



## SCHOOL CATALOG

Effective October 26, 2023  
Updated October 16, 2023

The Distance Education application has been given final approval status as of October 2022. We have the Board of Nursing and Texas Workforce Commission approvals for a hybrid VN program. We had our final outcome report and revalidation survey/distance ed. approval from the Council of Occupational Education (COE). The VN Program is approved as a hybrid program by TBON, COE, and TWC.

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

The school is withdrawing from COE Accreditation on 11/4/2023.  
The school will have a change in ownership to Graduate of America on 11/20/2023.

**Volume XI**  
**11201 Steeple Park Drive**  
**Houston, Texas 77065**  
**832-237-2525**

**Dallas Location**  
**3939 Beltline Drive Suite 540 and 550**  
**Addison, Texas 75001**

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## **SCHOOL APPROVAL & REGULATION & MISSION STATEMENT**

The Vocational Nursing Institute, Inc. is a career school as defined by Texas law. The school provides training and licensure preparation for Licensed Vocational Nursing candidates. Students completing the course are prepared to take the National Council of Licensure Examination for Practical Nurses (NCLEX- PN) to become a Licensed Vocational Nurse.

The Vocational Nursing Institute, Inc. holds a Certificate of Approval from the Texas Workforce Commission to operate a career/college school and is approved to provide /conduct a hybrid Vocational Nursing/Education Program by the Texas Board of Nursing (TBON), the accreditor, and Texas Workforce Commission. The school is approved by the Department of Education for Pell Grants, Campus Based Funds, and Direct Student Loans. The school became Title IV approved effective 2-28-15. The school completed its first step of the reaffirmation survey with the Council of Occupational Education (COE) April 16, 2021, and had a follow up on the ground survey as directed by the Department of Education in February 2022 and was reaffirmed in April of 2022 for 36 months. The next tri-ennial survey is due in December 2023 covering 2020-2022. Council on Occupational Education 7840 Roswell Road Building 300 Suite 325 Atlanta, GA 30350 Telephone: 770-396-3898 Fax: 770-396-3790 www.council.org. The school will be selling to Graduate of America on 11/20/2023 and withdrawing from accreditation on 11/4/2023. Graduate of America is MSA accredited and will be taking on the accreditor role for the school.

### **MISSION STATEMENT:**

#### ***Institutional Mission Statement:***

The institutional mission of The Vocational Nursing Institute, Inc. is to prepare students for entry level employment and career advancement.

#### ***Corporate Mission Statement and Goals:***

The Vocational Nursing Institute, Inc. mission is to provide a quality education to its vocational nursing students with a goal of 80% pass rate on the NCLEX-PN licensure exam. In addition, it is the mission of the Vocational Nursing Institute, Inc. to comply with all regulatory body requirements related to a Vocational Nursing school. The Vocational Nursing Institute, Inc. will incorporate the Differentiated Essential Competencies of Graduates of Texas Nursing Programs, Vocational (VN).

The Vocational Nursing Institute, Inc. seeks to provide equal education without regard to sex, age, race, disability, religion, national origin, or any other constitutional or statutory impermissible reason.

#### ***Vocational Nursing Program Mission:***

Our mission is to prepare competent, vocational nurses that are knowledgeable and safe, with a caring attitude, who can provide nursing care and/or coordinate care for clients in a variety of settings. The Vocational Nursing Institute, Inc. is committed to the preparation of individuals who will safely and effectively fill a beginning technical level role as a vocational nurse. Graduate vocational nurses should be prepared to collaborate with other health care professionals in using their skills, knowledge, and understanding for giving safe, quality health care.

### **HISTORY OF THE SCHOOL & ACCREDITATION STATUS**

The Vocational Nursing Institute, Inc. was founded in 2009 by Dr. Kimberley A. Kelly DNP, MSN, BSN, RN, and LNC. It is Dr. Kelly's vision to open a Vocational Nursing School to help others in the Community to become a Vocational Nurse. The school is fully accredited with The Council on Occupational Education (C.O.E.). Council on Occupational Education 7840 Roswell Road Building 300 Suite 325 Atlanta, GA 30350 Telephone: 770-396-3898 Fax: 770-396-3790 [www.council.org](http://www.council.org) The school will be selling to Graduate of America on 11/20/2023 and withdrawing from COE accreditation and moving over to MSA accreditation at that time.

### **FACILITIES & EQUIPMENT**

The Vocational Nursing Institute, Inc. is located at 11201 Steeple Park Drive Houston, Texas 77065. The facilities include the large classroom equipped with desks, whiteboard, television, an overhead projector for computer images, and a computer lab with laptop computers. There is also a clinical skills lab equipped with beds, mannequins, and other necessary nursing equipment. The school has a student break area, telephones for student use, and five restrooms.

**Dallas Location : 3939 Beltline Road Suite 540 and 550 Addison, Texas 75001**

### **OWNER**

The school is a Non-Profit Entity 501 C3 tax exempt and is run by a non-profit board. Dr. Kimberley Kelly, DNP, MSN, BSN, RN, LNC is the President of the Non-Profit Board. There are 8 board members sitting in the seats for the Board of Directors. The board members range from attorneys, nurses, teachers, and business owners. A complete listing is available on the website: [www.vocationalnursinginstitute.com](http://www.vocationalnursinginstitute.com)

The school ownership will be changing on 11/20/2023 to Graduate of America.

**SCHOOL DIRECTOR**

Robin Ferrugia

**ALTERNATE SCHOOL DIRECTOR/DIRECTOR OF EDUCATION/PRESIDENT DEAN/BUSINESS OFFICE MANAGER**

Dr. Kimberley Kelly DNP MSN BSN RN

**PROGRAM DIRECTOR FOR THE VOCATIONAL NURSING PROGRAM:**

Dr. Kimberley Kelly DNP MSN, BSN, RN

**PROGRAM COORDINATOR FOR THE VOCATIONAL NURSING PROGRAM:**

Florence Babalola, RN  
Amalia Keen MSN RN (back up)

A complete listing of all faculty is posted on the school's website located at:  
<http://vocationalnursinginsti-tute.com/about-staff.php>

**EVENINGPART-TIME VN PROGRAM:**

Classes are Monday-Thursday 5:45 – 9pm and 8 hours on Saturdays. (see academic calendar). Generally, it is 91 weeks or 20 months inclusive of breaks and holidays and is 1682 clock hours.

**Clinical Statement:**

I understand most clinical/lab days are on Saturdays for 8 hours in duration. I understand if I miss clinical or am late and sent home that there will be an additional fee of \$40/hour to make up lost clinical hours in order to meet the 522 hours required by the BON in order to graduate. I also agree to maintain all immunizations required up to date so that I am eligible for clinical. If I fail to provide updated immunizations as required and miss clinical, it will be at my additional expense to make up the clinical time prior to graduation at the school's determined schedule for make-up. If a student's health status changes while enrolled (High Risk Pregnancy, medical disorder, injury) and they are not safe or able to meet the physical requirements of a nursing student while enrolled, they may need to drop and join a future cohort.

**TUITION & FEES** Tuition and fees are as follows. Course text is not included. Students will need to order their own eBooks or hard copy books prior to the course beginning. There is no Registration Fee.

**If payment falls on a weekend, it is due the class day before.**

\* Vocational Nurse / Training Course Fee \$28, 500.00

**Payment Types:** Students are encouraged to pay the full tuition upon enrollment. Payment methods accepted are Federal Student Loan, Pell Grants, Workforce Solution grant may pay up to \$6000 towards tuition for those eligible, personal check, cashier's check, MasterCard, American Express, or Visa. No interest is charged. Late fees do apply. A \$95.00 fee is charged per month if tuition is not paid on the 10<sup>th</sup> of the month each month. Workforce money comes after Federal Student Loans. The school has a payment portal on its website at <https://altc-dev.com/online-tuition-payment/>.

**Down Payment:** All students must pay \$2500.00 upon acceptance of enrollment offer. This is paid privately either via a cashier's check, credit card, or personal check. There is a payment portal on the school website located here: <https://altc-dev.com/online-tuition-payment/>

**Monthly Payments:**

**Private Pay no loans no grants:**

- 1) Total tuition minus deposit divided by number of months in the program is payable on the 10th of each month for 18 months. If the student fails to make their payment by the due date they may be terminated from the program. A bursar hold will go into effect, see bursar hold policy located here: <https://vocationalnursinginstitute.com/disclosures.php>
- 2) The school is a vendor with Texas Workforce Solutions where financial grant aid is available for those eligible students.
- 3) The School offers via its website access to apply to Sallie Mae for private loan assistance. Students are encouraged to apply for all loans that they may need while in school.
- 4) The school is approved by the Department of Education for Pell Grants, Campus based funds, and Direct Student Loans subsidized and unsubsidized as qualifiers are met by the student with the Department of Education.

For additional financial assistance please talk to the financial aid coordinator or School Director or click on the "financial" tab on our website at <https://vocationalnursinginstitute.com/tuition-financial-aid.php>

The financial aid department will assist the student with loan packaging, looking at all funding approved, total tuition, and the balance left once the student has applied and been determined to receive potential aid. Aid is not guaranteed.

All tuition must be paid in full to receive an affidavit of graduation from the school.

**LOAN ADJUSTMENTS/PACKAGING MODIFICATIONS:**

Loan package re-calculations are **only offered** at the **end** of Semester I and II for the three semester program. Loan re-calculations will not be done at any other time outside of the end of Semester I and II.

If and when grants or aid come in, the financial aid department MAY re-calculate the monthly payment and do a new contract for loan packaging based upon the balance left and divide that by the total months left in the program to determine a revised monthly payment .

**Bursar Hold:** If a student fails to pay tuition, a bursar hold will be placed on their account and they will lose access to canvas, technology, and resource materials until their past due balance is paid in full. This may cause a student to fail their course or fall behind due to lack of access. See Bursar hold policy under public disclosures on the school website: <https://vocationalnursinginstitute.com/disclosures.php>

**\*INCLUDED IN THE TUITION:**

1. ATI resources
  2. Swift river Technology - simulation
  3. CPR training \*\*\*
  4. Name badge and Patch for scrubs
  5. Clinical Rotation
  6. Classroom Instruction
  7. All final exams including exit predictor test.
  8. 3-day NCLEX review and preparation for NCLEX PN
  9. Test Taking Strategies by ATI
  10. Lab Kit
1. Background Check \*\*\* (all students must have a clear criminal background check prior to starting the program. This is done by VNI. Conviction of a crime as outlined by the TBON may prevent admittance to the school. Vocational Nursing students must be fingerprinted for the Board of Nursing in the State of Texas. This is at their own cost upon enrollment to the school. The school will provide TBON with the enrollment list prior to classes commencing so students have time to get fingerprinting done and blue card applications completed prior to the start of the cohort but must be submitted by the first day of Semester 3 at the latest.
  2. Remediation
  3. Case Studies
  4. ATI or other similar NCLEX preparation technology
  5. Electronic Health Record Technology program

\*\*\* VA does not pay for these items

**SUPPLIES NOT INCLUDED IN COURSE FEES**

*\*Required Preadmission /HESI test \$89.99/student*

*(Note: You must achieve an 80% on this test to qualify for admission within the last 3 years.)*



**\*Required Supplies**

	<b>Estimated Cost:</b>
1. White Duty Shoes – no open toe, clogs, or canvas	\$29.00
2. Watch with a second hand	\$30.00
3. White pantyhose or white ankle length socks	\$ 3.00
4. 3-ring 2” or 3” loose leaf notebook	\$ 3.00
5. Notebook paper	\$ 3.00
6. #2 pencil	\$ .99
7. Pens (black only)	\$ 1.99
8. Highlighter	\$ 2.50
9. Blood pressure cuff and stethoscope	\$39.99
10. Scrubs – Hunter green top and bottoms	\$22.50
11. Laptop, microphone, camera, audio capabilities	\$300.00

Total Estimated Cost:

\$435.97 + \$89.99 for \*HESI test + \$28,530 = \$29,025.96.

**Optional Supplies**

1. Bandage Scissors
2. Nursing Bag

*\*Items are subject to cost change.*

## **DAY VN PROGRAM:**

Classes are Monday-Friday 9:30-4:30 pm with one hour for lunch 12:30-1:30 pm. (see academic calendar) Generally the day program is full-time and runs 61 weeks in length, 1682 clock hours, inclusive of holidays and breaks.

**Clinical Statement**

I understand most clinical/lab days are on Tuesdays and Thursdays. I understand if I miss clinical or am late and sent home that there will be an additional fee of \$40/hour to make up lost clinical hours in order to meet the 522 hours required by the BON in order to graduate. I also agree to maintain all immunizations required up to date so that I am eligible for clinical. If I fail to provide updated immunizations as re- quired and miss clinical, it will be at my additional expense to make up the clinical time prior to graduation at the school's determined schedule for make-up.

**TUITION & FEES**

Tuition and fees are as follows. Course text is not included. There is no Registration Fee. No interest is charged. Late fees do apply.

**If payment falls on a weekend, it is due the class day before.**

\* Vocational Nurse / Training Course Fee \$25, 500.00

**Payment Types:** Students are encouraged to pay the full tuition upon enrollment. Payment methods accepted are Federal Student Loan, Pell Grants, Workforce Solution grant may pay up to \$6000 towards tuition for those eligible, personal check, cashier's check, MasterCard, American Express, or Visa. No interest is charged. Late fees do apply. A \$95.00 fee is charged per month if tuition is not paid on the 10<sup>th</sup> of the month each month. Workforce money comes after Federal Student Loans. The school has a payment portal on its website at <https://altc-dev.com/online-tuition-payment/>.

**Down Payment:** All students must pay \$2500.00 upon acceptance of enrollment offer. This is paid privately either via a cashier's check, credit card, or personal check. There is a payment portal on the school website located here: <https://altc-dev.com/online-tuition-payment/>

**Monthly Payments:**

**Private Pay no loans no grants:**

- 1) \$1642.85 is due monthly commencing on the 10<sup>th</sup> of each month for 14 months. If the student fails to make their payment by the due date they may be terminated from the program. A bursar hold may go into effect, see bursar policy located on the disclosure page here: <https://vocationalnursinginstitute.com/disclosures.php>
- 2) All tuition must be paid in full to receive an affidavit of graduation from the school.
- 3) The school is a vendor with Texas Workforce Solutions where financial grant aid is available for those eligible students.
- 4) The School offers via its website access to apply to Sallie Mae for private loan assistance. Students are encouraged to apply for all loans that they may need while in school.  
Link is here: <https://vocationalnursinginstitute.com/tuition-financial-aid.php>
- 5) The school is approved by the Department of Education for Pell Grants, Campus based funds, and Direct Student Loans subsidized and unsubsidized as qualifiers are met by the student with the Department of Education.

