



SCHOOL CATALOG 2026

9580 Bird Road 2nd. Floor, Suite D
Miami FL, 33165.
Phone (786) 615-3790

Volume 17
January 2026

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

Institutionally accredited by the **Accrediting Commission of Career Schools and Colleges (ACCSC)**, School # **M074008**.

Table of Contents

ACTIVA TRAINING CENTER - CONTENTS

SCHOOL GENERAL INFORMATION	1
ADMINISTRATIVE STAFF	1
FACULTY	1
VISION	2
MISSION	2
CORE VALUES	2
SCHOOL LOCATION (NAME & ADDRESS).....	2
SCHOOL HISTORY	2
STATEMENT OF OWNERSHIP/LEGAL CONTROL	3
ACCREDITATION, LICENSING & APPROVALS	4
FACILITY AND EQUIPMENT	4
LANGUAGE	5
CONTINUING EDUCATION COURSE DISCLOSURE	5
INSTRUCTOR/STUDENT RATIO	5
LIBRARY AND EDUCATIONAL RESOURCES.....	5
ADMISSIONS REQUIREMENTS AND POLICIES	6
POLICY ADDENDUM: CLINICAL REQUIREMENT DOCUMENTATION SUBMISSION VIA LMS (MOODLE)	8
ADMISSION PROCEDURES FOR THE PROFESSIONAL NURSING PROGRAM.....	9
BACKGROUND	10
LIABILITY INSURANCE	11
EXTERNSHIP REQUIREMENTS.....	11
TRANSFERABILITY & TRANSFER OF CREDITS	11
PROCEDURE FOR TRANSFER CREDITS	11
INTERNAL TRANSFER	12
CLASS SCHEDULE & HOLIDAYS	12
SCHOOL POLICIES	13
ATTENDANCE POLICY	13
ATTENDANCE: DIDACTIC, LABORATORY & SIMULATION	13
ATTENDANCE TO CLINICALS	13
PROPER NOTIFICATIONS OF ABSENCES	14
MAKE-UP WORK	14
DROPPING COURSES	15
INCOMPLETE GRADES	15
COURSE FAILURE	16
COURSE REPETITION	16

LEAVE OF ABSENCE POLICY	16
READMISSION TO THE PROGRAM.....	17
STUDENT PROFESSIONAL BEHAVIOR	18
STUDENT CONDUCT	18
DRESS CODE	19
ACADEMIC INTEGRITY POLICY	19
ARTIFICIAL INTELLIGENCE (AI) AND COPYLEAKS ACADEMIC INTEGRITY POLICY	20
PROGRESSIVE DISCIPLINARY ACTION (THREE-WARNING SYSTEM) FOR ACADEMIC INTEGRITY AND AI AND COPYLEAKS ACADEMIC INTEGRITY POLICIES.....	21
DISMISSAL AND UNSATISFACTORY CONDUCT POLICY	23
TERMINATION POLICY	23
PROBATION POLICY	24
REINSTATEMENT POLICY	24
ACADEMIC POLICY	25
CLOCK & CREDIT HOURS DEFINITION.....	25
GRADING SYSTEM	25
EXAMINATIONS FOR THE PROFESSIONAL NURSING PROGRAM	28
ACADEMIC GRADE APPEAL.....	31
CUMULATIVE GRADE POINT AVERAGE (CGPA)	32
SATISFACTORY ACADEMIC PROGRESS (SAP)	32
SAP TERMINOLOGY	32
CATEGORIES OF ACADEMIC PROGRESS	33
PROGRESSION POLICY	34
CREDENTIALS AWARDED.....	34
GENERAL STUDENT INFORMATION/POLICIES & PROCEDURES	35
STUDENT-FACULTY COMMUNICATION	35
EMERGENCY PREPAREDNESS PLAN.....	35
EMERGENCY CLOSING	35
HURRICANES.....	35
CELL PHONES & OTHER COMMUNICATION DEVICES.....	35
NO SMOKING POLICY	35
ELECTRONIC USE	36
NON-DISCRIMINATION STATEMENT	36
ACCOMODATION FOR STUDENT WITH DISABILITIES	36
ANTI-BULLYING POLICY	36
ALLEGATIONS OF BULLYING	37
EXTERNSHIP EXPERIENCES	37
COMPLAINT & GRIEVANCES APPEAL PROCEDURE.....	38

STUDENT RIGHTS AND RESPONSIBILITIES	39
STUDENT RIGHTS.....	39
STUDENT RESPONSIBILITIES	39
POLICY OF SEXUAL HARRASSMENT AND CIVIL RIGHTS	40
FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA).....	40
CONFIDENTIALITY OF STUDENT RECORDS POLICY	41
FAIR CONSUMER PRACTICES	42
STUDENT SERVICES	43
RECORDS AND TRANSCRIPTS	43
STUDENT IDENTIFICATION CARD	43
TUTORING POLICY	43
ACADEMIC ADVISING	43
ACADEMIC RESOURCES	44
LIBRARY AND EDUCATIONAL RESOURCES.....	44
INFORMATION TECHNOLOGY	44
HOUSING	45
PERSONAL ADVISING.....	45
PARKING	45
PLACEMENT SERVICES.....	45
SCHOOL CALENDAR AND HOLIDAYS.....	45
FINANCIAL AID INFORMATION	46
TITLE IV PARTICIPATION APPROVAL.....	46
THE FINANCIAL AID OFFICE STRUCTURE & POSITION RESPONSIBILITIES.....	46
GENERAL TITLE IV PROCESS AND STUDENT ELIGIBILITY REQUIREMENTS.....	46
FEDERAL AID PROGRAMS IN WHICH ACTIVA TRAINING CENTER PARTICIPATES	47
CIRCUMSTANCES CHANGE	48
VERIFICATION PROCESS	49
LOAN COUNSELING	50
ENTRANCE COUNSELING	50
EXIT COUNSELING	50
REAPPLYING FOR FINANCIAL AID	51
OTHER FINANCIAL ASSISTANCE.....	52
RETURN OF TITLE IV FUNDS	52
INSTITUTIONAL REFUND POLICY & CANCELATION	54
INSTITUTIONAL RETURN POLICIES FOR DIPLOMA PROGRAM	54
INSTITUTIONAL RETURN POLICIES FOR ASSOCIATE OF SCIENCE DEGREE PROGRAM	55
ADD -DROP PERIOD (APPLY FOR ASSOCIATE OF SCIENCE DEGREE PROGRAM).....	55

INFORMATION AND PUBLICATIONS	56
NURSING ORIENTATION	56
NURSING STUDENT HANDBOOK	56
EMERGENCY CLOSING	56
HURRICANES.....	56
CELL PHONES & OTHER COMMUNICATION DEVICES.....	56
NO SMOKING POLICY	56
STUDENT RIGHT-TO-KNOW ACT	57
CAMPUS SECURITY REPORT	57
ACTIVA TRAINING CENTER DIPLOMA PROGRAMS	58
DIPLOMA COURSE NUMBERING SYSTEM.....	58
HOME HEALTH AIDE (HHA)	58
PROFESSIONAL NURSING PROGRAM (AS) – DEGREE PROGRAM	61
PROFESSIONAL NURSING PROGRAM (AS) DESCRIPTION	62
END OF PROGRAM STUDENT LEARNING OUTCOMES (EPSLOS)	62
CURRICULUM TRADITIONAL TRACK PROGRAM	64
CURRICULUM FOR ACCELERATED TRACK PROGRAM.....	65
VOCATIONAL PROGRAMS TUITION & FEE	71
PROFESSIONAL NURSING PROGRAM TUITION & FEE.....	71
SCHOOL CALENDAR 2026-2027	72
VOCATIONAL PROGRAMS CALENDAR	72
PROFESSIONAL NURSING PROGRAM CALENDAR.....	72

NOTICE:

The information published in this catalog is accurate and updated at the time of its publication; however, it is subject to change. This version supersedes and replaces any, and all previously distributed, made available or applicable to the students. ACTIVA Training Center (ATC) reserves the right to modify and update program requirements, length, curricula, course contents, fees and class schedule, or make any other changes deemed necessary. Due to the changing nature of professions, the school is continually reviewing and restructuring its programs to enhance their quality, improve efficiency, or to comply with requirements of professional boards, and governmental laws and regulations, among others. These changes and updates will be informed timely.

Notice of effective date will be published in the catalog, and its latest version uploaded to the school website (www.activatrainingcenter.com/catalog.pdf) The students already enrolled will not be affected by tuition increases.

SCHOOL GENERAL INFORMATION

ADMINISTRATIVE STAFF

School Management

School Director– Veronica Moreno, MS
Chief Operating Officer – Rafael Moreno, MBA
Director of Nursing – Idania Cabrera, DNP, MSN, RN

Administrative Staff

Admission Director/ Placement Director – Veronica Moreno, MS
Student Service Coordinator – Elmer Morales, BS
Admission Representative - David Hartman
Financial Aid Director - Rafael Moreno, MBA
Financial Aid Representative - Yaimaris Rigal
Librarian - Ydalmis Sosa Monzon, MLIS, BS
Office Manager / Registrar - Reinier Dominguez, BS
Registrar - Yaqueline Naranjo, BS
IT Support - Alain Estrada, BS
Bursar - Saime Ramirez, BS

FACULTY

HOME HEALTH AIDE PROGRAM

María Delgado, RN

Associate of Science in Nursing, International Institute for Health Care Professionals, Inc, USA

Johan Jimenez RN, APRN

Ana G. Mendez University, USA

PROFESSIONAL NURSING PROGRAM (AS) - GENERAL EDUCATION

Noreisy Suarez, BS

General Education

Bachelor of Science in Chemistry

“Rafael Maria de Mendive” Higher Pedagogic Institute, Pinar del Rio, Cuba

María Delgado, RN

General Education

Associate of Science in Nursing, International Institute for Health Care Professionals, Inc, USA

Doctor of Medicine, Medical Science of Havana, Cuba

Jorge Yvan Carbonell Ortiz, M. Ed.

General Education.

Master of Education, Major in Educational Administration;
Miami Regional University, USA

Oreste Cubas, MS

Master of Science,

Indiana Wesleyan University, USA

Bachelor’s Degree of Science in Electronic Engineering,
Havana, Cuba

PROFESSIONAL NURSING PROGRAM (AS) - CORE COURSES

Idania M. Cabrera, DNP, MSN, RN

Doctor in Nursing Practice in

Healthcare Administration

MRU, USA

Master of Science in Nursing Leadership

Barry University, USA

Johan Mary Jimenez, DNP, MSN APRN, RN

Doctor in Nursing Practice Ana G.

Mendez University, USA

Master of Science in Nursing

Yamilet Sori-Diaz, DNP, MSN APRN, RN

Doctor in Nursing Practice in

Healthcare Administration MRU, USA

Master of Science in Nursing

Ana G. Mendez University - South Florida

Campus, Miami, FL. USA

Laura Gomez, MSN, APRN, RN

Master of Science in Nursing

Bachelor of Science in Nursing

Associate of Science in Nursing

Associate of Science in Respiratory Therapy

Florida National University, USA

Jany Soto, BSN, ADN, RN

Bachelor of Science in Nursing

Grand Canyon University, USA

Associate of Science in Nursing

MRU, USA

Rodolfo Bello, MSN, BSN, APRN, RN

Master of Science in Nursing

Turabo University

Bachelor of Science in Nursing

Florida International University, USA

Maria Elena Guerra, DNP, MSN APRN, RN

Doctor in Nursing Practice, Ana G.

Mendez University, USA

Master of Science in Nursing

University of Phoenix, USA

Bachelor of Science in Nursing

Faculty of Medical Science Villa Clara, Cuba

Turabo University

(Amendments on Staff and Faculty will be added as Addendum to this catalog)

VISION

Our vision is to prepare and empower the next generation of professionals and leaders, focusing on the challenges of a complex and diverse industry environment in Florida.

MISSION

ACTIVA Training Center's Mission is to provide career opportunities and quality education in a nurturing learning environment that fosters the development of skills and knowledge of students who pursue to excel in their profession, by using contemporary teaching methods, appropriate learning resources, and experienced instructors. We regularly review and assess the student results and the accomplishment of the school goals to improve the teaching - learning cycle, thus enhancing our educational services, which are based on honesty, and commitment to our students, faculty, staff, employers, and the community.

CORE VALUES

Excellence: in all services delivered by the school.

Honesty: transparency and care of the truth.

Commitment to our stakeholders: employees, clients, students, and the community in general.

SCHOOL LOCATION (NAME & ADDRESS)

Main School

9580 Bird Road

2nd Floor, Suite D

Miami FL, 33165.

Phone Number: (786) 615-3790

Satellite Location

10720 West Flagler Street, Unit 20 & 21

Sweetwater, FL 33174

Phone Number: (786) 409-7240

SCHOOL HISTORY

ACTIVA Training Center (ATC) is a private postsecondary educational institution licensed by the Commission for Independent Education #5829. It was founded in 2016 in a Bird Road urban area between the Palmetto Expressway and the Homestead Extension of the Florida Turnpike (9580 Bird Road, 2nd Floor, Suite D Miami FL, 33165). The institution is legally authorized by the Commission for Independent Education (CIE) to provide postsecondary education in the State of Florida and is committed to serve the South Florida's communities with excellent education and professional training, based on honesty, and commitment to our stakeholders, students, staff, and faculty.

ACTIVA Training Center addresses the educational needs of underserved and foreign students in Miami-Dade, Broward, and Monroe counties. Despite several higher learning institutions, many residents lack access to or the flexibility to attend a two-year degree program due to economic, family, or schedule constraints. In 2017, the Commission for Independent Education (CIE) formally authorized the center to provide postsecondary education. ATC launched non-degree programs in Electricity and Home Health Aide, with the latter proving to be highly successful, which has inspired many former students to pursue further educational opportunities, serving as a testament to the impact of ACTIVA Training Center.

The implementation of an Associate in Science in Professional Nursing (AS) was approved by the Florida Board of Nursing (FBON) in 2019. In September of the same year, ATC became a degree-granting school, which allowed the introduction of the Professional Nursing Program. In March 2020, ATC welcomed the first cohort of 8 students, who successfully graduated with a 100% passing rate in the NLCEX-RN exam.

In February 2024, ATC successfully obtained institutional accreditation from the Accrediting Commission of Career Schools and Colleges (ACCSC), a recognition acknowledged by the State of Florida and the US Department of

Education. In June 2024, ACTIVA Training Center was bestowed with the esteemed School of Distinction Award from this accrediting agency, placing us among a select group of 17 distinguished institutions recognized for their exemplary standards out of 200 institutions.



On August 5, 2024, ATC's Professional Nursing Program (AS) was granted candidacy status by the Accreditation Commission for Education in Nursing (ACEN). We are scheduled for our initial accreditation visit from September 30 to October 2, 2025.

We take great pride in the recognition our program has received from ACEN regarding its potential for initial accreditation.

STATEMENT OF OWNERSHIP/LEGAL CONTROL

DADE SOFT LLC, d/b/a **ACTIVA** Training Center registered on January 25th, 2016, with the Florida Department of State, Division of Corporations (L16000017056).

DADE SOFT LLC owners are Rafael Moreno and Veronica Moreno.

ACCREDITATION, LICENSING & APPROVALS

ACTIVA Training Center is Licensed by the **Commission for Independent Education, Florida Department of Education, License # 5829.**

Additional information about the institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number 1(888) 224-6684.

ACTIVA Training Center is institutionally accredited by the **Accrediting Commission of Career Schools and Colleges (ACCSC), School # M074008.**

The U.S. Secretary of Education has nationally recognized ACCSC as a private, non-profit, independent accrediting agency since 1967.

ACCSC can be reached at:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212

ACTIVA Training Center holds approval by the **Florida Board of Nursing** to offer the following program:

Associate Degree in Nursing, **License # NPRN704156.**

The Board of Nursing can be reached at:

Florida Board of Nursing
4050 Bald Cypress Way, Bin #C-02,
Tallahassee, FL 32399-3252
(850) 245-4125

The Associate Nursing program at ACTIVA Training Center at Miami, Florida is accredited by the: Accreditation Commission for Education in Nursing (ACEN).

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Nursing program is Initial Accreditation.

View the public information disclosed by the ACEN regarding this program on the ACEN website.

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000

ACTIVA Training Center is participating in Financial Aid programs supported by the U.S. Department of Education (Title IV Programs) OPE ID# 043165

FACILITY AND EQUIPMENT

ACTIVA Training Center Main Campus

ACTIVA Training Center main building has around 5000 sq./ft. of air-conditioned school facility space, including large classrooms offices, laboratories, resource center, conference room and bathrooms. Parking space is also available for the students, faculty, and staff.

The school is in a Bird Road urban area, between the Palmetto Expressway and the Homestead Extension of the Florida Turnpike.

The building has access for people with physical disabilities, including a fully operational elevator.

The building holds appropriate permits from the local authority, Miami Dade County, as well as current insurance inspections and code regulations.

ACTIVA Training Center Satellite Location

The satellite location is in the southwest corner of 107th Avenue and Flagler Street in Sweetwater, Florida, with the zip code 33174. The facility consists of two units (20 and 21) with three classrooms, three restroom areas, an open administration office for four people, a library, and a student room.

The maximum number of students in a classroom or laboratory is:

Home Health Aide (HHA) Classroom and Lab	25 Students
Associate Degree in Nursing	25 Students
Clinical Externship	1:12; some cases 1:8

LANGUAGE

All courses, textbooks, exams, and other written materials are presented only in English; however, class delivery may be bilingual (English and Spanish).

Students are encouraged to participate exclusively in English to improve their chances of successfully attaining post-graduation endeavors.

COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.

CONTINUING EDUCATION COURSE DISCLOSURE

ACTIVA Training Center offers one (1) continuing education course: the Certified Nursing Assistant (CNA) Exam Review Course. This course has not been approved by the Accrediting Commission of Career Schools and Colleges (ACCSC) for inclusion in the scope of our institutional accreditation and is not a diploma program approved by the Commission for Independent Education either.

INSTRUCTOR/STUDENT RATIO

The school instructor-student ratio for classroom will not exceed 1 to 25.

The school instructor-student ratio for laboratory will not exceed 1 to 20.

The school instructor-student ratio for Clinical Externship & Simulation will be 1:12, in some cases 1:8.

LIBRARY AND EDUCATIONAL RESOURCES

ACTIVA Training Center provides curriculum support using educational resources housed at the School Resource Center. The library has current text materials, diagnostic training documents, reference materials, major and current titles in program areas, and reference databases. ACTIVA Training Center is a member of the Library Information Resources Network (LIRN). This online educational database provides increased access to articles and journals as well as numberless reference sources. Computer terminals with internet access are also available as a research tool. A professionally trained librarian is a staff member and assists the students, faculty, and staff of ACTIVA Training Center with using such resources. The library is open Monday – Friday, 9:00 am - 10:00 pm and Saturdays 9:00 am – 2:00 pm.

ADMISSIONS REQUIREMENTS AND POLICIES

Programs are available for individuals' seeking self-improvement and career development. The school welcomes applicants from all cultural, racial, religious, and ethnic backgrounds and does not discriminate based on race, religion, color, gender, age, disability, national origin, pregnancy, or marital status. Applicants will be enrolled upon full compliance with the requirements outlined in this catalog.

The school reserves the right to open, postpone or cancel a class or program for any reason, including insufficient number of students enrolled in any course or program.

ADMISSIONS REQUIREMENTS FOR THE VOCATIONAL PROGRAMS

Applicants must have a High School Diploma, a General Education Development (GED) certificate or its recognized equivalent.

Applicants must be 18 years of age or older.

Applicants must submit a copy of photo identification card (Driver License, Florida Identification Card, Employment Authorization Card, Passport, Permanent Resident Card)

Applicants must pay a non-refundable registration fee.

Applicants must complete and sign all admission documentation (Application, Enrollment Agreement, etc.)

ADMISSION REQUIREMENTS FOR THE PROFESSIONAL NURSING PROGRAM - ASSOCIATE DEGREE IN NURSING (AS)

The Professional Nursing Program (AS) prepares graduates to take the licensure exam for registered nurses. The program offers two tracks for admission: the Traditional track for students with no prior degrees and the Accelerated track for foreign physicians.

