	Credit Hrs.	Contact Hrs.	Class Type
EMS1119	Emergency Medical Technician	10	218	Hybrid
EMS1120	Emergency Medical Technician Clinical	2	96	Work-based
	Total	12	314	

*Important Program Notes:*

- Students enrolled in this program must wear FVI school uniforms. Uniforms are available for purchase in the Business Office.
- Attendance: For the EMT program, the student cannot miss more than **21 hours** of coursework (lectures and labs) and must complete 100% of all clinical hours. Attendance records will be maintained by the Registrar and will be part of the student's permanent academic record.
- Students must demonstrate practical competence to the lead instructor before the National Registry of Emergency Medical Technician application may be submitted.

## **COURSE DESCRIPTIONS**

### *COURSE CODES*

All courses will be considered as first-level courses for all diploma-level programs. An alphanumeric identifier and course description identify each course. The course codes are based on the program and related topics. Those are defined as follows:

**AHP:** Allied Health Professional

**BIO:** Biology Science & Microbiology

**EMS:** Emergency Medical Technician

**ENG:** English

**HUM:** Humanities

**MAA:** Medical Office Administration

**MAS:** Medical Assistant

**MTT:** Mathematics

**NUR:** Nursing

**PCA:** Nursing Assistant/Home Health Aide

**PCD:** Professional Career Development

**PCT:** Patient Care Technician

**PHT:** Pharmacy Technician

**PRN:** Practical Nursing

**PSL:** Psychology

**SAS:** Strategies for Academic Success

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**AHP 1000 Introduction to Healthcare**

3 Credit Hours      60 Contact Hours

This foundational course provides essential, fundamental knowledge critical for students at the beginning of healthcare education. The course includes essential topics relevant to allied healthcare professionals, including the U.S. healthcare system, healthcare laws, patient rights, allied healthcare professionals' roles, legal and ethical responsibilities, and safe protocols and standards. The course includes in-service training and the basics of managing medical emergencies.

Prerequisite(s): None

Class Type(s): (O) Live Online (R) Residential

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**AHP 1010 Basic Anatomy and Physiology**

3 Credit Hours      60 Contact Hours

This course provides students with key concepts of the organization of the human body and essential medical terminology. The course covers the eleven major organ systems: integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, and circulatory, lymphatic, respiratory, digestive, urinary, and reproductive. Students will learn each system's anatomy and physiology and how systems interrelate and contribute to overall bodily function. Further, students will learn common disease pathologies and diagnostic options associated with each body system. The course lays the foundational knowledge of human anatomy and physiology and medical terminology relevant to the roles of allied healthcare professionals.

Prerequisite(s): None

Class Type(s): (O) Live Online (R) Residential

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**AHP 1025 Pharmacology for Medical Assistants**

3 Credit Hours      60 Contact Hours

This course provides an introduction to pharmacology and medication management for medical assistants. The course covers the essentials of pharmacology, including drug actions, classifications, and commonly prescribed medications. Key topics include understanding drug terminology, forms of medication, prescription processing, foundational pharmacological math, and administering solid and liquid medication doses, syringe dosages, and pediatric dosages. Students learn the critical nine rights of medication administration, ensuring. Students will learn to interpret medication orders and prescriptions, manage pharmaceuticals, and instruct patients in medication administration. The course emphasizes the legal and ethical aspects of medication administration and the accuracy and safety in drug delivery.

Prerequisite(s): AHP1010, AHP1000

Class Type(s): (O) Live Online (R) Residential

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**BIO 1085 Introduction to Anatomy and Physiology with Labs**

4 Credit Hours 75 Contact Hours

This course provides a comprehensive look at the human body's structure and functions. Topics include organization of the body, characteristics of life anatomical terminology, how the body maintains homeostasis, the relationship of chemistry to anatomy and physiology, and cell function and division. The skin, skeletal system, muscles, and nervous system are examined. Sensory organs and the endocrine system are also covered/ Several diseases and disorders are discussed, as well as the cause, detection, and treatment of them. Students will also perform and complete labs with accompanying assessments as a lab component of this course.

Prerequisite(s): None

Class Type(s): (R) Residential

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**BIO 2010 Microbiology with Labs**

4 Credit Hours 75 Contact Hours

This course is designed to teach microbiology as it applies to the health care field. Students will study pathogenic microorganisms and their role in human disease, human immunology, systems and treatment of microbial infection, and preventative measures against microbial infection. Students will learn the recognition, treatment, and prevention of microbial pathogenesis.

Prerequisite(s): None

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**BIO 2085 Anatomy and Physiology I with Labs**

4 Credit Hours 75 Contact Hours

This course provides a comprehensive look at the human body's structure and functions. Topics include organization of the body, characteristics of life, anatomical terminology, how the body maintains homeostasis, the relationship of chemistry to anatomy and physiology, and cell function and division. The skin, skeletal system, muscles, and nervous system are examined. Sensory organs are also covered. Several diseases and disorders are discussed, as well as their cause, detection, and treatment. Students will also perform and complete labs with accompanying assessments as a lab component of this course.

Prerequisite(s): None

Class Type(s): (O) Live Online (R) Residential

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**BIO 2086 Anatomy and Physiology II with Labs**

4 Credit Hours 75 Contact Hours

Building on Anatomy and Physiology I, this course examines major parts of the body and how they work independently as well as together. The reproductive system is discussed, as well as the stages of human development. Students learn about the Endocrine system, the Lymphatic system, and the three lines of defense the body has against pathogens. The cardiovascular, digestive, respiratory, and urinary systems are covered, as well as nutrition, metabolism, body fluid balances, and aging.

Prerequisite(s): BIO 2085

Class Type(s): (O) Live Online (R) Residential

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**EMS1119 Emergency Medical Technician**

10 Credit Hours    218 Contact Hours

This course provides emergency medical technician training utilizing the U.S. Department of Transportation National Standard curriculum for emergency medical technician basic. Topics include anatomy and patient assessment, patient handling and movement, assessment and treatment of traumatic injuries, assessment and treatment of medical emergencies, childbirth and pediatric emergencies, psychological and environmental emergencies, crisis intervention, extrication and transportation, and disaster management. The course includes hands-on practice and assessments in fundamental airway management, oxygen therapy, patient lifting and moving techniques, medication administration, patient assessment, and trauma and injury management. Additionally, the course incorporates the American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Provider course.

Prerequisite(s): None

Class Type(s): (H) Hybrid (Didactic 100% Live Online; Laboratory 100% Residential)

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**EMS1120 EMT Clinical Education**

2 Credit Hours    96 Contact Hours

This clinical course provides students with the opportunity to observe and participate in all aspects of basic-level support in the prehospital setting, catering to various age groups and conditions, including cardiac, respiratory, trauma-related injuries, and others. This experience allows students to practice the skills acquired in the classroom and laboratory settings, applying their knowledge to real-world situations.

Prerequisite(s): None

Class Type(s): (W) Work-based

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**ENG 1101 English Composition**

3 Credit Hours    45 Contact Hours

This course examines phases of the writing process, with emphasis on the structure of writing and techniques for communicating clearly, precisely, and persuasively. Students will develop grammar, punctuation, critical thinking, organizational, and research skills associated with writing. To promote the writing process, students will brainstorm, gather, and synthesize facts, discuss audience considerations, draft, revise, edit, proofread, and analyze their own and others' work in written and oral formats. In this course, students will also improve their ability to conduct research, compose, and communicate professionally in written, oral, and virtual/visual modalities.

Prerequisite(s): None

Class Type(s): (O) Live Online

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**HUM1205 Human Diversity**

3 Credit Hours 45 Contact Hours

This course will define “culture” and examine how cultural variables and practices influence communication. It will emphasize achieving cultural communication competence and reducing cultural conflict by examining the role of identity, ethnicity, gender, perception, values, beliefs, and attitude within and outside one’s culture(s). Students will analyze the dimensions of cultural values and cultural communication styles. They will analyze verbal and nonverbal communication styles associated with race, gender, and class. Students will also examine multiculturalism in the workplace and analyze the dynamics of communication among diverse people and ethnic groups. Upon successful course completion, students will be able to relate and compare different experiences and make connections between dominant/subordinate cultures and their own lives.

Prerequisite(s): None

Class Type(s): (O) Live Online

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**MAA 1100 Office Administration for Medical Assistants**

3 Credit Hours 60 Contact Hours

This course provides students with the essential knowledge and skills for proficient administration and communication in a medical office environment. The course focuses on vital administrative tasks, including effective telephone use, procedures for scheduling and managing patient appointments, patient registration, and processing. Further, the focus is on managing health information and medical records. The course emphasizes communication skills and adherence to current government regulations, risk management, and compliance requirements. Students will learn to navigate and utilize Electronic Health and Medical Records (EHR/EMR) systems through practical exercises.