For additional financial assistance please talk to the financial aid coordinator or School Director or click on the "financial" tab on our website at <https://vocationalnursinginstitute.com/tuition-financial-aid.php>

The financial aid department will assist the student with loan packaging, looking at all funding approved, total tuition, and the balance left once the student has applied and been determined to receive potential aid. Aid is not guaranteed.

**LOAN ADJUSTMENTS/PACKAGING MODIFICATIONS:**

Loan package re-calculations are **only offered** at the **end** of Semester I and II for the three semester program. Loan re-calculations will not be done at any other time outside of the end of Semester I and II.

If and when grants or aid come in, the financial aid department MAY re-calculate the monthly payment and do a new contract for loan packaging based upon the balance left and divide that by the total months left in the program to determine a revised monthly payment.

**Bursar Hold:** If a student fails to pay tuition, a bursar hold will be placed on their account and they will lose access to canvas, technology, and resource materials until their past due balance is paid in full. This may cause a student to fail their course or fall behind due to lack of access. See Bursar hold policy under public disclosures on the school website: <https://vocationalnursinginstitute.com/disclosures.php>

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1. ATI resources
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7. All final exams including exit predictor test.
8. 3-day NCLEX review and preparation for NCLEX PN
9. Test Taking Strategies by ATI
10. Lab Kit
11. Background Check \*\*\* (all students must have a clear criminal background check prior to starting the program. This is done by VNI. Conviction of a crime as outlined by the TBON may prevent admittance to the school. Vocational Nursing students must be fingerprinted for the Board of Nursing in the State of Texas. This is at their own cost upon enrollment to the school. The school will provide TBON with the enrollment list prior to classes commencing so students have time to get fingerprinting done and blue card applications completed prior to the start of the cohort but must be submitted by the first day of Semester 3 at the latest.
12. Remediation
13. Case Studies
14. ATI or other similar NCLEX preparation technology
15. Electronic Health Record Technology program

\*\*\* VA does not pay for these items

**SUPPLIES NOT INCLUDED IN COURSE FEES**

**\*Required Preadmission HESI test**

\$89.99/student

nt

*(Note: You must achieve a cumulative score of 80% on this test to qualify for admission.)***\*Required Supplies  
Cost:*****Estimated***

1. White/Black Duty Shoes – no open toe, clogs, or canvas	\$29.00
2. Watch with a second hand	\$30.00
3. White pantyhose or white ankle length socks	\$ 3.00
4. 3-ring 2” or 3” loose leaf notebook	\$ 3.00
5. Notebook paper	\$ 3.00
6. #2 pencil	\$ .99
7. Pens (black only)	\$ 1.99
8. Highlighter	\$ 2.50
9. Blood pressure cuff and stethoscope	\$39.99
10. Scrubs Hunter Green Top and bottom	\$22.50
11. Laptop, camera, audio abilities	\$300.00

Total Estimated Cost:

\$435.97 + \$89.99 for \*HESI test + \$25, 500 = \$26,025.96

***Optional Supplies***

- Bandage Scissors  
3. 2. Nursing Bag

*\*Items are subject to cost change.*

**"Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder."**

**\*Due to COVID19 format for face to face classes may be changed to online using canvas and other lecture platforms. We use live lectures with instructors, not pre-recorded, if we must teach remotely due to the pandemic. This alternate teaching style will be in effect based on the CDC guidelines and the Governor of Texas recommendations.**

**VN (DAY & EVENING ) PROGRAM OUTLINE*****Program Title & Description***

Vocational Nursing Educational Program - The program of study includes classroom and clinical instruction in the following areas: growth and development, vocational nursing concepts, basic nursing skills, pharmacology, medication administration, clinical practical training, nutrition, geriatrics,

medical/surgical nursing, pediatrics, disease control and prevention, maternal/neonatal nursing, mental health nursing, and leadership and professional development. The number of weeks to complete the program is 82 weeks.

**Work Setting:** The Vocational Nurse can expect to find employment in hospitals, home health agencies, hospice agencies, dialysis centers, and long-term care facilities.

## VOCATIONAL NURSING PROGRAM SEMESTER I

:

\* Those highlighted are remote classes held from home online once distance education application is approved by our accreditor, COE.

<u>Subject #</u>	<u>Subject Title</u>	<u>Lecture</u>	<u>Lab</u>	<u>Ext</u>	<u>Sem Credit hrs</u>
VNSG 1100	Vocational Nursing Concepts	45	45	00	4.5
VNSG 1130	Growth & Development	50	10	00	3.6
VNSG 1400	Basic Nursing Skills	57	57	00	7.6
VNSG 1300	Pharmacology	60	30	00	5.0
VNSG 1200	Medication Administration	45	45	00	6.0
VNSG 1320	Clinical I	00	00	146	4.6
Total		257	187	146	25.3

Total hours possible Semester I: 590

### Semester II

<u>Subject #</u>	<u>Subject Title</u>	<u>Lecture</u>	<u>Lab</u>	<u>Ext</u>	<u>Sem Credit Hours</u>
VNSG 1150	Nutrition	43	41	00	4.2
VNSG 1210	Geriatrics	42	42	00	4.2
VNSG 1500	Medical Surgical Nursing & Disease Prevention	42	42	00	4.2
VNSG 1501 & VNSG 1240	Medical Surgical Nursing & Disease Prevention II	49	49	00	4.9
VNSG 1420	Clinical II	00	00	256	5.7
Total		176	174	256	29.2

Total hours possible Semester II: 606

### Semester III

<u>Subject #</u>	<u>Subject Title</u>	<u>Lecture</u>	<u>Lab</u>	<u>Ext</u>	<u>SemCredit Hours</u>
VNSG 1220	Pediatrics	30	30	00	3.0
VNSG 1230	Maternal/Neonatal Nursing	30	30	00	3.0
VNSG 1520	Clinical III	00	00	184	4.8
VNSG 1330	Mental Health	45	45	00	6.0
VNSG 1250	Leadership	61	31	00	6.7
Total		166	136	184	23.48

Total hours possible Semester III: 486

\*Required Hours per TBON regulations to complete a VN program: Total Hours: 1398 840 Clinical/Lab 558 Classroom

Hours provided by VNI (SCH= Semester Credit Hours 15/30/45 formula)

Name of Clinical Course	Total Clinical Hours in Course	Hours for Simulation	Hours for Nursing Skills Lab	Hours for Computer Activities	Faculty- Supervised Hands-On Patient Care
VNSG 1320 Clinical I	232	16	92	20	114
VNSG 1420 Clinical II	256	8	8	0	240
VNSG 1520 Clinical III	88	0	0	0	88
Total	576	24	100	20	442

**\* Due to COVID19 Clinical Hours may be adjusted to increase lab and simulation to 50% of the total hours as allowed by the Texas Board of Nursing. We may also use preceptors at the clinical learning sites to help students gain clinical experiences and hours in place of our clinical instructor due to the pandemic and students are not being considered "essential" workers.**

#### Instructor / Student Ratios

Classroom: 1:25  
See equipment inventory lists Clinical:  
1:10

Computer Lab: 10:1

#### Equipment Ratios

Simulation Lab: 10:1

## **Course Descriptions- VN**

**Program CIP Code: 26.0403 1<sup>st</sup>**

### **Semester**

**VNSG 1100 Vocational Nursing Concepts-** This course prepares the student for the role of the

vocational nurse. Study of health promotion and illness prevention, cultural influences on health and illness, Maslow's, Stress and Adaptation, legal/ethical issues, nursing process, critical thinking, multi-disciplinary teamwork, and communication are addressed. *Prerequisite: VNSG 1100.*

*Textbooks: deWit: Fundamental Concepts & Skills for Nursing, (Chapters 1- 15) & Adaptive Quizzing (See textbook listing on student canvas)*

*Knecht: Success in Practical Vocational Nursing, (Chapters 1-13) (See textbook listing on student canvas)*

NOTE: Textbook Editions may change based on releases and updates by the Author and the Textbook provider for the school. We try to use the most recent versions released. Check with the school first before ordering.

**VNSG 1130 Growth and Development** –This course enables the student to study growth and development in a continuum or smooth transition across the entire lifespan and integrate concepts related to changes that normally occur in each stage of the life cycle. *Prerequisite: Pre- nursing prerequisites and admission into the nursing program.*

*Textbooks: Growth and Development Across the Lifespan (Leifer, Hartston) (See textbook listing on student canvas)*

NOTE: Textbook Editions may change based on releases and updates by the Author and the Textbook provider for the school. We try to use the most recent versions released. Check with the school first before ordering.

**VNSG 1400 Basic Nursing Skills** –This course teaches the student all fundamental skills that an LVN needs in current practice. The student will learn information presented from simple to complex, with clarity

and conciseness of language, making the fundamental concepts and skills content readily comprehended by beginning nursing students.

*Prerequisite: VNSG 1100, VNSG 1130.*

*Textbooks: deWit: Fundamental Concepts & Skills for Nursing, (Chapters 16- 32 and 38-39)*

(See textbook listing on student canvas)

NOTE: Textbook Editions may change based on releases and updates by the Author and the Textbook provider for the school. We try to use the most recent versions released. Check with the school first before ordering.

**VNSG 1300 Pharmacology-** The course will focus on an introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. In addition, a primary focus in this course is the integration of patient teaching about drug therapy to enable the patient to reach therapeutic goals and attain an optimum level of health. *Prerequisite: VNSG 1100, VNSG 1130, VNSG 1400.*

*Textbooks: Clayton: Basic Pharmacology for Nurses, (See textbook listing on student canvas)*

NOTE: Textbook Editions may change based on releases and updates by the Author and the Textbook provider for the school. We try to use the most recent versions released. Check with the school first before ordering.

*Clayton: Basic Pharmacology for Nurses, (Chapters 1-5 and 13-50) (See textbook listing on student canvas)*

**VNSG 1200 Medication Administration** –This course will focus on the roles and responsibilities of the vocational nurse in safe administration of medications. The course will also emphasize the administration of medication with safety and precision while focusing on health promotion through medication monitoring and patient education. *Prerequisite: VNSG 1100, VNSG 1130, VNSG 1400, VNSG 1300.*

*Textbooks: Clayton: Basic Pharmacology for Nurses, Chapters 6-12 and 32-36 Clayton: Basic Pharmacology for Nurses, (See textbook listing on student canvas)*

*deWit: Fundamental Concepts & Skills for Nursing, Ch 32-36 (See textbook listing on student canvas)*

NOTE: Textbook Editions may change based on releases and updates by the Author and the Textbook provider for the school. We try to use the most recent versions released. Check with the school first before ordering.

**VNSG 1320 Clinical Training 1** –This beginning level clinical course introduces the student to the basic principles and practices for care of elderly patients. The course will explore the needs of the older population and will address the needs of older patients across the spectrum of living arrangements from the nursing home to institutional care. Students will be given the opportunity to practice and apply the basic nursing skills learned. *Prerequisites: VNSG 1100, VNSG 1130, VNSG 1400, VNSG 1300, VNSG 1200.*



*Growth and Development Across the Lifespan (Leifer, Hartston)*

*deWit: Fundamental Concepts & Skills for Nursing (Chapters 1-15)*

*(See textbook listing on student canvas)*

*Knecht: Success in Practical Vocational Nursing, (Chapters 1-13)*

*Clayton: Basic Pharmacology for Nurses,*

*Clayton: Basic Pharmacology for Nurses, (Chapters 1-5 and 13-50)*

*(See textbook listing on student canvas)*

NOTE: Textbook Editions may change based on releases and updates by the Author and the Textbook provider for the school. We try to use the most recent versions released. Check with the school first before ordering.

**VNSG 1150 Nutrition** –This course will introduce basic principles of scientific nutrition and present their applications in person-centered care. In addition, this course will reflect current medical treatment and approaches to nutrition management, with a focus on special areas which includes developments in gastrointestinal disease, heart disease, diabetes mellitus, renal disease, surgery, cancer, and AIDS. *Prerequisites: VNSG 1100, VNSG 1130, VNSG 1400, VNSG 1300, VNSG 1200, VNSG 1320.*

*Textbooks: Nix: Williams' Basic Nutrition & Diet Therapy, (See textbook listing on student canvas)*

NOTE: Textbook Editions may change based on releases and updates by the Author and the Textbook provider for the school. We try to use the most recent versions released. Check with the school first before ordering.

## **2<sup>nd</sup> Semester**

**VNSG 1210 Geriatrics** –This course will present theories and concepts of aging, the physiologic and psychosocial changes and problems associated with the process, and the appropriate nursing interventions. In addition, the course will include expanded content on cultural considerations, as well as new content on Alzheimer's disease, home health care, and the aging Baby Boomer generation. *Prerequisites: Completion of all 1<sup>st</sup> semester courses.*

*Textbooks: Williams: Basic Geriatric Nursing, Chapters 1-20.*

*. deWit: Fundamental Concepts & Skills for Nursing, (Chapters 40 and 41 only)*

*(See textbook listing on student canvas)*

NOTE: Textbook Editions may change based on releases and updates by the Author and the Textbook provider for the school. We try to use the most recent versions released. Check with the school first before ordering.

**VNSG 1500 Medical/Surgical Nursing 1** –This course will focus on the following subject areas: (a) exploring patient concepts, including the health care system, patient care settings, leadership, the nurse-patient relationship, cultural aspects of nursing care, the nurse and the family, nutrition, developmental processes, the older patient, and the nursing process and critical thinking; (b) first aid and emergency care, shock, general care of the surgical patient and intravenous therapy; (c) comprehensive coverage of four clinical problems which includes falls, incontinence, confusion, and immobility, as well as end-of-life care; (d) nursing care of patients with cancer. Prerequisites: Completion of all 1<sup>st</sup> semester courses, VNSG 1210.

*Textbooks:*

*Linton: Introduction to Medical Surgical Nursing*, (See textbook listing on student canvas)

NOTE: Textbook Editions may change based on releases and updates by the Author and the Textbook provider for the school. We try to use the most recent versions released. Check with the school first before ordering.