MINIMUM ADMISSION STANDARDS FOR THE PROGRAM (TRADITIONAL TRACK):

- Applicants must have a High School Diploma or a General Education Development (GED) certification or its recognized equivalent.
- Applicants must be 18 years of age or older.
- Applicants must show proof of residence in Dade, Broward, or Monroe counties (utility bills, bank statements) to ensure availability for clinical hours.
- Copy of photo identification card (Driver's License, Florida Identification Card, Employment Authorization Card, Passport, Permanent Resident Card)
- Complete a Professional Nursing Program application.
- Applicants must pass a criminal background check FDLE (Level II). *
- Applicants must bring a recommendation letter from current and/or previous employers as applicable.
- Credit transfers must be requested before enrollment by submitting a Transfer of Credit Form, an evaluation fee of \$50.00, and the corresponding documentation. Refer to the specifics on the Transfer of Credit Policy in the school catalog.
- Applicants must pass the Admission Assessment (HESI A2) with a minimum composite score of 65. HESI A2 costs \$80.00, but this only covers one attempt. Every retake of the HESI A2 costs \$80.00. Applicants may transfer the HESI A2 score from another institution if the minimum composite score is 65 or higher and has been completed within 12 months from the date of application at ACTIVA Training Center. Applicants have three (3) attempts to pass the HESI A2 Exam; those who fail the third attempt must wait for six (6) months before they sit for the Exam again.
- Complete the Nursing Student Personal Statement form.
- Interview with the Director of Nursing/Nursing Faculty.
- Complete and sign all admission documentation (Application, Enrollment Agreement, etc.) and pay the registration fee (\$30.00).

MINIMUM ADMISSION STANDARDS FOR THE PROGRAM (ACCELERATED TRACK):

- Evidence of having completed a foreign medical degree or the equivalent of a bachelor's degree from an accredited non-U.S. medical school
- Applicants must be 18 years of age or older.
- Applicants must show proof of residence in Dade, Broward, or Monroe counties (utility bills, bank statements) to ensure availability for clinical hours.
- Copy of photo identification card (Driver's License, Florida Identification Card, Employment Authorization Card, Passport, Permanent Resident Card).
- Proof of credits granted by institutions outside the United States: Students must present a translated and a course-by-course evaluation transcript by an approved credentialing agency, i.e., Josef Silny & Associates, Inc.
- Approval of course credit Evaluation. The school reserves the right to deny credit transfer from courses completed more than 10 years ago based on the relevance of the content to the current curriculum.
- Complete a Professional Nursing Program application.
- Applicants must pass a criminal background check FDLE (Level II). *
- Applicants must bring a recommendation letter from current and/or previous employers as applicable.
- Credit transfers must be requested before enrollment by submitting a Transfer of Credit Form, an evaluation fee of \$50.00, and the corresponding documentation. Refer to the specifics on the Transfer of Credit Policy in the school catalog.
- Applicants must pass the Admission Assessment (HESI A2) with a minimum composite score of 65. HESI A2 costs \$80.00, but this only covers one attempt. Every retake of the HESI A2 costs \$80.00. Applicants may transfer the HESI A2 score from another institution if the minimum composite score is 65 or higher and has been completed within 12 months from the date of application at ACTIVA Training Center. Applicants have three (3) attempts to pass the HESI A2 Exam; those who fail the third attempt must wait for six (6) months before they sit for the Exam again.
- Complete the Nursing Student Personal Statement form.
- Interview with the Director of Nursing/Nursing Faculty.
- Complete and sign all admission documentation (Application, Enrollment Agreement, etc.) and pay the registration fee (\$30.00).

Clinical Requirements:

- Physical / Health clearance from a physician within the last year before clinical hours.
- Current PPD and proof of current American Heart Association BLS.
- Proof of the following vaccination and/or titers: Hepatitis B series, MMR (Measles, Mumps, Rubella, Rubella) and VZV (Varicella) Vaccine, Diphtheria, Poliomyelitis (only if requested by site).
- Proof of tetanus booster within ten years.
- 10 Panel drug screens sent directly to the school. *
- Student Liability Insurance.

*Specific findings on background checks or drug screens can hinder or prevent a student from pursuing licensure after completing the Professional Nursing Program (AS) at ACTIVA Training Center.

POLICY ADDENDUM: CLINICAL REQUIREMENT DOCUMENTATION SUBMISSION VIA LMS (MOODLE)

Purpose: To ensure timely, accurate, and complete submission of student clinical requirements, including physical examinations, in a manner that is accessible, auditable, and consistent with accreditation expectations and clinical agency requirements.

Policy Statement:

All nursing students admitted or enrolled in the nursing program are required to upload all clinical eligibility documents, including but not limited to physical examination, immunization records, CPR certification, background checks, drug screen, and the malpractice policy. Paper submissions alone will not fulfill the program requirement.

Required Documentation:

Each student must submit the following documents in Moodle before attending any clinical rotation:

1. Physical Examination / Health clearance from a physician (within the last 12 months, signed by MD/ARNP).
2. Current Tuberculosis Screening (PPD, QuantiFERON Gold, or Chest X-ray (if PPD positive)
3. Proof of the following vaccination and/or titers:
 1. Hepatitis B series (or signed declination form)
 2. MMR (Measles, Mumps, Rubeola, Rubella) (2 doses or titer)
 3. VZV (Varicella) Vaccine (2 doses or titer)
 4. Tetanus/Tdap (within 10 years)
 5. Diphtheria, Poliomyelitis (only if requested by site).
4. Influenza vaccine (annual) or declination form
5. CPR Certification (American Heart Association BLS)
6. Level II Background Check
7. Drug Screening Results (10 Panel drug screens were sent directly to the school).
8. Proof of Student Liability Insurance

Submission Process

- Students must upload all documents by the deadline indicated in the admission documents or in the clinical syllabus.
- Students must upload the required documents to the designated LMS folder labeled Clinical Requirements Documentation.
- All documents must be uploaded in PDF or JPEG format.
- File names must include Last Name_First Name_Document Name_Date
- The Clinical Coordinator will review all submissions and mark them as Approved, Pending, or Incomplete in the LMS.
- Students may be asked to resubmit items that are missing, expired, or illegible.
- Students will receive notification if a document is Complete or Incomplete.
- Resubmission must occur within 48–72 hours unless otherwise stated.
- Students who do not submit required documentation by the published deadline will not be permitted to attend clinical rotations.

Deadlines

- Clinical requirements must be 100% completed and uploaded at least 2 weeks before the start of clinical rotations.
- Students who miss deadlines will not be allowed to attend clinical until compliance is verified.

Monitoring and Compliance

- Moodle will automatically flag students with missing or expired documents.
- The Clinical Coordinator will conduct routine monthly audits and a comprehensive audit before the start of each clinical rotation.

- Faculty assigned to clinical courses will be notified of any students who are not cleared to participate in clinicals.

Record Keeping

- Uploaded documentation will be stored on the LMS secure site, accessible only by the clinical coordinator and the clinical faculty.
- These records serve as the *official clinical eligibility record* for the student and will be included in internal and external audits.

Consequences for Non-Compliance

Students who fail to meet clinical compliance requirements will face the following:

1. **Will not be admitted** into the program.
2. **Clinical Hold** – student may not attend clinical activities.
3. **Clinical Absence** – all missed clinical days count as unexcused.
4. **Course Failure Risk** – excessive absences due to non-compliance may fail of the entire course.
5. Students may only return to clinical after full clearance is documented.

Student Responsibilities

Students must:

- Upload accurate, readable documents.
- Monitor expiration dates (TB, flu, BLS, etc.).
- Maintain personal backup copies of all documents.
- Notify the Clinical Coordinator immediately if issues arise.
- Comply with any additional clinical site requirements.

Program Responsibilities

The Nursing Department will:

- Provide Moodle access and instructions.
- Review uploaded documents within a reasonable timeframe.
- Communicate deficiencies in writing.
- Maintain clinical compliance records as part of accreditation requirements.
- Coordinate with clinical agencies regarding clearance.

ADMISSION PROCEDURES FOR THE PROFESSIONAL NURSING PROGRAM

When an interested party requests admission, an appointment is arranged to visit the school and meet with a school representative. The school representative will provide the prospective student with a tour of the school facilities and conduct a pre-admission interview, during which a school representative will explain the school programs and address any concerns the potential student may have.

If the Interested individual decides to proceed with admission to the program, he/she will be required to fill out the application form. After meeting all minimum requirements, applicants are rank ordered using a point system based on the following:

Professional Nursing Program Admission Grading Rubric

Criteria	Exemplary	Proficient	Developing	Needs Improvement	Score
1. HESI Admission Exam Score	Above 80% – Demonstrates exceptional readiness and a strong academic foundation. (30 pts)	75–79% – Meets expectations; minor weaknesses noted. (25 pts)	70–66% – Below target; needs moderate academic support. (20 pts)	Below 65% – Score below requirement or attempts exceeded (0 pts)	____/30
2. Interview Performance	Excellent (36-40) – Demonstrates professionalism, clear communication, ethical	Good (30-35) – Communicates effectively; demonstrates insight	Adequate (24-29) – Basic communication; limited examples or reflection.	Below 24 – Poor communication or unclear motivation for nursing.	____/40

	awareness, and strong motivation for nursing.	and commitment			
3. Letters of Recommendation (1 Required)	Highly detailed, enthusiastic, and specific endorsements highlighting academic ability, professionalism, and character. (15 Pts)	Generally positive and relevant; addresses the applicant's potential for nursing success. (14-9 pts)	Generic, limited detail, or inconsistent support. (8-4 Pts)	Negative or non-specific references. (0 pts)	____/15
4. Personal Statement Completion (Written Questions)	Complete all questions, clear, well-written, and reflective essay demonstrating motivation, resilience, and alignment with nursing values. (15 Pts)	Partial Complete questions Organized and coherent; shows adequate motivation and goals. (14-9 pts)	Complete minimal questions, some writing or organization issues; motivation is not clearly articulated. (8-4 Pts)	No Completion, (0 pts)	____/15
Totals Pts.					

Total the applicant's score (maximum 60 points) and indicate your overall recommendation:

- 80–100 points → **Highly Recommended for Admission**
- 70-79 points → **Recommended for Admission**
- 60–69 points → **Conditional Admission (requires support plan) ***
- Below 60 points → **Not Recommended for Admission**

Once the applicant is ranked and accepted, he/she will complete and sign the Enrollment Agreement form. Once the school official has accepted and signed the Enrollment Agreement, he/she becomes an official student of ACTIVA Training Center.

* Conditional Admission is valid only until the program's start date. All admission requirements must be completed by the first day of class.

Nursing students must sign a Professional Nursing Student Disclosure (CIE Form 609a) during the enrollment process. The school official will explain the purpose of this form and compliance.

Applicants will be enrolled based on full compliance with the admission requirements as described in this catalog.

Prospective students are encouraged to review the school catalog and admission requirements for at least one week before signing the enrollment agreement.

BACKGROUND

Applicants who have been convicted of a felony or other crimes may not be eligible to apply for licensure in the State of Florida or other states. ACTIVA Training Center requires applicants to disclose their criminal background during the application process. Applicants in the above-described situation should check with the appropriate regulatory/licensing entities to determine their eligibility for licensure and/or certification.

ACTIVA Training Center may require applicants for the Nursing Program to submit proof of eligibility for licensure and reserves the right to deny enrollment. ACTIVA Training Center neither decides nor determines applicant eligibility for licensure. Nursing students of ACTIVA Training Center will be asked to submit a background check and drug test to complete their clinical hours in hospitals or other medical facilities.

ACTIVA Training Center does not guarantee graduate's eligibility for licensure. The Florida Board of Nursing (FBON) will review the students' application and address any criminal offenses on a case-by-case basis. FBON is solely responsible for licensing decisions. ACTIVA Training Center cannot offer guarantees on this matter.

ACTIVA Training Center may release a student's background information to the externship agencies as required.

Nursing students are required to disclose any changes in their criminal background (as well as pending charges) right after they occur. Failure to report changes in status to the Director of Nursing may result in suspension or program dismissal.

Future employers may require criminal background checks as an employment condition, and some may not hire students and graduates with criminal backgrounds.

LIABILITY INSURANCE

Nursing students must hold an active individual liability insurance policy prior to entering the externship experience. They must provide a copy of coverage at least 10 days before the start of clinicals. Insurance coverage must remain active until the official graduation date. Students can receive assistance from student support services to obtain individual liability insurance. It is the student's responsibility to ensure coverage is sufficient for incidentals.

EXTERNSHIP REQUIREMENTS

The Professional Nursing Program requires externship experience as part of its curriculum. Failure to meet these requirements by the student may result in program dismissal. Nursing students must complete all externship hours; otherwise, they will fail the entire course.

TRANSFERABILITY & TRANSFER OF CREDITS

ACTIVA Training Center does not guarantee transferability of credits to another institution. Applicants/students are advised that transferability of credits earned at the school is **always** at the discretion of the accepting institution. It is the applicant/student's responsibility to confirm whether credits will be accepted by the institution of his/her choice.

ACTIVA Training Center may accept transfer of credits from courses completed at another accredited institution. Credit(s) may be accepted and/or granted towards the student's academic program at the school discretion.

- Official transcripts must be received prior to class start date. Transcripts must be sent by the institution that conferred the degree or course to the address below in a sealed envelope.

ACTIVA Training Center

Atte: Registrar Office

9580 Bird Road (2nd Floor) Miami, FL 33165

- If transcripts are not in English, they must be translated by an approved credentialing agency.
- The school accepts transfer of credits from licensed and accredited institutions within the United States.
- For credits granted by institutions outside the United States, students must present a translated and a course-by-course evaluation transcript by an approved credentialing agency, i.e., Josef Silny & Associates, Inc.
- The school reserves the right to deny transfer of credits from courses completed more than 15 years ago, based on the relevance of the content to current curriculum.
- Transferred credits will only be accepted if they match the content of a course, credits, and/or hours of the student's program.
- For academic courses with grade D or higher, transfer of credit(s) will be subject to approval by the school representative, based on the equivalency to the course associated with the student's program.
- The school accepts up to 35% of transferred courses. Sixty-five (65%) of the program courses must be taken at the institution to achieve graduation.

PROCEDURE FOR TRANSFER CREDITS

1. Applicants are required to submit a Transfer Credit Request form and an original official transcript from their previous institutions at the time of enrollment.
2. The program faculty will assess the official transcripts and approve transfer credits on a course-by-course basis. Courses listed under the State of Florida Common Course Number System will automatically be transferred to the student's official academic record, while courses without this designation will undergo individual evaluation.
3. Only courses specified in the academic program within the School Catalog will be eligible for transfer

acceptance. To qualify for transfer, each course must have been completed with a grade of "C" or higher (2.0 on a 4.0 scale).

4. Regardless of the number of credits transferred to ATC, students must complete at least 35% of the college-level credits required for the ATC nursing degree. Additionally, at least 65% of the program courses must be taken at the institution (ATC) for graduation eligibility.
5. ATC may grant credit for coursework obtained from foreign educational institutions upon receipt of an official evaluation for educational purposes from an agency affiliated with the National Association of Credential Evaluation Services (<https://www.naces.org/>) and American Translators Association (ATA) (<https://www.atanet.org/>).
6. The Program Director will evaluate the transfer request submitted by the faculty and will make the final decision.
7. Students will be informed regarding the acceptance of courses from other institutions into their official academic records at the school

INTERNAL TRANSFER

Internal transfers of clock/credit hours within the programs offered by ACTIVA Training Center are not currently allowed, since courses do not have similar curricula.

CLASS SCHEDULE & HOLIDAYS

Programs are offered in morning and evening sessions as follows:

Morning Session: 8:30 am to 1:30 pm (Monday through Friday)

Evening Session: 5:30 pm to 10:30 pm (Monday through Friday)

Holidays

ACTIVA Training Center offers classes on a year - around basis.

The school observes the following US Holidays and vacation breaks:

- Memorial Day
- Independence Day
- Thanksgiving Day and After Thanksgiving Day
- Christmas Holidays (Approximately the last two weeks of the year)
- New Year's Day

SCHOOL POLICIES

ATTENDANCE POLICY

Students are required to attend and participate in every class of the program in which they are enrolled. Attendance may affect the program completion timeframe and the student's progress. Students are expected to arrive at class on time. For an absence to be excused, the student shall provide a doctor's note, a court document, or other reasonable documentation. Students with excessive absences will be subject to disciplinary action, including termination of their program. Attendance is critical for all class sessions. The syllabus provides a detailed outline of the attendance policy for the course.

FOR PROGRAMS OF LESS THAN 450 HOURS (Home Health Aide (HHA) PROGRAM)

Students will be allowed 1 excuse and 1 unexcused absence for the total program length. Students will receive a written advisement regarding absences and their implications. Students with fourteen (14) days of consecutive absences who have not communicated with the institution will be withdrawn from the program.

FOR PROGRAMS OF MORE THAN 450 HOURS (PROFESSIONAL NURSING PROGRAM)

Regular and punctual attendance to classes, labs and clinical/simulation learning experiences is expected of all students AND IT is an important aspect of meeting the objectives of the Nursing courses.

ATTENDANCE: DIDACTIC, LABORATORY & SIMULATION

- Attendance is taken by the faculty and recorded in the SIS (Student Information System).
- Students are expected to arrive on time for every class.
- Students with more than 20% excused or unexcused absences in didactic courses may be required to repeat the course and placed on probation. A written advisement with the terms of the probation will be prepared and provided to the student. Violation of probation will result in withdrawal from the program. Excessive absences in a subsequent course will also result in withdrawal from the program, depending on the student's circumstances. Students with fourteen (14) days of consecutive absences who have not communicated with the institution will be withdrawn from the program.
- Students with fourteen (14) days of consecutive absences who have not communicated with the institution will be withdrawn from the program.
- Excused absences due to extenuating circumstances with verifiable documents, i.e., death in the immediate family, medical emergency of student or immediate family member, or illness/injury to student that is accompanied by a healthcare provider note. Extenuating circumstances do NOT include illness/injury without a healthcare provider note, childcare issues, or absences due to work-related duties.
- Attendance to Laboratory and Simulation classes is mandatory.

ATTENDANCE TO CLINICALS

- In Nursing courses with clinical experiences, students are required to sign in and attend all assigned clinical days for each clinical course. Any missed clinical time must be reported to the clinical instructor at least one hour before the start. If unavailable, the Director of Nursing should be notified.
- Missing more than one clinical day will result in failure of the course.
- Absences due to extenuating circumstances may require verifiable documents to be considered excused. Unexcused missed clinical experience is grounds for immediate dismissal from the program.

- A student who arrives more than Thirty (30) minutes late at clinical will be dismissed, and it will count as a clinical absence. NOTE: Students are not guaranteed clinical make-up opportunities as availability and resources may be limited. In the event clinical make-up hours are not available by the last day of the course, the student will receive a grade of “Unsatisfactory” for the entire clinical experience and a grade of “F” for the didactic component.
- The didactic, lab, and clinical/simulation components of the course must be repeated.
- Failure of any clinical rotation component may result in failure of the course, and the student will not progress.

PROPER NOTIFICATIONS OF ABSENCES

Didactic/Lab:

- Students are expected to contact the instructor or the Director of Nursing via e-mail or leave a phone message prior to the start of the class if they will not be able to attend or arrive late. The message should include the reason (e.g., illness, family emergency).
- IF A STUDENT IS LATE FOR A TEST/EXAM, NO ADDITIONAL TIME IS GIVEN.
- If a student is absent on the day of a test/exam, it is to be made up in a timely fashion at the discretion of the instructor. Make-up exams are modified from the original.
- All lab experiences missed must be made up within five business days of the missed experience.
- Absences due to extenuating circumstances may require verifiable documents to be considered excused.