Prerequisite(s): AHP1010, AHP1000

Class Types (O): Live Online

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**MAA 1200 Medical Insurance, Billing, and Coding**

3 Credit Hours 60 Contact Hours

This course introduces the student to medical insurance, billing, and coding processes pertaining to medical office administration, combined with practical skills in Electronic Health and Medical Records (EHR/EMR) systems. The course covers basic health insurance, insurance plans, and the use of the Current Procedural Terminology (CPT) and International Classification of Diseases (ICD-10-CM) manuals. Students will learn to process medical claims, handle superbills, and manage insurance reimbursements and patient accounts, both manually and electronically. The course emphasizes practical skills in insurance management and communication skills for patients, medical providers, and insurers.

Prerequisite(s): AHP1010, AHP1000

Class Type(s): (O) Live Online (R) Residential

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**MAS 1015 Introduction to X-ray and Diagnostic Imaging**

3 Credit Hours      60 Contact Hours

This course provides knowledge of medical radiology and its application in patient care. The course covers the fundamentals of diagnostic imaging, including the anatomy of the musculoskeletal system, radiographic positioning, and techniques. Students learn about the effects and safety measures of radiation exposure, common radiographic examinations, and the utilization of imaging in oncology and preventative care. The course also introduces advanced imaging technologies like ultrasound, CT, MRI, and fluoroscopy, emphasizing their role in detecting and managing health conditions. A key component is developing skills in patient education regarding diagnostic imaging procedures, preparing students to support patient care and diagnostic processes in their future medical assisting roles.

Prerequisite(s): AHP1010, AHP1000      Class Type(s): (O) Live Online (R) Residential

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**MAS 1020 Phlebotomy: Fundamentals, Techniques, and Patient Care**

3 Credit Hours      60 Contact Hours

This course provides a comprehensive introduction to phlebotomy, emphasizing the essential concepts, techniques, and roles of phlebotomists in healthcare. The course begins with a deepening knowledge of anatomy, physiology, and medical terminology pertaining to the vascular system and the blood. Most of the course covers the fundamentals of phlebotomy, including the equipment and methodologies used in venipuncture, capillary puncture, arterial blood collection, and non-blood specimens. The emphasis is on collection procedures, specimen management, and special considerations for diverse patient populations in laboratory work. Students will engage in hands-on laboratory sessions to develop technical skills and proficiency in blood collection techniques and specimen handling. The course content will prepare students to challenge the Nationally Registered Certified Phlebotomy Technician (NRCPT) certification examination.

Prerequisite(s): AHP1010, AHP1000  
Class Type(s): (B) Blended (R) Residential

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**MAS 1025 EKG/ECG: Electrocardiogram Fundamentals and EKG Technician Skills**

3 Credit Hours      60 Contact Hours

This course provides the knowledge and skills needed to become an EKG technician. The course begins with a deepening knowledge of anatomy, physiology, and medical terminology pertaining to the heart and common diseases of the cardiovascular system. Most of the course covers the fundamentals of EKG, including interpreting heart rates and various arrhythmias like atrial, junctional, and ventricular. The emphasis is on the practical application of 12-lead EKG for diagnosing acute coronary syndromes and understanding pacemaker rhythms and electrolyte disturbances. Students will engage in hands-on laboratory sessions to develop technical skills and proficiency in EKG recording and trace interpretation to identify cardiac disorders. The course prepares students to challenge the Nationally Registered Certified EKG Technician (NRCEKG) certification exam.

Prerequisite(s): AHP1010, AHP1000  
Class Type(s): (B) Blended (R) Residential

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**MAS 1050 Patient Preparation and Clinical Procedures**

3 Credit Hours      60 Contact Hours

This course provides a comprehensive understanding of the clinical roles and responsibilities of medical assistants. The course emphasizes practical and hands-on learning to perform clinical procedures, including preparing patients for ambulatory visits, assisting with physical examinations and minor surgeries, obtaining vital signs, and administering injections and medications. Further, students learn to use Electronic Health Records (EHR) in patient care and review anatomy, physiology, and medical terminology pertaining to medical assisting. Laboratory sessions for skill practice and preparation for the Nationally Registered Certified Medical Assistant (NRCMA) certification examination are key components, ensuring students are fully equipped for future medical assisting roles.

Prerequisite(s): AHP1010, AHP1000

Class Type(s): (R) Residential (R) Residential

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**MAS1505 Medical Assistant Externship**

4 Credit Hours      180 Contact Hours

This 180-hour module is designed to provide the student with supervised, practical, hands-on, and observational experiences in the working medical office. Students will gain exposure to "on-the-job" experiences and training in the Medical Office setting and practice skills, gaining experience in all aspects of assisting patients' physical examination, vital signs, electrocardiography, phlebotomy, as well as office procedures, and other administrative duties.

Prerequisite(s): Successfully complete all coursework

Class Type(s): (W) Work-based

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**MTT 1105 College Mathematics**

3 Credit Hours      45 Contact Hours

The overarching objective of this course is to develop confidence, fluency, and accuracy in mathematical problem solving in real-world applications, particularly focused on the needs of nursing professionals. Throughout the course, students will be encouraged to utilize a variety of mathematical strategies to solve real-world problems. The course will begin with a review of whole number calculation and problem-solving, after which ratio and proportion equations, as well as unit conversions, percent increases, and rates, are explored in depth. Fundamentals of geometry are introduced, including the Pythagorean Theorem and perimeter, area, and volume problems, including compound shapes. Basic statistical analysis utilizing mean, median, and mode, as well as the interpretation and creation of data displays in graphs and charts, is introduced. The course concludes with the algebraic concepts of the real number system, performing operations on real numbers and polynomials, simplifying equations, and utilizing the properties of equality to solve multistep problems.

Prerequisite(s): None

Class Type(s): (O) Live Online (R) Residential

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**NUR 1000 Nursing Concepts I (Fundamentals)**

9 Credit Hours      235 Contact Hours

The Concepts I course includes didactic content, a nursing lab, and clinical components. The course introduces the student to the integrated process and basic concepts of client needs across the lifespan, including the family and community. Students will develop general knowledge and skills related to providing basic nursing care to clients from varied backgrounds, beliefs, and cultures. Emphases are given in developing communication, collaboration, and critical thinking skills. The nursing process and evidence-based practice are taught in detail as the basis of nursing practice. The foundation of medical-surgical nursing, geriatrics, pediatrics, and obstetrics, concepts of health, wellness, illness, culture, and spirituality are introduced. The nursing practice of informatics and documentation is integrated into the care of clients, families, and the community. The focus will be placed on role development, legal aspects of practice, health teaching, and counseling skills. Concepts of patient safety, asepsis and infection control, hygiene and personal care, wound care, nutrition, pain management, oxygenation, fluid and electrolyte balance, bowel and urinary elimination, cognition and sensation, sleep, and sexuality, perioperative nursing care.

Prerequisite(s): Successful completion of the general education coursework

Class Type(s): (R) Residential

**NUR 1005 Nursing Concepts I (Fundamentals and Pharmacology)**

13 Credit Hours      295 Contact Hours

The Concepts I course includes didactic content, a nursing lab, and clinical components. The course introduces the student to the integrated process and basic concepts of client needs across the lifespan, including the family and community. Students will develop general knowledge and skills related to providing basic nursing care to clients from varied backgrounds, beliefs, and cultures. Emphases are given in developing communication, collaboration, and critical thinking skills. The nursing process and evidence-based practice are taught in detail as the basis of nursing practice. The foundation of medical-surgical nursing, geriatrics, pediatrics, and obstetrics, concepts of health, wellness, illness, culture, and spirituality are introduced. This course also introduces the student to basic principles of pharmacology and safe administration of medication throughout the client's lifespan. The nursing practice of informatics and documentation is integrated into the care of clients, families, and the community. The focus will be placed on role development, legal aspects of practice, health teaching, and counseling skills. Concepts of patient safety, asepsis and infection control, hygiene and personal care, wound care, nutrition, pain management, oxygenation, fluid and electrolyte balance, bowel and urinary elimination, cognition and sensation, sleep, and sexuality, perioperative nursing care.

Prerequisite(s): Successful completion of the general education coursework

Class Type(s): (R) Residential

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**NUR 1505 Nursing Concepts II (Medical-Surgical)**

12 Credit Hours      270 Contact Hours

Concepts II course includes didactic content and clinical components. This course develops the skill, knowledge, and competencies of the student in the safe care of clients with medical-surgical-related acute and chronic illnesses and injuries across the client's lifespan. Concepts relating to nursing care and management of diseases of the cardiovascular, peripheral vascular, respiratory, musculoskeletal, gastrointestinal, endocrine, and neurological systems are emphasized in the course. More specialized medical conditions are covered in the course, such as the care and management of clients with cancer, burns, sensory deprivation, and emergencies. The student will provide care to the client, family, and community, demonstrating competency and leadership while reinforcing health promotion and maintenance concepts. Students are prepared for the NCLEX-RN Exam using the NCSBN NCLEX\_RN Blueprint as a guide.