**VNSG 1501 Medical/Surgical Nursing 2** –This course will focus on the following subject areas: (a) A systems approach to medical-surgical disorders. For each system, a thorough nursing assessment, age-related considerations, diagnostic tests and procedures, drug therapy, and common therapeutic measures will be discussed; (b) this course will also address psychosocial responses to illness, psychiatric disorders, and substance abuse. Prerequisites: Completion of all 1<sup>st</sup> semester courses, VNSG 1210, VNSG 1500.

*Textbooks:*

*Linton: Introduction to Medical Surgical Nursing*, (See textbook listing on student canvas)

NOTE: Textbook Editions may change based on releases and updates by the Author and the Textbook provider for the school. We try to use the most recent versions released. Check with the school first before ordering.

**VNSG 1220 Pediatrics** –This course provides comprehensive discussions of family centered care, wellness, health promotion, and the growth and development of the child. The course also provides a systems approach in presenting physiological illness (other than congenital anomalies that are present at birth and communicable diseases of children). Prerequisites: Completion of all 1<sup>st</sup> semester courses, VNSG 1210, VNSG 1500, VNSG 1501.

*Textbooks: Leifer: Introduction to Maternity & Pediatric Nursing, Chapters 15-34*  
(See textbook listing on student canvas)

NOTE: Textbook Editions may change based on releases and updates by the Author and the Textbook provider for the school. We try to use the most recent versions released. Check with the school first before ordering.

**VNSG 1230 Maternal/Neonatal Nursing** –This course provides comprehensive discussions of

family centered care, wellness, health promotion, women's health issues, and the growth and development of the child and the parent. Prerequisites: Completion of all 1<sup>st</sup> semester courses, VNSG 1210, VNSG 1500, VNSG 1501, VNSG 1220.

*Textbooks: Leifer: Introduction to Maternity & Pediatric Nursing, Chapters 1-14*  
(See textbook listing on student canvas)

NOTE: Textbook Editions may change based on releases and updates by the Author and the Textbook provider for the school. We try to use the most recent versions released. Check with the school first before ordering.

**VNSG 1240 Disease & Control Prevention** –This course provides a review of epidemiology, prevention and control of major chronic diseases and their risk factors. Both adult and childhood chronic diseases will be addressed. Infectious diseases will be examined including HIV/AIDS, HPV, and others. Prerequisites: Completion of all 1<sup>st</sup> semester courses, VNSG 1210, VNSG 1500, VNSG 1501, VNSG 1220, VNSG 1230. This course is integrated with Med Surg I and II.

*Textbooks: included in Med Surg*

NOTE: Textbook Editions may change based on releases and updates by the Author and the Textbook provider for the school. We try to use the most recent versions released. Check with the school first before ordering.

**VNSG 1420 Clinical Training 2** –This clinical course is devoted to studying factors affecting the health and development of childbearing clients, newborns, and their families, as well as the interpersonal and relational role of the vocational nurse in identifying and meeting the health care needs of this focused population. The nursing process is applied to the design of integrated and individualized plans of care. Learners will apply and synthesize knowledge and skills from prior coursework in nursing courses to further develop their nursing care practices in maternity, neonatal and women's health care environments. Prerequisites: Completion of all 1<sup>st</sup> semester courses, VNSG 1210, VNSG 1500, VNSG 1501, VNSG 1220, VNSG 1230, VNSG 1240. This course is scheduled with Med Surg I and II. Clinical is planned for Saturdays for the evening VN program however some clinical sites may require day attendance during the week. This will be shared on the syllabus.

*Textbooks:*

*Leifer: Introduction to Maternity & Pediatric Nursing, (See textbook listing on student canvas)*

*deWit: Medical-Surgical Nursing Concepts & Practice*

(See textbook listing on student canvas)

NOTE: Textbook Editions may change based on releases and updates by the Author and the Textbook provider for

the school. We try to use the most recent versions released. Check with the school first before ordering.

### **3rd Semester**

**VNSG 1330 Mental Health Nursing** –This course provides a framework for understanding mental health care, as well as focusing on the skills and conditions necessary for working with clients with mental health disorders. Ethical, legal social and cultural issues relating to mental health care will be discussed. Prerequisites: Completion of all 1<sup>st</sup> and 2<sup>nd</sup> semester courses.

*Textbooks: Morrison-Valfre: Foundations of Mental Health Care, (See textbook listing on student canvas)*

*NOTE: Textbook Editions may change based on releases and updates by the Author and the Textbook provider for the school. We try to use the most recent versions released. Check with the school first before ordering.*

**VNSG 1250 Leadership & Professional Development** –This course prepares the student for professional practice and leadership as a licensed vocational nurse. Students will explore areas such as assertiveness in nursing, leadership skills, financing issues, and trends in the health care setting, and legal/ethical issues in nursing. In addition, this course focuses on preparing the student to take the NCLEX PN licensure exam. Prerequisites: Completion of all 1<sup>st</sup> and 2<sup>nd</sup> semester courses, VNSG 1330.

*Textbooks:*

*Knecht: Success in Practical Vocational Nursing, Chapters 14-23 (See textbook listing on student canvas)*

*NOTE: Textbook Editions may change based on releases and updates by the Author and the Textbook provider for the school. We try to use the most recent versions released. Check with the school first before ordering.*

**VNSG 1520 Clinical Training 3** –This clinical course will focus on observing care of patients in mental health institutions and on nursing concepts and skills related to the development and application of leadership/management theory as the student experience's professional role immersion in a beginning staff nurse setting. Students will be able to apply leadership and management skills in collaboration with clients, their families, and members of the health care team in clinical settings utilizing a clinical professional. The student will be responsible for all previous coursework in the application of theory and nursing care to client populations. Prerequisites: Completion of all 1<sup>st</sup> and 2<sup>nd</sup> semester courses, VNSG 1330, VNSG 1250.

*Textbooks: Knecht: Success in Practical Vocational Nursing, (See textbook listing on student canvas)*

*NOTE: Textbook Editions may change based on releases and updates by the Author and the Textbook provider for the school. We try to use the most recent versions released. Check with the school first before ordering.*

Students who successfully complete both the classroom and clinical portions of the course and meet their financial obligations to the school will received a Certificate of Completion which qualifies them to take the NCLEX-PN exam to become a Licensed Vocational Nurse in the State of Texas. **See page 12 for additional eligibility information.**

### **VN PROGRAM SCHOOL CALENDAR**

The academic year begins on a rotational basis. The day program begins in January each year and the evening program begins every 18 months. For specific dates, see the calendar insert. A day of orientation will be scheduled for the first day of class. The following course dates are offered:

### EVENINGCALENDAR

COURSE NAME	COURSE #	START DATE	END DATE	CLASS DAYS
Vocational Nursing Concepts	1130			MTWTh
Growth & Development	1100	TBD – see calendars on website <a href="http://www.vocationalnursinginstitute.com">www.vocationalnursinginstitute.com</a>		MTWTh
Basic Nursing Skills	1400			MTWTh
Pharmacology	1300			MTWTh
Medication Administration	1200			MTWTh
Clinical Vocational Training 1	1320			MTWTh Saturdays
Nutrition	1150			MTWTh
Geriatrics	1210			MTWTh
Medical Surgical Nursing 1	1500			MTWTh
Medical Surgical Nursing 2	1501			MTWTh
Pediatrics	1220			MTWTh
Maternal/Neonatal Nursing	1230			MTWTh
COURSE NAME	COURSE #	START DATE	END DATE	CLASS DAYS
Disease and Control Prevention	N/A	Incorporated in Med Surgical		MTWTh
Clinical Vocational Training 2	1420			MTWTh Saturdays
Mental Health Nursing	1330			MTWTh
Leadership and Professional Development	1250			MTWTh
Clinical Vocational Training 3	1520			MTWTh Saturdays

**Skills Final Checkoffs, 3-day NCLEX-PN Live and/or ATI webinar Review Mandatory for graduation. All days and hours must be attended to pass Leadership course and graduate.**

### GREEN VIRTUAL LIGHT for AFFIDAVIT OF GRADUATION TO BE POSTED:

This is mandatory to receive a certificate of completion. All hours must be attended. Students must achieve a GREEN light by their virtual coach for the affidavit of graduation to be posted on the T BON website within 45 days of their last class day.

### DAY CALENDAR

COURSE NAME	COURSE #	START DATE	END DATE	CLASS DAYS
Growth & Development	1100	TBD – see calendars on website <a href="http://www.vocationalnursinginstitute.com">www.vocationalnursinginstitute.com</a>		MTWThF

Vocational Nursing Concepts	1130			MTWThF
Basic Nursing Skills	1400			MTWThF
Pharmacology	1300			MTWThF
Medication Administration	1200			MTWThF
Clinical Vocational Training 1	1320			MTWThF
Nutrition	1150			MTWThF
Geriatrics	1210			MTWThF
Medical Surgical Nursing 1	1500			MTWThF
Medical Surgical Nursing 2	1501			MTWThF
Pediatrics	1220			MTWThF
Maternal/Neonatal Nursing	1230			MTWThF
Disease and Control Prevention	N/A	Incorporated in Med Surgical		MTWThF
Clinical Vocational Training 2	1420			MTWThF
Mental Health Nursing	1330			MTWThF
Leadership and Professional Development	1250			MTWThF
Clinical Vocational Training 3	1520			MTWThF

**Skills Final Checkoffs, 3-day NCLEX-PN Live and/or ATI webinar Review Mandatory for graduation. This is mandatory to receive a certificate of completion. All hours must be attended.**

**GREEN VIRTUAL LIGHT for AFFIDAVIT OF GRADUATION TO BE POSTED:**

This is mandatory to receive a certificate of completion. All hours must be attended.

Students must achieve a GREEN light by their virtual coach for the affidavit of graduation to be posted on the TBON website within 45 days of their last class day.

**HOLIDAYS**

The following school holidays will be observed:

<b>HOLIDAY</b>	<b>See school calendar insert for dates</b>
New Year's Day	See school calendar insert for dates
Martin Luther King Day	See school calendar insert for dates
Presidents Day	See school calendar insert for dates
Columbus (Indigenous)	See school calendar insert for dates
Memorial Day	See school calendar insert for dates
4 <sup>th</sup> of July	See school calendar insert for dates
Labor Day	See school calendar insert for dates
Thanksgiving Day & After	See school calendar insert for dates
Christmas Eve	
Christmas Day	See school calendar insert for dates
New Year's EVE	

Students are not required to report to school on these holidays. In the event a student is scheduled for clinical training in the health care facility during one of the named holidays, see the School Director for clarification.

## HOURS OF OPERATION

The school office shall be open Monday through Friday from 8:30 am to 4:30 pm Central Standard Time (CST). The building is open from 8:30 am – 9:00 pm to enable students' access to the computer lab before and after class as needed Monday- Thursday and 8:30 - 4:30 on Fridays. At times, the school may open at 7 AM on Tuesday and Thursday for nurse aide testing and close at 9:00 pm due to evening classes, and at which time all students can have access to the computer lab.

**Business Office Hours:** 8:00 am – 2:00 pm Monday-Friday

## CLASS SCHEDULE

### *Program Classroom Portion*

VN Evening Classes will begin at 5:45 pm and end at 9:00 pm. Students will receive a 15-minute break from 7:15-7:30pm. Classes will be held Monday through Thursday evening. Saturdays are clinical days for 8 hours.

VN DAY Classes will begin at 9:30 am and end at 4:30 pm. Students will receive a one hours break from 12:30-1:30 pm daily. Classes will be held Monday through Friday. Clinical/Lab days are typically Tuesdays and Thursdays. Students may stay or leave at 3:30 pm- generally we provide one hour of time to complete labs assigned from 3:30-4:30 pm daily.

### *Clinical Portion (Long-Term Care Facility and other sites)*

Shifts will vary and may begin at 6:45 am, 7 am, 3pm, 11pm or 9:30 am and end at 3 pm, 11 pm, 7 am, or 4:30 pm. Students will receive a 10-minute morning break and a 10-minute afternoon break. Students will receive a 1-hour lunch break. The school will make every effort to have Clinical on Saturdays for the evening VN program but at times clinical might occur during the week due to facility requirements.

Clinical morning break is generally from 10:00 – 10:10 am or 11:00-11:10am. The afternoon break is from 2pm- 2:10 pm. Lunch is from 12:30 pm – 1:30 pm.

### **Evening VN Program:**

**(Note: the number of days/hours may fluctuate based on the rolling admission dates as semesters change based on the start date for the cohorts)**

There is a total of 22.5 (8 hour) days of clinical in Clinical I. There are 33 (8 hour) clinical days in Clinical II, and 10 (8 hour) clinical days in Clinical III. Supplemental observations and experiences will be Included as well. These are set up in three Clinical rotation sessions throughout the curriculum calendar.

The schedule may vary semester to semester based on availability of sites and weather conditions or outages.

### **Day VN Program:**

There is a total of 28 (6 hour) days of clinical in Clinical I. There are 30 (6 hour) clinical days in Clinical II and III. Supplemental observations and experiences will be included as well. These are set up in three.

Clinical rotation sessions throughout the curriculum calendar. The schedule may vary semester to

semester based on availability of sites and weather conditions or outages.

**\*Note: Occasionally the clinical site we are working with may change the time/shift of the rotation or even the day of the rotation to a weekend which may be beyond our control due to the influx of other students from other facilities. We will share the schedule with you for each site as it is available, we do know some sites will be off shift 3 -11 and 11-7.**

## **EMERGENCY CLOSINGS**

In the event severe weather conditions, such as hurricanes, ice storms or other acts of nature create hazardous conditions and/or extended power outages, administrators may find it necessary to close the school. In this case, students and faculty are advised to listen to local area radio and television stations for announcements and updates. During emergencies, unexpected closings, or school holidays an emergency number will be posted on the outside door.

## **ADMISSIONS**

The school shall require for admission into its VN program proof of one of the following:

Successful completion of public, private, or home schooling at the high school level or obtainment of a recognized high school equivalency credential; or

Successful completion of the equivalent of one full-time academic semester (12 academic semester hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other postsecondary school.