Clinical:

- Students are expected to notify their clinical instructor at least 60 minutes in advance of the scheduled clinical start time if they are unable to attend clinical or anticipate a late arrival of more than 15 minutes.
- A documented emergency will be taken into consideration.
- Failing to use proper notification procedures (“no-call, no-show”) for clinical absences/tardiness will be cause for administrative action.
- A pattern of this unprofessional behavior may result in course failure and/or dismissal from the program.
- Asking a classmate to inform the instructor that you will be late/absent does NOT constitute proper notification.

MAKE-UP WORK

- Students may be allowed to make up missed or delayed work, class assignments, or tests, resulting from excused absences, tardiness, or other causes at the instructor’s discretion.
- The school will schedule the make-up days at its discretion.
- The students will only be allowed to make up two exams per month with excused absences.
- If any other exam or assignment is missed, the student will receive an F grade in such an exam or assignment. No make-up work possibility will be given if the student receives “F” in the exam; however, the course must be retaken.
- If a course is repeated, only the highest grade earned will be computed in the GPA.
- Final exams and unit exams cannot be made up.

DROPPING COURSES

Students may drop courses according to the procedures and timelines described below. All schedule changes must be documented, processed through the Registrar, and may affect financial aid eligibility.

- **Add/Drop Period**
 - The Add/Drop Period occurs during the first week of each term and closes on Sunday at 8:00 PM.
 - Students may add or drop courses during this period without academic or financial penalty.
 - Dropped courses during this period do not affect CGPA and are not charged tuition or fees (other than non-refundable fees already paid).
 - To drop a course, students must complete and sign the Add/Drop Course Form. Forms must be submitted to the Registrar in person or by email and must be clearly legible.

Financial Aid Considerations

- Any change to a student's course load may impact financial aid eligibility, Satisfactory Academic Progress (SAP), and graduation timelines.
- Students are strongly encouraged to consult the Financial Aid Officer before dropping a course.

Dropping Courses After Add/Drop Period

- Students may drop a course after the Add/Drop Period; however, they will receive a "W" grade on their transcript.
- Students are financially responsible for tuition and fees for any course dropped after the Add/Drop Period.
- Per Institutional Refund Policy, no tuition refund is provided for courses dropped after the Add/Drop Period, unless the student fully withdraws from the institution and program, qualifies for a pro-rata refund under the 60% rule.

Documentation and Official Drop Date

- Students are responsible for understanding deadlines and the financial and academic impact of course drops.
- The institution will provide advice upon request, but the student is accountable for submitting required forms on time.

INCOMPLETE GRADES

Purpose: An incomplete grade ("I") is a temporary, non-evaluative grade indicating a student hasn't completed all course requirements due to extenuating circumstances, allowing them time to finish the work in the time allocated.

An Incomplete grade may be given:

1. At the discretion of the instructor for work not completed during the semester and not related to student's negligence.
2. Incomplete grades are granted only for extenuating circumstances (e.g., medical emergencies, family situations).
3. An incomplete grade may only be awarded to a student when a small portion of the student's work is missing, not exceeding 50% of the course work, and only when the student is otherwise earning a passing grade.

Procedure:

- Students will initiate a request that should be accompanied by supporting documentation (e.g., medical certificates).
- The course instructor must review and approve the request.
- Approval is based on the validity of the reason and the student's academic performance.
- Students are given 30 days to complete the remaining coursework.
- The final grade will be based on the completed coursework and the additional work submitted.
- If the student fails to complete the coursework within the given timeframe, the incomplete grade will be changed to an "F," which will affect the student's GPA and may have other academic implications.

- The student completes the Incomplete (I) Grade Form – Agreement for Completion of Coursework form, and the faculty will complete the rest. Once the form is completed, the instructor will email the form to the students for signature. Once the student completes and signs the form, it is returned to the faculty for further processing.
- If the faculty agrees to the “I” Grade, they will take the signed form to the director of nursing, who will review and place it in the faculty personnel file. The director of nursing plays a key role in ensuring the integrity of the process.
- Once the student has completed all course requirements satisfactorily, the faculty will submit a grade change form to the registrar's office.

COURSE FAILURE

- Students are allowed one opportunity to repeat a nursing course in which they were unsuccessful.
- Any student who fails a nursing course will be required to meet with the Student Service Coordinator and the Faculty Advisor to identify the barriers to success and develop a remediation and program completion plan, if they are eligible to continue in the nursing program. In this meeting the student will be notified if the expected graduation date changes.

COURSE REPETITION

- Students are responsible for all fees associated with the repetition of failed courses. The school allows a student to **repeat a failed course once** and allows only the last grade to count in the grade point average.
- A failed course is one in which a student received a “F”. The policy does not remove the previous grade but eliminates the effect of that grade on the cumulative GPA by removing it from the computation.
- The repeated course will be included in the attempted hours when calculating the maximum timeframe to complete the program.
- The student may not repeat the same course more than once. A second failure of the course will result in dismissal from the program
- Failure of the same **course twice or failing three courses in total** will result in dismissal from the program.
- Please see the Satisfactory Academic Progress policy for further explanation. See the specific program for the maximum times a course may be repeated to remain enrolled.

LEAVE OF ABSENCE POLICY

The school does not provide leaves of absence. If a student is unable to continue attending classes for any reason, they must notify the school in order to be officially withdrawn. Students who wish to rejoin the program at a later date must contact the Office of Admissions and apply for re-entry.

READMISSION TO THE PROGRAM

A student who has been out of enrollment for more than 180 calendar days is considered a readmission (new enrollment) candidate. Such students must complete the entire admissions process again, including signing a new Enrollment Agreement.

Readmission is not automatic and is subject to approval by the School Director, program director, and Financial Aid director.

Conditions for Readmission

Former students seeking to return must:

- Complete a new Application for Admission.
- Sign a new Enrollment Agreement
- Pay all applicable readmission, registration, and technology fees.
- Meet current program, curriculum, tuition, and institutional requirements in effect at the time of readmission.
- Be in Good Standing (minimum GPA of 2.0 and no record of dismissal for misconduct or unprofessional behavior).

Students are not required to resubmit official transcripts previously on file unless they have completed coursework at another institution during their absence. A transfer credit evaluation fee will apply if new transcripts are submitted.

Good Standing and Behavioral Requirements

Only students in Good Standing may be considered for readmission within six months of initial withdrawal or dismissal.

– Good Standing is defined as:

- A cumulative GPA of 2.0 or higher.
- No record of behavioral, disciplinary, or conduct-related dismissal.

- Adherence to institutional policies and professionalism standards.

Students who have demonstrated unprofessional behaviors, including but not limited to disruptive, disrespectful, or unethical actions toward faculty, students, staff, or clinical personnel, are not eligible for readmission.

Exceptions

Students who withdrew in good standing due to verified extenuating circumstances—such as severe illness, serious accident, pregnancy, family crisis, or extended active military duty—may be considered for readmission upon documentation of the condition and approval by the Academic Administrator.

These students may be required to meet additional conditions or academic refresh requirements before readmission.

Financial Aid and Advising

Returning students are strongly encouraged to meet with the Office of Financial Aid prior to readmission to review their eligibility, loan or grant status, and available funding options under current federal and institutional policies.

Institutional Right to Refuse Readmission
ACTIVA Training Center reserves the right to deny readmission to any applicant who does not meet current academic, financial, or behavioral expectations, or when program capacity limits enrollment.

Readmission may be granted once per student unless otherwise authorized by the School Director under exceptional circumstances.

STUDENT PROFESSIONAL BEHAVIOR

Nursing students are expected to uphold the highest standards of ethical and professional conduct. As part of their education, these students must begin to practice behavior that they will maintain for the rest of their professional lives. While not all-inclusive, examples of unacceptable ethical and professional behavior include, but are not limited to, the following:

STUDENT CONDUCT

- ACTIVA Training Center recognizes its students as responsible and capable adult citizens preparing for a career. Students are, therefore, expected to conduct themselves appropriately during their education process, in accordance with what will be expected from them upon graduation and entering the workforce.
- Students must adhere to a conduct that will not interfere with the learning process in class.
- Entering the school facility, including classrooms, laboratories, and clinical sites, under the influence of alcohol, unlawful drugs, or narcotics is prohibited.
- Smoking, eating, and drinking are not allowed in any of the classrooms or labs. Students are responsible for all property destroyed or damaged due to negligent behavior. Intentional defacing or destruction of school property by any student will result in immediate termination.
- Students must not bring children into the school teaching areas. ACTIVA Training Center does not provide childcare facilities and is not responsible for their health, safety, or security.
- Students are required to keep their work areas clean and in an orderly manner. They must return all equipment and supplies to the proper storage area before leaving their classrooms or laboratory.

DEMONSTRATE DEPENDABILITY AND PUNCTUALITY

- ✓ Attend all classes, labs, and clinical assignments.
- ✓ Arrive at class, lab, clinicals, and exam with enough time to be ready when activities start.
- ✓ Leave class, lab, and clinical setting at due time or when dismissed.
- ✓ Contact the instructor by phone or text PRIOR to absence from class or clinical.
- ✓ Complete and turn in assignments on time.
- ✓ Accept responsibility for actions and outcomes.
- ✓ Take full advantage of the time available in labs and clinical experiences by staying on task and being involved.
- ✓ Use time effectively.

WORK EFFECTIVELY AND RESPECTFULLY IN THE CLINICAL SETTING

- ✓ Stay in the assigned areas unless permission to leave or visit another area is granted by a clinical instructor.
- ✓ Accept assignments and directions from clinical instructors.
- ✓ Attend comfort, safety, and modesty of all patients.
- ✓ Continually maintain patient confidentiality.
- ✓ Demonstrate a positive attitude toward feedback.
- ✓ Develop a plan of action in response to feedback.
- ✓ Critique own performance with the standards set by the program.
- ✓ Always maintain a professional demeanor.

WORK EFFECTIVELY AND RESPECTFULLY WITH PEERS AND INSTRUCTORS, DEMONSTRATING MATURE COMMUNICATION SKILLS

- ✓ Avoid interrupting others.
- ✓ Use appropriate verbal and nonverbal styles during interactions.
- ✓ Communicate in a respectful manner.
- ✓ Respect individual differences.
- ✓ Use correct grammar and expressions in verbal and written communications.

- ✓ Avoid the use of offensive statements.
- ✓ Write legibly and complete assignments with acceptable quality.
- ✓ Listen actively.
- ✓ Be aware of limitation of knowledge on subject matter.

ASSUME RESPONSIBILITY FOR PERSONAL AND PROFESSIONAL GROWTH AND LEARNING

- ✓ Recognize problems or need for remediation.
- ✓ Assume responsibility for own actions.
- ✓ Demonstrate a positive attitude toward feedback.
- ✓ Communicate with the individual giving feedback.

DRESS CODE

The primary purpose of the institution is to prepare students for employment. They are required to be neat and clean in appearance while attending classes. Items which may be considered a safety hazard or create classroom disturbance are prohibited.

Nursing students are required to wear school uniform. The admission personnel have a vendor list; shoes must be white or black, sturdy, and worn with socks. Clinical affiliate policies may have additional dress code requirements. Inappropriate attire may result in student dismissal from the academic or clinical setting. All the students are required to use their IDs.

ACADEMIC INTEGRITY POLICY

ACTIVA Training Center is committed to maintaining the highest standards of academic honesty and ethical conduct. Academic integrity ensures that every student's achievements reflect their own learning and effort. All students are expected to exhibit honesty, respect, and professionalism consistent with the mission, values, and code of conduct of the institution.

Definition of Academic Integrity

Academic integrity means that students:

- Complete their own coursework, exams, and assignments without unauthorized assistance.
- Follow all academic and testing policies and procedures.
- Give proper credit to others when using published or unpublished material.
- Uphold honesty in all scholarly activities within the classroom, laboratory, and clinical settings.

Examples of Academic Misconduct

Violations include but are not limited to:

- Representing another student's work or writing as one's own.
- Plagiarizing—using wording, ideas, or data from another source without proper citation.
- Copying during quizzes, tests, or assignments.
- Allowing another student to copy from one's work.
- Sharing or soliciting test answers or homework solutions.
- Using unauthorized aids (e.g., online translators, AI, notes, or devices) during exams, quizzes, or evaluations.
- Knowingly assisting others in engaging in academic dishonesty.
- Altering, forging, or misrepresenting academic records or documentation.
- Failing to follow exam or clinical evaluation rules established by faculty.

ARTIFICIAL INTELLIGENCE (AI) AND COPYLEAKS ACADEMIC INTEGRITY POLICY

ACTIVA Training Center is committed to fostering academic excellence, integrity, and personal accountability among its students. The use of Artificial Intelligence (AI) tools and digital writing technologies should serve to enhance the learning experience, rather than substituting for or misrepresenting a student's original work.

To maintain fairness and uphold academic standards, the institution uses academic integrity detection systems, such as Copyleaks, to identify cases of plagiarism and AI-generated content in student submissions. It is important to be aware of the acceptable similarity index for plagiarism and AI detection, as outlined by the ACTIVA Training Center and faculty. This information can be found on each course syllabus.

1. Guiding Principles

- AI may serve as a learning aid when used transparently and ethically under instructor supervision.
- Students retain full responsibility for the originality, integrity, and accuracy of their academic work.
- AI detection tools (including Copyleaks) are used routinely to verify originality and accountability across all academic submissions.
- All students are expected to understand and follow this policy as part of ACTIVA's Academic Integrity policy and AI and Copyleaks academic integrity policy.

2. Acceptable Uses of AI

Students may use approved AI tools only with faculty permission in the following situations:

- Brainstorming or generating study ideas.
- Clarifying grammar, organization, or readability of original drafts (with disclosure).
- Research assistance for identifying credible sources or citation formatting.
- Learning support when approved for accessibility accommodation.

All use must be acknowledged in writing (e.g., "AI assistance was used for grammar and formatting through ChatGPT on [date]").

3. Prohibited Uses of AI

The following actions are considered academic misconduct and subject to disciplinary action:

1. Submitting AI or machine translated work as one's own.
2. Using AI to complete quizzes, exams, clinical documentation, care plans, debriefing, presentations, or graded assignments without written approval.
3. Employing AI to paraphrase, rewrite, or translate full texts without proper citation.
4. Creating false data, fabricated citations, or clinical documentation using AI.
5. Uploading assessments or proprietary school content into external AI systems.
6. Attempting to evade Copyleaks or any other detection system.
7. Failing to disclose AI use as required by this policy or instructor guidelines.

4. Copyleaks and Academic Review

- ACTIVA Training Center uses Copyleaks, a plagiarism and AI detection software, to scan assignments, essays, and reports for originality.
- Students' written submissions, excluding personally identifiable information, may be uploaded and analyzed by Copyleaks to confirm their authenticity.
- By enrolling at ACTIVA, students consent to originality verification through Copyleaks or similar tools.
- Faculty retain discretion to require resubmission, additional documentation, or oral verification of authorship.

PROGRESSIVE DISCIPLINARY ACTION (THREE-WARNING SYSTEM) FOR ACADEMIC INTEGRITY AND AI AND COPYLEAKS ACADEMIC INTEGRITY POLICIES

Warning 1 – Written Warning & Educational Sanction

- The instructor reports the incident to the Program Director
- The student receives a formal written warning.
- The student must meet with the instructor or student support service coordinator to review integrity expectations.
- Assignment or exam receives a grade of zero, but the student may remain in the course.
- A copy of the warning is placed in the student's file.

Warning 2 – Academic Probation

- A second offense (within the same or a subsequent term) results in placement on Academic Integrity Probation.
- The student forfeits credit for the assignment, exam, or project involved.
- The student must attend an academic integrity academic session.
- The probation status remains active for one full term.
- Failure to improve or further misconduct during this period escalates consequences.

Warning 3 – Dismissal for Academic Misconduct

- A third violation (or **any single severe act** such as cheating on a final exam, falsifying records, or plagiarism on a capstone project) results in immediate dismissal from the program.
- The dismissal is recorded as "Dismissal for Academic Misconduct" on the transcript.
- Readmission is not guaranteed and may be denied based on the severity and pattern of misconduct.

Reporting and Appeals

- Faculty are required to document any suspected academic dishonesty and forward evidence to the Academic Administrator within 48 hours.
- Students have the right to a fair review and may submit a written appeal within five (5) business days of notification.
- Appeals will be reviewed by the Academic Integrity Committee, whose decision will be final.

Student Responsibility

Every student is responsible for understanding and complying with this policy. Understanding and following all academic integrity expectations.

- Maintaining originality in all submitted work.
- Seeking clarification before using AI tools for coursework.

Ignorance of the rules does not excuse violations. Upholding academic integrity fosters trust, respect, and fairness within the ACTIVA learning community.

Faculty and Institutional Responsibilities

- Faculty are required to communicate clearly whether AI tools may be used in each course.
- Faculty must report any suspected misuse within 48 hours of discovery and provide supporting evidence (including Copyleaks reports).
- The institution maintains secure records of all integrity incidents in compliance with privacy regulations.

Appeals Process

Students may appeal within five (5) business days of receiving an academic integrity violation notice.

The Academic Integrity Committee will review written appeals, instructor documentation, and Copyleaks reports, or others evidence. Decisions of the Committee are considered final.

PROFESSIONAL MISCONDUCT

- Lack of integrity and honesty (e.g., lying about, misrepresenting, or not reporting information about care given; clinical error or any action related to clinical functions; acting outside the scope of the student's role in a clinical, academic, professional, or administrative setting);
- Failure to demonstrate professional demeanor or concern for patient safety (e.g., use of offensive language and gestures; being under the influence of alcohol or drugs in the educational or clinical setting);
- Unmet professional responsibility (e.g., not contributing to an atmosphere conducive to learning due to poor attendance; punctuality issues; distracting or insensitive behavior in class, lab, or clinic; poor personal hygiene; needing continual reminders to complete responsibilities promptly; not responding to written, verbal, telephone or other requests promptly; breaching patient confidentiality);
- Disclosing the contents of the examination before, during or after its administration.
- Failing to follow clinical instructions and policies.
- Representing oneself as a student or acting in a student capacity outside of the clinical hours listed in the course syllabus.
- Leaving clinical premises without permission.

NURSING STUDENTS' DISRUPTIVE BEHAVIOR

- Exhibiting disruptive or uncivil behavior (e.g., assault or threat of assault; throwing things)
- Making inappropriate gestures; threats or verbal intimidation; language that belittles or demeans.
- Making negative comments with racial, ethnic, religious, age, gender, or sexual overtones.
- Making impertinent or inappropriate written entries in the medical record.
- Making statements attacking students, faculty, or staff.
- Specific behavior complaints, particularly in cases of complaints of sexual harassment, sexual assault, and other violations, as described in the ACTIVA Manual of Policies and Procedures.

REMEDIATION FOR DISRUPTIVE BEHAVIOR

- When a student's action is not severe enough to require immediate removal from the class, office, or clinical setting, the faculty will inform the student that his/her behavior has been inappropriate.
- The faculty will describe specific changes in the student's behavior that are needed.
- The student will be allowed to modify his/her behavior through the identified changes.
- The faculty will provide the students with a written, dated summary of their discussion and retain a file copy of this summary.
- If a student believes the faculty expectations are unreasonable, he/she may confer with the program administrator about this matter. The administrator will assist in negotiating a resolution to develop a set of expectations between the students and faculty.
- When a student's behavior is seriously disruptive and requires immediate action, the faculty has the authority to remove the student from the class, office, or clinical setting on an interim basis, pending an informal hearing on the behavior.
- At the time of removal, the faculty will explain to the students the reason for their interim removal.
- A student who has been removed from a class/office/ clinical on an interim basis is entitled to an informal hearing before the school director or the program administrator.
- The school director or the program administrator may either:
 - Facilitate an agreement of expectations between the student and the faculty and reinstate the student to class/office/ clinical, or
 - Extend the removal of the student from the class/office/clinical and refer the case to the school director for further action.
 - The school director will meet with the student within three working days of the referral. The Director will develop an approved agreement of expectations between the student and the faculty, which may include withdrawing the student from the class.