Prerequisite(s): NUR1100/NUR1105 or NUR1005

Class Type(s): (R) Residential

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**NUR 1515 Nursing Concepts II (Medical Surgical)**

12 Credit Hours      285 Contact Hours

Concepts II course includes didactic content and clinical components. This course develops the skill, knowledge, and competencies of the student in the safe care of clients with medical-surgical-related acute and chronic illnesses and injuries across the client's lifespan. Concepts relating to nursing care and management of diseases of the cardiovascular, peripheral vascular, respiratory, musculoskeletal, gastrointestinal, endocrine, and neurological systems are emphasized in the course. More specialized medical conditions are covered in the course, such as the care and management of clients with cancer, burns, sensory deprivation, and emergencies. The student will provide care to the client, family, and community, demonstrating competency and leadership while reinforcing health promotion and maintenance concepts. Students are prepared for the NCLEX-RN Exam using the NCSBN NCLEX\_RN Blueprint as a guide.

Prerequisite(s): NUR1000 and NUR1100/NUR1105

Class Type(s): (R) Residential

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**NUR 2105 Nursing Concepts III (Specialties)**

12 Credit Hours      270 Contact Hours

Concepts III course includes didactic content and clinical components. The course covers three areas of nursing specialties: Mental Health, Maternal and Newborn Nursing, and Pediatric Nursing. Common mental health disorders, substance abuse, domestic abuse and violence, crisis intervention and coping with stress, and suicidal assessments are covered for all categories of clients across the lifespan. Specialized care of obstetrical, newborn, and pediatric clients in various healthcare environments will also be introduced. The student will apply knowledge and skill to the care of the client and family with a focus on safe care, health education, growth and development principles, and legal aspects of practice. Students are prepared for the NCLEX-RN Exam using the NCSBN NCLEX\_RN Blueprint as a guide.

Prerequisite(s): NUR1000, NUR1100/NUR1105, NUR1500/NUR1505

Class Type(s): (R) Residential

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**NUR 2600 Nursing Concepts IV (Capstone)**

12 Credit Hours      270 Contact Hours

Concepts IV course includes didactic content and clinical components. This course focuses on the role of transitioning from student nurse to practicing nurse. Emphasis is placed on the analysis of historical and contemporary issues in nursing and their effect on nursing practice. The course explores how economic, sociocultural, and political forces influence nursing practice and the role of the nurse as a patient advocate. Professional development and the use of research to guide nursing practice are discussed as key components of the role of the associate degree nurse. This course allows the student to review previously learned nursing concepts in nursing fundamentals, medical-surgical, maternal, and newborn, pediatrics, and mental health nursing. Students are prepared for the NCLEX-RN Exam using the NCSBN NCLEX\_RN Blueprint.

Prerequisite(s): NUR1000, and NUR1100/NUR1105, NUR1500/1505, NUR2100/2105

Class Type(s): (R) Residential

**NUR300 – RN-NCLEX Remedial Course**

Contact Hours: 176 Hours (Theory-80 Hours; Clinical/Lab-96 Hours)

This comprehensive review course is delivered face-to-face on campus and is designed to reinforce foundational nursing knowledge and skills. Emphasizing an integrated approach to client care across the lifespan—including individuals, families, and communities, the course is conducted through classroom instruction, laboratory practice, and clinical experiences. Students will deepen their understanding of basic nursing care, with a focus on cultural competence and sensitivity to diverse backgrounds and beliefs. Key areas of development include communication, collaboration, and leadership skills essential for effective nursing practice. The course provides in-depth instruction on the nursing process and evidence-based practice, with a strong emphasis on clinical judgment using the NCSBN Next General model: recognizing cues, analyzing cues, formulating hypotheses, generating solutions, taking actions, and evaluating outcomes. Content areas include medical-surgical nursing, fundamentals, pediatrics, obstetrics, mental health, and pharmacology, all within the context of health, wellness, illness, culture, and spirituality. Informatics and documentation practices are integrated throughout to support comprehensive client care. Aligned with the NCSBN NCLEX blueprint, the course addresses key client care needs: management of care, safety and infection control, health promotion and maintenance, psychological integrity, basic care and comfort, pharmacological and parenteral therapies, reduction of risk potential, and physiological adaptation. Test-taking strategies are incorporated to prepare students for success on the NCLEX examination.

Prerequisite(s): Graduated from an approved nursing program

Class Type(s): (R) Residential

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**PCA 1002 Fundamentals of Patient Care I**

60 Contact Hours

This course aims to develop the foundational knowledge necessary to perform patient care, specifically for nursing assistants and home health aides. The students will learn about long-term care and home care settings, the health care team, and the legal and ethical responsibilities of nurse assistants and home health aides. Additionally, students will gain an understanding of basic human anatomy and common diseases and disorders, nutrition, diet, and hydration. Students will learn the importance of appropriate procedures and actions in creating a comfortable and safe environment for patients and how to provide biological, psychological, and social support. The students are to develop knowledge and hand-on skills necessary to perform the following NA skills: handwashing, personal care (foot care, hand and nail care, dressing a patient, mouth care, denture care, feeding a patient, partial bed bath), moving a patient (positioning, transferring, and ambulating a patient), range of motion exercises (rom shoulder, rom (hip, knee, ankle), rom elbow and wrist), and making an occupied bed.

Prerequisite(s): None

Class Type(s): (R) Residential

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**PCA 1004 Fundamentals of Patient Care II**

60 Contact Hours

This course aims to continue developing the foundational knowledge necessary to perform patient care specific to nursing assistant and home health aide including communicating cognitively impaired patients and diverse populations, administrative tasks involved in long-term and home health; the basic nursing care including acute emergency situations, taking and charting vital signs, observing and documenting patient's behavioral changes, assisting with urine and bowled needs and measuring outputs, proving rehabilitation and restorative care, assisting mothers with newborns.

Prerequisite(s): PCA1002

Class Type(s): (R) Residential

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**PCA 1005 NA/HHA Capstone**

20 Contact Hours

This course is designed to prepare the student to successfully pass the state Nursing Assistant Certification (CNA) exam. This capstone course in the Nursing Assistant and Home Health Aide program is designed to solidify the knowledge and skills of our students, preparing them for a successful transition into the professional world. Students need to demonstrate proficiency in twenty-one essential nursing assistant skills. The course culminates in a comprehensive final exam, testing theoretical knowledge and understanding of all aspects covered in the PCA1002, PCA1004, and PCA1005 courses.

Prerequisite(s): PCA1002, PCA1004

Class Type(s): (R) Residential

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**PCA 1010 Nursing Assistant Clinical Learning Experience**

40 Contact Hours

This 40-hour course is designed to provide the student with supervised, practical, hands-on, and observational experiences in the field of study. This phase of the program aims to place students in a hospital/nursing home facility environment to gain actual experience as a NA/HHA while under the supervision of a designated medical professional selected as the Site Supervisor. The trainee will be overseen by the FVI externship clinical supervisor during the externship hours.

Prerequisite(s): PCA1002, PCA1004, PCA1005

Class Type(s): Work-based

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**PCD 1000 Professional Career Development for Allied Health**

3 Credit Hours      60 Contact Hours

This course will prepare students for their professional journey in allied health. The course covers many professional skills and behaviors, including effective communication, team relationship building, conflict management, and leadership. The course also delves into personal development essential for healthcare workers, such as emotional resilience, self-care, and stress management. Additionally, the course focuses on career preparation, including resume and cover letter writing, job targeting, and interview skills. The course aims to prepare students for entry into the healthcare workforce and provide them with the tools for ongoing professional and personal development.

Prerequisite(s): AHP1000

Class Type(s): (O) Online (B) Blended

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**PCT 1002 Patient Care Technician - Fundamentals and Skills 1**

3 Credit Hours      60 Contact Hours

This course provides foundational knowledge and practical skills essential for nursing assistants (NAs), patient care technicians (PCTs), and home health aides (HHAs). The content focuses on the scope of practice for NAs, PCTs, and HHAs, and the legal and ethical aspects of nursing, safety protocols, infection control, and emergency response. Emphasis is placed on patient rights, the personal and physical needs of elderly patients, and the prevention of elderly abuse. The course includes training in fundamental nursing assistant skills such as handwashing, ambulation, transferring patients, positioning, making an occupied bed, feeding, and dressing patients. The students will learn more advanced clinical tasks like measuring and recording vital signs and performing essential medical documentation.

Prerequisite(s): AHP1010, AHP1000      Class Type(s): (B) Blended (R) Residential

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**PCT 1004 Patient Care Technician - Fundamentals and Skills 2**

3 Credit Hours      60 Contact Hours

This course provides foundational knowledge and practical skills essential for nursing assistants (NAs) and patient care technicians in various healthcare settings. The content focuses on assisting with physical examinations, pre- and post-surgery care, wound care, and managing pressure ulcers. Further, the course covers assistance with hot and cold applications, oxygen, and respiratory support, and IV therapy care. Emphasis is placed on recognizing and assisting with nutrition, dietary, and fluid requirements for various patient groups. Students will be trained to assist with self-medication administration and adhere to safety protocols and guidelines. The course enhances students' proficiency in fundamental and advanced nursing skills, such as handwashing, ambulation, patient transferring, bed making, feeding, dressing patients, performing, and reporting vital signs, and understanding medical documentation.