### ***Prospective students must also:***

1. Be at least 18 years of age.
2. Be able to read, write, and speak English.
3. Be in good health and able to bend, twist, lift at least 50 pounds, and be free from communicable disease with clearance letter from their physician they are physically and mentally fit to fulfill the occupational duties and responsibilities.
4. Provide basic physical from the physician, NP, or PA indicating they are in good health and can meet the physical requirements of the Licensed Vocational Nurse Job position. Provide all documentation as outlined in the Health Packet.
5. Provide copy of current immunizations from their physician, NP, or PA.
6. Provide that the student has taken the Hepatitis B series or sign school form of declination of this series.
7. Adhere to and complete successfully the new and accepted student process by the BON.
8. Provide a Blue Card issued by the Texas Board of Nursing or an outcome letter prior to enrollment into the program. If this is not provided the student will be offered the chance to attend the next cohort.
9. Have a background check performed per the school and TBON procedures.
10. Provide a copy of their high school diploma or GED with transcripts. A transcription may be required for the high school diploma if out of the country. If there are any problems with the diploma or GED the financial aid officer will

**(Note: if a student had a criminal history done by the TBON since 2006 they do not have to do it again) If a student DOES NOT get the Blue Card or outcome letter they will have to wait until the next enrollment period. The student must provide proof of clearance to take the NCLEX exam prior to the first day of Semester III at the latest. This is for students who need declaratory orders or who may have additional tasks to do for the TBON.**

***Prerequisite courses that must have a grade of "C" or better and be no greater than 3 years old prior to application to the VN program includes:***



1. Anatomy and Physiology within the past three (3) years. A total of 54 clock hours or 3 credit hours required. These courses can be taken at any accredited college with a passing grade of a "C."

2. Medical Terminology within the past three (3) years. A total of 30 clock hours or 1.5 credit hours required. These courses can be taken at any accredited college with a passing grade of a "C".

\*All students must pass the Hesi/preadmission test (within the past three years) with a cumulative score of **80%** or better. (Fee for this is \$89.99 payable by the student upon registration for the Hesi/preadmission test and subject to change).

**Super Scoring:** The school will take up to 3 HESI exam results in the past 3 years and take the highest score in each area and add them together, then divide them to calculate the overall average score. 80% is required. If a student needs more than 3 times to take the test, the school will not consider this for admission.

\*The school uses a scoring calculation to assist the school in determining who to accept for enrollment, see Admission and Enrollment policies and scoring form. Meeting all the program application guidelines does NOT guarantee admittance to the program.

THE VOCATIONAL NURSING INSTITUTE, INC.  
Scoring Chart for Admission to the Vocational Nursing Program

\*All courses accepted into the Vocational Nursing program must be completed with a "C" or better within the past 3 years.

	Scored	Possible Points	Official Score	Comment
1.	Physical from MD, DO, PA or NP, turned in with application	2		
	Physical from MD, DO, PA, or NP, turned in within 7 calendar days of application	1		
2.	Immunization records from MD, DO, PA, or NP, turned in with application	2		
	Immunization records from MD, DO, PA, NP, turned in within 7 calendar days of application	1		
3.	Hepatitis B series documentation (series or declination) turned in with application	2		
	Hepatitis B series documentation (series or declination) turned in within 7 calendar days of application	1		
4.	Hesi Test Total Score 95% or greater	4		
	Hesi Test Total Score 90%-94%	3		
	Hesi Test Total Score <b>80.0%</b> -89%	2		
5.	Anatomy/Physiology with grade of "A"	4		
	Anatomy/Physiology with grade of "B"	3		
	Anatomy/Physiology with grade of "C"	2		
6.	Video Submission with link that works	4		
	Video Submission where there are tech issues and student must resubmit it	2		

7.	Prior work experience verified with letter from previous employer as Nurse Aide or C.N.A. for one year	2		
8.	Medical Terminology 30 clock hours with grade of "C" or better in past 3 years.	4		
9.	Total points possible	25		

This score is correct to the best of my evaluation. I HAVE RECEIVED VERBALLY AND IN WRITING THE ELI- GIBILITY INFORMATION FOR ENROLLMENT TO THE VOCATIONAL NURSING INSTITUTE, INC.

Student Handwritten Name	Date
School Representative Signature Doing Calculation	Date

### **CREDIT FOR PREVIOUS EDUCATION, TRAINING, OR EXPERIENCE**

The school will review any previous education, training, or experience submitted with proper documentation and the student may receive credit if the education, training, or experience directly correlates to the course of instruction. In the event credit is granted, tuition will be adjusted accordingly.

### **EQUAL OPPORTUNITY**

This school provides equal employment, admission, and educational opportunities without regard to race, color, religion, handicap, sex, age, or national origin.

### **CANCELLATION & REFUNDS**

#### **CANCELLATION POLICY**

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

#### **REFUND POLICY**

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:

- (a) The last day of attendance if the school terminates the student.
  - (b) The date of receipt of written notice from the student; or
  - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.<sup>1</sup>
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund if they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:

- (a) The school does not accept enrollees.
- (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
- (c) If the student's enrollment was procured because of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

*A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.*

#### 8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student at the school or college who withdraws from the school or college because of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

<sup>1</sup> More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form PS-1040R provides the precise calculation.

- (a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal.
- (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

- (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
- (2) demonstrated sufficient proficiency in the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 45 days after the effective date of termination. The date of determination is defined as the effective date of termination. Refunds when due are made without the request of the student.

## **PROGRESS REQUIREMENTS**

### ***Progress Evaluation***

The school shall record a student's grades at the midpoint and end of each progress evaluation period. A student not making satisfactory progress at the midpoint shall be placed on academic probation for the remainder of the progress evaluation period. If the student does not achieve satisfactory progress by the end of the probationary period, the student's enrollment shall be terminated. Satisfactory progress is identified as outlined in the course syllabus.

When a student is placed on academic probation, the school shall counsel the student prior to the student returning to class. The date, action taken, and terms of probation shall be clearly indicated in the student's permanent file. Any remedial work undertaken will be noted in the student record.

The school may allow a student whose enrollment was terminated for unsatisfactory progress to reenroll after a minimum of one progress evaluation period. Such reenrollment does not circumvent the approved refund policy. The school shall place a student who returns after their enrollment was terminated for unsatisfactory progress on academic probation for the next grading period. The school shall advise the student of this action and document the student's file accordingly. If the student does not demonstrate satisfactory progress at the end of this probationary period, that student's enrollment shall be terminated.

### **Satisfactory Academic Progress:**

The financial aid office will verify the student is making satisfactory academic progress with the Dean of the program prior to tagging federal financial aid.

## **ATTENDANCE**

It is necessary for health care workers to be reliable and dependable employees. The patient's welfare is dependent on the worker being in the right place at the right time. We believe that is essential within the vocational curriculum to teach employability skills as an integral part of the education program.

***Excused Absence (These count toward the 25% of the total program hours a student misses before they are terminated.)***

1. Illness of the student (medical evidence may be requested)
2. Death in the family
3. Emergency in the family (with documentation to support true emergencies)
4. Religious holiday (as established by calendar/schedule and pre-arranged with instructor)
5. Subpoena by any law enforcement agency (copy of such subpoena is required for the student file)
6. Justifiable reasons approved in advance (1:1 scenario as approved by the School Director)

If a student's medical condition causes them to miss more than 5% of the curriculum for the course they are in, this may jeopardize their ability to complete the course and progress in the program. They can join the next cohort if necessary once their medical crisis has resolved.

**All other absences are unexcused.**

***Tardies***

Students are expected to be in class, at their desks, and prepared to work at the beginning of the school day, following breaks, and lunch periods. Students who are not on time will be marked tardy by the instructor who will track tardies and report 3 tardies as an absence.

If you arrive more than 5 minutes after class time begins, this is considered tardy. This school shall terminate the enrollment of a student who accumulates the lesser of the following amounts of absences:

- (1) More than 10 consecutive school days
- (2) More than 25 % of the total clock hours, if the program or subject is 41-200 clock hours in length
- (3) Any # days if the student fails to return from an approved leave of absence as scheduled.

VNI does not offer an attendance probation policy. It is the policy of this school that any student missing either through a make-up session with the instructor or during the next scheduled course session.

### **Readmission after termination for unsatisfactory attendance**

It is the policy of this school that a student may be granted readmission privileges after termination for unsatisfactory attendance if the following criterion is/are met:

- 1) The student has rectified the issue causing the attendance problem to begin with. (i.e., not having transportation, illness, etc.)
- 2) The student commits to arriving on time to classes.
- 3) The student may not reenter before the start of the next grading period if terminated for violation of the attendance policy.

### **RE-ADMISSION FEES:**

1. If a student transfers from the day program to the evening program there will be an upgrade fee for tuition difference of \$3,000.00 plus a re-admission fee of \$500.00 will be paid to reenroll prior to the first day of class.
2. If a student transfers from the evening program to the day program there will be no downgrade fee as the tech fees have already been paid for the student. A re-admission fee of \$500.00 will be paid to re-enroll prior to the first day of class.

### **INCOMPLETE**

Under the Texas Education Code Section 132.061f a student who is obligated for the full tuition may request a grade of “Incomplete” if the student withdraws for an appropriate reason unrelated to the student’s academic status. The student receiving a grade of incomplete may reenroll in the program during the 12- month period following the date the student withdraws and completes those incomplete subjects without payment of additional tuition. If a student is out more than 180 calendar days, they cannot be on a Leave of Absence and must be counted as terminated from the program and re-admitted. All students who transfer from one cohort to another must pay the \$500 re-enrollment fee to join a new nursing cohort.

### **LEAVE OF ABSENCE**

Students may be considered for a leave of absence under the following circumstances:

1. Medical or Extended Illness – students will be considered for a leave of absence due to extended illness.
2. Family – a leave of absence for pregnancy, paternity, adoption leave, or parental care will be granted consistent with the family leave act.
3. Military – a leave of absence will be approved for employees/students to

perform military service or receive military training.

Leaves of absence for other reasons may be approved on an individual basis. The decision to grant leave will be left solely to the Dean of the Program with the School Director.

It is the policy of this school to require students to use professional, courteous behavior in the classroom and in the field.

1. Students are expected to have the necessary materials and be punctual always.
2. When participating in class, only ONE student should talk at a time.
3. The school encourages friendliness, but NEVER familiarity with staff or patients.
4. In the lab, there will be no playing with equipment or lying or sitting on the beds except in mock clinical practicum.
5. Students that harass, threaten, or use inappropriate language with fellow students, staff, or patients may be terminated from the school immediately. Students must not migrate from a professional relationship to a social relationship with the patients that they take care of. They must follow the nurse practice act and TBON rules in addition to the school policies and procedures as outlined in the clinical case packets and Differentiated Essential Competencies (DECs).
6. Students who cheat or commit acts of plagiarism, or do not do their own work may be expelled from the school immediately.
7. Students will not chew gum or eat snacks/food during class or clinical rotations unless on break and in the appropriate designated break area.
8. Students will adhere to all the policies and procedures of the school. For students who violate the school rules (except for items #5 and 6 above) they will receive one verbal warning, one final written warning, and if further infractions continue after that they will be expelled from the school.
9. If a student is terminated due to conduct they forfeit all rights to be readmitted to the college.
10. If a student has any legal problems, arrests, warrants, etc. THEY MUST disclose this to the school, especially if this occurs after enrollment and before taking the State Boards. Failure to do so may lead to automatic termination of the student from the vocational nursing program.
11. If a student moves, has a name change, or gets married after acceptance but prior to sitting for the State Boards, they MUST coordinate this information themselves to the Texas State Board of Nursing within 10 calendar days of the change. Failure to do so may lead to automatic termination of the student from the vocational nursing program.



12. If a student has any legal entanglements, arrests, warrants, after admittance to the school, they must submit a new statement to the Texas Board of Nursing and petition for a declaratory order to enable them to sit for their State Boards. They must notify the School Director immediately if any such activities occur. Failure to do so may result in automatic termination of the student from the vocational nursing program. All students must submit their approval from the TBON to sit for their NCLEX by the first day of Semester III at the latest if working with the TBON on a declaratory order.
13. All students MUST take the jurisprudence exam on the TBON website 90 calendar days before graduation and submit their evidence to the School Program Director for placement into their student file. graduation to sit for the TBON NCLEX-PN exam.
14. See Conduct Policy on school website (check for updates/most recent version) here:  
<https://vocationalnursinginstitute.com/disclosures.php>

#### **DRESS CODE**

Wearing apparel shall be such that it does not disrupt the classroom atmosphere. Short shorts, halters, or other wearing apparel with suggestive messages are not appropriate. Uniforms will be worn for all clinical rotations and as required by the instructor in the clinical setting. Uniforms will only be worn in school and at the clinical site. Wearing uniforms in public places such as bars is not permitted. A copy of the school dress code will be provided in orientation.

#### **PERSONAL APPEARANCE**

The well-groomed licensed vocational nursing student should shower/bathe daily, shampoo hair frequently and keep it neat, use deodorant daily, and practice good oral hygiene. The instructor will do regular grooming checks. No artificial nails are allowed during class or clinical.

#### **SMOKING POLICY**

Smoking will be permitted only in the designated smoking areas at the school's location and is restricted to lunch and break time. In the clinical area, the facility's/agency's rules will apply. Most clinical sites are smoke-free environments.

#### **HEALTH CONDITION CHANGE**

If a student suffers from a health condition or a change in their health condition, a physician release may be required to continue in the nursing program. This is at the discretion of the School Program Director and School Director.

#### **GRADING SYSTEM**

##### ***Classroom***

Student work will be graded with the following system:

Letter Grade	Percent Grade	4.0 Scale
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3 (Note: A 77 % or higher is required to continue in the program)
C	73-76	2.0

C-	70-72	1.7
D+	67-69	1.3
D	65-66	1.0
E/F	Below 65	0.0

**Rounding Policy:** The school does round using .5. For example, if a student has 77.5% their grade will be 78%.

If the student has 77.2% the grade would be 77%.

### ***Clinical Evaluation***

A satisfactory level of 77% or higher must be attained at the completion of the designated hours in the clinical setting according to the course curriculum and the Licensed Vocational Nursing Student evaluation tool. If a student misses more than 5% of their clinical scheduled hours per clinical course, they may be subject to an incomplete which will drop them from the program. Extenuating circumstances will be evaluated on a case-by-case basis.