REMEDIATION FOR UNPROFESSIONAL OR UNSAFE CLINICAL BEHAVIOR

- Within two (2) days of unprofessional or unsafe clinical behavior, a student shall be issued, before the meeting, an Incident Form that details the incident in question and the extent to which the alleged conduct requires remediation.
- A meeting will be held with the students and faculty who observed the unprofessional and/or unsafe clinical behavior, as well as the Director of Nursing.
- The student shall be informed of the unprofessional or unsafe clinical behavior and provided an opportunity to respond to the concerns raised.
- The director of nursing shall develop a remediation plan, with the opportunity for student input, to address unprofessional or unsafe clinical behavior, which shall include a timeline for completion.
- Once finalized, the remediation plan shall be signed and dated by the student and the Director of Nursing.
- According to the timeline, follow-up meetings with the students should be conducted to assess progress and completion of the remediation plan.
- Once completed, the Remediation Plan shall be signed by the students and the Director of Nursing.

DISMISSAL AND UNSATISFACTORY CONDUCT POLICY

A student may be dismissed from ACTIVA Training Center for disregarding administrative policies. Causes for dismissal include:

- Failure to meet minimum standards.
- Non-criminal, disruptive or otherwise inappropriate conduct.
- Non-payment of services rendered by ACTIVA Training Center.
- Prejudicial conduct to the class, program, or school.
- Willful destruction or defacement of the school or student property.
- Improper or illegal conduct.
- Use or possession of alcoholic beverage or illegal drugs at school.
- Being under the influences of alcoholic beverages or illegal drugs while at school.
- Failure to maintain Academic Integrity (plagiarism, copying/telling answers from a test or homework, doing work for others, sharing individual exam material with other students, presenting work previously submitted).

TERMINATION POLICY

Student's enrolment may be terminated or cancelled by the school for failure to comply with any of the following school policies:

- Attendance and conduct policies.
- Unprofessional behaviors.
- Academic Misconduct and dishonor.
- Unsafe clinical behavior.
- Failure to complete remediation for academic or unsafe clinical conduct.
- SAP Policy (Acceptable standards of progress).
- Academic Policy (failure of the same course twice or three courses during the program).
- Financial obligations to the institution.
- Intentional defacing or destruction of school property by any student will result in immediate disciplinary action, including termination.
- Failure to maintain Academic Integrity

STEPS IN TERMINATION POLICY

- Students will be refunded according to the school's refund policy, as applicable.
- The termination date will be based on the student's last day of attendance.
- The School Director shall determine in their professional judgment whether the student's conduct was sufficiently severe or pervasive to warrant disciplinary action, up to and including immediate dismissal from the program due to unprofessional or unsafe clinical behavior; and
- The findings and decisions of the School Director shall be conveyed to the student in writing and shall include the process of appealing the decision to the School Director.

PROBATION POLICY

- If a student is placed on Probationary Status and successfully appeals, he/she will undergo an "Advisement Interview" during which a plan of action will be developed, and he/she will have the chance to correct the matter for which the probation period is being given.
- After the established probation period has been completed, there will be a "Follow-Up Advisement Interview" to evaluate whether he/she can be placed back under satisfactory progress and allowed to continue the training program.
- If the issue has not been corrected, the student may be dismissed. The School Director will use his own discretion to allow the student reinstatement to the school (See Reinstatement Policy).

REINSTATEMENT POLICY

A student who has voluntarily dropped him/herself out or has been dismissed from a training program may be allowed to re-enroll; however, he/she must follow the conditions under section "READMISSION TO THE PROGRAM" of this catalog to apply for readmission/reinstatement.

ACADEMIC POLICY

CLOCK & CREDIT HOURS DEFINITION

CLOCK HOURS DEFINITION FOR VOCACIONAL PROGRAMS (HOME HEALTH AIDE)

One clock hour is 50 minutes of instruction followed by a 10-minute break.

CREDIT HOURS DEFINITION FOR THE PROFESSIONAL NURSING PROGRAM (AS)

General Education and Nursing Courses Credit Conversion:

15 Theory Hours = 1 Credit Hour 30 Lab Hours = 1 Credit Hour 45 Clinical Hours = 1 Credit Hour

OUT OF CLASS WORK DEFINITION

Students must do **out-of-class work** as planned in every course. The course syllabus includes assignments and their assessment. Students should devote at least two hours of their time to out- of- class study per hour of classroom learning. This independent work will be evaluated as defined in the course syllabus.

GRADING SYSTEM

Grades and grade points represent the final evaluation of the students' performance in a course. A minimum cumulative GPA of 2.0 is required for a student to successfully complete a diploma or degree program (Professional Nursing).

The following grades are used at ACTIVA Training Center:

GRADING SYSTEM FOR HOME HEALTH AIDE.

Academic Grade	Description	Percentage Point	Equivalent	Grade Quality Point
A	Excellent	90-100%		4.0
B	Good	80-89%		3.0
C	Satisfactory	70-79%		2.0
D	Failure	60-69%		1.0
F	Failure	Below 60		0.0
I	Incomplete	----		0.0
W	Withdrawal	----		---

GRADING SYSTEM FOR THE PROFESSIONAL NURSING PROGRAM & ACADEMIC STANDARDS

Academic Grade	Description	Percentage Equivalent Point	Grade Quality Points
A	Excellent	90-100%	4.0
B	Good	80-89%	3.0
C	Satisfactory	75-79%	2.0
F	Failure	0-74%	0.0
P	Satisfactory	---	4.0

The chart above, which includes the Academic Grade given in letters, Description, the Percentage Equivalent Point, and the Grade Quality Points, is applicable to final grades.

NURSING PROGRAM OTHER LETTER GRADES	
I	Incomplete
W	Withdrawal
NG	No Grade
U	Unsatisfactory
P	Satisfactory
T	Transferred

NURSING STUDENTS ACADEMIC REQUIREMENTS

Students must achieve a 75% (C) or higher grade to progress in the program.

1. Students must obtain a grade of at least "C" (75%) in all required nursing and prerequisite courses.
2. Students must maintain a cumulative GPA of 2.0 on a 4.0 scale to progress in the nursing major. Failure to maintain a cumulative GPA (2.0) on a 4.0 scale may result in dismissal from the Program.
3. Nursing students must obtain 75% or better in each Nursing theory course. Additionally, students must earn at least a 75% average on written examinations to pass each nursing course. A passing average on written examinations must be met to compute additional grades for other course assignments as part of the course's final grade.
4. Students must also complete all assignments in each nursing course as part of the course requirements. Failure to comply with the submission of all assignments may prevent students from taking the course's final exam.
5. Standardized achievement test scores and assignments will be computed as part of the final course grade once a 75% average on written examinations is achieved. Students must see the course syllabus/course outline for further information on grading procedures.
6. To pass the course, a minimum 75% grade in theory must be achieved alongside a satisfactory grade in clinical practice. This entails completing all clinical objectives satisfactorily, including written assignments. If students receive too many NG or U marks during the semester, they will be given an F for the course and not be allowed to continue.

7. If a student cannot meet the minimum expectations of the course, they will receive an "F." When the course is retaken, the new grade will replace the "F," and the grade point average will be adjusted accordingly. For Nursing students, a final course grade of 74 or less in a theory course results in an "F" for the theory course and a "No Grade (NG)" for the companion clinical course if they pass the companion course. Suppose a student receives an "F" grade based on a faculty clinical performance evaluation. In that case, an "NG" will be designated for the companion theory course if the student passes the companion theory course.
8. An "I" or incomplete grade may be given when a student has not completed the necessary work. The student must have completed at least 70% of the coursework to be eligible for an incomplete grade. All work must be completed within the first week of the following semester, or the grade automatically becomes an "F". The student must have passed the course with a minimum grade of "C" to receive an incomplete grade.
9. Students are allowed to repeat only one failed nursing course. Failure of the same course again or any other nursing course will result in dismissal from the program.
10. Before beginning a nursing course, Traditional nursing track students must complete all prerequisites with a grade of "C" for a course. If a prerequisite for a course is failed, the student must complete the failed prerequisite before progressing into nursing courses. For the Accelerated nursing track program, students will complete the following course along with nurses' courses ENC1001, SPC1017, and MAC1100.
11. A student who misses an exam should provide a well-documented doctor's note, including the date s/he saw the doctor and a valid reason for missing the exam, or a case citation indicating that the student had to appear in court on the same day as the exam. Upon providing a valid reason (only the ones described above), the student is given the opportunity to take the exam at a date and time set by the school administrators. Postponed exams are taken no later than 30 days from the original date.

PROFESSIONAL NURSING PROGRAM - METHODS OF EVALUATION

Grades are determined through quizzes, tests, projects, participation, assignments, examinations, task completion, midterm exams, and end-of-the-course-final exams. The grading method for a course is described in the course syllabus students received at the beginning of the class. Students will be provided with a final course grade at the end of each course or grading period. A permanent record of students' progress is maintained in their academic file. A grade of C (75%) or higher is required for all Nursing Core Courses and for General Education Courses.

SAMPLE (assessments and grade percentage distribution may vary per course)

The Professional Nursing Program will compute the cumulative grade as follows:	
Quizzes, tests, projects, participation, assignments, examinations, and task completion	30%
Quiz	20%
Midterm Exam	25%
End-of-the-Course-Final Exam	25%
Total	100%

DOSAGE CALCULATION EXAM

Students in the NUR 2200 Pharmacology and Drug Calculation II are required to pass a Medication Calculation Exam. The minimum passing grade is 90%. Students are allowed two (2) attempts. Students who do not pass the medication calculation exam on the first try will be given subsequent examinations arranged by the instructor.

SKILLS CHECK OFF

Nursing Skills are taught through the program. The faculty will demonstrate, and students can practice the skills supervised by the faculty. Students will use manikins, videos, and simulated equipment during demonstration and practice. The skill check-off form is the grading rubric for each skill demonstration of competency.

Skills competency for the students is documented in the skills Checklist and is effective for the duration of the Professional Nursing Program (AS). The student's responsibility is to obtain the course faculty's signature after every skills competency demonstration and clinical performance. The designated faculty must sign all skills performed per level on each line before progressing to the next level. Faculty will not sign skills completed from previous levels.

SIMULATION

- Facilitate simulation scenarios, skills stations, or tabletop exercises on scheduled simulation days.
- Activities in the skills and simulation lab are part of the clinical course. Students will be provided with information regarding how the skills or simulation experience is graded at the beginning of the semester, and it will be detailed in the course syllabi.
- All preparation work and assignments will be distributed to the student before the simulation.
- Arriving on time, in uniform, and maintaining professional behavior in the simulation lab is essential to earn credit for the activity.
- The Nursing Simulation Lab should always be treated as a real clinical setting. We recognize the manikins are not real. However, all manikins and actors should be treated with the same respect and professionalism you would treat them if it were a real experience.
- All simulation information is confidential and should not be discussed outside the Nursing Simulation Lab.
- All participants in simulation scenarios are to be treated professionally.
- No student performance information outside the Nursing Simulation Lab may be discussed.
- All students are expected to actively participate in the simulation activity to earn credit for the day. All students will be assigned the role of an active participant in a simulated scenario at least once during the simulation day. Those who are not actively participating in the running simulation will be ACTIVE OBSERVERS. Active Observers are not participating in the scenario. Still, they are responsible for observing and taking notes of the knowledge, skills, and actions required of the participants, as well as reflecting on their behaviors if they have been actively participating.
- All students are expected to participate in DEBRIEFING after the scenario.
- Students will receive feedback on their performance using the Simulation Performance Evaluation for each course that requires simulation.
- Reflection and constructive feedback are shared between students (peer feedback), students to faculty, and faculty to students. All feedback is viewed as instrumental in meeting students' learning needs, simulation objectives, and achieving program goals.
- Student feedback is used to identify areas of opportunity and potential improvement in our simulation

program. Students reflect and answer questions anonymously to gather student information about the learning process.

- Simulation/Skills Lab users should follow universal precautions against infectious diseases while participating in clinical activities.
- All sharps must be disposed of in an appropriately labeled sharps container.
- Under no circumstances may sharps or supplies be removed from the Simulation/Skills Lab without permission.
- The medical and disposable equipment within the Simulation/Skills Lab should never be used for clinical purposes. However, it should be treated with the same safety precautions as actual clinical equipment.
- Hand hygiene through hand washing or use of hand sanitizers shall be part of practice in the Simulation/Skills Lab.
- The Nursing Program Policy shall handle all injuries. If an injury occurs with a needle or other sharp instrument, wash the wound thoroughly with soap and water as soon as possible.
- It is expected that all faculty/instructors will have a working knowledge of any simulator, task trainer, or other equipment before use. Training sessions may be provided as needed and should be arranged through the Lab Coordinator and the Director of Nursing.
- To assist in the longevity of Simulation/Skills Lab equipment, faculty must use the equipment only as directed. Students may only use equipment under the supervision of faculty/instructors.
- If there are any questions as to the proper use of a piece of equipment, the Lab Coordinator should be consulted.
- All medical equipment in the Simulation/Skills Lab is intended for non-clinical use only and, therefore, cannot be used on or offsite in the care of actual patients.

SIMULATION PERFORMANCE EVALUATION

The student's clinical grade in the clinical Course will include a simulated learning environment experience. The simulation will utilize a case scenario consisting of a virtual sim scenario and an actual clinical simulation. The simulation will use low to medium-fidelity manikins to achieve the clinical learning objectives. It will integrate the standards in simulation to deliver the simulation experience. The simulation performance evaluation tool is used to assess simulation competencies.

CLINICAL PERFORMANCE EVALUATION

Clinical performance is evaluated during each clinical nursing course by course faculty. Clinical evaluation tools are designed to address specific course expectations and objectives. Students must complete the Final Clinical Performance evaluation with an S after their clinical courses. The purpose of the clinical Performance Evaluation Tool is to provide students with feedback related to their current clinical knowledge (strengths and weaknesses) of the specialty area. Students are encouraged to use feedback.

HESI SPECIALTY EXAMS

The Professional Nursing Program requires students to complete the HESI Specialty Exam, or another exam chosen by the school as the End-of-the-Course Final Exam for nursing courses, as indicated in the table below. The exam schedule will be communicated to students at the course outset and will also be posted in the syllabus. After remediation, students have the opportunity to retake this exam once, which may differ from the original. The Retake Exam must be taken at the date and time specified by the school. Failure to take both exams will result in a score of zero. All fees associated with course repetition (tuition, books, and exams) must be settled before the repeated course commences.

The passing score for the HESI Specialty Exams is **750** points. End-of-the-course exams are required for the following courses:

Course Code	Course Title	HESI Specialty Exams - RN Specialties:	Minimum HESI Score
NUR2110	Fundamentals of Nursing II	Fundamentals of Nursing	750
NUR2200	Pharmacology & Drug Calculations II	Pharmacology / Dosage Calculations	750
NUR2320	Pediatric Nursing	Pediatrics	750
NUR2300	Medical Surgical II	Medical-Surgical	750

NCLEX REVIEW AND KNOWLEDGE INTEGRATION - EXIT EXAM POLICY

The Professional Nursing Program has established a benchmark score of 900 on the HESI RN Exit Exam (E2). Research demonstrates that achieving this score correlates with a 92.94% to 99.16% probability of passing the NCLEX-RN.

The ATI RN Comprehensive Predictor Exam benchmark is set at 72%, which predicts a 90% probability of success on the NCLEX-RN.

Students enrolled in NUR 2430 NCLEX Review and Knowledge Integration must complete both versions of the Exit Exam to fulfill course requirements. The conversion score provided by HESI and ATI determines the final course grade.

The passing standards for the Exit Exams are as follows:

- EXAM 1: 72% for the ATI RN Comprehensive Predictor Exam.
- EXAM 2: 900 points for the HESI RN Exit Exam.

Students are required to take both Exit Exams on the dates and times scheduled by the ACTIVA Training Center. One retake per Exit Exam is permitted. Students who do not pass the first attempt must participate in the faculty-led remediation process.

Students who fail the course (NUR2430) a second time will be automatically dismissed from the program in accordance with the course repetition policy.

Beginning in Summer 2026, Exam 1 and Exam 2 will each contribute 10% toward the overall course grade for NUR2430. This policy applies to active students enrolled in the semester as well as new students who start on or after January 12, 2026.

REMEDIATION POLICY

All Professional Nursing students are required to remediate after completing HESI Specialty and Exit Exams. The remediation requirements depend on each student's HESI score for each exam. HESI Exam scores indicate the student's risk level for success in the nursing program and on the NCLEX examination.

HESI Specialty Exams

1. HESI Specialty exams are administered at the end of the course in the courses listed below.
2. Students who do not score at least 750 on the specialty exam must complete a remediation plan and contract to be submitted to the faculty who taught the course within one week of the exam completion.
3. The students must follow the remediation guidelines as follows by the school remediation policy addressed in the course syllabus.

HESI REMEDIATION POLICY FOR SPECIALTY EXAMS

The HESI Specialty Exam(s), a crucial component of your academic journey, will be administered at the end of the semester in the courses listed below. Students who score below 750 are strongly advised to complete their remediation plan and seek guidance for support and resources available for continuing remediation.

Course Code	Course Title	HESI Specialty Exams - RN Specialties:
NUR2110	Fundamentals of Nursing II	Fundamentals of Nursing
NUR2200	Pharmacology & Drug Calculations II	Pharmacology / Dosage Calculations

NUR2300	Medical Surgical II	Medical-Surgical
NUR2320	Pediatrics Nursing	Pediatrics

REMEDATION PROCEDURE

Students with scores lower than 750 require remediation before retesting.

From their standardized test report, students can develop their remediation plan. Students will list three areas of weakness.

Students must submit documentation of HESI remediation completion to the office of the student service coordinator by the established deadline, which will be before the second attempt.

Once remediation is completed and submitted, the student will be given the green light to take the retesting. If the student scores below 750 on the retest, they will receive a grade of 0% for the HESI SPECIALTY TEST.

REMEDATION STEPS

HESI SPECIALTY EXAM SCORE	Remediation Needs	Task/Timeframe
750 and above	Acceptable No retest	Congratulations, and continue practicing questions. Complete all Essential Packets of HESI Remediation (optional).
701-749	Minimally Acceptable Remediation Retesting	Complete all Essential Packets of HESI Remediation In Evolve Adaptive Quizzing, create two 30-question custom quizzes. Each quiz should reflect one main content area and subtopic indicated as an area of weakness in your HESI Exam Student Report. Continue taking till you reach an 80% score. Based on your HESI Exam Student Report, choose one HESI Case Study in a curriculum area where you have a weakness and complete it with an 80% score.
Below 700	Needs Further Remediation and Retesting	Complete all Essential Packets of HESI Remediation Use Evolve Adaptive Quizzing to create three 30-question custom quizzes. Each quiz should focus on one key content area or subtopic identified as a weakness in your HESI Exam Student Report. Continue taking till you reach an 80% score. Based on your HESI Exam Student Report, choose two HESI Case Studies in a curriculum area where you have a weakness and complete it with an 80% score.

ACADEMIC GRADE APPEAL

Students who believe their grade is inaccurate or unfair must notify the course faculty within five business days of the grade being posted. This can be done by completing the student section of the Grade Appeal Form.

The class instructor will review the information submitted by the student. If the instructor finds the student's appeal valid, they will record it in the instructor section of the Grade Appeal Form for final approval by the Director of Nursing and the School Director.

If the instructor determines that the student's request is unjustified, they will also note this in the instructor section of the Grade Appeal Form. Should the student be unsatisfied with the instructor's explanation, they may appeal to the school principal.

The entire appeal process must be completed within 10 business days. Failure to follow the grade appeal process or meet the deadline will result in the appeal being denied, and the instructor's initial grade will remain unchanged.

CUMULATIVE GRADE POINT AVERAGE (CGPA)

Each academic grade has a point value as described in the Grading System section.

The cumulative grade point average (CGPA) is computed by multiplying the total number of credits / Clock hours in each course by the grade point achieved in each course divided by the total number of credits / Clock hours of all attempted courses.