Prerequisite(s): AHP1010, AHP1000

Class Type(s): (B) Blended (R) Residential

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**PCT 1008 Patient Care Technician-Fundamentals and Skills 3**

3 Credit Hours      60 Contact Hours

This course deepens the skills and knowledge of students preparing for roles as nursing assistants and patient care technicians. Focused on enhancing knowledge and practical abilities, the course covers a range of critical nursing care topics, including fall prevention and restraint use, bedmaking and unit care, personal care, urinary and bowel care, and rehabilitation exercises. Students will be trained to provide personal care, including mouth, denture, hand, nail, foot care, partial bed bath, and bedmaking. Training will also include assisting with urinary and bowel needs, providing catheter and perineal care, and assisting with rehabilitation exercises.

Prerequisite(s): AHP1010, AHP1000

Class Type(s): (B) Blended (R) Residential

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**PCT 1010 Patient Care Technician-Fundamentals and Skills 4**

3 Credit Hours      60 Contact Hours

This course aims to enhance expertise in nursing assistants and patient care technicians. The course focuses on a broad spectrum of nursing care topics, equipping students with the skills and knowledge to provide advanced care in diverse medical situations. Key areas of focus include sensory and chronic illness care, mental health and neurological support, and end-of-life care. The course reinforces personal nursing care skills such as oral hygiene, bedmaking, assisting with daily patient needs, managing urinary and bowel care, and performing range-of-motion exercises. The course involves mastering measuring and recording vital signs and medication documentation techniques.

Prerequisite(s): AHP1010, AHP1000

Class Type(s): (B) Blended (R) Residential

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**PCT 1015 Advanced Home Health Aide & CNA Exam Preparation**

1 Credit Hours      30 Contact Hours

After completing this module, the student will have achieved the occupational completion point of Advanced Home Health Aide (a home health aide who is also a nursing assistant). Students will gain a thorough understanding of the scope of practice, roles, responsibilities, and fundamental patient care principles integral to home health care. Legal and ethical responsibilities specific to the profession will be emphasized, along with strategies for ensuring patient comfort and safety. A significant portion of the course is dedicated to preparing for the Certified Nursing Assistant (CNA) exam in Florida. The students will need to demonstrate competency (e.g., accuracy and timing) in 21 NA clinical skills as described in the Prometric blueprint for a certified nursing assistant in Florida.

Prerequisite(s): PCT1002, PCT1004, PCT1008, PCT1010

Class Type(s): (R) Residential

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**PCT 1025 Patient Care Clinical Externship**

1 Credit Hours      45 Contact Hours

This 45-hour clinical experience is designed to provide the student with supervised, hands-on, and observational experiences, including obtaining and documenting fluids I&O, vital signs, weights, providing hygienic care, positioning patients, pre-/post-operative care, postmortem care, ambulating, feeding, and other routine patient care procedures. The PCT Student Extern provides direct patient care under the direction of the RN professional to all assigned patients and maintains a safe patient area. He/she assumes responsibility and accountability for patient care as a team member to achieve established outcomes and to communicate immediately any change in the patient's condition with the RNs.

Prerequisite(s): Successful completion of the coursework

Class Type(s): (W) Work-based

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**PHT 1002 Pharmacy Law and Regulations**

3 Credit Hours      60 Contact Hours

This course is designed to give students the opportunity to learn key terms concerning Pharmacy Law and regulations, as well as to trace the history of federal laws affecting pharmacies today. The students will explore FDA (Food and Drug Administration), DEA (Drug Enforcement Administration), and HIPAA (Health Insurance Portability and Accountability Act) regulations and procedures, and how these affect pharmacy technicians' work. The Introduction to the classification of controlled substances and record keeping, ordering, and storage processes will also be covered in this course. In addition to learning federal regulations, students will research their state's laws and learn to determine which law prevails. Beyond the letter of the law, the student will have the opportunity to learn how to compare technicians' tasks with pharmacists' responsibilities, and they will be exposed to the interplay between morals, ethics, and liabilities in the pharmacy.

Prerequisite(s): AHP1010, AHP1000

Class Type(s): (O) Live Online (R) Residential

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**PHT 1012 Pharmacy Principles and Practice**

3 Credit Hours      60 Contact Hours

This course is designed to prepare the student for the professional aspects of working in various pharmacy settings. The student will have the opportunity to learn key terms encountered in hospital pharmacies, retail and or community pharmacies, and long-term care facilities. The students will become familiar with the different hospital units, the stock they require, and the distinct functions they serve. The student will be introduced to the different Pharmacy Technician duties within each setting and how these differ from one another. The course will delineate the most common tasks performed by hospital pharmacy technicians compared to retail Pharmacy Technicians and disclose the pertinent information required for processing patient orders in various settings. Further, students will learn to navigate and utilize the Electronic Health Record (EHR) system through practical exercises related to pharmacy technician duties in retail and hospital settings.

Prerequisite(s): AHP1010, AHP1000    Class Type(s): (B) Blended (R) Residential

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**PHT 1016 Pharmacy Calculations**

3 Credit Hours      60 Contact Hours

This course is designed to introduce the student to calculations and dimensional analysis formulas needed in the various pharmacy settings. The analysis of these formulas will enhance students' mathematical skills and demonstrate how these skills are applied to the daily duties of a Pharmacy setting. The student will achieve an overall understanding of business math and how it is employed in the general operation of a pharmacy. Students' understanding of pharmacy calculations will be reinforced with hands-on applications in the pharmacy lab.

Prerequisite(s): AHP1010, AHP1000

Class Type(s): (O) Live Online (R) Residential

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**PHT 1022 Pharmacology I**

3 Credit Hours      60 Contact Hours

Pharmacology I and II courses provide students with an integrated approach to the understanding of pharmacology and pharmacotherapy of commonly prescribed drugs in the U.S. The students will learn the basics of pharmacology, including pharmacokinetics, pharmacodynamics, drug interactions, and nomenclature. In the Pharmacology I course, the students will develop a strong foundation in pharmacotherapeutics pertaining to the following body systems: cardiovascular system, musculoskeletal system, respiratory system, immune system, and ophthalmic and otic systems. Additionally, the students will explore pharmacotherapy for cancers and how to evaluate emerging drug therapies. For each body system, the students will learn the common disorders, their symptoms, medical terminology, and FDA-approved drugs used to treat the disorder. Lessons will cover both the pharmacokinetics and pharmacodynamic aspects of these drugs. The students will develop the knowledge of commonly prescribed medications, including trade/generic names, drug classification and nomenclature, indications, usual adult doses, side effects, and contraindications for these drugs. Students will also learn important drug safety information, such as drug safety alerts, drug interactions, and FDA-mandated warning labels for safe drug use in the inpatient and outpatient settings. Students will utilize the Electronic Health Record (EHR) system to practice pharmacy technician tasks pertaining to medication orders in retail and hospital settings.

Prerequisite(s): AHP1010, AHP1000, PHT1012

Class Type(s): (O) Live Online (R) Residential

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**PHT 1024 Pharmacology II**

3 Credit Hours      60 Contact Hours

Pharmacology I and II courses provide students with an integrated approach to the understanding of pharmacology and pharmacotherapy of commonly prescribed drugs in the U.S. The students will learn the basics of pharmacology, including pharmacokinetics, pharmacodynamics, drug interactions, and nomenclature. In the Pharmacology II course, the students will develop a strong foundation in pharmacotherapeutics pertaining to the following body systems: Nervous, Endocrine, GI, Urinary, AND Reproductive systems, Sleep Disorders, Osteoporosis, Prostate, and Skin Diseases. For each body system, the students will learn the common disorders, their symptoms, medical terminology, and FDA-approved drugs used to treat the disorder. Lessons will cover both the pharmacokinetics and pharmacodynamic aspects of these drugs. The students will develop the knowledge of commonly prescribed medications, including trade/generic names, drug classification and nomenclature, indications, usual adult doses, side effects, and contraindications for these drugs. Students will also learn important drug safety information, such as drug safety alerts, drug interactions, and FDA-mandated warning labels for safe drug use in inpatient and outpatient settings. Students will utilize the Electronic Health Record (EHR) system to practice pharmacy technician tasks pertaining to medication orders in retail and hospital settings.

Prerequisite(s): AHP1010, AHP1000, PHT1012

Class Type(s): (O) Live Online (R) Residential

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**PHT 1032 Introduction to Sterile and Non-Sterile Compounding**

3 Credit Hours      60 Contact Hours

This course is designed to introduce the student to key terms and procedures used in compounding sterile and non-sterile products. The student will have the opportunity to understand USP 795 and USP 797 guidelines. The course will cover how to assign new expiration dates, how to use several kinds of balances, and how to document the compounding and repackaging process properly. The course will explore the reasons why pharmacies practice repackaging and compounding and will introduce the various risks, responsibilities, and benefits—both to pharmacies and to pharmacists—of repackaging and compounding. The student will have the opportunity to understand proper aseptic technique as it applies to working with these items in both horizontal and vertical flow hoods, and the care of the flow hoods and the types of stock and medications used in an IV room, as well as special considerations needed for some medications.