The Vocational Nursing Institute, Inc. School Catalog

### ***General Basis of Grades***

- Tests/Quizzes: 50%

- ATI 5% of the overall tests/quiz grade Lab assignments: 10%
- Homework Assignments: 10%
- Final: 30%

*Note: Each course will have additional information in the syllabus based on grades. The VN program follows a collegiate grading scale which is outlined in the syllabus.*

## **VN GRADUATION REQUIREMENTS**

### ***Completion Standards***

The student must have satisfactorily completed a minimum of 1398 hour of training including:

558 clock hours of classroom training that does not involve direct resident care: and 840 clock hours of clinical/lab training.

Successful completion and satisfactory level on all skills performance which includes the Differentiated Entry Level Competencies of Graduates of Texas Nursing Programs.

Successful passing grade of “C+,” 77% or higher in all areas. The student must have a GPA of 2.3 or higher. The intent of the program is to be completed within 61 (day program) 82 (evening program) weeks. The maximum time allowed for a student to complete the VN program is 91.5 weeks (day program) or 132 weeks (evening program) due to an incomplete or leave of absence.

### ***Financial Commitments Retired***

Students must complete their financial commitments with the school prior to being eligible to graduate. or if the student does not get the GREEN light from the virtual coach within the specified time frame post graduation (45 calendar days).

or if the student does not get the GREEN light from the virtual coach within the specified time frame post graduation (45 calendar days).

## **CERTIFICATE OF COMPLETION**

Students meeting the requirements outlined in the graduation requirements section of this catalog will receive a Certificate of Completion of the Licensed Vocational Nursing Program which qualifies them to sit for the NCLEX-PN licensure exam to become a Licensed Vocational Nurse in the State of Texas. These are issued when the Program Director has verified all program requirements have been met and the student is ready to sit for their boards.

## **JOB PLACEMENT**

It is the policy of this school to provide job placement assistive services to students upon completion of the course and successful completion of the Licensed Vocational Nursing Program. The school, however, will make every effort to encourage clinical sites and other contacts in the community the school has and through community memberships to promote placement of the students. The school has an active placement program and job boards located in the school and on its website at

www.vocationalnursinginstitute.com.

## **GRIEVANCE POLICY**

Each student shall receive a copy of the grievance procedure and the school shall maintain proof of the delivery. All complaints will be documented on the Student Grievance Form and are to be forwarded to the school director. The school director will review all completed complaint forms, and follow-up/investigate for resolution. The school will then maintain the complaint report including any associated documentation.

The school will diligently work to resolve all complaints at the local school level.

### ***Unresolved Grievances***

Unresolved grievances should be directed to:

Texas Workforce Commission  
Career Schools and Colleges Section  
101 East 15th Street  
Austin, Texas 78778-0001

OR as an avenue of last resort:

Council of Occupational Education  
7840 Roswell Road Building 300, Suite 325 Atlanta, Georgia 30350  
800-917-2081 or 770-396-3898  
Fax: 770-396-3790

## **PROGRAM INFORMATION**

1. Applications along with all required documents may be submitted during the tenth to twelfth week of each semester to the school office staff. Selection for admission to the next enrollment class year will be based upon meeting all the pre-admission requirements. If more students apply than can be accepted, then the scoring sheets and interviews will be used for offering enrollment. A wait list will be activated.

If there are students who have the same scores and grades, then the applicant's essay and interviews will be the determining factor. A scoring system will be utilized to assist the school in evaluating potential candidates for admission. Admission to the vocational nursing program will be based upon the scores. Students are ranked according to their scores. Students who have high scores will be accepted or placed on an alternate list.

The school will send out acceptance and denial letters. Some students may be chosen as an alternate for admission and will be notified of that when they receive their letter from the school. Applicants who were not accepted into a program can reapply during the next application period.

2. The program admits students once per academic year during the month of August for the upcoming year. Enrollments are accepted during the 6-9<sup>th</sup> weeks of each semester for the next enrollment period.

## **STUDENT INPUT TO ACADEMIC POLICIES, PROCEDURES, AND CURRICULUM PLANNING:**

The school encourages all students to provide feedback via evaluations, comments, and the like to the faculty and School Director. All students are encouraged to share their input to the academic policies,

procedures, and curriculum and the planning of the curriculum. Our students are our best evaluators, and their input is not only welcome but extremely valuable to us.

#### **FINANCIAL AID AND COUNSELING SERVICES:**

The school does provide professional counseling services and is approved for Federal Financial aid via the Department of Education to its students. We use ComPsych counseling services for our student population and provide the code and access information during orientation to the school. ComPsych will provide short term counseling sessions based upon a 3-session model paid for by the school. ComPsych can recommend appropriate resources for students to investigate for professional counseling and/or financial aid. The school has a full-time Financial Aid Advisor who assists with the financial aid process for the programs in which the school is approved (Pell grants, work study, FSEOG campus based funds, direct loans sub/unsub).

#### **EVALUATION OF TEACHING EFFECTIVENESS:**

At the end of each course taught, the students will be asked to complete a faculty evaluation and course evaluation tool. These tools are to help the school continually improve its presentations, handouts, organization, courses, and make necessary changes.

#### **ELIGIBILITY ISSUES REGARDING LICENSURE:**

The Board of Nurse Examiners for the State of Texas requires schools to inform enrolled students (verbally and in writing) about eligibility requirements and to maintain students' signed receipt of the required information. The Board of Nursing Examiners has identified certain circumstances that may render a potential candidate ineligible for licensure as a licensed vocational nurse (LVN) in the State of Texas. The Board provides individuals the opportunity to petition for a Declaratory Order as to their eligibility in accordance with article 4519 (a) of the Nursing Practice Act. View [www.bne.state.tux.us](http://www.bne.state.tux.us) for further information and forms.

The school maintains a complete list of all faculty members on the school website with their credentials located at: <http://vocationalnursinginstitute.com/about-staff.php>

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## **THE VOCATIONAL NURSING INSTITUTE, INC.**

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Policy and Procedure Manual  
Title: **MAKE-UP WORK POLICY**

#### **REGULATION:**

Title 40, Texas Administrative Code, Chapter 807, Texas Proprietary School Rules

Subchapter M

#### **PURPOSE:**

Establish a make-up work schedule for students attending the school.

#### **POLICY:**

It is a requirement of the school that students with excused absences must follow a make-up work policy to continue to meet the requirements of the school prior to graduation from the school. It is at the

discretion of the faculty member as to whether make up work may be submitted or not. This will be outlined in the syllabus for each course. The highest grade possible for make-up or late work is 77%.

**PROCEDURE:**

1. No more than 5% of the total course time hours for a program may be made up.
2. The school shall submit make-up work policies to the TWC for approval.
3. Make-up work shall:
  - a. Be supervised by an instructor approved for the class being made up.
  - b. Require the student to demonstrate the same level of knowledge or competence expected of a student who attended the scheduled class session.
  - c. Be completed within two weeks of the end of the grading period during which the absence occurred.
  - d. Be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor, and
  - e. Be signed and dated by the student to acknowledge the make-up session.

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**THE VOCATIONAL NURSING INSTITUTE, INC.**

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**Policy and Procedure Manual  
Title: ATTENDANCE POLICY**

**REGULATION:**

Title 40, Texas Administrative Code, Chapter 807, Texas Proprietary School Rules  
Subchapter M

**PURPOSE:**

To establish attendance criteria for students of the Licensed Vocational Nursing Program

**POLICY:**

It is the policy of this school that attendance will be closely monitored for all students.

It is also the policy of this school that any student missing more than 3 scheduled class days will withdraw or must arrange (for an additional fee) to continue classes either through a make-up session with the instructor or during the next scheduled course session.

**PROCEDURE:**

1. The instructor will document all student attendance each day at the beginning of class and upon return from lunch break.
2. All absences will be documented on the absence form.
3. Instructors will follow the attendance policy and form.
4. Students will complete the attendance form upon enrollment to the school so that they are aware of the school's policy.

5. The School Director will follow up on all attendance issues.
6. Attendance records will be maintained for a period of 5 years.

**FORMS:**

Student's Attendance Sign-In Sheet

Instructor's Roll Call

Absence Form

SEE CALENDAR INSERT

**INTENTIONALLY LEFT BLANK**

Calendars are also posted on the website at [www.vocationalnursinginstitute.com](http://www.vocationalnursinginstitute.com) and are provided during orientation and as courses progress by the lead instructor.

How to Enroll in the VN Program:

1. Obtain an academic calendar ([www.vocationalnursinginstitute.com](http://www.vocationalnursinginstitute.com) or call the school).
2. Select course cycle you wish to apply for (i.e., 2020.....). The school offers one cohort of up to 20 students per 18 months (evening program) and up to 20 students (day program)
3. Gather required documents to apply which includes:
  - a. Provide evidence of successful completion of public, private, or home schooling at the high school level or obtainment of a recognized high school equivalency credential; or
  - b. Provide evidence of successful completion of the equivalent of one full-time academic semester (12 academic semester hours) or academic quarter (18 academic quarter h hours) at an accredited college, university, or other postsecondary school. Complete a tour at the school.
  - c. Provide evidence you are at least 18 years of age.
  - d. Provide evidence you can read, write, and speak English; (High school Diploma and Health and Environmental Sciences Institute (HESI) Test) or other preadmission testing as designated by the school.
  - e. Be in good health and able to bend, twist, lift at least 50 pounds, and be free from communicable disease (Physician Statement and/or Immunizations) and signature on Student Meets Physical Requirements form.
  - f. Provide basic physical from the physician indicating you are in good health and can meet the physical requirements of the Licensed Vocational Nurse Job position. Provide all documentation as outlined in the Health Packet. Health Packets are available at the school.
  - g. Provide a copy of current immunizations.
  - h. Provide evidence that the student has taken the Hepatitis B series or sign school form of declination of this series. (See Health Packet for forms)
  - i. Complete successfully the new and accepted student process by the Texas Board of Nursing

(TBON). Obtain finger printing once accepted by the school for enrollment. All students must comply with the TBON rules and procedures.

j. Have a background check performed per the school and TBON procedures.

k. Provide a copy of the high school diploma, or GED. If outside the US, a transcript high school diploma showing it meets Texas high school graduation requirements must be provided.

**If a student had a criminal history done by the TBON since 2006 they do not have to do it again.**

l. Provide evidence for:

***Prerequisite courses that must have a grade of “C” or better and be no greater than 3 years old prior to application to the VN program includes:***

1. Anatomy and Physiology within the required time frame (3 credit hours or 54 clock hours required).

2. Medical Terminology within required time frame (1.5 credit hours or 30 clock hours required).

These courses can be taken at any accredited college with a passing grade of a “C.”

l. \*All students must pass the Hesi/preadmission test with a score of **80%** or better. (Fee for this is \$89.99 payable by the student upon registration for the Hesi/ preadmission test and subject to change) To register for the HESI/ preadmission test please call the school office.

\*The school uses a scoring calculation to assist the school in determining who to accept for enrollment, see Admission and Enrollment policies and scoring form. Meeting all the pro- gram application guidelines does NOT guarantee admittance to the program.

4. Complete application to the school office. Attach the essay with the application.

5. Fees are due at the time of registration.

6. Submit all documents together at one time (items 3-5).

7. The school will notify you of the status of your application in writing. If you need to meet with our career advisor to discuss your academic plans, please make an appointment by calling (832) 237- 2525.

## STUDENT HEALTH POLICIES

**POLICY:** It is the policy of The Vocational Nursing Institute, Inc. upon admission to the Vocational Nursing (VN) Program that each student provides evidence of immunity and health status. Each student is required to show proof from their primary care physician that they are cleared to work with patients in a nursing student/nursing assistant capacity. All health information is kept confidential per HIPAA regulations. (see HIPAA policy and procedure manual). All health information must be completed and submitted prior to the first day of class including titers. (MMR)

Prior to the first day of class each student must furnish the school with the following documents:



- 1) **VN Annual History and Physical** – letter from the physician stating the student passed a physical. If the student is pregnant, or becomes pregnant or ill during the semester, then a release must be obtained from the physician releasing the school of all liability and that the student may attend school including lifting patients and caring for sick patients while pregnant.
- 2) **VN Hepatitis B Series (HBV) (or waived form)** –copy of 3 shot series or waived form.
- 3) **VN TB test or chest x ray within the past 12 months** – Provide proof of TB Testing date. See infection control policies.
- 4) **VN Measles, Mumps, and Rubella and/or rubella titer** – need proof of positive titer (lab test) for Measles, Mumps, and Rubella initialed by the health care provider for the student.
- 5) **VN Varicella (chicken pox)** – titer values initialed by the health care provider are acceptable (lab report) if original evidence of immunity is not available.
- 6) **VN Tetanus and Diphtheria (Td or TdAP)** – must present evidence of exact date of vaccination within the last 10 years. If no documentation is available, then it must be done. If a student is allergic, then this must be documented on the student file.

The school will offer and include AHA CPR to each student within their VN program. The school requires that you take an influenza vaccine including H1N1. The school does not required COVID 19 immunization, however, clinical sites may require this and in order to stay in the program, we have to comply with the clinical partner requirements.

**PURPOSE:** The nursing students will have learning experiences that involve patient contact. The students will be at risk for both exposure and transmission of communicable diseases and blood borne pathogens. Therefore, the school policy is to decrease the health risks to patients and students alike and to protect the students and patients as much as possible by following the school’s policies relating to infection control, OSHA, and the CDC (Centers for Disease Control).

Note: All clinical sites the school is working with have requirements for health clearance that the school must adhere to. It is mandatory that all health clearance documents be submitted within 5 days of starting the program and prior to the 1<sup>st</sup> day of clinical learning experiences. If not submitted, the student risks not participating in clinical rotations. All Clinical hours must be completed for the graduate course.

If a student becomes ill or is hospitalized during the school year and becomes contagious or unable to perform his/her nursing student duties; an updated health clearance must be submitted from the health care provider

who was providing treatment to the student prior to the student returning to the clinical environment. The statement from the health care provider must be dated and state that the student is able to return to their nursing student responsibilities as well are free from any health impairment which is a potential risk for them or for the patients. Once a student is cleared by the Senior Clinical Instructor, the student must see the School Director to coordinate clinical make-up time. Make up sessions for clinical rotations are exceedingly difficult to arrange especially with the hospital systems. The school does not guarantee clinical rotation make up, which can delay graduation.

Some of the clinical sites may require additional information such as background checks, state child abuse registry checks, drug testing, as applicable. We will notify you if this is the case.

#### **ADA Special Considerations:**

If a student has a special need or request it must be submitted in writing with their application to the program.