SATISFACTORY ACADEMIC PROGRESS (SAP)

To maintain eligibility for Financial Aid, students must be making Satisfactory Academic Progress (SAP) as defined by Federal, State and ACTIVA Training Center policy. SAP is defined qualitatively as maintaining an acceptable grade point average. It is defined quantitatively as pursuing the program at a sufficient pace. Students may lose Financial Aid eligibility if they fail to complete the program after attempting 150% of the program credits.

Professional Nursing Program, 76 Credits. Satisfactory Academic Progress is evaluated upon completion of each semester (16 weeks).

The Satisfactory Academic Progress Policy measures three factors:

1. Qualitative Measure (Cumulative GPA)

Students must maintain a cumulative grade point average of 2.0 or higher for the degree program to remain compliant with the SAP Policy. This amounts to a “C” average. The grade of “W” has no effect on the student’s cumulative grade point average.

2. Quantitative Measure (Completion Pace Percentage)

Quantitative Measure (Completion Pace Percentage). Students must have completed at least 67% of the attempted credits on a cumulative basis to remain compliant with the SAP Policy.

3.- Maximum Timeframe (MTF)

In addition to the minimum overall cumulative grade average and pace percentage given above (Qualitative and Quantitative Measures), students must also progress toward successful completion of the program within a maximum time frame. The maximum time frame for program completion may not exceed 150% of the published credit hours for the Professional Nursing Program. For transfer students, accepted transfer credits will be counted toward the maximum timeframe.

Professional Nursing Program

Required Evaluation Points	Cumulative CGPA	Completion Pace Percentage
End of each semester	2.0 Minimum	67 % Minimum

Program Maximum Timeframe

Program	Normal Credit Hours	Maximum Timeframe
Professional Nursing Program	76 Credits	114 Credits

Students exceeding the maximum timeframe will be administratively withdrawn from the program.

SAP TERMINOLOGY

Credits Attempted: Credits hours for the courses in which a student is enrolled.

Credits Earned: Credit hours for courses completed in which students earn a grade of C or higher. This total will also include any credit hours earned for transfer credits.

Successful completion of a course is defined as a passing grade (A, B, and C). Grades of "W" (withdrawn) and "F" (failed), are not considered successful completion. A grade of "I" (incomplete) is not considered as successful completion until the course has been completed, and the new grade has been officially received and recorded.

A grade of "W" is given when a student drops a course s/he has been attending.

Incomplete ("I") is a temporary grade which may be given at the instructor's discretion when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term. Students will have two weeks from the term's end date to complete course work. Otherwise, the grade will be converted to an F.

The Institution does not provide proficiency credits, non-credit courses, or remedial courses, and therefore are not considered part of the student's satisfactory academic progress.

CATEGORIES OF ACADEMIC PROGRESS

1. SAP Warning: At the end of the evaluation period, a student will be placed on SAP Warning if the satisfactory academic progress standards outlined above have not been met (Qualitative, Quantitative, MTF, or a combination). This status is only available for students who made a prior satisfactory evaluation period.

The student will be notified in writing when he/she is placed on SAP Warning and the conditions to be removed from this status. The student will also receive appropriate academic advice from the school Director when he/she is placed on SAP warning.

If the student makes satisfactory academic progress on the next evaluation period, the student will be removed from SAP Warning.

2. SAP Probation: If a student is on SAP Warning and still does not meet the Qualitative or Quantitative standards or exceeds the Maximum Timeframe (MTF) in a second evaluation period, they may be placed on SAP Probation. However, there are specific requirements that the student must fulfill to be considered on Probation status. During this time, the student will be placed on suspension until they meet the requirements. The student must then submit a written appeal to the school Director, which should include the following:

- A statement from the student describing the reasons for not meeting SAP.
- A detailed description of the steps the students will take to improve their academic standing in the future.
- All supporting documentation related to point 1.

The school Director will review the appeal, and the student will receive a written response within five business days. Only an appeal form submitted on time and supporting documentation will be considered.

Submitting the appeal does not guarantee approval.

Only extraordinary and extenuating circumstances, such as the death or severe illness of immediate family member(s), will be considered. Before approving the appeal, a written academic plan, clearly identifying ways for the student to successfully complete the program within the maximum timeframe allowed, will be provided.

If the appeal is approved, the student will then be placed on SAP Probation. This means that the student will be on the probationary status for the next evaluation period, during which time they must meet the terms and conditions defined by the School Director when the appeal is approved. If the student makes satisfactory academic progress on the next evaluation period, the student will be removed from SAP Probation, offering a positive outcome.

If the appeal is denied, students would not be put in SAP probation status, therefore students will be not eligible for federal student aid and needing to use alternative financial resources to pay for tuition and other school expenses. Otherwise, students will be dismissed from the school.

PROGRESSION POLICY

To continue in the Professional nursing program, the student must:

1. Adhere to the current program attendance policy.
2. Maintain a cumulative grade point average of 2.0 in nursing courses.
3. Achieve a grade of C (75%) or better in all nursing courses.
4. Students must adhere to the standards of conduct outlined in the ANA Code of Ethics, the Florida Nurse Practice Act (Statute 464.018), and all the ACTIVA Training Center Nursing Policies.
5. Students must maintain up-to-date health clearances, vaccinations, and certifications (e.g., BLS certification) to ensure safety in clinical settings
6. Satisfactorily complete each nursing course's clinical, laboratory, and simulation components. A clinical, laboratory, or simulation failure leads to failure of the entire nursing course regardless of whether a passing grade was obtained in the classroom theory tests.
7. If a student's composite score is below 750 on the standardized specialty HESI Exam, they must complete a remediation assignment before re-taking the exam.
8. At any time, students not making satisfactory progress toward course objectives will be notified in writing and offered counseling to develop a remediation plan. Failure to comply with the plan's recommendations will result in failure of the course.
9. Students at risk of failing a course must meet with the student service coordinator for remediation guidance.
10. The school allows a student to repeat a failed course once and allows only the last grade to count in the grade point average. A failed course is that in which a student received "F". The policy does not remove the previous grade but eliminates the effect of that grade on the cumulative GPA by removing it from the computation.
11. The student may not repeat the same course more than once. Failure of the same course twice or failing three courses in total will result in dismissal from the program.
12. Students must progress toward successful completion of the program within a maximum time frame that may not exceed 150 % of the published length of the program, measured in credit hours for the Professional Nursing Program (1650 hours, 76 credits).

CREDENTIALS AWARDED

Upon successful completion of the program, the students who meet graduation requirements will be awarded the program's designated credential. Each credential can be found under the program's information in this catalog.

GENERAL STUDENT INFORMATION/POLICIES & PROCEDURES

STUDENT-FACULTY COMMUNICATION

All students must maintain current and up-to-date contact information with the school. This includes but is not limited to name changes, home address, home phone number, cell phone number, alternative phone numbers, and secure email address. Generally, faculty and clinical instructors will need to contact students about clinical assignments, classroom changes, and other pertinent information related to the program. This information is vital for student communication in emergencies such as inclement weather reports, school closings, and other drills.

EMERGENCY PREPAREDNESS PLAN

The purpose of the ACTIVA Training Center Emergency Preparedness Plan is to establish guidelines and procedures that outline the responsibilities of the school and its employees in responding to identified incidents, and to protect, prepare, and educate staff, faculty, students, and guests to deal with incidents and hazards effectively. ACTIVA Training Center implements the Emergency Preparedness Plan following the safety standards required by the relevant regulatory authority and takes the necessary actions to prioritize safety. The Emergency Preparedness Plan is in the Manual of Policies and Procedures of ATC.

EMERGENCY CLOSING

1. If ACTIVA Training Center cancels classes, students will not attend clinical education or in-person classes. Program course materials will be covered at a later date.
2. If classes have resumed and the student believes he/she cannot make it to the clinical site/school due to road conditions, it will be treated as an absence.

HURRICANES

Hurricane Season runs from June 1 to November 30. Whenever a tropical or subtropical cyclone has formed in the Atlantic, the National Hurricane Center issues advisories such as Hurricane Watch and Hurricane Warning, among others, every six (6) hours.

Hurricane Watch: School administrators will monitor weather conditions and pass on the information to students, staff, and faculty. Students will be requested to keep their radio tuned to local stations for advisories. The School Director will inform the students when the school closes.

Hurricane Warning: Once declared, the School Director will suspend classes. Clinical classes will be canceled. Students who remain in clinical settings are to be dismissed from the site.

CELL PHONES & OTHER COMMUNICATION DEVICES

Communications using electronic devices, including but not limited to instant messaging, text messaging, and telephone calls, are prohibited during classes unless expressly indicated as part of the learning activities. In certain situations (e.g., during exams, etc.), cell phones and other electronic communication devices are not permitted in the room. If due to an emergency, electronic communication services are required; arrangements can be made with the instructor in advance.

NO SMOKING POLICY

ACTIVA Training Center provides a non-smoking environment. Those who wish to smoke during breaks must do it outside.

ELECTRONIC USE

Audio or video recording of lectures and exam reviews are not permitted to protect the confidentiality of health information discussed in class, and to prevent unethical behavior. If recording of a class is required due to a learning disability, it must be authorized by the school and special arrangements will be made accordingly. Students and faculty frequently discuss personal, family, and patient health information, which must be protected as part of the HIPAA requirements the school must comply with. Cell phones are to be maintained in vibrate mode while in class and kept in the student's bag. Laptops will be used only for taking notes related to the educational materials discussed in class, and for other purposes outlined by the instructor. Students must not post any personal or offensive information about another student, faculty, staff member, or externship affiliation agency on social media. Students must not harass, defame, or insult another student, faculty, staff, or staff member of an externship affiliation agency. Any student concern should be reported in person or emailed to info@activatrainingcenter.edu. This email address is accessed only by authorized school personnel.

NON-DISCRIMINATION STATEMENT

ACTIVA Training Center is an equal-opportunity educational institution. It does not discriminate against applicants or students based on race, religion, color, gender, sexual orientation, age, disability, national origin, pregnancy or marital status.

ACCOMODATION FOR STUDENT WITH DISABILITIES

Applicants or current students with disabilities who require academic adjustments and/or auxiliary aids in connection with the admissions process, admission tests, and/or their program of study should contact the Director of the Nursing Program. In consultation with the school director, the director of nursing will work with the applicant and/or current student to identify reasonable accommodation/adjustments to enable them to participate fully in the admissions and educational processes.

ANTI-BULLYING POLICY

We are committed to providing a caring, friendly and safe environment for all our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at ACTIVA Training Center. If bullying does occur, it should be reported immediately and will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to report it. Bullying of another student, staff or faculty may result in serious disciplinary action up to and including termination.

Definition of Bullying: Bullying can be defined as the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Here are some examples of bullying:

- Emotional: being unfriendly, excluding, tormenting (e.g., hiding books, threatening gestures).
- Physical: pushing, kicking, hitting, punching or any use of violence.
- Racial: taunts, graffiti, gestures.
- Sexual: unwanted physical contact or sexually abusive comments.
- Homophobic: because of or focusing on the issue of sexuality.
- Threatening anyone on the schoolgrounds.
- Verbal: name-calling, sarcasm, spreading rumors, teasing.
- All cyber areas of internet, such as email & internet chat room misuse, mobile threats by text messaging & calls, misuse of associated technology, i.e., camera & video facilities.

NOTE: This is not an exhaustive list. Bullying in some forms can be considered a criminal act (e.g., extortion) and any act of “bullying” may lead to student dismissal from the Nursing Program.

ALLEGATIONS OF BULLYING

All allegations of bullying will be taken seriously by the school.

1. When a student reports a case of bullying to a member of the faculty, he/she will address the matter as quickly as possible.
2. While dealing with a case of bullying, disciplinary procedures may be invoked, and the police may need to be contacted when more serious cases include assault, cyber-bullying and persistent bullying outside the jurisdiction of the school.
3. The school will attempt a variety of strategies to ensure reconciliation and that the student who has been bullied feels confident that the matter has been dealt with appropriately.
4. To prevent further bullying, each case will be monitored, and attempts will be made to help the bully/bullies change their behavior.

EXTERNSHIP EXPERIENCES

The Professional Nursing Program requires externship/clinical experience. Applicants and Nursing students must review the program description and student handbook for specific information. Nursing students must successfully complete all externship hour requirements to remain in the program and to be considered for graduation.

Externship experiences may be scheduled at any time: during daytime, evening overnight, including holidays and weekends. Nursing students may need to complete externship experiences on a shift different from their enrolled shift. For example, a student enrolled in a daytime program may need to complete an externship during the evening or overnight shift. The time for externships is out of ACTIVA Training Center’s control.

COMPLAINT & GRIEVANCES APPEAL PROCEDURE

Our school is committed to the success and well-being of each student, staff, and faculty member. In case dissatisfaction arises, interested parties are expected to refer their complaints to a school administrator in writing to be resolved (using a Complaint Form). A school representative will meet with the complainant within three (3) days after receiving the written complaint.

Most complaints can be resolved in an informal manner. However, if a complaint has not been handled satisfactorily, the case will be referred to as a complaint committee formed by the School Director, a staff member and an independent third party.

The committee will meet ten (10) days after receiving the written complaint. Any meetings and discussions will be documented, and a copy provided to the complainant at the time of the meeting.

If further information is not required, the complaint committee will act on the allegations. A letter will be sent to the complainant within fifteen (15) days, stating the steps taken to correct the problem, or information to show that the allegations were not warranted or based on facts.

If a student feels that the school has not adequately addressed a complaint or concern, the student may consider contacting the Commission for Independent Education. All complaints to be considered by the Commission must be in written form. The Commission for Independent Education can be reached at:

Commission for Independent Education
325 West Gaines Street, Suite #1414
Tallahassee, Florida 32399-0400
Tel.1-888-224-6684

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant (s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at: <https://www.accsc.org/Student-Corner/Complaints.aspx>

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS

Students have the right to ask about:

- School licenses, accreditation, and approvals.
- Programs, classrooms, laboratories, other facilities, and faculty.
- Refund policy.
- School determination as to whether the student is making satisfactory progress or not.
- The school completion or graduation rate. Available at:
https://www.activatrainingcenter.com/consumer_info.html
- Campus Security Report.
- When borrowing money from school, the student should be aware of their rights as well as their responsibilities.
- The student has the right to written information on their loan obligations.
- The student has the right to copy the promissory note (when the loan is made) and proof of cancellation (when it is paid).
- The student has the right to a grace period before they repay the loan.
- The student has the right to a repayment schedule that contains information about interest rates, fees, balance they owe and repayment options.
- The student has the right to defer payment for certain defined periods (if the student qualifies).
- The student has the right to request forbearance.
- The student has the right to prepay or pay off any loan without a prepayment penalty.
- The student has a right to know the information on the loan service used.

STUDENT RESPONSIBILITIES

- Review and consider all the information about the program of study prior to enrolling.
- Know conditions and deadlines prior to completing an enrollment agreement.
- Provide any documentation, verification, corrections, requirements and/or new information requested by the admission personnel.
- Read, understand, and keep copies of all forms the student is asked to sign.
- Comply with the provisions of any promissory note and/or all other contractual agreements signed with the school.
- The student is responsible for repaying the loan. This means they must still repay the loan even if they do not complete their college program, or if they are dissatisfied with the education, or if they are unable to find employment after they graduate.
- The student is responsible for contacting the school and loan servicer if they change their name, address, phone number, social security number, graduation date, transfer schools or drop below half-time status.
- The student is responsible for managing their loan debt and making monthly payments after they leave school unless they have a deferment or forbearance.
- Notify the school of any changes in name, address, or attendance status.
- Once the students have graduated, they are responsible for keeping ACTIVA Training Center informed about Job Placement.
- Fully understand and abide by all school policies.
- First time Direct loan borrowers are responsible for completing entrance counseling before s/he receives his/her first loan disbursement.
- The student is responsible for completing exit counseling electronically before they leave school.
- The student is responsible for collection charges, such as attorney fees, which may be imposed as a consequence of default.
- The student is responsible for contacting the loan service provider before the due date if payment cannot be made.
- The students must repay their loan.
- The student must keep the loan service provider informed. If anything changes about their status, they must notify the loan servicer in writing.

POLICY OF SEXUAL HARRASSMENT AND CIVIL RIGHTS

I. Sexual Harassment

1. **Definition:** Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that affects an individual's education or creates an intimidating, hostile, or offensive educational environment.
2. **Zero Tolerance:** ACTIVA TRAINING CENTER has a zero-tolerance policy for sexual harassment. All complaints will be taken seriously and investigated promptly.
3. **Reporting:** Students who experience or witness sexual harassment should report the incident to the Student Services Coordinator or any faculty member. Reports can be made anonymously.
4. **Investigation:** All reports will be investigated thoroughly and confidentially. Appropriate disciplinary actions will be taken based on the findings.
5. **Support:** Counseling and support services will be

available to victims of sexual harassment.

II. Civil Rights

1. **Equal Opportunity:** ACTIVA TRAINING CENTER is committed to providing equal educational opportunities to all students, regardless of race, color, religion, sex, national origin, age, disability, or any other protected characteristic.
2. **Non-Discrimination:** Discrimination in any form is strictly prohibited. This includes any actions that unfairly treat students based on their protected characteristics.
3. **Reporting:** Students who believe they have been discriminated against should report the incident to the Director of Nursing or any faculty member.
4. **Investigation:** All discrimination complaints will be investigated promptly and thoroughly. Appropriate actions will be taken to address any violations.
5. **Support:** Support services will be available to students who experience discrimination

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Education Rights and Privacy Act (FERPA) afford a student the right to inspect and review his/her record within forty-five (45) days after submitting them to the registrar/officer through a request which identifies the record to be inspected.

The student will be notified of the time and place to exercise that right and directed, if necessary, to the official to whom the request should be made. The student also has the right to request an amendment to his/her education record which may be inaccurate or misleading. A written request to the official responsible should identify the part of the record to be changed and specify the reason behind it.

If the school decides not to amend the record and has notified the student in writing, the student has the right to a hearing, which procedures will be provided at that time. Furthermore, the student has the right to consent to disclosures of personally identifiable information contained in his/her education records, except for disclosures authorized by FERPA.

The latter pertains to a school official(s) and/or trustee(s), or a person or company contracted by the

school, or a student on an official committee, all of whom must have a legitimate educational interest in such review. Without consent, but only by request, the school will disclose education records to officials or other schools in which students seek or intend to enroll.

Detailed FERPA information can be found on the U.S. Department of Education website at: <https://ed.gov/policy/gen/guid/fpco/ferpa/index.html> and on the ATC website under Consumer Info.

Note: FERPA requires an institution to make a reasonable attempt to notify the student of the records on request unless the institution states in its annual notification that it intends to forward records on request. Last, a student has the right to file a complaint with the U.S. Department of Education concerning alleged school failure to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office, U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605**

CONFIDENTIALITY OF STUDENT RECORDS POLICY

Purpose

This policy relates to the confidentiality and disclosure of students' Education Records. It is based on the [Family Educational Rights and Privacy Act \(FERPA\)](#) and Florida state regulations—section 1002.225, Fla. Stat. and Section 1006.52, Fla. Stat.

Scope

This policy applies to all staff, faculty, and administrators handling student records within the nursing program.

Policy Statement

ACTIVA Training Center is committed to protecting the privacy and confidentiality of student records. All student records are confidential and will be accessed only by authorized personnel for legitimate educational purposes.

Definitions

- **Student Records:** Records directly related to a student and maintained by the Institution. These records include, but are not limited to, grades, transcripts, class lists, student course schedules, student financial information, and student discipline files. The data may be recorded in any way, including, but not limited to, handwriting, print, computer media, videotape, audiotape, film, and e-mail.
- **Authorized Personnel:** Individuals who have been granted access to student records based on their role and responsibilities within the institution.

Procedures

1. Access to Student Records

- Access to student records is restricted to authorized personnel only.
- Authorized personnel must use student records solely for legitimate educational purposes.
- Students can inspect and review their records under FERPA and Florida state laws.

2. Disclosure of Student Records

- Written consent from the student is required before disclosing any personally identifiable information from student records, except as permitted by FERPA and Florida state laws.
- Exceptions to the consent requirement include disclosures to school officials with legitimate educational interests, other schools to which a student is transferring, specified officials for audit or evaluation purposes.