Prerequisite(s): AHP1010, AHP1000, PHT1012

Class Type(s): (B) Blended (R) Residential

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**PHT 1042 Pharmacy Technician Certification**

3 Credit Hours      60 Contact Hours

This course is designed to prepare students to challenge the Exam for the Certification of Pharmacy Technicians (ExCPT) and/or the Pharmacy Technician Certification Examination (PTCE). Throughout the course, the students review the essential concepts and content covered in four CPhT certification exam domains: medication (drugs and drug therapy), pharmacy laws and regulations, patient medication safety and quality assurance, and prescription/medication processing and dispensing. The course includes electronic practice exams that mimic the certification exam format and exam requirements. Additionally, the student will practice the common tasks and duties of a pharmacy technician in hospital and retail pharmacy settings, including the use of an Electronic Health Record (EHR) system.

Prerequisite(s): AHP1000, AHP1010, PHT1002, PHT1012, PHT1016, PHT1022, PHT1024, PHT1032

Class Type(s): (B) Blended (R) Residential

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**PHT 1055 Pharmacy Technician Externship**

4 Credit Hours      180 Contact Hours

This 180-hour module is designed to provide the student with supervised, practical, hands-on, and observational experiences in the working pharmacy. Students will be expected to gain experience in a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to “on-the-job” experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation and distribution utilized by participating sites.

Prerequisite(s): Successful completion of PHT coursework

Class Type(s): (W) Work-based experience

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**PRN 0100 Introduction to Practical Nursing (Includes Lab)**

4 Credit Hours      75 Contact Hours

This course provides an introduction to common medical terminology alongside conducting physical assessments of clients. Basic mathematical concepts are covered as they apply to drug calculations and the fundamentals of medication administration. The course also explores psychological theories and concepts to support the development of therapeutic communication skills and effective data collection through client interviews. Additionally, topics related to ethnicity, cultural diversity, and the ethical and legal responsibilities of the practical nurse are introduced to prepare students for competent and compassionate practice.

Prerequisite(s): None

Class Type(s): (R) Residential

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**PRN 0150 Fundamentals of Nursing (includes Clinical)**

7 Credit Hours      195 Contact Hours

This course introduces the student to the integrated process and basic concepts of client needs across the lifespan, including the family, and community. Emphasis is given to developing communication skills and coordinating care with other health providers. Focus will be placed on LPN’s role in the health care team and legal aspects of practice. The nursing process and evidence-based practice are taught in detail as bases of nursing practice. Basic concepts of health, wellness, illness, safe and effective care environment, which incorporates patient advocacy, concepts of management and supervision, legal responsibilities, establishing priorities, and referral process are discussed. The nursing practice of informatics and documentation are integrated into the care of clients, family, and community. Basic nursing skills are also taught in this course, including practicing aseptic techniques and ways to prevent the spread of infection, assisting clients in performing activities of daily living and personal care, performing wound care, collecting laboratory specimens, and performing basic laboratory tests. Students are prepared for the NCLEX-PN Exam using the NCSBN NCLEX\_PN Blueprint as a guide.

Prerequisite(s): BIO0185 and PRN0100

Class Type(s): (R) Residential

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**PRN 0250 Pharmacology**

3 Credit Hours      45 Contact Hours

This course introduces the student to basic principles of pharmacology and safety administration of medication throughout the client's lifespan. A review of the body structure and function as well as legal aspects of nursing practice will be reviewed. Basic pharmacological concepts of pharmacodynamics and pharmacokinetics will be discussed as bases in medication administration to all categories of clients, from pregnancy, newborn, pediatrics, and geriatrics, using the nursing process and evidence-based nursing practice. The course will cover medication classifications for common medical-surgical conditions, diseases and illnesses including contraindication, side effects, adverse effects, and most importantly nursing care and management of clients taking the medications, drugs, and herbal preparations. Students are prepared for the NCLEX-PN Exam using the NCSBN NCLEX\_PN Blueprint as a guide.

Prerequisite(s): BIO1085, PRN0150

Class Type(s): (R) Residential

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**PRN 0300 Medical-Surgical Nursing I (includes Lab)**

4 Credit Hours      75 Contact Hours

This course introduces the student to basic concepts of health and wellness. A review of the principles of legal and ethical issues, nurse-client relationship, interviewing and physical and the provision of culturally sensitive care is conducted. Leadership roles and health care settings where nurses' expertise and caring skills are provided are elaborated. Knowledge of the nursing process is reinforced and integrates pharmacological concepts in caring for clients. Managing clients with pain, infection, and those needing perioperative or end of life care are delved into. Rationales are explained in depth about fluid and electrolyte imbalances when caring for clients with acid-based imbalances. The course also introduces the student to the assessment and care of clients with integumentary and musculoskeletal, male and female reproductive system disorders including breast conditions using the nursing process and clinical judgment model. Students are prepared for the NCLEX-PN Exam using the NCSBN NCLEX\_PN Blueprint as a guide.

Prerequisite(s): BIO1085, PRN0150, PRN0250

Class Type(s): (R) Residential

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**PRN 0350 Medical Surgical Nursing II (includes Clinical)**

8 Credit Hours      210 Contact Hours

The course introduces the student to the assessment and care of clients with cardiovascular, respiratory, gastrointestinal, and endocrine systems illnesses, and disorders using the nursing process and clinical judgment model. The course reinforces concepts previously learned, namely, basic concepts of health and wellness, fluid and electrolyte balance, pain and discomfort, nutrition, oxygenation, and perfusion. A review of the principles of legal and ethical issues, nurse-client relationship, interviewing and physical and the provision of culturally sensitive care is conducted. Leadership roles and health care settings where nurses' expertise and caring skills are provided are elaborated. Knowledge of the nursing process is reinforced and integrates pharmacological concepts in caring for clients. Students are prepared for the NCLEX-PN Exam using the NCSBN NCLEX\_PN Blueprint as a guide.

Prerequisite(s): BIO1085, PRN0100, PRN0150, PRN0250, PRN0300

Class Type(s): (R) Residential

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**PRN 0450 Maternity & Pediatrics (includes Clinical)**

8 Credit Hours      180 Contact Hours

This course provides students with a comprehensive understanding of pregnancy, childbirth, and postpartum care. Emphasis is placed on delivering safe and effective care to postnatal women, newborns, and pediatric clients. Students will also explore specialized obstetric and gynecological conditions, including the use of contraceptives. Additionally, the course introduces the care of obstetric, newborn, and pediatric clients with selected illnesses and disorders across various healthcare settings. Preparation for the NCLEX-PN® exam is integrated throughout the course, guided by the NCSBN NCLEX-PN Test Plan.

Prerequisite(s): BIO1085, PRN0100, PRN0150, PRN0250, PRN0300, PRN0350

Class Type(s): (R) Residential

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**PRN 0550 Medical Surgical Nursing III (includes Clinical)**

7 Credit Hours      165 Contact Hours

The course introduces the student to the assessment and care of clients with hematological, sensory, neurological systems, immunity disorders including HIV-AIDS, and cancers using the nursing process and clinical judgment model. The course reinforces concepts previously learned, namely, basic concepts of health and wellness, fluid and electrolyte balance, pain and discomfort, patient safety, infection control, and physiological adaptation. A review of the principles of legal and ethical issues, nurse-client relationship, interviewing and physical and the provision of culturally sensitive care is conducted. Leadership roles and health care settings where nurses' expertise and caring skills are provided are elaborated. Knowledge of the nursing process is reinforced and integrates pharmacological concepts in caring for clients. Students are prepared for the NCLEX-PN Exam using the NCSBN NCLEX\_PN Blueprint as a guide.

Prerequisite(s): BIO1085, PRN0100, PRN0150, PRN0250, PRN0300, PRN0350

Class Type(s): (R) Residential

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**PRN 0650 Mental Health Nursing**

5 Credit Hours      135 Contact Hours

This course enhances the knowledge, skills, and competencies of practical nursing students in delivering safe and effective care to clients across the lifespan who face challenges related to psychological integrity. Emphasis is placed on the role of the Licensed Practical Nurse (LPN) in promoting and supporting the emotional, mental, and social well-being of clients. Students will be introduced to foundational mental health concepts, with a focus on providing basic care to clients with neurological and psychological disorders. The course covers a broad range of topics including common mental health conditions, substance use disorders, domestic abuse and violence, crisis intervention, stress management, and suicide risk assessment. Instruction is aligned with the National Council of State Boards of Nursing (NCSBN) NCLEX-PN Test Plan to support student preparation for the NCLEX-PN examination.

Prerequisite(s): BIO1085, PRN0100, PRN0150, PRN0250, PRN0300, PRN0350

Class Type(s): (R) Residential

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**PRN 0750 Practical Nursing Capstone (includes Clinical)**

7 Credit Hours      165 Contact Hours

This comprehensive capstone course provides students with the opportunity to integrate and apply all previously learned nursing concepts in preparation for entry into professional practice. Emphasis is placed on the development of clinical judgment and the ability to provide safe, competent, and holistic care to clients across the lifespan in a variety of healthcare settings.