Examples of such considerations might include needing to sit in the front row due to slight hearing or vision deficits.

**Accommodations:**

The school records its lectures, offers tutoring services 1:1 with the instructor by appointment, provides eBooks if requested, uses online supplemental teaching materials, has audio pronouncements of vocabulary words in Elsevier/Evolve (textbook manufacturer online accommodations), and can place students in the front of the classroom as needed.

Note: Students MUST meet the physical, occupational, and mental requirements for the occupational program they are participating in and must provide a physician clearance in their application packet. Students with severe vision, auditory, mental, and mobility issues will not be able to meet the physical requirements for the occupational position and will not be accepted into the program because of this.

The school does not authorize students to use artificial intelligence for assignment submissions, unless the school has provided this in its software from its vendors, such as Shadow Health, Swift River, and ATI.

Student Health Clearance Checklist

Student Name: \_\_\_\_\_

- Proof of Negative TB test or chest x-ray
- CPR card
- Annual History and Physical Documentation
- Vaccination for Measles, Mumps, Rubella Documentation (positive result)
- Rubella Titer as applicable (positive result)
- Tetanus (Td or TdAP) with exact date in last 10 years Documentation
- Varicella Titer Documentation (positive result)
- Hepatitis B evidence of 3 shot series or waived form.
- Pregnancy clearance as applicable
- Flu vaccine Documentation (mandatory)
- Authorization of student to share records with clinical sites Documentation.
- Covid vaccination (as applicable)

Students should submit this information to Dr. Kimberley Kelly DNP, MSN, BSN, RN ( Director of Education) or designee no later than the fifth day of class. We encourage you to submit this information as

soon as possible after being notified of your acceptance into the program. I hereby state I have no ADA or special accommodation to be provided by the school.

\_\_\_\_\_  
 Completed by (First Name / Last Name) (Title) (date)

**IMMUNIZATION DOCUMENTATION FORM**

I \_\_\_\_\_ hereby release the following health information Print First, Middle, Last Name

to The Vocational Nursing Institute, Inc. (VNI). I understand that additional information may be required and authorize VNI to release my health clearance information. All other documents associated are required for my participation as a nursing student with clinical experience.

\_\_\_\_\_  
 Student Signature Date

**PLEASE MAKE SURE ALL LAB REPORTS ARE ATTACHED AND INITIALED BY THE NURSE PRACTITIONER, PHYSICIAN ASSISTANT OR PHYSICIAN.**

**PRIOR VACCINATION HISTORY MUST BE ATTACHED FOR NEGATIVE TITERS.**

Type of Immunization	Date Titer Drawn	Numerical Value	Pos. / Neg	Revaccination Date as applicable
Measles				
Mumps				
Rubella				
Varicella				
Hepatitis B				
Diphtheria/ Tetanus Toxoid (Td or TdAP) in last 10 years				
Varicella Titer				
Other Titers: _____ _____				

\_\_\_\_\_  
 Signature of Certified Nurse Practitioner/DO/Physician Assistant/Physician Title Date

\_\_\_\_\_  
 Print Name Certified NP/PA/DO/Physician

Physician Address:

\_\_\_\_\_  
 Number Street City State Zip

**STUDENT AUTHORIZATION TO RELEASE MEDICAL RECORDS AND EDUCATION RECORDS  
TO CLINICAL ROTATION SITES**

I understand that copies of my health records, performance records, status in the program, criminal history, competency and skills level(s), initiative and professional behavior, interactions with teachers, students, and patients, may be shared by the faculty of The Vocational Nursing Institute, Inc., and the staff of the rotation sites as applicable.

I \_\_\_\_\_ give The Vocational Nursing Institute, Inc.  
Student name (first, middle, last)

program faculty and staff permission to disclose my relevant education and/or health records to the clinical rotation sites for the year \_\_\_\_\_, only to the extent necessary for  
i.e., 2022-2023

my progression in and completion of my program.

\_\_\_\_\_  
Student Signature Printed Name Date

**HEPATITIS B VACCINE CONSENT FORM**

Hepatitis B infection is caused by the Hepatitis B virus, which causes death in 1% to 2% of patients. Most people with Hepatitis B recover completely, but approximately 5% to 10% become chronic carriers of the virus. Most of these people have no symptoms but can continue to transmit the disease to others. The healthcare provider is at an increased risk for acquiring this infection. Hepatitis B vaccine (recombinant) is available and requires three injections for adequate response, although some persons may not develop immunity even after three doses. The duration of immunity is unknown currently. The vaccine has been tested extensively for safety and efficiency in large-scale clinical trials with human subjects.

Engirex-B is a non-infectious recombinant DNA Hepatitis B vaccine. It contains purified surface antigen of the virus obtained by culturing a genetically engineered yeast cell, which carries the surface antigen gene of the Hepatitis B virus. The product contains no more than 5% yeast protein. The vaccine side effects are incredibly low. Tenderness and redness of the injection site and low-grade fever may occur. Rash, nausea, joint pain, and mild fatigue have also been reported. I should not take this vaccine if pregnant or nursing because effects at this time are unknown. I further understand that I should not take this vaccine if active infection is present, an allergy to this compound is known, or if hypersensitive to yeast.

\*\*\*\*\*

I have read the above statement and have had the opportunity to ask questions and understand the benefits and risks of

Hepatitis B vaccine. I understand I must have three doses of the vaccine to confer immunity, however as with all medical treatment there is no guarantee that I will become immune or that I will not experience side effects from the vaccine.

\_\_\_\_\_  
 PRINTED NAME OF STUDENT

\_\_\_\_\_  
 SIGNATURE OF STUDENT

I REALIZE IT IS MY RESPONSIBILITY TO RETURN IN ONE (1) AND SIX (6) MONTHS AFTER MY FIRST DOSE TO COMPLETE MY VACCINATION SERIES.

DATE VACCINATED      LOT #      SITE      INITIALS      NEXT DOSE DUE SIGNATURE

- 1.
  
- 2.
  
- 3.

**HEPATITIS B VACCINE REFUSAL FORM**

Hepatitis B infection is caused by the Hepatitis B virus, which causes death in 1% to 2% of patients. Most people with Hepatitis B recover completely, but approximately 5% to 10% become chronic carriers of the virus. Most of these people have no symptoms but can continue to transmit the disease to others. The healthcare provider is at an increased risk for acquiring this infection.

Hepatitis B vaccine (recombinant) is available and requires three injections for adequate response, although some persons may not develop immunity even after three doses. The duration of immunity is unknown currently. The vaccine has been tested extensively for safety and efficiency in large-scale clinical trials with human subjects.

Engirex-B is a non-infectious recombinant DNA Hepatitis B vaccine. It contains purified surface antigen of the virus obtained by culturing a genetically engineered yeast cell, which carries the surface antigen gene of the Hepatitis B virus. The product contains no more than a 5% yeast protein.

The vaccine side effects are incredibly low. Tenderness and redness of the injection site and low-grade fever may occur. Rash, nausea, joint pain, and mild fatigue have also been reported. I should not take this vaccine if pregnant or nursing because effects at this time are unknown. I further understand that I should not take this vaccine if active infection is present, an allergy to this compound is known, or if hypersensitive to yeast.

-----  
 I have had the opportunity to ask questions about the risks and benefits of the vaccine.

I have read the above statement, however; I decline the Hepatitis vaccination at this time. I understand that by declining this vaccine I continue to be at increased risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or body fluids and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series.

I have previously received a complete series of Hepatitis B vaccine.



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Program Director Signature/Date

## Seminar Course

### Anatomy & Physiology

This course teaches how the human body works system by system and meets the pre-requisite course requirement for Anatomy/Physiology I and II for application to our VN Program. We offer both face to face and remote online classes. Please contact the school for the most current class schedule or online at [www.vocationalnursinginstitute.com](http://www.vocationalnursinginstitute.com).

Class Schedule: Tues/Thursday evenings 6-8:30pm or mornings 10:00 -12:45 pm

Admission Requirements: 17 years of age, or high school graduate, or GED.  
Must be able to read, write, and speak English fluently.

Clock Hour Length: 54 clock hours

Objective: Participant will learn basic anatomy and physiology of the human body.

### Fees:

Registration: \$25.00 (non-refundable)

Tuition: \$425.00

Lab Fee \$75.00

Total Tuition: \$525.00

Course text is not included.

Textbook: Herlihy 6th Edition the Human Body in Health & Illness  
ISBN 978-1-4557-7234-6 (or most recently released edition)

Herlihy 6th Edition Adaptive Quizzing : ISBN 978-1-4557-7459-3

<b>Topic</b>	<b>Hours</b>
Introduction to the structure and function of the body	2.25
Chemistry of Life	2.25
Cells and Tissues	2.25
Organ Systems of the body	2.25
Mechanisms of Disease	2.25
Integumentary System and body membranes	2.25
Skeletal system	2.25
Muscular system	2.25
Nervous system	2.25
Senses	2.25
Endocrine system	2.25
Blood	2.25

Heart and heart disease	2.25
Circulation of the blood	2.25
Lymphatic system and immunity	2.25
Respiratory system	2.25
Digestive system	2.25
Nutrition and metabolism	2.25
Urinary system	2.25
Fluid and electrolyte balance	2.25
Acid-base balance	2.25
Topic	Hours
Reproductive system	2.25
Growth and development	2.25
Genetics and genetic diseases	2.25
Total Clock Hours	54

## MEDICAL TERMINOLOGY

### *Course Title & Description*

Medical Terminology – Medterm100

This course enables the student to study and learn word structure, organization of the body, suffixes, prefixes, medical specialists and case report terminology, body systems, diagnostic tests and procedures, abbreviations, acronyms, symbols, and eponyms, and learn the basic allied health career positions. This is a pre-requisite course for the Vocational Nursing Program at this institute and may be taken at this school or another accredited school. We offer both face to face and remote online classes.

Class Schedule: Saturday Series (8-4:30 for 3 Saturdays and 8-2:30 4<sup>th</sup> Saturday), Mon/Wed/Fri day classes from 9-12:15pm, Mon/Wed evening classes 5:45 pm – 9:00 pm or as posted at [www.vocationalnursinginstitute.com](http://www.vocationalnursinginstitute.com)

Admission Requirements: 16 years of age, or high school diploma or GED if 18 years or older Must be able to read, write, and speak English fluently.

Clock Hour Length: 30 clock hours (15 didactic, 15 lab)

Objective: Participant will learn medical terminology prefix, suffix, medical terms during the course. See specific week outline below for specific content.

### **TUITION & FEES**

Tuition and fees are as follows. Course text is not included. There is a \$25.00 Registration Fee. No interest is charged.

Payment Types: Students must pay the full tuition upon enrollment. Payment methods accepted are check, cashier's check, MasterCard, American Express, or Visa.

### **FEES:**



Registration: \$25.00  
 Tuition: \$223.99  
 Lab fee: \$ 25.00  
 Total Tuition: \$273.99

**\*INCLUDED IN THE TUITION:**

1. Classroom instruction
2. Lab Fee
3. Remediation as needed.

**SUPPLIES NOT INCLUDED IN COURSE FEES**

***\*Required Supplies***

***Estimated Cost:***

3-ring 2" or 3" loose leaf notebook	\$ 3.00
Notebook paper	\$ 3.00
#2 pencil	\$ .99
Pens (black only)	\$ 1.99
Highlighter	\$ 2.50

Total Estimated Cost:

\$ 273.99 + \$11.48 (supplies) = \$285.47

***\*Items are subject to cost change.***

**"Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder."**

**Medical Terminology Course**

Subject #	Subject Title	Clock Hours		
		Lec/Lab/Ext/Total		
Med term 100	Medical Terminology	15/15/00/30		

**Course Outline:**

**Chapter One**

- 1) The student will identify basic word structures inclusive of root, combining vowel, and suffix.
- 2) The student will be able to combine medical terms and practice writing medical terms and their meanings throughout the course.
- 3) The student will demonstrate an understanding of medical prefixes and suffixes throughout the course.

**Chapter Two**

- 1) The student will be able to name the body systems and their functions.
- 2) The student will be able to identify body cavities and specific organs within them.
- 3) The student will be able to list the division of the back.
- 4) The student will be able to identify the three planes of the body.
- 5) The student will be able to analyze, pronounce, and spell new terms.
- 6) The student will be able to apply medical terms in real-life situations.

**Chapter Three**

- 1) The student will be able to identify and define useful diagnostic and pro- cedural suffixes.
- 2) The student will be able to analyze, spell, and pronounce medical terms that contain diagnostic and procedural suffixes.
- 3) The student will be able to apply medical terms in real-life situations.

**Chapter Four**

- 1) The student will be able to identify and define common prefixes used in medical terms.
- 2) The student will be able to analyze, spell, and pronounce medical terms that contain prefixes.
- 3) The student will be able to apply medical terms in real-life situations.

**Chapter Five**

- 1) The student will be able to describe the training process of physicians.
- 2) The student will be able to identify medical specialists and describe their specialties.
- 3) The student will be able to identify combining forms used in terms that describe specialists.
- 4) The student will be able to decipher medical terminology as written in case reports.

**MEDICATION AIDE PROGRAM*****Program Title & Description***

**Medication Aide Program** – this course meets State of Texas requirements for a training course for Medication Aide professionals. This class will prepare the successful student to perform the necessary tasks to become a Medication Aide and to understand the Medication Aide role in health care. This class is Basic pharmacology and medication administration for certified nurse aides. The course includes drug delivery routes, classifications, effects, and side effects. Communication principles, ethics, nursing process, and body structure and function will be reviewed. This course prepares the CNA to assist the RN or LVN/LPN to pass medications in health care settings as approved by the Texas Health and Human Services and to sit for Medication Aide Certification Exam.

We will be exploring medication administration concepts and how they relate to the Medication Aide. This class content consists of lectures, reading assignments, homework assignments, video presentations, skills test, and quizzes.

Topics to be covered will include the history of drug therapy, the legal and moral responsibility of the MEDICATION AIDE, and understanding of human anatomy as it is related to drug therapy, the various forms available for use by the MEDICATION AIDE, specific drug examples, administration of medications, and the special needs of geriatric, and chronically ill residents.

**Primary Job Skills:**

The primary job skills that the students will obtain are passing routine medications to patients in a long-term care facility environment.

**Work Settings:**

The work settings in which program graduates may work includes long-term care facilities, skilled facilities, private nursing homes.