3. Security Measures

- Physical records are stored in fireproof cabinets and rooms with restricted access.
- Access to digital records is controlled through role-based access and multi-factor authentication.

4. Retention and Disposal

- The school maintains students' records for at least five (5) years.
- Academic transcripts are kept indefinitely and are available to students upon request.
- Records are disposed of securely, ensuring all personally identifiable information is rendered unreadable and irretrievable.

5. Training and Compliance

- All staff, faculty, and administrators handling student records must undergo regular training on FERPA, Florida state regulations, and the institution's confidentiality policies.
- Compliance with this policy is monitored through regular audits and reviews.

6. Incident Response

- Any breach of student record confidentiality must be reported immediately to the designated privacy officer.

An incident response plan will be activated to address the breach, notify affected individuals, and mitigate potential harm.

FAIR CONSUMER PRACTICES

The mission of ACTIVA Training Center (ATC) is to provide career opportunities and quality education in a nurturing learning environment that fosters the development of skills and knowledge of students who pursue to excel in their profession. The Governing Board of ACTIVA Training Center (ATC) attests herein that to achieve its goals, the institution complies with Rule 6E-1.0032 (Fair Consumer Practices), which implements the provisions of Sections 1005.04 and 1005.34, F.S., and establishes the regulations and standards of the Commission relative to Fair Consumer Practices and the operation of independent postsecondary education institutions in Florida.

To this end, ATC follows the standards and regulations of the Commission regarding advertising and promotional literature, the institution's catalog, enrollment agreement, purpose of the institution, educational programs and curricula, description of physical facilities, licensure and accreditation status, fees required to be paid by students and schedule, transferability of credits, admissions, student financial assistance, refund policies, employment placement services, how to contact the Commission for further information about the institution, reduction of tuition or fee, termination or cancellation by the institution or the student, refund policy, employment guarantee disclaimer, acknowledgement of receipt of catalog and enrollment agreement, signatures and acceptance, format, disclosures, compliance, and student files and records, as evident in the corresponding school documents.

STUDENT SERVICES

RECORDS AND TRANSCRIPTS

Students' records are maintained by the school for at least five (5) years. They include at minimum the Student Enrollment Agreement, financial, advising and progress reports, certificates or diplomas earned, and academic transcripts. Academic transcripts are kept indefinitely and are available to students upon request. Students who have voluntarily withdrawn from the school or have been terminated for any reason, should have met all financial obligations to the institution to receive the official transcripts. The Registrar Office may take up to ten (10) business days to process official transcripts requests. The school provides one free official transcript upon graduation. Should a student need additional official transcripts, a fee of \$15.00 will be charged per transcript. Students' records, in the form of transcripts, can be provided to potential employers only after a written request has been made by the student.

STUDENT IDENTIFICATION CARD

Students and Faculty are issued a picture identification card. If a student is expelled or suspended from ACTIVA Training Center, the student must immediately surrender his/her school identification card to the Program Director or to the School Director. Students will be charged \$10.00 for each card replacement.

TUTORING POLICY

The school has a tutoring policy in place to ensure the students achieve expected academic results, supported by tutoring services that allow grade improvement and the attainment of academic confidence. The school provides regular tutoring services depending on the student's needs. Administrators and instructors monitor the students' academic progress and difficulties and provide the required tutoring sessions. Tutoring sessions are provided upon the request of the students who are having trouble with specific knowledge or skills that prevent meeting academic goals. Forms are available to document the process, and the schools maintain such records.

Although tutoring sessions are provided upon request, tutoring may continue throughout the length of a particular course, if the instructor realizes the student needs further assistance in class and with assignments.

Instructors and students can schedule as many out-of-class tutoring sessions, depending on the specific skills to be developed so that the learners can keep up with the course's academic demands.

Students are encouraged to review content before attending classes and use online resources, which provide training and drills that can be taken as part of their independent study hours.

ACADEMIC ADVISING

Policy: To ensure students receive accurate and timely guidance to navigate their academic journey and achieve their educational goals.

Procedure:

- Upon acceptance in ACTIVA Training Center, all students have access to a faculty academic advisor.
- Faculty advisors assist with setting academic goals, interpreting academic policies and procedures, selecting courses, registering, and personal development.
- Advisors may refer students to additional resources as needed.

Faculty Availability for Advisement

Faculty members are required to be available for student advisement as part of their workload hours. To facilitate this process, faculty are encouraged to email or call students to schedule advisement appointments. If an advisor needs to change an appointment, they must notify the student and reschedule for a mutually acceptable time.

At-Risk Student Remediation Policy

Advisors are also responsible for at-risk student remediation.

All faculty members will assist in student retention efforts as needed for their courses. Each faculty member will address and track all students identified as at-risk and develop a counseling record with a plan for success with the student.

Definition of at-risk undergraduate student

Students enrolled in the nursing sequence have a pattern of:

- Academic failure (or risk) as evidenced by failing (or near failing) an examination grade.
- Risk of clinical failure as evidenced by not meeting clinical objectives.
- Personal issues that disrupt the learning process.

Student Success Plan

- At-risk students will still be referred to the Student Services Coordinator.
- Meet with the faculty weekly to complete the Student Performance Improvement Plan. Students not complying with remediation requirements will not be able to progress in the course.

ACADEMIC RESOURCES

Supplemental study materials in different formats are available to nursing students. Students should coordinate with nursing faculty to access these materials in the nursing lab and classrooms. Additionally, tutorial services are offered to nursing students. For more information, please consult with the faculty or visit the student support services.

LIBRARY AND EDUCATIONAL RESOURCES

ACTIVA Training Center provides curriculum support using educational resources housed at the School Library. The library has current text materials, diagnostic training documents, reference materials, major and current titles in program areas, and reference databases. ACTIVA Training Center is a member of the Library Information Resources Network (LIRN). This online educational database provides increased access to articles and journals as well as numberless reference sources. Computer terminals with internet access are also available as a research tool. A professionally trained librarian is a staff member and assists the students, faculty, and staff of ACTIVA Training Center with using such resources. The library is open Monday – Friday, 9:00 am - 10:00 pm and Saturdays, 9:00 am – 2:00 pm.

INFORMATION TECHNOLOGY

ATC provides faculty with the necessary resources to teach essential nursing concepts and facilitates student learning through diverse learning experiences.

Faculty and students have access to the following resources:

- Multi-media classrooms.
- Low and moderate simulated-based learning experiences.
- Faculty can access LMS “Moodle,” SHERPATH, and Chartflow for course delivery.
- Computers for testing, accessing unfolding case studies, and online resources.
- Multiple task trainers for skill development
- Video monitoring for simulation.
- High-speed connections throughout the building make all these data-intensive technologies possible and practical for our students and faculty.

Minimum Technological Requirements

- The Internet and a computer that can be used anytime, controlled, and configured as required for assignments, access to resources, and communication.
- A web browser for these operating systems:
macOS™ - Google Chrome
Windows™ - Google Chrome
- Basic skills to access and run Microsoft Office documents and services, such as Word, Excel, PowerPoint, etc.

HOUSING

The school does not provide housing for students.

PERSONAL ADVISING

The school does not currently have a trained therapist on-site and cannot provide professional personal advising other than academic or educational related advising. However, should a student feel the need for personal assistance/advisement, he/she may contact the Student Service Coordinator who will provide them with a list of local therapists, psychologists, and other professionals they can reach out to for assistance.

PARKING

Convenient parking facilities are available at the school. ACTIVA Training Center is not responsible for any vehicle damage, destruction, or theft that occurs while on school premises or at any of our partner clinical facilities. Site rules and regulations must always be followed when parking a vehicle.

PLACEMENT SERVICES

The Placement Director assists students and furnishes them with names and addresses of employment possibilities. Inquiries made to the school by potential employers will be posted on the bulletin board. Upon successful completion of the program, the school will assist each graduate to the best of its ability, by helping them with creating a resume, preparing for an interview and proper attire for work environments, job posting, online application guiding, etc. Initial contact with the students takes place as soon as the job is placed.

The school has an Employment Verification Report form (EVR) that is given to the students for completion once they are employed. Students must send or bring the EVR form to the school once completed.

Upon successful completion of the program, the school will assist each graduate with Job Placement; however, the school does not guarantee employment.

SCHOOL CALENDAR AND HOLIDAYS

Programs are offered in morning and evening sessions as follows:

Morning Session: 8:30 am to 1:30 pm (Monday through Friday)

Evening Session: 5:30 pm to 10:30 pm (Monday through Friday)

Holidays

ACTIVA Training Center offers classes on a year-around basis.

The school observes the following US Holidays and vacation breaks:

- Memorial Day
- Independence Day
- Thanksgiving Day and After Thanksgiving Day
- Christmas Holidays (Approximately the last two weeks of the year)
- New Year's Day

FINANCIAL AID INFORMATION

FINANCIAL AID OFFICE

The Financial Aid Office is committed to providing financial assistance to those who qualify. We also provide various alternative funding sources to support students' education. Our office strictly adheres to all federal, state, institutional, and private regulations to provide financial assistance to those who qualify.

The Financial Aid Department is available to assist students Monday through Friday from 9 AM to 8 PM. Our staff is prepared to address specific inquiries and support students in completing the necessary financial aid documentation. Should a Financial Aid Counselor be unable to fully assist a student, arrangements will be made for a meeting with the Director of Financial Aid.

Our mission is to ensure that financial aid is accessible to students who would otherwise be unable to pursue their educational objectives. The goal of the Financial Aid Office is to provide financial assistance to students demonstrating need, academic potential, and the ability to comply with Satisfactory Academic Progress requirements.

The ACTIVA Training Center Financial Aid Office is committed to maximizing funding opportunities under the law while streamlining application procedures to simplify the aid process. We operate under the principle that all students deserve equitable treatment, overcoming barriers related to race, gender, economic status, or disability in their pursuit of education.

TITLE IV PARTICIPATION APPROVAL

ACTIVA Training Center is approved by the U.S. Department of Education to participate in Title IV student assistance programs, specifically Federal Pell Grant Program and Federal Direct loans (Direct Subsidized, Direct Unsubsidized and Parent Plus Loan), FSEOG and Federal Work Study.

THE FINANCIAL AID OFFICE STRUCTURE & POSITION RESPONSIBILITIES

To ensure that Federal Student Aid is administered properly, the organizational structure of the Financial Aid Office is as follows:

- Director of Financial Aid – Rafael Moreno
- Financial Aid Representative – Yaimaris Rigal

GENERAL TITLE IV PROCESS AND STUDENT ELIGIBILITY REQUIREMENTS

Financial aid is available for those who qualify. All prospective and current students are encouraged to apply for financial aid. Each applicant should complete the Free Application for Federal Student Aid (FAFSA). This application can be completed online at <https://studentaid.gov>. The six-digit school code is **043165**.

Additional documents may be requested to complete processing of the aid request. Some examples of information that is requested may include, but are not limited to:

- To be eligible to receive Federal Title IV assistance, a student must:
- Enrolled and matriculated in an eligible program of study
 - Have a valid High School Diploma or a recognized equivalent
 - Be a U.S. Citizen, U.S. National, a Citizen of the Freely Associated States or a lawful U.S. Permanent Resident or other eligible noncitizen
 - Not be in Default Status for any previously disbursed Federal Direct Loans
<https://studentaid.gov/manage-loans/default/get-out>
 - Not be in Overpayment Status for any previously disbursed Federal Grant
<https://studentaid.gov/help-center/answers/article/why-would-i-repay-federal-grant>
 - Have not exceeded Annual or Aggregate Loan Limits
 - Have not exceeded annual or lifetime Pell Grant Limits
 - Meet all Satisfactory Academic Progress Requirements
 - Note: Eligibility requirements are subject to change in accordance with federal guidelines or revisions made by the Department of Education
 - Verification form

- Federal tax returns and W2s for students, spouses, or parents (as required)
- Student Certifications
- Employment Verification
- Verification of marital status

FEDERAL AID PROGRAMS IN WHICH ACTIVA TRAINING CENTER PARTICIPATES

Federal Pell Grant

The Federal Pell Grant program provides funding toward tuition, fees, and other costs for students whose income is below levels set by the U.S. Congress. Pell grants do not have to be repaid. The Financial Aid Office can provide an estimate of grant awards based upon the information submitted on the FAFSA. Eligibility is determined by the students:

- Student Aid Index (SAI)
- Cost of Attendance (COA)
- Enrollment Intensity (the number of credit hours an eligible student is takes in a term)

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is a need-based grant for Pell-eligible undergraduate students who demonstrate exceptional need. Funds are limited, and priority is given to students who apply early to ensure timely award distribution.

Federal Direct Loans • Subsidized and Unsubsidized Direct Loans, unlike grants, are **borrowed money that must be repaid**, with interest, and payments normally begin six months after leaving school. The amount of each payment depends on the size of the debt and the ability to pay.

Students can qualify for a Direct Loan based upon financial need as determined by the FAFSA. The need-based loan (known as “subsidized”) offers in-school interest subsidies by the federal government. In addition, students may qualify for non-need-based Direct loans (known as “unsubsidized”). These loans do not offer interest subsidies. It is possible for students to have both subsidized and unsubsidized Direct-loans.

Current interest rates for undergraduate student loans are as follows:

First Disbursement of a loan:		
Made on or after	And made before	Interest Rate on the Unpaid Balance
7/1/2025	6/30/2026	6.39%
7/1/2024	6/30/2025	6.53%
7/1/2023	6/30/2024	5.50%
7/1/2022	6/30/2023	4.99%

Annual Loan Limits

Dependent Students	Subsidized Loan Limits	Unsubsidized Loan Limits	Total Direct Loan Limits
1 st Year	\$3,500	\$2,000	\$5,500
2 nd Year	\$4,500	\$2,000	\$6,500
3 rd Year	\$5,500	\$2,000	\$7,500

Independent Students	Subsidized Loan Limits	Unsubsidized Loan Limits	Total Direct Loan Limits
1 st Year	\$3,500	\$6,000	\$9,500
2 nd Year	\$4,500	\$6,000	\$10,500
3 rd Year	\$5,500	\$7,000	\$12,500

Federal Direct Loan Key Notes:

- Direct loans are for educational purposes only and can never exceed the Cost of Attendance (determined by the Financial Aid Office) less any other Financial Aid.
- Students who have advanced to the next grade level during or after their last loan period may be eligible for additional loan funds.
- Repayment begins after a student either drops below half-time enrollment, withdraws, or graduates. Before repayment starts, there is a six-month grace period.
- If a student is a first-year, first-time borrower, federal regulations require that the student attends classes for a minimum of 30 days before they are eligible to receive any loan funds; however, the amount of the approved loan can be used to hold classes.
- All borrowers are required to participate in an Entrance and Exit Interview to ensure a full understanding of their rights and responsibilities. Please note: Students may be required to participate in additional Financial Literacy workshops and activities.
- All students requesting federal loans must complete Entrance Counseling and a Master Promissory Note (MPN) which can be found at <https://studentloans.gov>.

Federal Direct Loan Processing

During the award process, all students will be considered for Federal Direct Loans. After loan eligibility is determined, the following procedures apply:

- **Transfer student:** A student with previous student loans will remain with the same lender, the U.S. Department of Education. The student will be notified of which loan servicer they will need to contact regarding the student's rights and responsibilities with the outstanding Direct Loan(s)

Loan amounts offered are detailed on the student's funding estimate. Each student is required to sign the funding estimate to accept the awards offered.

Note: No Financial Aid will be disbursed until it has been accepted via the above process.

Federal Parent PLUS Loan

Federal Direct PLUS Loans are for parents who want to borrow to help pay for a child's education. These loans enable parents with good credit history to borrow for each dependent. Unlike other financial aid programs, a family financial analysis is not required to be eligible for a Direct PLUS Loan. PLUS Loans must be repaid. Repayment generally begins 60 days after the loan is fully disbursed.

Student / Parent borrowers: Parents must consent to and approve the FA-DDX and sign their student's FAFSA before applying for a PLUS loan. FA-DDX is a system/process used by the U.S. Department of Education, in partnership with the IRS, to automatically fetch (with consent) a student's (and required contributor's) federal tax information and transfer it directly into the FAFSA form. The Financial Aid Office must determine the student's eligibility for maximum annual subsidized and/or unsubsidized Direct Loans. The student is not required to receive a Direct loan as a condition for receiving the PLUS loan, nor may the Financial Aid Office require a student to receive a Direct loan before applying for a PLUS loan.

Note: Dependent students, whose parents are denied a PLUS loan, may be eligible for an additional unsubsidized Direct loan amount.

CIRCUMSTANCES CHANGE

In the event that a student or their parent experiences a significant change in their financial situation, it is crucial to reach out to the financial aid office as soon as possible. The office is equipped to conduct a reevaluation of financial needs based on the updated circumstances, which may lead to adjustments in the funding eligibility. Important Changes to Report:

1. **Loss of Employment:** If either the student or a parent loses their job, it significantly impacts the family's financial stability and should be reported immediately.
2. **Death or Disability:** The passing or permanent disability of a parent or guardian can alter the financial landscape for a student, necessitating a review of their financial aid package.

3. Divorce or Separation of a Parent: Changes in marital status can affect income and household contributions, which is critical information for the financial aid office.
4. Loss of Untaxed Income: If there is a loss of untaxed income, such as child support or other forms of financial support, this should also be reported, as it can affect overall financial need.

Students and parents are encouraged to document any changes and provide necessary supporting documentation when contacting the financial aid office. Prompt communication is essential to ensure that students receive the appropriate support they need to continue their education without undue financial burden.

FORMS

Instructions for completing documents required for financial aid are distributed in numerous ways (available in the Financial-Aid Office and distributed during financial aid information sessions and Open Houses). Included in the instructions are how to complete the FAFSA application, how to complete the Master Promissory Note and general financial aid information. The Free Application for Federal Student Aid (FAFSA). This application can be completed online at <https://studentaid.gov>. The six-digit school code is 043165.

HOW NEED IS DETERMINED

The Personal and Income information you and/or your family provide on the FAFSA Application is analyzed by the Department of Education to calculate the Student Aid Index (SAI) and the student's Federal Aid eligibility. The SAI is the number the Financial Aid Department uses to determine the amount of Federal Aid the student is eligible for to offset their Cost of Attendance.

The following formula used to determine eligibility is:

Cost of Attendance – Student Aid Index – Other Financial Assistance = Remaining Financial Need

For additional information on how financial need is determined, please visit: <https://studentaid.gov/complete-aid-process/how-calculated#sai>

FUNDING ESTIMATE LETTER NOTIFICATION

When a student's and/or parent's aid eligibility has been packaged, they must be notified of the Title IV funds they are eligible to receive including information regarding how and when these funds will be disbursed. At this time, a Funding Estimate Letter that details the award amounts will be sent to the student via email/text. The awards offered must be accepted with a signature on the Funding Estimate. If a student and/or parent chooses to decline all or a portion of an award, it must be indicated in the Funding Estimate. The funds declined will not be replaced by any other funds.

FUNDING ESTIMATE LETTER NOTIFICATION REVISIONS

Adjustments may be made to the award amounts if there are changes in the student's eligibility, funding levels, enrollment, or other academic changes. Revised award notifications are sent to students via email/text to document any changes made to their award.

VERIFICATION PROCESS

Verification is a federal process used to confirm the accuracy of information submitted on the FAFSA. Students may be selected by the U.S. Department of Education or by ACTIVA Training Center if conflicting information is found. Selected students must submit required documentation based on their assigned Verification Group.

Verification Groups

- V1 – Standard Verification: Confirms tax information, income, family size, and other required financial data. Includes special rules for amended returns, filing extensions, identity theft victims, and joint filers no longer married.
- V4 – Custom Verification: Confirms identity and requires a signed Statement of Educational Purpose, completed in person or with a notary.
- V5 – Aggregate Verification: Combines V1 and V4 requirements.

Verification File Review

All worksheets, tax documents, W-2s, and identity forms (if applicable) must be received before aid can be processed. ACTIVA confirms tax accuracy, filing status, income, and dependency claims.