Students will synthesize knowledge, skills, and competencies acquired throughout the program, identifying areas for further development. The course focuses on the application of the nursing process, client-centered care, and the principles of quality and safety in healthcare. Content areas reviewed include Medical-Surgical Nursing; Obstetrics and Pediatrics; Geriatrics and Family Health; Community Health Nursing; Interpersonal Relationship Skills; Mental Health Concepts; Pharmacology and Medication Administration; Legal and Ethical Aspects of Practice; Leadership and Professional Role Development; Personal and Professional Growth. In addition, the course includes mandated content on: Prevention of Medical Errors; Florida Laws and Rules; Recognizing Impairment in the Workplace; Domestic Violence; HIV/AIDS; Human Trafficking. This course is designed to comprehensively prepare students for the NCLEX-PN examination and transition into practical nursing roles with confidence and competence.

Prerequisite(s): BIO1085, PRN0100, PRN0150, PRN0250, PRN0300, PRN0350, PRN0550, PRN0650

Class Type(s): (R) Residential

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**PSL 2012 General Psychology**

3 Credit Hours      45 Contact Hours

This course provides broad coverage of the current body of knowledge of the science of psychology, including basic concepts, methods, theories, and applications that constitute the discipline. Students will learn how cognitive, emotional, physical, social, and psychological processes influence their lives, chosen areas of study, and careers. Students will apply the skills of critical thinking, observation, and information gathering and analysis as they examine psychological phenomena. Upon successful course completion, students will be able to use fundamental psychological theories to build better self-awareness and understanding of human behavior, as well as how to apply psychological knowledge to specific issues that nurses work on within their professional capacity.

Prerequisite(s): None

Class Type(s): (O) Live Online (R) Residential

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**SAS 1000 Strategies for Academic Success**

2 Credit Hours      30 Contact Hours

This course aims to enhance the academic success of nursing students through effective learning strategies and skills vital in healthcare education. It incorporates principles of adult learning, cognitive psychology, and practical approaches relevant to nursing studies. The course focuses on building skills in critical thinking, time management, effective communication, and resilience, which are essential for navigating the challenges of nursing education. It also emphasizes the importance of self-care in maintaining personal and professional well-being.

Prerequisite(s): None

Class Type(s): (O) Live Online

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## ADMINISTRATION

President	Denyse Antunes
Sr. Executive Vice President	Gretel Chong
Vice President, Regulatory Affairs	Carlos Rodanes
Sr. Director, Student Finance	Leslie- Ann Matthews-Theroulde
Director of Curriculum, Instruction, and Assessment	Lana Mett, EdD, MS

### *Nursing Education Unit*

Dean of Nursing Education	Maria Walwema, PhD, RN, MSN-NHCE
Director of Nursing- Miramar Campus	Kellany Cadogan, DNP, MSN, APRN
Director of Nursing- Miami Campus	Sharon Rodriguez, DNP, MSN Ed, RN
Associate Director, Clinical Learning	Rino Vid Ecle, MSN-FNP, RN
Associate Director, Clinical Partnerships	Eva Cabrera, MS
Administrative Assistant	Armelle Saintil
Program Support Coordinator	Michelle Del Rey

### *Main (Miami) Campus*

Campus President	Gretel Chong
Director of Academic Operations	Frank Castro, MSN, FNP-APRN
Director of Nursing	Dr. Sharon Rodriguez
Senior Registrar	Brenda Cartaya
Student Registration Coordinator	Dayana Cordova
Senior Success Coach	Daniela Cortes
Associate Director, Student Finance	Yesenia Hoayeck
Sr. Officer, Student Finance	Arlett Cabrera
Associate Director, Student Accounts	Luisa Enriquez
Assistant Director, Enrollment Services	Barbara Rodriguez
Assistant Director, Enrollment Services	Priscilla Pastora
Enrollment Services Representative	Yanisleydi Marco
Enrollment Services Representative	Alma Riol
Associate Director, Career Services	Tatiana Mendez
Career Services, Assistant Manager	Joel Valmana
IT Security Administrator	Yeny Montelier
IT Support Specialist	Erik Jiminez

**Miramar Campus**

(Interim) Campus President	Denyse Antunes
Director of Academic Operations	Bronson Boufford
Director of Nursing	Dr. Kellany Cadogan
Registrar	Naoribi Collado
Student Registration Coordinator	Tiffany Achilles
Success Coach	Chloe Brown
Associate Director, Student Finance	Reeshma Suckoo
Student Finance Officer	Bibiana Catolico
Director of Enrollment Services	Mark Powell
Assistant Director, Enrollment Services	Mechelle Permenter
Assistant Director, Enrollment Services	Olivier Toussaint
Enrollment Services Representative	Deserie Hart
Enrollment Services Representative	Briana Thomas
Enrollment Services Representative	Ana Bandera
Associate Director, Career Services	Vanessa Perez-Kalin
Career Services Advisor	Alesandra Carpio
Officer, Student Accounts	Open
IT Support Specialist	Trevan Smith

## FACULTY

FVI School of Nursing and Technology employs qualified faculty with the education, licensure, and professional experience required to teach in their assigned subject areas. Faculty are selected based on academic preparation, industry expertise, and demonstrated instructional ability. Faculty who teaches online or hybrid courses complete mandatory training in learning management systems and distance delivery.

All faculty completes a minimum of eight (8) hours of annual professional development related to teaching responsibilities, consistent with ACCSC Standards. Faculty assignments may change based on program needs. The Academic Department maintains the most current roster.

### Adjunct Nursing Clinical Instructors

FVI utilizes qualified adjunct nursing clinical instructors to support delivery of clinical and laboratory instruction in the associate degree in nursing and Practical Nursing programs. Adjunct clinical instructors meet the same credential, licensure, and professional experience requirements as full-time nursing faculty and are approved by the Nursing Department prior to assignment. These instructors provide direct supervision of students in clinical and skills-based settings, maintain compliance with Board of Nursing and program standards, and ensure that students are taught and evaluated according to established courses and clinical objectives. Adjunct clinical faculty assignments may vary by term based on program and clinical site needs.

## GENERAL EDUCATION FACULTY

### **Beneckson, Robert, MS**

Courses Taught: Psychology, Strategies for Academic Success

Highest Credential: Master of Science, Clinical Psychology – Nova Southeastern University

### **Cortes, Mercedes**

Courses Taught: English Composition, Human Diversity, Strategies for Academic Success

Highest Credential: M.Ed. Curriculum & Instruction/Reading – Concordia University

### **Davila, Jesus, MD**

Courses Taught: Anatomy & Physiology, Microbiology

Highest Credential: Physician Surgeon (MD) – Central University of Venezuela; Postgraduate Fellow, Institute of Neurology, University of London

### **Gordon, Linda, PhD**

Courses Taught: Human Diversity, College Mathematics, English Composition

Highest Credential: PhD, Curriculum & Instruction – Florida Atlantic University

### **Lozano, Bellaida, MD**

Courses Taught: Anatomy & Physiology, Microbiology

Highest Credential: Doctor of Medicine – Universidad Carabobo

## **NURSING FACULTY – ASSOCIATE DEGREE IN NURSING**

### **Boada, Christian, BSN, RN**

Area of Expertise: Mental Health, Nurse Educator, Clinical Educator, Medical–Surgical, Pharmacology

Highest Credential: Bachelor of Science in Nursing – Miami Regional University

Licensure/Certifications: Registered Nurse (FL)

### **Degand, Petty, MSN, APRN-C, RN**

Area of Expertise: Labor and Delivery, Nursery, Neonatal Intensive Care Unit, Medical–Surgical

Highest Credential: Master of Science in Nursing – Chamberlain College of Nursing

Licensure/Certifications: APRN-C, Registered Nurse (FL)

### **Georges, Yvanessa, PhD, MSN, BSN**

Area of Expertise: Long-term Care, Community Health Nursing, Medical–Surgical Nursing, Nursing Education, Nursing Leadership and Management

Highest Credential: Doctor of Nursing Practice – Barry University

Licensure/Certifications: Registered Nurse (FL)

### **Harris, Peronita, MSN, RN-BC, CNE**

Area of Expertise: Cardiovascular Nurse, Medical–Surgical Nursing, Nursing Education

Highest Credential: Master of Nursing in Education – Florida Atlantic University

Licensure/Certifications: Registered Nurse (FL), CNE

### **Izaguirre, Isael, BSN, RN**

Area of Expertise: ER, Hospice Care, Case Management, LTC, Senior Management Leadership

Highest Credential: Bachelor of Science in Nursing – ISCMH Havana

Licensure/Certifications: Registered Nurse (FL)

### **Jothikumar, Ramola, MSN, RN, CCRN**

Area of Expertise: Cardiovascular ICU, Nursing Leadership and Management

Highest Credential: Master of Science in Education – Post University

Licensure/Certifications: Registered Nurse (FL), CCRN

### **Martynyak, Kateryna, BSN, RN**

Area of Expertise: Obstetric, Labor and Delivery, Neonatal Intensive Care Unit

Highest Credential: Bachelor of Science in Nursing – MEDYK Medical College

Licensure/Certifications: Registered Nurse (FL)