The course includes classroom and clinical instruction in the following areas:

**Course Outline:**

140 clock hours (6.7 credit hours)

100 hours of classroom instruction and training.

20 hours of returned skills demonstration laboratory; and

10 hours of clinical experience, including clinical observation and skills demonstration under the direct supervision of a licensed nurse in a facility, and 10 more hours in a return skills demonstration laboratory.

You must also take the medication aide examination, which consists of 100 multiple-choice questions that cover your knowledge of accurate and safe drug therapy.

**Class Schedule:** The program meets once weekly for a total of 4 hours/ week with an expected duration of 25 weeks to complete.

Houston Campus Times offered are Fridays 8-12 pm or 1-5pm or Wednesday evenings from 5-9 pm.

**Dallas Location Medication Aide (Hybrid) Schedule:**

3939 Beltline Drive Dallas, Texas

Class Start Date - Hybrid Didactic	End Date
5/20/2024 8 hours/ week - 8/5/2024 20 hours lab on campus week of 8/12/2024 10 hours clinical 8/19/2024	8/23/2024

**School Holidays:****HOLIDAYS**

The following school holidays will be observed:

HOLIDAY	See school calendar insert for dates
New Year's Day	See school calendar insert for dates
Martin Luther King Day	See school calendar insert for dates
Presidents Day	See school calendar insert for dates
Memorial Day	See school calendar insert for dates
4 <sup>th</sup> of July	See school calendar insert for dates
Labor Day	See school calendar insert for dates
Columbus Day (Indigenous)	See school calendar insert for dates
Thanksgiving Day & Day After	See school calendar insert for dates
Christmas Eve	See school calendar insert for dates
Christmas Day	See school calendar insert for dates
New Year's Eve	See school calendar insert for dates

Texas Health and Human Services curriculum is used for this course along with the Sorrentino - Remmert Mosby Textbook & workbook for Medication Assistants

**Textbook:** Mosby's Textbook for Medication Assistants ISBN 978-0-323-04687-9  
 Mosby's Textbook for Medication Assistants Workbook ISBN 978-0-323-04900-9

Note: The most recent publication is the one the school uses in this course. We will include the updated ISBN on the syllabus if a change occurs mid year by the publisher.

**The Medication Aide core curriculum includes:**

Unit	Topic	Week
I	Introduction, orientation, and basic concepts	1
II	Infection control	2-3
III	Administration of medication	4-5
IV	Drugs affecting the Cardiovascular system	6
Unit	Topic	Week
V	Drugs affecting the Urinary System	7-8
VI	Drugs affecting the Respiratory System	8-9
VII	Drugs affecting the Digestive System	9-10
VIII	Drugs affecting the Central Nervous System	10-11
IX	Drugs affecting the Musculoskeletal System	11-12
X	Drugs affecting the Endocrine System	12-13
XI	Antibiotics and other anti-infective agents	14-15
XII	Drugs affecting the eye	15-16
XIII	Drugs affecting the ear	16-17
XIV	Drugs affecting the skin	17-18
XV	Cognitive Impairment	18-19
XVI	Pediatric Patients	19-20
XVII	Care Planning Assistance	21-22
XVIII	Teaching Procedures	23-24
	Final Exam -review of exam Preparation for lab component and upcoming clinical experience	25
XIX	Handouts	Throughout the course

**TUITION & FEES**

Tuition and fees are as follows. \$1395.00 tuition fee. Course text is not included.  
*Students must purchase their own textbook.*

There is a \$25.00 Registration Fee. There is a \$75.00 lab fee.

**Other fees not covered by tuition:**

*Watch with 2 <sup>nd</sup> hand	\$25.00
*Duty shoes with no-skid sole	\$25.00
*Hunter green scrubs	\$20.00
*Pen, note paper, folder	\$ 4.00
*State Exam	Per DHHS fee schedule

Total Tuition and fees: \$1395.00 + \$25.00 + \$75.00 = \$1495.00 + state test.

***\*Items are subject to cost change.***

**"Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder."**

Payment Types: Students must pay the full tuition upon enrollment. Payment methods accepted are check, cashier's check, MasterCard, American Express, or Visa.

**\*INCLUDED IN THE TUITION:**

1. DHHS Curriculum (student version)
2. Classroom /Clinical/Lab instruction
3. Lab Fee
4. Remediation as needed.
5. Swiftriver virtual clinical med pass
6. Shadow Health med administration virtual clinical

**DHHS MANDATORY INFORMATION**

\_\_\_\_\_ Student Initials indicate reading and understanding these requirements.

All student course enrollment Department of Health and Human Services (DHHS) forms have to be sent to the Medication Aide Program and received within **20 days** of starting the class. If they do not have the required documentation it creates an administrative problem. They cannot continue into the course or sit for the exam. The student must meet the following criteria and provide the required documentation as follows:

- 1) be able to read, write, speak, and understand English.
- (2) be at least 18 years of age.
- (3) be free of communicable diseases and in suitable physical and emotional health to safely administer medications.
- (4) be a graduate of an accredited high school or have proof of successfully passing a general educational development test.
- (5) be employed in a facility as a nurse aide or non-licensed direct care staff person on the first official day of an applicant's medication aide training program; and
- (6) have been employed:
  - (A) as a nurse aide in a Medicare-skilled nursing facility or a Medicaid nursing facility; or

(B) in a facility for 90 days as a non-licensed direct care staff person during the 12-month period before the first official day of the applicant's medication aide training program.

- 7) not have been convicted of a criminal offense listed in Texas Health and Safety Code §250.006(a), and not have been convicted of a criminal offense listed in Texas Health and Safety Code §250.006(b) within five years before the date HHSC receives the permit application.
- (8) not be listed as unemployable on the EMR; and
- (9) not be listed with a revoked or suspended status on the NAR.
- 10) provide the school a certified copy or a notarized photocopy of an unaltered, original, high school diploma or transcript or the written results of a general educational development (GED) test demonstrating that the applicant passed the GED test, unless the applicant is applying under §557.107(e) of this chapter for submission with the application to DHHS .

## CANCELLATION & REFUNDS

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the
2. The effective date of termination for refund purposes will be the earliest of the following:
  - (a) The last day of attendance if the student is terminated by the school.
  - (b) The date of receipt of written notice from the student; or
  - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.<sup>1</sup>
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund if they were necessary for the portion of

the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - (a) Enrollees are not accepted by the school.
  - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
  - (c) If the student's enrollment was procured because of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

*A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.*

#### 8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student at the school or college who withdraws from the school or college because of the student being called to active duty in a military service of the United States or the Texas

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<sup>1</sup> More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal.
- (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
  - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
  - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been

negotiated or credited into the proper account(s), within 45 days after the effective date of termination.

\*\*\*\*\*NURSE AIDE PROGRAM INFORMATION \*\*\*\*\*

**PROGRAM DIRECTOR FOR THE NURSE AIDE PROGRAM: CIP 51.3902**

Dr. Kimberley Kelly DNP, MSN, BSN, RN

**NURSE AIDE PROGRAM TUITION & FEES**

100 clock hours/3 semester credit hours

Tuition and fees are as follows. Course text is included.

Nurse Aide Training Course Fee           \$995.00

Students may pay the full tuition upon enrollment or opt for a two-payment option. Those opting for the two-payment option must pay \$497.50 at the time of enrollment. The other payment of \$497.50 is due one week prior to course completion.

**SUPPLIES NOT INCLUDED IN COURSE FEES**

**\*Required Supplies**

1. Scrubs – hunter green with no print
2. Duty Shoes – no open toe, clogs, or canvas- nonskid
3. Watch with a second hand.
4. Flesh-colored hose, or plain white anklets (with pants)
5. 3-ring 2” or 3” loose leaf notebook
6. Notebook paper
7. #2 pencil
8. Pens (black only) Highlighter
9. Blood pressure cuff and stethoscope
10. Laptop and working internet at home (basic computer schools with word, internet required)

**Optional Supplies**

1. Bandage Scissors
2. Nurse Aide 3 pocket visit bag

*\*Items are subject to cost change.*

**NURSE AIDE HYBRID PROGRAM OUTLINE**

***Program Title & Description***

Nurse Aide Training Course - this course meets State of Texas requirements for a training course for Nurse Aide professionals. The course includes classroom and clinical instruction in the following areas: communication and interpersonal skills, infection control, safety, and emergency procedures, including the Heimlich maneuver, promoting residents' independence, respecting residents' rights, personal care skills, basic nursing skills, mental health and social service needs, care of cognitively impaired residents, basic restorative services, and residents' rights.

**Subject Titles & Descriptions for Nurse Aide Program**

NUA 101 - Nurse Aide Health Care Skills Lecture 52 Lab: 08 Ext: 00

Prepares the student to perform the fundamental skills of the nurse aide. Basic nursing skills, restorative services, personal care skills, safety and emergency care issues are covered in theory and lab. The student will learn skills that address mental health needs as well as patient/resident/client rights.

The 52 hours are remote lectures and learning activities including homework on the school learning management platform.

Course length: 4 weeks from Day 1 until course completion on Day 28. (Mon-Sunday remote work at own pace)

Weekly Meeting with instructor on Wednesdays at 6pm-6:30 pm via blue button on canvas.

Quizzes, Tests will be proctored via instructor or lockdown browser- TBD in classroom with instructor during orientation.

Orientation: 1 hour orientation will occur prior to the first day of class TBD by instructor announcement and invitation to the



canvas course.

Lab day: 8 hours of lab will take place in the last week of the course.

**Prerequisite: High School Diploma or GED.**

NUA 102 - Nurse Aide Clinical Lecture: 00 Lab:40 Ext: 00

Applies knowledge gained from NUA in a clinical setting. Course length: 4 (10 hour) days or 5 (8 hour) days.

**Prerequisite: Successful completion of NUA 101**

Subject #	Subject Title	Nurse Aide Program	
		Clock Hours	
		Lec/Lab/Ext/Total	
NUA 101	Nurse Aide Health Care Skills	52/08/00/60	
NUA 102	Nurse Aide Clinical	00/40/00/40	
Total Hours:		60/40/00/100	

**Nurse Aide Program Duration**

Students must meet the minimum requirements for graduation within the NUA 101 and 102 course period. The classroom portion of the training is remote on the canvas and is approximately 60 hours (4 weeks /28 days) in length and the clinical portion is approximately 40 hours (6.5 days) in length for a total of 100 possible hours. Students must satisfactorily complete a minimum of 60 classroom hours and 40 clinical hours for consideration for graduation.

Students who successfully complete both the classroom and clinical portions of the course and meet their financial obligations to the school will received a Certificate of Completion which qualifies them to take the state exam to become a Certified Nurse Aide in the State of Texas.

**SCHOOL CALENDAR FOR NURSE AIDE PROGRAM**

The academic year begins January 1 and ends December 31. The following course dates are offered:

COURSE NAME	COURS E #	ENROLLMENT PERIOD	START DATE	END DATE	CLASS DAYS
NA Training Course	10104	Upon TWC approval	See online calendar	See online calendar	Mon-Fri TBA
NA Training Course	10204	2 weeks prior to start date	See online calendar	See online calendar	TBA
NA Training Course	10304	2 weeks prior to start date	See online calendar	See online calendar	TBA
NA Training Course	10404	2 weeks prior to start date	See online calendar	See online calendar	TBA
NA Training Course	10504	2 weeks prior to start date	See online calendar	See online calendar	TBA
NA Training Course	10604	2 weeks prior to start date	See online calendar	See online calendar	TBA

**NUA 101**

Week	Topics	Location for Class	Hours to complete
Orientation	1 hour evening prior to class starting	Canvas- Blue button conference line	1 with instructor online
1	See Syllabus and canvas assignments	On canvas remote	15
2	See Syllabus and canvas assignments	On canvas remote	15
3	See syllabus and canvas assignments	On canvas remote	15
4	See syllabus and canvas assignments	7 on canvas remote 8 on Friday in lab on campus	15

**NUA 102**

<b>Week</b>	<b>Topics</b>	<b>Dates Scheduled</b>	<b>Location for Class</b>	<b>Hours to complete</b>
Week 1: consisting of 2-10 hour days	Clinical Experience 1 patient / day	TBD	Clinical site or school lab	10 / day x 2 days
Week 2: consisting of 2- 10 hour days	Clinical Experience 2 patients/ day	TBD	Clinical site or school lab	10/day x 2 days
<b>TOTAL HOURS</b>				40

**ADMISSIONS FOR THE NURSE AIDE PROGRAM**

The school shall require for admission into its programs proof of one of the following:

1. Successful completion of public, private, or home schooling at the high school level or obtainment of a recognized high school equivalency credential if over 18 years of age; or
2. Successful completion of the equivalent of one full-time academic semester (12 academic semester hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other postsecondary school if over the age of 18 years of age.

Prospective students must also:

1. Be at least 16 years of age.
2. Be able to read, write, and speak English.
3. Be in good health and able to bend, twist, lift at least 50 pounds, and be free from communicable disease; and
4. Not to be listed on the Nurse Aide or Misconduct Registry in revoked status.

**GRADUATION REQUIREMENTS FOR THE NURSE AIDE PROGRAM****Completion Standards**

The student must have satisfactorily completed a minimum of 100 clock hours of training including:

1. 52 clock hours of remote classroom training that doesn't involve direct resident care: 8 clock hours in the lab on campus, and
2. 40 clock hours of hands-on resident care in a nursing facility or alternative clinical training under the direct supervision of a licensed nurse. If a facility is not available, then the school will host the 40 hours in the school lab with mannequins.

The student must have satisfactorily completed the DHHS-established curriculum, including

At least 16 introductory hours of training in the following areas before direct client contact:

- a. Communication and interpersonal skills.
- b. Infection control.
- c. Safety and emergency procedures, including the Heimlich maneuver.
- d. Promoting residents' independence; and
- e. Respecting residents' rights.
- f. Personal care skills.
- g. Basic nursing skills.
- h. Mental health and social service needs.
- i. Care of cognitively impaired residents.
- j. Basic restorative services; and
- k. Residents' rights.

## CERTIFICATE OF COMPLETION

### NURSE AIDE PROGRAM

Students meeting the requirements outlined in the graduation requirements section of this catalog will receive a Certificate of Completion of the Nurse Aide Training Program which qualifies them to sit for the Certified Nurse Aide Evaluation exam to become a Certified Nurse Aide in the State of Texas.