Conflicting or Inaccurate Information

Any inconsistencies must be resolved before aid is awarded. If false information is provided, financial aid may be revoked and federal penalties may apply.

Verification Exclusions

Verification may be waived in limited circumstances including death of the student, no aid eligibility, post-enrollment submission, or when required spouse/parent information cannot be obtained due to specific documented situations.

Database Matches & FAFSA Issues

FAFSA applications are cross-checked with federal agencies (IRS, SSA, DHS, VA, NSLDS). Any flags, reject codes, or inconsistencies must be resolved with additional documentation.

Subsequent ISIR Review

All later FAFSA updates are reviewed. If changes affect eligibility, students are contacted for additional documentation or receive a revised funding estimate.

A detailed description of the full verification process required documentation, selection groups, conflicting information procedures, and file review standards is maintained in the ACTIVA Training Center Financial Aid Manual. Students may request access to the complete policy through the Financial Aid Office.

Students who are found ineligible for Title IV funds will still need to meet their financial responsibilities to the institution. If the verification process leads to a change in the student's expected family contribution or any other modifications to the application that affect the amount of the student's grant or loan, the school will inform the student in writing about this change. Students requiring help in gathering the necessary documentation should consult one of the school's Financial Aid Advisors.

LOAN COUNSELING

In adherence to federal regulations, all first-time undergraduate Direct Loan borrowers are required to complete entrance counseling online at <https://studentaid.gov/>. Loan recipients are also required to participate in an exit counseling session when they cease at least half-time attendance, whether due to graduation or other reasons. Carefully tracking all the information regarding the student's loans will help keep the students aware of their total debt so that they can make wise decisions about new borrowing.

ENTRANCE COUNSELING

The completion of entrance and exit counseling is done electronically and is kept in the student's financial aid file.

EXIT COUNSELING

Confirmation of the completion of exit interviews is maintained in the Financial Aid Office and kept in the student's file. Items covered in this interview are like the entrance counseling session, but it also serves as a further review of the student's loan history. Additional information is provided on debt management strategies and loan deferment policies and procedures. The purpose of this counseling session is to minimize the likelihood of loan default. Students who default on any Title IV student loan will not be eligible for any federal financial assistance administered by any college or university.

Exit counseling will include:

- Information from entrance counseling.
- Anticipated monthly repayment amount.
- Repayment options.
- Debt management strategies.

- Forbearance, deferment, and cancellation options.
- Information available on NSLDS.
- How to contact the FSA Ombudsman's office.
- Review of rights and responsibilities
- Collection/update of personal and contact information.

Student Rights

- When borrowing money from school, the student should be aware of their rights as well as their responsibilities.
- The student has the right to written information on their loan obligations.
- The student has the right to copy the promissory note (when the loan is made) and proof of cancellation (when it is paid).
- The student has the right to a grace period before they repay the loan.
- The student has the right to a repayment schedule that contains information about interest rates, fees, balance they owe and repayment options.
- The student has the right to defer payment for certain defined periods (if the student qualifies).
- The student has the right to request forbearance.
- The student has the right to prepay or pay off any loan without a prepayment penalty.
- The student has a right to know the information on the loan service used.

Student Responsibilities

- First time Direct loan borrowers are responsible for completing entrance counseling before s/he receives his/her first loan disbursement.
- The student is responsible for completing exit counseling electronically before they leave school.
- The student is responsible for repaying the loan. This means they must still repay the loan even if they do not complete their college program, or if they are dissatisfied with the education, or if they are unable to find employment after they graduate.
- The student is responsible for contacting the school and loan servicer if they change their name, address, phone number, social security number, graduation date, transfer schools or drop below half-time status.
- The student is responsible for managing their loan debt and making monthly payments after they leave school unless they have a deferment or forbearance.
- The student is responsible for collection charges, such as attorney fees, which may be imposed as a consequence of default.
- The student is responsible for contacting the loan service provider before the due date if payment cannot be made.
- The students must repay their loan.
- The student must keep the loan service provider informed. If anything changes about their status, they must notify the loan servicer in writing.

REAPPLYING FOR FINANCIAL AID

Financial aid must be renewed each year by the students. To be considered for financial aid assistance from one year to the next, all students are required to reapply. It is important to note that financial aid awards may change annually, as the amount and type of aid depends on the family's financial situation each year. The Office of Financial Aid reserves the right to adjust policies at any time to ensure compliance with changes in federal and state regulations governing student financial aid.

OTHER FINANCIAL ASSISTANCE

Students should exhaust all federal Title IV assistance available, including the Federal Direct Loans before considering a private student loan program or institutional payment plan.

Students' ineligible for federal financial aid must pay their tuition and fees in full before enrolling. Activa Training Center does not provide institutional loans. All payments must be finalized prior to the beginning of each term, as indicated in the enrollment agreement and student payment plan. Failure to meet full payment requirements will result in the student not being enrolled in their courses.

ACTIVA Training Center accepts the following payment options:

1. Payment in full on or before the first day of class.
2. Installment plans (based on the student's ability to make monthly payments over the length of the program, with a down payment made on or before the first day of class, and a final payment before graduation).

ACTIVA accepts the following payment methods: Cash, Checks, Money Orders, Zelle, Cash App, MasterCard, Visa, or other major credit cards. The cost of clock / credit hour is included in the cost of goods and services.

The Registration fee is due at the time of signing the Enrollment Agreement. Students must adhere to the payment plan outlined in the Student Enrollment Agreement, which is completed at the time of registration. Payments are due between the 1st and 15th day of every month.

RETURN OF TITLE IV FUNDS

Process Overview & Applicability

Federal regulations require that the Return of Title IV Funds calculation be performed if any Title IV recipient withdraws from all classes prior to the end of the payment period (term). If a student has attended up through 60% of the payment period/term, the calculation will determine the amount earned of aid, and any unearned aid must be returned. If a student has attended more than 60% of the payment period/term, s/he has earned 100% of federal aid scheduled; the Return of Title IV Funds calculation must be completed to determine if the student is eligible for a post-withdrawal disbursement.

Refund Formula Calculation

The Return of Title IV calculation is a proration of earned versus unearned financial aid during a period of enrollment. The percentage earned of financial aid is determined by taking the days attended in the period by the total days in the period. Subtracting earned aid from aid that was awarded and disbursed gives you the amount of unearned aid that must be returned. The responsibility to repay unearned aid is shared by the Institution and the student in proportion to the aid each is assumed to possess.

Any unearned loan funds the student, (or parent, in the case of a PLUS loan) are required to return are repaid in accordance with the terms of the Master Promissory Note. Unearned grant funds the student must return are classified as an overpayment. Students must repay half of the unearned amount of grant overpayments. As a result of the Higher Education Reconciliation Act of 2005 (HERA), the student is not required to return an overpayment amount that is \$50 or less, effective 7/1/2006.

The student may be billed for any account balance created when the Institution is required to return funds. The balance due would be the result of tuition charges that are no longer being covered by the unearned aid or unearned aid that the student received.

If the student did not receive all the funds that were earned, he/she may be due to a post-withdrawal disbursement.

If the school or student receives excess title IV program funds that must be returned, the school or student must return the portion of the excess equal to the lesser of:

- Institutional charges multiplied by the unearned percentage of funds, or
- The entire amount of excess funds.

Post-Withdrawal Disbursements (PWD)

A PWD is offered to the student — or parent in the case of a Parent PLUS loan — if, prior to withdrawing, the student earned more federal financial aid than was disbursed for the payment period. The amount earned is determined as part of the required federal Return of Title IV Funds calculation.

Crediting Post-Withdrawal Disbursements Containing Title IV Loan Proceeds and Borrower's Cancellation Right

If after performing the Return of Title IV calculation it is determined that the student earned aid that was not received, the Financial Aid Office must offer this aid as a post-withdrawal disbursement. Students must be notified whenever a post-withdrawal disbursement of a Direct loan or PLUS loan funds are paid to the student's account. The notification must include (a) the date and disbursement amount, (b) an explanation of cancellation rights and (c) the procedure and deadline by which a cancellation may be made. Any request to cancel a loan received within 14 days of notification must be honored.

Offering Post-Withdrawal Disbursements Not Credited to Student's Account

If after performing the Return of Title IV calculation it is determined that the student earned aid that was not received, the Financial Aid Office must offer this aid as a post-withdrawal disbursement. Any earned aid not credited to the student must be made available to the student. A written notification must be sent within 30 days of the date the college determined the student withdrew.

The notification must include the type and amount of Title IV funds and an explanation of the right of the student/parent to decline all or a portion of the post-withdrawal disbursement, along with the deadline.

Returning Unearned Funds

Under the Return to Title IV policy, the programs are refunded in the following order:

- Unsubsidized Direct Stafford Loan
- Subsidized Direct Stafford Loan
- Direct Parent PLUS loan
- Federal Pell Grant
- FSEOG

INSTITUTIONAL REFUND POLICY & CANCELATION

REFUND POLICY & CANCELLATION

CANCELLATION AND TERMINATION BY THE STUDENT

A student has the right to withdraw from the school at any time under the following conditions:

1. The student provides written notification to the institution with their intent to withdraw.
2. The student fails to attend classes for 14 consecutive days without prior notification.

INSTITUTIONAL RETURN POLICIES FOR DIPLOMA PROGRAM

Return is defined as the difference between the amount paid toward school charges and the amount the school retains. The withdrawal date is defined as the last day of physical attendance unless earlier written notice is received. Charges will be determined by dividing the number of hours attended by the number of hours in the program. Samples of the Return Computation are available at the School Director's Office.

REFUND POLICY FOR DIPLOMA PROGRAM

For all recipients, the following refund policy will apply:

1. A student may cancel the school at any time by:
 - a. The student notifies the institution of the withdrawal.
 - b. The student has failed to attend class for 14 days.
2. - All monies will be refunded if the applicant is not accepted by the school or if the student cancels within three (3) business days after signing the enrollment agreement and making an initial payment.
3. - All monies will be refunded if the start of the program is rescheduled or canceled.
4. - Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid except for the Registration Fee. (\$30.00)
5. - Cancellation after attendance has begun through 60% completion of the program hours or credits, will result in a refund computed on the number of hours or credits completed of the total program hours.
6. - Cancellation after completing more than 60% of the program will result in no refund.
7. - Termination date: The termination date for refund computation purposes is the last day of actual attendance by the student unless earlier notice is received.
8. - Refund will be made within 30 days of termination or receipt of a cancellation notice from the student.
9. - Application fee, books, e-books, exams, materials, and registration fees will not be refunded, and consequently not included in the refund calculation.

INSTITUTIONAL RETURN POLICIES FOR ASSOCIATE OF SCIENCE DEGREE PROGRAM

Effective January 12, 2026.

ADD -DROP PERIOD (APPLY FOR ASSOCIATE OF SCIENCE DEGREE PROGRAM)

The Add-Drop period is a critical time that occurs during the first week of classes for each term. To add or drop a class during this window, students must complete the Add-Drop Course Form and submit it in writing to the Office of the Registrar for approval. This form can be submitted in person or via email, but it is mandatory that it is signed by the student. Additionally, the form must be clearly legible for processing.

Be advised that the Add-Drop period concludes promptly on Sunday at 8:00 PM of the first week. It is essential to recognize that dropping or withdrawing from a course can have serious consequences. Such actions may prolong your academic progress due to the necessary course sequences. Furthermore, students who drop or withdraw from a course risk having their financial aid eligibility affected for the semester, which could result in unexpected out-of-pocket expenses.

You are strongly encouraged to consult with the Registrar and the Financial Aid Office before making the decision to drop or withdraw from a course. Take this process seriously and fully understand the implications.

INSTITUTIONAL RETURN POLICIES FOR ASSOCIATE OF SCIENCE PROGRAM

For degree program students, the following refund policy will be enforced:

Cancellation may be in person, by electronic mail, or by certified mail.

1. A student may cancel the school at any time by:
 - a. The student notifies the institution of the withdrawal.
 - b. The student has failed to attend class for 14 consecutive days.
 - c. The student withdraws during the Add/Drop Period.
2. - All monies will be refunded if the applicant is not accepted by the school or if the student cancels within three (3) business days after signing the enrollment agreement and making an initial payment.
3. - All monies will be refunded if the start of the program is rescheduled or canceled.
4. - Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid except for the Registration Fee. (\$30.00)
- 5.- Student who withdraw during the Add/Drop Period will receive a 100% refund of tuition paid, excluding non-refundable fees.
- 6.- Student who withdraws after the add/drop period (First Week) of the term and before completing 60% of the scheduled credit or clock hours in the term may be eligible for a pro-rata refund. The refund will be calculated based on the number of credits or hours the student was scheduled to complete in the term as of the withdrawal date.
- 7.- Student who withdraw after completing 60% or more of the scheduled credits or clock hours in the term will result in no refund
- 8.- Termination Date: For refund calculation purposes, the official withdrawal date is defined as the Last Date of Attendance (LDA), unless the institution receives an earlier written request for withdrawal from the student.
9. - Refund will be made within 30 days of termination or receipt of a cancellation notice from the student.
10. – Non-Refundable Fee: Application fee, used books, used e-books, used exams, used uniform, and registration fees will not be refunded, and consequently, will not be included in the refund calculation.

SCHOOL'S CANCELCATION OF CLASS OR PROGRAM POLICY

The school reserves the right to cancel or postpone a class or program for any reason, including insufficient student enrollment. Every effort will be made by the school to avoid canceling classes or programs before scheduled start dates. In case the school cancels a program; enrolled students are entitled to a 100% refund of fees paid. The school also reserves the right to change equipment, staff, or materials as deemed necessary. Such changes may be required to keep pace with technological advances and to improve teaching methods or procedures. In no event will any such changes diminish the competency or content of any program or result in additional charges to the student.

INFORMATION AND PUBLICATIONS

NURSING ORIENTATION

All applicants accepted into the Professional Nursing Program are required to take a school tour and program orientation. The admission area will notify the students of the orientation date, time, and location. Students who miss the orientation must meet with the admission staff for make-up orientation date. Enrolled students may require attending program updates, orientation, and meetings before starting the next term. These sessions are used to communicate important changes, review critical policies and procedures, as well as to complete the requirements necessary to begin the new term.

NURSING STUDENT HANDBOOK

Students accepted into the Professional Nursing Program must receive the Student Handbook during the orientation. Students, faculty, and staff are accountable for the information contained in the Student Handbook. Additional rules and responsibilities are included in the handbook and in other nursing program publications such as course syllabi. Revisions may be made to the handbook through the enrollment process. Any change will be announced through email communications and/or reviewed at the next orientation meeting.

EMERGENCY CLOSING

1. If ACTIVA Training Center has cancelled classes, the student is not to attend clinical education or in-school classes. Program course material will be covered at a later date.
2. If classes have normally resumed, but the student believes he/she cannot make it to the clinical site/school due to road conditions, it will be treated as an absence.

HURRICANES

Hurricane Season runs from June 1 to November 30. Whenever a tropical or subtropical cyclone has formed in the Atlantic, the National Hurricane Center issues advisories such as Hurricane Watch and Hurricane Warning, among others, every six (6) hours:

Hurricane Watch: School administrators will be monitoring weather conditions and will pass on the information to students, staff, and faculty. Students will be requested to keep the radio tuned to local stations for advisories. The School Director will inform students, staff, and faculty when the school closes.

Hurricane Warning: Once declared, the School Director will suspend classes. Clinical classes will be cancelled. Students that remain in clinical settings are to be dismissed from the site.

CELL PHONES & OTHER COMMUNICATION DEVICES

Communications using electronic devices, including but not limited to instant messaging, text messaging, and telephone calls are prohibited during class, unless expressly indicated as part of the learning activities. In certain situations (e.g., during exams, etc.), cell phones and other electronic communication devices are not permitted in the room. If due to an emergency, electronic communication services are required; arrangements can be made with the instructor in advance.

NO SMOKING POLICY

ACTIVA Training Center provides a non-smoking environment. Those who wish to smoke during breaks must do it outside.

STUDENT RIGHT-TO-KNOW ACT

COMPLETION OR GRADUATION RATES. This information can be found at
https://www.activatrainingcenter.com/assets/global/docs/consumer/outcomes_v2.pdf

The school must annually make available its completion or graduation rate, and if applicable, its transfer-out rate.

CAMPUS SECURITY REPORT

The annual campus security report is distributed directly to all enrolled students and current employees by October 1. This same report is made available to prospective students and employees upon request.
https://www.activatrainingcenter.com/assets/global/docs/consumer/ATCCampusSecurityPolicyandCampusCrimesStatisticsAct_Aug2025.pdf

ACTIVA TRAINING CENTER DIPLOMA PROGRAMS

DIPLOMA COURSE NUMBERING SYSTEM

ACTIVA Training Center uses a series of letters and numbers to identify courses within each program. The prefixes are characters that represent the program of study. The suffixes are numbers that represent the sequence taught.

HHA = Home Health Aide Courses

CPR = Cardiopulmonary Resuscitation Course

MHA = Mental Health Aide HIV/AIDS Education Course

The courses are taught in a sequential manner.

HOME HEALTH AIDE (HHA)

OBJECTIVE

The Home Health Aide training course shows students how to help the elderly, the disabled and people with health issues maintain their quality of life and independence at home. Graduates of the Home Health Aide (HHA) program will be prepared with professional-level knowledge.

DESCRIPTION

The Home Health Aide Program (75 Clock Hours) focuses on the theoretical and laboratory skills that are part of the role of an HHA professional. Students are trained in the following areas: verbal and written communications, domestic violence, ethical standards, maintaining a clean and healthy environment, personal care procedures, as well as CPR and HIV/OSHA certification. Students have 17 lab hours to practice, demonstrate and perform procedures associated with bedside client care. Upon completion of the program, the student will receive a diploma and may work as Home Health Aide as soon as the diploma is received. Level of Occupation: Entry Level.

Graduation Requirements

A student is eligible for graduation upon fulfillment of the following requirements:

- Successfully completed the program with a minimum GPA of 2.0
- Satisfied with all financial obligations to the Institution.

Credential Awarded

Upon successful completion of the program and fulfillment of all monetary obligations, the student will be awarded a diploma.

HHA Program Duration

2 or 4 Weeks

Disclosure

- Students may begin working in their field of training as soon as a diploma is received.
- Upon completion of the program, HHA graduates must successfully pass Fingerprinting and Level 2 Background Check required by the AHCA (Agency for Health Care Administration), based on F.S. 400.512.
- The school reserves the right to open, postpone or cancel a class or program for any reason, including insufficient number of students enrolled in any course or program.

HHA PROGRAM CURRICULUM

Course Number	Course Title	Clock Hours
HHA100	Verbal and Written Communication- Domestic Violence.	6
HHA101	Legal and Ethical Responsibilities HIPAA.	4
HHA102	Physical Comfort and Safety Functions. OSHA and Alzheimer.	10
HHA103	Principles of Nutrition.	15
HHA104	Principles of Infection Control.	15
HHA105	Home Health Care Laboratory/ Services.	17
MHA101	HIV/AIDS Education.	4
CPR101	Cardiopulmonary Resuscitation (CPR)	4

75 Hrs.

Tuition	\$460.00
Registration Fees (non-refundable)	\$30.00
Books & Supplies	\$60.00
Any Other Costs	N/A
Total Program Cost	\$550.00

Course Description

HHA100: Verbal and Written Communication - Domestic Violence. (Clock Hours: 6)

This course is designed to enhance verbal and written communication skills. Students will learn basic sentence structure and grammar for the purpose of developing the ability to communicate clearly and concisely in the healthcare setting. Verbal communications will be developed through oral presentations and word enunciations.

HHA101: Legal and Ethical Responsibilities HIPAA. (Clock Hours: 4)

Students will learn the laws and ethical standards that govern the activities of the Home Health Aide. Students will hold active discussions on ethical issues that arise in the Home Health setting.

HHA102: Physical Comfort & Safety Functions. OSHA & Alzheimer. (Clock Hours: 10)

Students develop skills in patient care, specifically in physical comfort and safety of patients. Students will learn the importance and the appropriate procedures and actions to create a comfortable and safe environment for patients.