### **Mathis Tice, Deborah, MSN-Ed, RN**

Area of Expertise: Capstone, Fundamentals, Medical–Surgical

Highest Credential: Master of Science in Nursing Education – University of Phoenix

Licensure/Certifications: Registered Nurse (FL)

**Mathis, Evelyn, DNP, MSN-Ed, APRN, FNP-C, PMHNP-BC**

Area of Expertise: Psychiatric Mental Health, Family Medicine, Emergency Room Nursing, Pediatrics, Nursing Education, Neuroplasticity-Based Learning

Highest Credential: Doctor of Nursing Practice – Chamberlain University

Licensure/Certifications: APRN, FNP-C, PMHNP-BC, RN (FL)

**Milhomme, Enide, MSN, APRN-BC, RN**

Area of Expertise: Fundamentals, Medical–Surgical

Highest Credential: Master of Science in Nursing – Florida International University

Licensure/Certifications: APRN-BC, RN (FL)

**Perez, Eddy, MSN, APRN, FNP-C, MD**

Area of Expertise: Nurse Educator, Pharmacology, Health Assessment, Fundamentals, Mental Health, Medical–Surgical

Highest Credential: Master of Science in Nursing – Florida National University

Licensure/Certifications: APRN, FNP-C, RN (FL)

**Perez, Elisabeth, MSN, APRN-BC, FNP-C**

Area of Expertise: Medical–Surgical Nursing, Nurse Practitioner, Nurse Educator, Youth Leader

Highest Credential: Master of Science in Nursing – Florida National University

Licensure/Certifications: APRN-BC, FNP-C

**Perez de Salazar, Mercedes, EdD, DNP, MBA, CPHQ, CHSP, CPPS, RN**

Area of Expertise: Administration, ER, Psychiatry, Med Surg, Interventional, Pediatrics

Highest Credential: Doctor of Nursing Practice – University of Miami

Licensure/Certifications: Registered Nurse (FL)

**Rose, Lisa, DNP, MSN, MBA-HC, FNP-BC, RN, CDS**

Area of Expertise: Emergency Room Nurse, Fundamentals, Medical–Surgical, Pediatric Nursing, Education, Nursing Leadership and Management

Highest Credential: Doctor of Nursing Practice – Nova Southeastern University

Licensure/Certifications: FNP-BC, Registered Nurse (FL)

**Sheriff, June, MSN-Ed, CCRN, RN**

Area of Expertise: Cardiovascular Intensive Care Unit, Neonatal Intensive Care Unit, Surgical Intensive Care Unit

Highest Credential: Master of Science in Nursing Education – Chamberlain University

Licensure/Certifications: Registered Nurse (FL), CCRN

**Simoy Stuebe, Elena, MSN-Ed, BSN, RN, CCRN**

Area of Expertise: Telemetry, Intensive Care Unit

Highest Credential: Master of Science in Nursing Education – Nova Southeastern University

Licensure/Certifications: Registered Nurse (FL), CCRN

**Teran, Doris, DNP, APRN, NP-C, RN**

Area of Expertise: Perioperative Nurse, Pediatric Transplant Surgical Unit, Nursing Leadership, AGPCNP, Nursing Education

Highest Credential: Doctor of Nursing Practice – Palm Beach Atlantic University

Licensure/Certifications: APRN, NP-C, RN (FL)

**Thompson-Ingleton, Beverley, DNP, MSN-Ed, RN**

Area of Expertise: Medical-Surgical/Telemetry/Stepdown Nursing, Geriatrics, Emergency Department, Community Health Nursing, Nursing Leadership, Nursing Education

Highest Credential: Doctor of Nursing Practice – Chamberlain University

Licensure/Certifications: Registered Nurse (FL)

**Umbac, Maria Cristina, MSN, APRN, FNP-C**

Area of Expertise: Family Nurse Practitioner

Highest Credential: Master of Science in Nursing – University of Miami

Licensure/Certifications: APRN, FNP-C

**Vasalas, Laura, BSN, ARNP**

Area of Expertise: Clinical Manager, Acute Care, Recovery/Surgical Services, Mental Health, Med-Surg, Telemetry

Highest Credential: Bachelor of Science in Nursing – Broward College

Licensure/Certifications: ARNP, RN (FL)

**Velasquez, Alba, MSN-Ed, RN**

Area of Expertise: Medical–Surgical Nursing, Hematology-Oncology, Pediatric Nursing, Nursing Education

Highest Credential: Master of Science in Nursing Education – Chamberlain University

Licensure/Certifications: Registered Nurse (FL)

**NURSING FACULTY – PRACTICAL NURSING**

**Alonso, Sonia**

Courses Taught: Pharmacology; Medical-Surgical Nursing I

Highest Credential: Master's in nursing

Licensure: Registered Nurse (FL)

**Chong, Alejandro**

Courses Taught: Introduction to Practical Nursing (Didactic and Labs)

Highest Credential: Master's in nursing

Licensure: Registered Nurse (FL)

**Lewis, Tara, RN**

Courses Taught: Intro to PN Labs; Fundamentals Labs

Highest Credential: Associate Degree in Nursing – FVI

Licensure: Registered Nurse (FL)

**Montagna, Gennaro, BSN**

Courses Taught: Anatomy & Physiology with Lab; Intro to PN (Didactic/Labs)

Highest Credential: Bachelor of Science in Nursing

Licensure: Registered Nurse (FL)

**Turino, Grethel, FNP-C, MSN**

Courses Taught: Fundamentals of Nursing (Didactic & Clinical)

Highest Credential: Master of Science in Nursing – FNP-C

Licensure: APRN–FL

**Solorzano, Livan, BSN**

Courses Taught: Introduction to PN Labs; Fundamentals Labs and Clinical

Highest Credential: Bachelor of Science in Nursing

Licensure: Registered Nurse (FL)

**ALLIED HEALTH FACULTY**

***Medical Assistant, Patient Care Technician, Nursing Assistant/Home Health Aide, Pharmacy Technician***

**Adsungur, Lori, LPN**

Courses Taught: Nursing Assistant/HHA, Patient Care Technician

Highest Credential: Practical Nursing Diploma – McFatter Technical College

Licensure: Licensed Practical Nurse (FL)

**Arishee, Haasan**

Courses Taught: Medical Assistant

Highest Credential: Associate of Science in Medical Assisting – Florida Career College

**Bello, Maria**

Courses Taught: Medical Assistant

Highest Credential: Medical Coding & Billing Specialist Diploma

Certifications: NAHP – EKG

**Calle, Juan Carlos, MD**

Courses Taught: Medical Assistant

Highest Credential: Doctor of Medicine – University of Havana

**Elvirez, Yurienys**

Courses Taught: Nursing Assistant/HHA, Patient Care Technician

Highest Credential: Bachelor's in education.

**Espinosa, Andreina**

Courses Taught: Medical Assistant, Professional Development

Highest Credential: Bachelor of Business Administration – Nova Southeastern University

**Gallostra, Carlos, LPN**

Courses Taught: Nursing Assistant/HHA, Patient Care Technician

Highest Credential: Practical Nursing Diploma – Robert Morgan Technical College

**Gomez, Jorge, BS**

Courses Taught: Medical Assistant

Highest Credential: Bachelor of Science in Nutrition – Kaplan University

**Gooden, Sarah, CNA**

Courses Taught: Nursing Assistant/HHA

Highest Credential: Patient Care Technician Diploma – Florida Career College

**Herrero, Daisy**

Courses Taught: Medical Assistant

Highest Credential: Associate of Arts, Medical Assistant – Montgomery College

**Lopez, Venus**

Courses Taught: Pharmacy Technician

Highest Credential: Pharmacy Technician Diploma – National School of Technology

Licensure: Registered Pharmacy Technician (FL)

**Perez, Rolando, MD**

Courses Taught: Medical Assistant

Highest Credential: Doctor of Medicine – Central University of Venezuela

**Pepper, Sandra**

Courses Taught: Pharmacy Technician, Professional Development

Highest Credential: Pharmacy Technician Diploma – Everest

Certifications: Certified Pharmacy Technician (PTCB); Registered Pharmacy Technician (FL)

**Rivera, Marcos**

Courses Taught: Pharmacy Technician

Highest Credential: Bachelor of Science in Education – Miami Dade College

Certifications: Certified Pharmacy Technician (CPhT)

**Susarte Alonso, Maria del Pilar, MD**

Courses Taught: Medical Assistant

Highest Credential: Doctor of Medicine – University of Havana

**Padilla Marquez, Randy, MD, RMA**

Courses Taught: Medical Assistant

Highest Credential: Doctor of Medicine – Faculty of Medical Sciences of Guantánamo

**Clavijo Morell, Jessica, MD**

Courses Taught: Medical Assistant

Highest Credential: Doctor of Medicine – University of Havana

**Santiesteban, Yurien**

Courses Taught: Pharmacy Technician

Highest Credential: Certified Pharmacy Technician

**Orozco Avila, Alexis, MD**

Courses Taught: Medical Assistant

Highest Credential: Doctor of Medicine – University of Havana

**Lorenzo Leon, Rolando**

Courses Taught: Patient Care Technician/ Nursing Assistant/HHA

Highest Credential: Medical Assistant Diploma – Solidaridad Sin Fronteras

**Barranco, Mariely**

Courses Taught: Nursing Assistant, Patient Care Technician

Highest Credential: CNA and PCT Diplomas – FVI

**Nina, Dayanna**

Courses Taught: Medical Assistant

Highest Credential: Associate of Science, Medical Assistant Technology–Florida National College

Certifications: NAHP–CMA; BLS Instructor

**Hernandez Moreno, Miglenis**

Courses Taught: Patient Care Technician/ Nursing Assistant/HHA

Highest Credential: PCT, CNA, EKG – FVI/NPTI

**Acosta Victoria, Herlis**

Courses Taught: Patient Care Technician courses

Highest Credential: CNA and PCT Diplomas – ITC

***Emergency Medical Technician Program*****Bernstein, Peter**

Courses Taught: Emergency Medical Technician

Highest Credential: Associate of Science - Emergency Management

Certifications: Florida Paramedic (PMD), American Heart Association BLS, ACLS (Advanced Cardiac Life Support), PALS (Pediatric Advanced Life Support) Provider and Instructor, Florida EMS Level A & B Instructor.