#### HOW TO ENROLL IN THE NURSE AIDE PROGRAM:

1. Schedule a tour at [www.vocationalnursinginstitute.com](http://www.vocationalnursinginstitute.com)
2. Select course cycle you wish to apply for from posted calendar online.
3. Gather required documents to apply which includes:
  - a. Proof of successful completion of public, private, or home schooling at the high school level or obtainment of a recognized high school equivalency credential of over 18 years of age; or
  - b. Proof of successful completion of the equivalent of one full-time academic semester (12 academic semester hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other postsecondary school, if over 18 years of age.
  - c. Evidence that you are at least 16 years of age; (Driver license, birth certificate)
  - d. Evidence that you are able to read, write, and speak English; (high school diploma, GED, Interview, Reading test administered on campus in which you must get a 70%. Students may take the test twice on two different days with at least 3 days in between the tests)
  - e. Be in good health and able to bend, twist, lift at least 50 pounds, and be free from communicable disease; and (Physician statement required) and signature on Physical Demands Form
  - f. Not be listed on the Nurse Aide Registry or Misconduct Registry (for the State of Texas) in revoked status; (School will verify this status) \*When a student applies to the school they are giving permission for the school to conduct a criminal history check, verification check with the Nurse Aide Registry, and the Misconduct Registry in the State of Texas.
  - g. Evidence of current CPR card
  - h. Evidence of current TB test with negative result
4. Complete application to the school either in handwritten format and submit or use the online application. Request an enrollment package by emailing [admissions@vocationalnursinginstitute.com](mailto:admissions@vocationalnursinginstitute.com)
5. Pay for course when registering at the physical location of the school 11201 Steeple Park Drive Houston Texas 77065
6. Submit all documents together at one time (items 3-5)

The school will notify you that you have been accepted in writing and verbally. If you need to meet with our career advisor to discuss your academic plans please make an appointment by calling 832 237 2525.

#### **Dallas Location Nurse Aide Hybrid Program Schedule:**

3939 Beltline Drive Dallas, Texas

Start Date	End Date
1/15/2024 : Wk 1 15 hours 1/15/2024 Wk 2: 15 hours 1/22/2024 Wk 3: 15 hours 1/29/2024 Wk 4: 15 hours 2/5/2024 Clinical: Wk 5 40 hours 2/6-2/10/2024	2/10/2024

## **RNSG 1001 Registered Nurse Refresher Course as required by Texas Board of Nursing (TBON)**

**Clock Hours:** 96 clock hours (80 hours externship 16 hours hybrid classroom)

**Semester Credit Hours:** 2.84 (80 divided by 45 and 16 divided by 15)

### **COURSE DESCRIPTION**

This course provides the didactic and clinical portions required for an RN to complete a refresher course per the TBON rule 217.6. Designed for inactive registered nurses returning to active practice. The focus of the course is to expand the nurse's knowledge, skills, and attitudes by applying information related to current technology, equipment, nursing trends, and legalities to previously acquired formal education and skills competency.

**Prerequisites:** Students in this course should hold a current or expired RN license in the USA.

### **OBJECTIVES**

Upon completion of this course the student will meet minimum didactic preparation for re-entry into the practice of nursing which is consistent with the standards and protocols outlined in the nursing literature. Specifically, the student will be able to:

1. Enumerate the laws establishing the Board of Nursing and governing the practice of nursing in Texas.
2. Define the Scope of Practice for the Professional Nurse
3. Utilize the nursing process to provide individualized nursing care to persons experiencing functional deficits.
4. Understand major drug classification, their dosage and safe and administration in nursing environments.
5. Demonstrate knowledge and safe, appropriate administration of pharmacological agents.
6. Identify legal/ethical principles of nursing practice including quality assurance and documentation.

**Course Overview:** This online course consists of a total of 6 units and within each unit are topical modules. The course must be completed within 6 weeks of registration. Students will begin with the Orientation and Unit One and proceed through each unit in numerical order.

### **Unit: Hours of Study Required:**

Course Orientation

Unit 1- The Nurse Practice Act, Board of Nursing Rules, Position Statements

Unit 2- Scope of Practice for the Professional Nurse

Unit 3- Review of the Nursing Process

Unit 4- Pharmacology Review

Unit 5- Medication Administration

Unit 6- Documentation, Quality Assurance and Legal Implications

### **ADMISSION REQUIREMENTS**

1. RN with Temporary Permit in Texas
2. RN who is following the board rules guideline for reactivation of nursing license Title 22, Part 11 Chapter 217 Rule 217.6
3. Provides a Texas Board of Nursing email verifying they have been made eligible for a RN refresher

course.

## TEXTBOOK TITLE/FEE

**Books are purchased by the student and are not a part of the tuition fees for the course.**

1. Medical-Surgical Nursing (book of student choice, recent in past three years) \$167.00
2. PHARMACOLOGY FOR NURSES: (book of student choice, recent in past three years) \$83.40
3. Clinical Nursing Skills (Lippincott recommended): (book of student choice, recent in past three years) \$186.66
4. Any good drug reference (book of student choice, recent in past three years) \$39.99

Subtotal: \$476.99

### Included in Tuition

1. Canvas by instructor platform
2. Instructor assigned to course RN ADN level or higher.
3. Clinical experiences arranged by VNI.

Total Fees: \$3750.00

### Excluded in Tuition

Textbooks

Laptop

Paper, Pen, Notebook

Scrubs, 2<sup>nd</sup> hand watch, stethoscope, blood pressure cuff.

Total Estimated Fees: \$350.00

**Total Fee:** \$3750 (tuition) \$476.99 textbooks (not included) and extra costs \$350.00 = \$4576.99

## VNSG/RNSG 1002 Vocational/Registered Nurse International Pediatric Course (TBON)

**Clock Hours:** 55 clock hours (40 hours externship 15 hours hybrid classroom)

**Semester Credit Hours:** 2.22 (40 divided by 45 and 15 divided by 15)

## COURSE DESCRIPTION

This Pediatric course provides the clinical portions required for an International RN to complete in order to sit and take the US NCLEX PN/RN in the State of Texas. The focus of the course is to expand the nurse's knowledge, skills, and attitudes by applying information related to current technology, equipment, nursing trends, and legalities to previously acquired formal education and skills competency through 40 hours of clinical instruction and 15 hours of didactic hybrid instruction using canvas by instructor.

**Prerequisites:** Students in this course should hold an RN/PN license outside of the USA.

## OBJECTIVES

Upon completion of this course the student will meet minimum clinical preparation for sitting to take the NCLEX PN/RN in the State of Texas and to enter into the practice of nursing within the United States which

is consistent with the standards and protocols outlined in the nursing literature. Specifically, the student will be able to:

1. Enumerate the laws establishing the Board of Nursing and governing the practice of nursing in Texas.
2. Define the Scope of Practice for the Professional Nurse
3. Utilize the nursing process to provide individualized nursing care to persons experiencing functional deficits.
4. Understand major drug classification, their dosage and safe and administration in nursing environments.
5. Demonstrate knowledge and safe, appropriate administration of pharmacological agents.
6. Identify legal/ethical principles of nursing practice including quality assurance and documentation.
7. Demonstrate clinical competence in caring for patients within this population.

**Course Overview:** This course consists of a total of 15 hours online and 40 hours in clinical with an approved preceptor/instructor of the school. The course must be completed within 8 weeks of registration.

### ADMISSION REQUIREMENTS

1. PN/RN license outside of the United States recognized by the State of Texas Board of Nursing

### TEXTBOOK TITLE/FEE

**Books are purchased by the student and are not a part of the tuition fees for the course.**

1. Medical-Surgical Nursing (book of student choice, recent in past three years) \$167.00
2. PHARMACOLOGY FOR NURSES: (book of student choice, recent in past three years) \$83.40
3. Clinical Nursing Skills (Lippincott recommended): (book of student choice, recent in past three years) \$186.66
4. Any good drug reference (book of student choice, recent in past three years) \$39.99

Subtotal: \$476.99

### Included in Tuition

4. Canvas by instructure platform
5. Instructor assigned to course RN ADN level or higher.
6. Clinical experiences arranged by VNI.

Total Fees: \$1500.00

### Excluded in Tuition

Textbooks  
Laptop  
Paper, Pen, Notebook  
Scrubs, 2<sup>nd</sup> hand watch, stethoscope, blood pressure cuff.

Total Estimated Fees: \$350.00

**Total Fee:** \$1500 (tuition) \$476.99 textbooks (not included) and extra costs \$350.00 = \$2326,99

### VNSG/RNSG 1002 Vocational/Registered Nurse International Maternity Course (TBON)

**Clock Hours:** 55 clock hours (40 hours externship 15 hours classroom)

**Semester Credit Hours:** 2.22 (40 divided by 45 and 15 divided by 15)

## **COURSE DESCRIPTION**

This Maternity course provides the clinical portions required for an International RN to complete in order to sit and take the US NCLEX PN/RN in the State of Texas. The focus of the course is to expand the nurse's knowledge, skills, and attitudes by applying information related to current technology, equipment, nursing trends, and legalities to previously acquired formal education and skills competency through 40 hours of clinical instruction and 15 hours of didactic hybrid instruction using canvas by instructure.

**Prerequisites:** Students in this course should hold a current or expired RN?PN license outside of the USA.

## **OBJECTIVES**

Upon completion of this course the student will meet minimum clinical preparation for sitting to take the NCLEX PN/RN in the State of Texas and to enter into the practice of nursing within the United States which is consistent with the standards and protocols outlined in the nursing literature. Specifically, the student will be able to:

1. Enumerate the laws establishing the Board of Nursing and governing the practice of nursing in Texas.
2. Define the Scope of Practice for the Professional Nurse
3. Utilize the nursing process to provide individualized nursing care to persons experiencing functional deficits.
4. Understand major drug classification, their dosage and safe and administration in nursing environments.
5. Demonstrate knowledge and safe, appropriate administration of pharmacological agents.
6. Identify legal/ethical principles of nursing practice including quality assurance and documentation.
8. Demonstrate clinical competence in caring for patients within this population.

**Course Overview:** This course consists of a total of 15 hours online and 40 hours in clinical with an approved preceptor/instructor of the school. The course must be completed within 8 weeks of registration.

## **ADMISSION REQUIREMENTS**

1. PN/RN license outside of the United States recognized by the State of Texas Board of Nursing

## **TEXTBOOK TITLE/FEE**

**Books are purchased by the student and are not a part of the tuition fees for the course.**

1. Medical-Surgical Nursing (book of student choice, recent in past three years) \$167.00
2. PHARMACOLOGY FOR NURSES: (book of student choice, recent in past three years) \$83.40
3. Clinical Nursing Skills (Lippincott recommended): (book of student choice, recent in past three years) \$186.66
4. Any good drug reference (book of student choice, recent in past three years) \$39.99

Subtotal: \$476.99

## **Included in Tuition**

7. Canvas by instructure platform
8. Instructor assigned to course RN ADN level or higher.

9. Clinical experiences arranged by VNI.

Total Fees: \$1500.00

#### Excluded in Tuition

Textbooks

Laptop

Paper, Pen, Notebook

Scrubs, 2<sup>nd</sup> hand watch, stethoscope, blood pressure cuff.

Total Estimated Fees: \$350.00

**Total Fee:** \$1500 (tuition) \$476.99 textbooks (not included) and extra costs \$350.00 = \$2326,99

### VNSG/RNSG 1002 Vocational/Registered Nurse International Mental Health Course (TBON)

**Clock Hours:** 55 clock hours (40 hours externship 15 hours classroom)

**Semester Credit Hours:** 2.22 (40 divided by 45 and 15 divided by 15)

#### COURSE DESCRIPTION

This Mental Health course provides the clinical portions required for an International RN to complete in order to sit and take the US NCLEX PN/RN in the State of Texas. The focus of the course is to expand the nurse's knowledge, skills, and attitudes by applying information related to current technology, equipment, nursing trends, and legalities to previously acquired formal education and skills competency through 40 hours of clinical instruction and 15 hours of didactic hybrid instruction using canvas by instructor.

**Prerequisites:** Students on this course should hold a current RN/PN license outside of the USA.

#### OBJECTIVES

Upon completion of this course the student will meet minimum clinical preparation for sitting to take the NCLEX PN/RN in the State of Texas and to enter into the practice of nursing within the United States which is consistent with the standards and protocols outlined in the nursing literature. Specifically, the student will be able to:

1. Enumerate the laws establishing the Board of Nursing and governing the practice of nursing in Texas.
2. Define the Scope of Practice for the Professional Nurse
3. Utilize the nursing process to provide individualized nursing care to persons experiencing functional deficits.
4. Understand major drug classification, their dosage and safe and administration in nursing environments.
5. Demonstrate knowledge and safe, appropriate administration of pharmacological agents.
6. Identify legal/ethical principles of nursing practice including quality assurance and documentation.
9. Demonstrate clinical competence in caring for patients within this population.

**Course Overview:** This course consists of a total of 15 hours online and 40 hours in clinical with an approved preceptor/instructor of the school. The course must be completed within 8 weeks of registration.

#### ADMISSION REQUIREMENTS



1. PN/RN license outside of the United States recognized by the State of Texas Board of Nursing

### **TEXTBOOK TITLE/FEE**

**Books are purchased by the student and are not a part of the tuition fees for the course.**

1. Medical-Surgical Nursing (book of student choice, recent in past three years) \$167.00
2. PHARMACOLOGY FOR NURSES: (book of student choice, recent in past three years) \$83.40
3. Clinical Nursing Skills (Lippincott recommended): (book of student choice, recent in past three years) \$186.66
4. Any good drug reference (book of student choice, recent in past three years) \$39.99

Subtotal: \$476.99

### **Included in Tuition**

10. Canvas by instructor platform
11. Instructor assigned to course RN ADN level or higher.
12. Clinical experiences arranged by VNI.

Total Fees: \$1500.00

### **Excluded in Tuition**

Textbooks  
Laptop  
Paper, Pen, Notebook  
Scrubs, 2<sup>nd</sup> hand watch, stethoscope, blood pressure cuff.

Total Estimated Fees: \$350.00

**Total Fee:** \$1500 (tuition) \$476.99 textbooks (not included) and extra costs \$350.00 = \$2326,99

### **TRUE & CORRECT STATEMENT**

The information contained in this catalog is true and correct to the best of my knowledge.

**Dr. Kimberley Kelly DNP, MSN, BSN, RN**  
**President**