**Eguino, Kristian Carlos**

Courses Taught: Emergency Medical Technician

Highest Credential: Bachelor of Science - Public Administration

Certifications: Florida Paramedic (PMD), American Heart Association BLS, ACLS, PALS Provider and Instructor, Florida EMS Level A & B Instructor.

**Martinez, Carlos**

Courses Taught: Emergency Medical Technician

Highest Credential: Bachelor of Science - Fire Science

Certifications: Florida Paramedic (PMD), American Heart Association BLS, ACLS, PALS Provider and Instructor, Florida EMS Level A & B Instructor.

**Martinez, Emilio**

Courses Taught: Emergency Medical Technician

Highest Credential: Bachelor of Science - Disaster Management

Certifications: Florida Paramedic (PMD), American Heart Association BLS, ACLS, PALS Provider and Instructor, Florida EMS Level A & B Instructor.

**Perez, Christina**

Courses Taught: Emergency Medical Technician

Highest Credential: Bachelor of Science - Family and Child Sciences

Certifications: Florida Paramedic (PMD), American Heart Association BLS, ACLS, PALS Provider and Instructor, Florida EMS Level A & B Instructor.

**Perez, Daniel**

Courses Taught: Emergency Medical Technician

Highest Credential: Bachelor of Science - Disaster Management

Certifications: Florida Paramedic (PMD), American Heart Association BLS, ACLS, PALS  
Provider and Instructor, Florida EMS Level A & B Instructor.

**Sola, David**

Program Director & Lead EMT Instructor

Courses Taught: Emergency Medical Technician

Highest Credential: Master of Public Administration (MPA)

Certifications: Florida Paramedic (PMD), American Heart Association BLS, ACLS, PALS  
Provider and Instructor, Florida EMS Level A & B Instructor.

## Academic Start & End Dates

*FVI reserves the right to cancel start dates based on the number of registered students.*

### Associate of Science in Nursing – 90 Instructional Weeks

Term Start Date	Expected Graduation Date
9/2/2025	08/15/2027
1/5/2026	12/12/2027
5/4/2026	4/16/2028
08/31/2026	8/13/2028

### Practical Nursing – 72 Instructional Weeks

Term Start Date	Exp Grad Date
7/28/2025	01/25/2027
9/30/2025	03/30/2027
12/3/2025	06/01/2027
2/18/2026	08/08/2027
6/29/2026	12/19/2027
11/09/2026	05/14/2028

### MA (Medical Assistant) and PHT (Pharmacy Technician) - 36 Instructional Weeks

Term 1 Start	Term 2 Start	Exp. Grad Date
09/09/2025	01/27/2026	06/03/2026
09/30/2025	02/18/2026	06/25/2026
10/21/2025	03/11/2026	07/21/2026
11/11/2025	04/01/2026	08/11/2026
12/03/2025	04/22/2026	09/01/2026
01/05/2026	05/13/2026	09/23/2026
01/27/2026	06/08/2026	10/15/2026
02/18/2026	06/29/2026	11/05/2026
03/11/2026	07/22/2026	11/30/2026
04/01/2026	08/12/2026	12/21/2026
04/22/2026	09/02/2026	01/25/2027
05/13/2026	09/28/2026	02/16/2027
06/08/2026	10/19/2026	03/10/2027
6/29/2026	11/9/2026	3/30/2027
7/22/2026	12/1/2026	4/20/2027
8/12/2026	1/4/2027	5/11/2027
9/2/2026	1/26/2027	6/1/2027

**PCT (Patient Care Technician) - 30 Instructional Weeks**

Term 1 Start	Term 2 Start	Exp. Grad Date
11/11/2025	03/11/2026	06/03/2026
12/03/2025	04/01/2026	07/21/2026
01/05/2026	04/22/2026	08/11/2026
01/27/2026	05/13/2026	09/01/2026
02/18/2026	06/08/2026	09/23/2026
03/11/2026	06/29/2026	10/15/2026
04/01/2026	07/22/2026	11/05/2026
04/22/2026	08/12/2026	11/30/2026
5/13/2026	9/2/2026	12/21/2026
6/8/2026	9/28/2026	1/25/2027
6/29/2026	10/19/2026	2/16/2027
7/22/2026	11/9/2026	3/9/2027
8/12/2026	12/1/2026	3/30/2027
9/2/2026	1/4/2027	4/20/2027

**NA/HHA (Nursing Assistant/ Home Health Aide) - 9 weeks**

Start Date	Exp Grad Date
10/20/2025	12/23/2025
01/27/2026	03/31/2026
03/24/2026	05/26/2026
05/19/2026	07/21/2026
07/14/2026	09/15/2026
09/08/2026	11/9/2027
11/03/2025	01/14/2027

**EMT (Emergency Medical Technician) - 16 weeks**

Start Date	Exp Grad Date
10/27/2025	02/28/2026
01/5/2026	04/25/2026
03/02/2026	06/15/2026
04/27/2026	08/15/2026
06/22/2026	10/10/2026
08/17/2026	12/05/2026
10/12/2026	02/13/2027

**Nursing RN Remedial Course**

Start Date	Exp Grad Date
10/06/2025	01/31/2026
02/02/2026	4/25/2026
05/04/2026	07/25/2026
08/03/2026	10/24/2026

## 2025-26 NURSING DEGREE SCHOOL CALENDARS

	Day of Week	Date	Classes
Fall 2025 Term Start	Tuesday	September 2, 2025	First Day of Term
Thanksgiving Holiday	Thur./Fri.	November 27-28, 2025	None
Fall 2025 Term End	Sunday	December 14, 2025	Last Day of Term
Make Up Week	Mon-Fri	December 15-21, 2025	As needed
Winter Break Start	Monday	December 22, 2025	None
Winter Break End	Sunday	January 4, 2026	None
Spring 2026 Term Start	Monday	January 5, 2026	First Day of Term
Martin Luther King Day	Monday	January 19, 2026	None
Washington Birthday	Monday	February 16, 2026	None
Spring 2026 Term End	Sunday	April 19, 2026	Last Day of Term
Make Up Week	Mon-Fri	April 20-27, 2026	As needed
Summer 2026 Term Start	Monday	May 4, 2026	First Day of Term
Memorial Day	Monday	May 25, 2026	None
Independence Day	Friday	July 3, 2026	None
Summer 2026 Term End	Sunday	August 16, 2026	Last Day of Term
Labor Day	Monday	September 7, 2026	None

## 2025-26 GENERAL SCHOOL CALENDARS

***No classes will be offered in the observance of the following holidays. School departments may operate on a limited schedule.***

Holiday Name	Day of Week	Date
Thanksgiving Day (Observed)	Thursday	November 27, 2025
Thanksgiving Day (after)	Friday	November 28, 2025
Christmas Day (Observed)	Thursday	December 25, 2025
Christmas Day (after)	Friday	December 26, 2025
New Year's Day (Observed)	Thursday	January 1, 2026
AHP Winter Break Start	Friday	December 24, 2025
AHP Winter Break End	Sunday	January 4, 2026
Martin Luther King Day	Monday	January 19, 2026
Washington Birthday	Monday	February 16, 2026
Memorial Day (Observed)	Monday	May 25, 2026
Juneteenth Day	Thursday	June 19, 2026
Independence Day (Observed)	Friday	July 3, 2026
Labor Day (Observed)	Monday	September 7, 2026

## 2026 Teaching Planning Days

- Monday, January 19, 2026
- Monday, February 16, 2026
- Thursday, June 19, 2026

Class schedules are subject to change without notice.

- Current students will not be affected by any program change or cancellation.
- School closures for inclement weather will follow public school closures for Miami-Dade or Broward County.
- It is the student's responsibility to apply for graduation according to the deadlines published in the School Calendar.