HHA103: Principles of Nutrition. (Clock Hours: 15)

Protocols for patient care include nourishment, nutrition and procedures for feeding patients. Students learn the importance of balanced nutrition, diabetes diets, other special diets, and essential nutrition principles for patients.

HHA104: Principles of Infection Control. (Clock Hours: 15)

This course is designed to train students in procedures for infection control. Students will demonstrate knowledge of OSHA guidelines, as well as skills in isolation procedures, gloving, and appropriate hand-washing techniques.

HHA105: Home Health Care Laboratory/ Services. (Clock Hours: 17)

Students will be oriented on the purpose and history of home health care. Students will learn about the medical workers involved in home health care and the role of the HHA in the home health setting. Students will practice patient care skills and administrative skills related to home health care.

MHA101: HIV/AIDS Education. (Clock Hours: 4)

This course is designed to provide the necessary information concerning HIV/AIDS and the medical worker. Students will learn the history of HIV/AIDS, procedures and protocols for HIV/AIDS patient care, pathology of the disease and expectations, objectives of standard clinical management of HIV/AIDS patients.

CPR101: Cardiopulmonary Resuscitation (CPR). (Clock Hours: 4)

This course will prepare students with emergency procedures for Cardiopulmonary Resuscitation. Upon successful completion of the course, students will be certified in CPR.

PROFESSIONAL NURSING PROGRAM (AS) – DEGREE PROGRAM

PROFESSIONAL NURSING PROGRAM COURSES NUMBERING SYSTEM

ACTIVA Training Center uses a series of letters and numbers to identify courses within the Nursing program. The prefixes are characters that represent the course of study in the General Education components and NUR in all Nursing core divisions. In all cases, codes are followed by a numerical representation to designate the beginning of a course in a program with one thousand and ascending numbers to determine higher level courses; the following list indicates prefixes by course:

ENC	English Composition
MAC	College Algebra
BSC	Anatomy & Physiology
BSCL	Anatomy & Physiology Laboratory
DEP	Growth and Development
PSY	General Psychology
CHM	Introduction to Chemistry
SPC	Fundamentals of Speech
NUR	Nursing

The numeric portion of each course code indicates level as follows:

- 1001 - 1020 Introductory course, no prerequisites, open to all students.
- 2100 - 2130 Lower-division and core courses may have prerequisites.
- 2200 - 2220 Upper-division courses have prerequisites.
- 2300 - 2320 Upper-division courses have prerequisites.
- 2400 - 2430 Upper-division courses have prerequisites.

PROFESSIONAL NURSING PROGRAM (AS) DESCRIPTION

The Professional Nursing Program (AS) is designed to prepare effective nurse clinicians, capable of sound clinical judgment in a variety of healthcare settings. The curriculum enables students to acquire principles and knowledge from natural and behavioral sciences and blends coursework with the art of nursing. The integration of theory and clinical practice is designed to assist the student in the development of critical thinking and problem-solving skills. The program is designed to prepare the graduate for the National Council Licensure Examination (NCLEX), which must be passed to become registered nurses.

Graduates will demonstrate safe, competent care and be able to synthesize knowledge from the natural and behavioral sciences to inform the decision-making process regarding the client care plan, utilizing the nursing process. Additionally, graduates will be able to develop, implement and evaluate teaching plans for individual clients, families, or groups, based on teaching - learning needs, and to function with accountability and commitment to the practice of nursing in accordance with standards of practice, legal, ethical guidelines and within the scope of practice for a registered nurse. Level of Occupation: Entry Level.

END OF PROGRAM STUDENT LEARNING OUTCOMES (EPSLOS)

Upon completion of the Associate Degree in Nursing program, ACTIVA Training Center graduates will be able to:

1. Provide quality, safe, and competent patient-centered care to individuals, families, and groups across their lifespans in various healthcare settings.
2. Solve problems by identifying, analyzing, and interpreting patient data for safe and effective patient care across the healthcare continuum.
3. Promote a culture of caring, respect, and dignity by identifying social determinants of health and advocating equitable care for population-specific care.
4. Communicate effectively with patients, families, and the interprofessional healthcare team using evidence-based, patient-centered communication tools that promote active listening, empathy, and cultural humility to enhance patient satisfaction and safety.
5. Demonstrate professional accountability and commitment to standards of professional practice within legal, ethical, and regulatory frameworks.
6. Use evidence-based practice, patient care technologies, and information management systems to guide clinical decision-making across complex healthcare settings.

PROFESSIONAL NURSING PROGRAM GRADUATION REQUIREMENTS

To graduate from the Professional Nursing Program, the student must complete the following:

1. Accumulate the required number of credit hours for the program.
2. Successfully complete all required nursing courses with a passing of 75% ("C") or above grade.
3. Complete all required clinical and simulation hours.
4. Have a cumulative program GPA of 2.0 ("C").
5. Participate in NCLEX review sessions and meet any additional program-specific requirements.
6. Take the NCLEX Predictor test and complete any prescribed remediation.
7. Complete a minimum number of credit hours at ACTIVA Training Center.
8. Settlement of all financial obligations to the institution.

DISCLOSURE

EXTERNSHIP EXPERIENCES

The Nursing Program requires externship/clinical experience. Applicants and Nursing students must review the program description and the Student Handbook for specific information. Nursing students must successfully complete all externship hour requirements to remain in the program and be eligible for graduation.

Externship experiences may be scheduled during day or nighttime, including holidays and weekends. Nursing Students may need to complete externship experiences on a shift different from the one they are enrolled in. For example, a student enrolled in a day program may need to complete externship hours during the evening or overnight shift. The time for externships is out of ACTIVA Training Center's controls.

POST-GRADUATION REGULATORY EXAMS

As required by the Florida Board of Nursing, students must take the National Council Licensure Examination (NCLEX-RN) after completion of the program to work in their chosen field.

ACTIVA Training Center assists its graduates in applying for the State Licensure exam, but the students are responsible for any fees associated with such exam. Test Taking Strategies and Nursing Content Review sessions are offered to all current and former ACTIVA students. Graduates are encouraged to complement their NCLEX-RN preparation with ACTIVA's review sessions.

Students must take the NCLEX-RN exam within sixty (60) days after program completion.

GRADUATION CEREMONY

ACTIVA Training Center holds graduation ceremonies for its students. The school will contact all graduates and graduating students to inform them of the date of the event, but it is ultimately the student's responsibility to complete the necessary steps to participate. Students who fail to meet the requirements cannot attend the ceremony and will have to wait for the following year's ceremony.

The school reserves the right to open, postpone or cancel a class or program for any reason, including insufficient number of students enrolled in any course or program.

Credential Awarded

After completion of the program, the students will be awarded an Associate in Science in Professional Nursing.

PROFESSIONAL NURSING PROGRAM (AS) DURATION

1650 Clock Hours – 76 Credits – 24 Months

CURRICULUM TRADITIONAL TRACK PROGRAM

GENERAL EDUCATION, PREREQUISITE, AND NURSING COURSES

TERM	Course	Course Title	Theory Clock Hours (1:1)	Laborator y Clock Hours (1:2)	Simula tion Clock Hours (1:3)	Clinical Clock Hours (1:3)	Total Hours	Total Cred its	
General Education credits requitement and hours (19 Credits)									
TERM 1 16 Weeks	ENC 1001	English Composition I	45	0	0	0	45	3	
	MAC 1100	College Algebra	45	0	0	0	45	3	
	SPC 1017	Fundamentals of Speech	45	0	0	0	45	3	
	CHEM 1200	Introduction to Chemistry	45	0	0	0	45	3	
	CHEM 1200L	Introduction to Chemistry Lab	0	30	0	0	30	1	
Totals Hours Term 1			180	30	0	0	210	13	
TERM 2 16 Weeks	PSY 1020	General Psychology	45	0	0	0	45	3	
	DEP 1010	Growth and Development	45	0	0	0	45	3	
	Nursing Prerequisites Course Credits and hours (8 Credits)								
	BSC 1025	Anatomy and Physiology I	45	0	0	0	45	3	
	BSC 1025L	Anatomy and Physiology I Lab	0	30	0	0	30	1	
	BSC 1026	Anatomy and Physiology II	45	0	0	0	45	3	
	BSC 1026L	Anatomy and Physiology II Lab	0	30	0	0	30	1	
	Totals Hours Term 2		180	60	0	0	240	14	
Core Nursing Courses credits and Hours (49 Credits)									
TERM 3 16 Weeks	NUR 2100	Fundamentals of Nursing I	30	0	45	0	75	3	
	NUR 2110	Fundamentals of Nursing II	30	0	0	45	75	3	
	NUR 2120	Health Assessment	30	0	45	0	75	3	
	NUR 2420	Health Teaching and Counseling Skills	30	0	45	0	75	3	
	Totals Hours Term 3		120	0	135	45	300	12	
TERM 4 16 Weeks	NUR 2130	Pharmacology and Drug Calculation I	45	0	0	0	45	3	
	NUR 2200	Pharmacology and Drug Calculation II	30	30	0	0	60	3	
	NUR 2400	Geriatric, Mental Health, And Psychiatric Nursing	30	0	0	45	75	3	
	NUR 2220	Community Health Nursing	30	0	0	45	75	3	
Totals Hours Term 4			135	30	0	90	255	12	
TERM 5 16 Weeks	NUR 2310	Maternity and Newborn	30	30	0	45	105	4	
	NUR 2320	Pediatric Nursing	30	30	0	45	105	4	
	NUR 2210	Medical Surgical I	45	0	45	45	135	5	
Totals Hours Term 5			105	60	45	135	345	13	
TERM 6 16 Weeks	NUR 2300	Medical Surgical II	45	0	45	45	135	5	
	NUR 2410	Leadership and Synthesis in Nursing	30	0	45	45	120	4	
	NUR 2430	Knowledge Integration and NCLEX Review	45	0	0	0	45	3	
Totals Hours Term 6			120	0	90	90	300	12	
General Education Total Hours & Credits			270	30	0	0	300	19	
Nursing Pre-Requisites Total Hours & Credits			90	60	0	0	150	8	
Core Nursing Courses Total			480	90	270	360	1200	49	
Totals			570			630		1650	76

TRADICIONAL TRACK

24 months – 76 credits. – 6 Terms Semester Credits Hours

CURRICULUM FOR ACCELERATED TRACK PROGRAM.

TERM	Course	Course Title	Theory Clock Hours (1:1)	Laborator y Clock Hours (1:2)	Simulati on Clock Hours (1:3)	Clinical Clock Hours (1:3)	Total Hours	Tota l Cred its
Core Nursing Courses credits and Hours (49 Credits + 9 General Education Credits)								
TERM 1 16 Weeks	NUR 2100	Fundamentals of Nursing I	30	0	45	0	75	3
	NUR 2110	Fundamentals of Nursing II	30	0	0	45	75	3
	NUR 2120	Health Assessment	30	0	45	0	75	3
	NUR 2420	Health Teaching and Counseling Skills	30	0	45	0	75	3
	ENC 1001	English Composition I	45	0	0	0	45	3
	Total Hours Semester 1		165	0	135	45	345	15
TERM 2 16 Weeks	NUR 2130	Pharmacology and Drug Calculation I	45	0	0	0	45	3
	NUR 2200	Pharmacology and Drug Calculation II	30	30	0	0	60	3
	NUR 2400	Geriatric, Mental Health, And Psychiatric Nursing	30	0	0	45	75	3
	NUR 2220	Community Health Nursing	30	0	0	45	75	3
	SPC 1017	Fundamentals of Speech	45	0	0	0	45	3
	Total Hours Semester 2		180	30	0	90	300	15
TERM 3 16 Weeks	NUR 2310	Maternity and Newborn	30	30	0	45	105	4
	NUR 2320	Pediatric Nursing	30	30	0	45	105	4
	NUR 2210	Medical Surgical I	45	0	45	45	135	5
	MAC 1100	College Algebra	45	0	0	0	45	3
	Total Hours Semester 3		150	60	45	135	390	16
TERM 4 16 Weeks	NUR 2300	Medical Surgical II	45	0	45	45	135	5
	NUR 2410	Leadership and Synthesis in Nursing	30	0	45	45	120	4
	NUR 2430	Knowledge Integration and NCLEX Review	45	0	0	0	45	3
	Total Hours Semester 4		120	0	90	90	300	12
General Education Hours			135				1335	58
Core Nurses Course			480	90	270	360		

ACCELERATED TRACK PROGRAM

16 months – 58 credits. – 4 Terms Semester Credits Hours

PROFESSIONAL NURSING PROGRAM (AS) TRADITIONAL PROGRAM TUITION & OTHER COSTS

Semester	Credits	Tuition	Books
Semester 1	13	\$4,550.00	\$450.00
Semester 2	14	\$4,900.00	\$520.00
Semester 3	12	\$4,200.00	\$670.00
Semester 4	12	\$4,200.00	\$620.00
Semester 5	13	\$4,550.00	\$500.00
Semester 6	12	\$4,200.00	\$600.00
Totals	76	\$26,600.00	\$3,360.00

Total Credits	76
Tuition Program	\$26,600.00
Registration Fee (non-refundable)	\$30.00
Books & Materials	\$3,360.00
HESI EXAM Package	\$800.00
Technology Fee	\$1,800.00
Uniform and ID	\$100.00
Total Cost	\$32,690.00

The cost per credit for the Professional Nursing Program is established at \$350.00. Additionally, the Books and Technology Fee are charged on a per-term basis. The HESI Exam Package, Uniform ID, and the non-refundable registration fee are assessed at the beginning of the program term.

Additional Costs Not Included in Tuition

Entrance Exam HESI A2 \$80.00	Background Level II \$100.00	Graduation Fee \$100.00
Student Liability Insurance \$50.00	Stethoscope \$95.00	Person Vue Exam Fee \$ 200.00
Pre-Screening Medical Exam \$35.00 - \$60.00	CPR \$70.00	Florida Board of Nursing RN Application Fee \$110.00
Ten Panel Drug Screening \$60.00	(4) HESI Specialty Exams & (1) RN Exit Exam \$800.00 (5 Exams package) *	

* If a student leaves the school for any reason (voluntary withdrawal, withdrawal, dismissal, or termination), he/she must pay the HESI exam package in full, regardless of the number of exams already taken, as part of the additional costs not included in tuition and disclosed in the school catalog in sections "Refund Policy" and "Professional Nursing Program (AS) Tuition and Other Costs", and in the Enrollment Agreement.

Professional Nursing Program - Associate Degree in Nursing
General Education, Prerequisites, and Nursing Courses
Courses Descriptions for Traditional and Accelerated program Track:

ENC1001 English Composition I (3 Credits / 45 Theory Hr.)

This course provides step-by-step instructions on how to successfully compose an essay. In-depth explanations of the processes of prewriting, outlining, researching, analyzing texts, drafting, citing using APA and MLA styles, revising, and editing are provided. Prerequisites: HS diploma or GED.

SPC1017 Fundamentals of Speech (3 Credits / 45 Theory Hr.)

This course provides students with the oral communication skills necessary for success in personal, professional, and educational settings. Through the study and experiential practice of interpersonal communication, presentational speaking and group dynamics, students will understand the concepts and principles of communication and will be able to use them effectively. Prerequisites: HS diploma or GED.

CHM1200 Introduction to Chemistry (3 Credits / 45 Theory Hr.)

This course will provide beginners with certain basic knowledge and skills in General Chemistry. The students will learn elementary principles of modern chemistry, including basic measurements, chemical bonding, chemical reactions, stoichiometry, concentration of solutions, and chemical nomenclature. Prerequisites: HS diploma or GED.

CHM1200L Introduction to Chemistry Lab (1 Credit / 30 Lab Hr.)

Students will explore laboratory work covering proper equipment use, obtaining measurements using specific methods, collection and manipulation of data, and an overall illustration of chemical principles. Students will develop both problem solving and critical thinking skills and will use these skills to solve problems utilizing chemical principles as well as applying the method of inquiry used by chemists to solve chemical problems. Prerequisites: HS diploma or GED. Co-requisites CHM1200.

MAC1100 College Algebra (3 Credits / 45 Theory Hr.)

In this course, students will learn the basic concepts of College Algebra and algebraic operations. Topics include linear equations and inequalities, exponents, logarithms, radicals, rational expressions, quadratic equations, graphs, and graph analysis. Matrices, sequences, series, and applications of these topics are also examined. Prerequisites: HS diploma or GED.

BSC1025 Anatomy & Physiology I (3 Credits / 45 Theory Hr.)

This course is an introduction to the structure and function of the human body. The course begins with cell structure, function, and biochemistry; characteristics of tissues; control systems and homeostasis. Detailed study of integumentary, skeletal, muscular, digestive, and respiratory systems. Prerequisites: HS Diploma or GED. Co-requisites BSC1025L.

BSC1025 L Anatomy & Physiology I Lab (1 Credit / 30 Lab Hr.)

In this course, students will apply the structure and functions of the systems of the human body, with emphasis on the organization, cellular structure, and tissues. Students will also explore the integumentary, skeletal, muscular, digestive, and respiratory systems in a laboratory setting. Prerequisites: HS Diploma or GED. Co-requisites: BSC1025.

BSC1026 Anatomy & Physiology II (3 Credits / 45 Theory Hr.)

In this course, students will learn structures and functions associated with specific organ systems and functional integration of the systems in homeostatic regulation of the body. The endocrine, nervous, cardiovascular, and lymphatic systems, as well as female and male reproductive systems will be reviewed. Prerequisites: HS Diploma or GED, and BSC1025, BSC1025 L. Co-requisites: BSC1026 L.

BSC1026 L Anatomy & Physiology II Lab (1 Credit / 30 Lab Hr.)

In this course, students will learn in depth structure and functions of the endocrine, nervous, cardiovascular, and lymphatic systems, as well as the female and male reproductive systems in a laboratory setting. Prerequisites: HS Diploma or GED, and BSC1025, BSC1025 L. Co-requisites: BSC1026.

DEP1010 Growth and Development (3 Credits / 45 Theory Hr.)

In this course students will learn human development from conception to death with emphasis on the lifespan perspective. Students will integrate concepts related to normal changes in each stage of the life cycle. DEP1010 will provide an overview of the impact of exposure to genetic, environmental, social, and psychological factors on the developing individual. Coverage of current research and trends in health care will be integrated with the most up-to-date, accurate information throughout the course. Prerequisites: HS diploma or GED.

PSY1020 General Psychology (3 Credits / 45 Theory Hr.)

This course places emphasis on behavior and the factors that influence it, as well as on describing the cognitive, affective and personality factors that make up behavior. The knowledge acquired by the students in this course will provide them with a holistic view of man and serve as the basis for understanding other courses related to behavioral science. Pre-requisites: HS diploma or GED.

PROFESSIONAL NURSING PROGRAM – COURSE DESCRIPTIONS**NUR2100 Fundamentals of Nursing I**

This course is the basis for professional nursing practice, focusing on essential professional attributes and care competencies. Emphasis is placed on the clinical judgment model, evidence-based practice, safety and quality, and enhancing the patient experience to improve patient outcomes. The course also includes forty-five (45) hours of simulation.

Laboratory: Simulation:45Hr. Clinical hours:

Prerequisites: None Co-requisites: None

NUR2110 Fundamentals of Nursing II

This course equips students with essential nursing concepts and provides a practical foundation for their future careers. Through engaging in clinical experiences, students will develop confidence in applying their knowledge to various health conditions and patient populations. The nursing laboratory on campus is a dynamic environment where students actively practice and apply their knowledge.

Credit Hrs.: Lecture 30 Hr. Laboratory: Simulation: Clinical hours: 45 Hr.

Prerequisites: None Co-requisites: None

NUR2120 Health Assessment

This course is designed to help students develop the knowledge and skills to conduct a thorough health assessment for people of all ages. The aim is to build clinical judgment in distinguishing between normal and abnormal health assessment findings and to develop related skills. The content covers health risk assessment, health promotion, and patient-centered education. The course includes practical laboratory sessions for hands-on practice. Students are assessed based on their performance in conducting a comprehensive health assessment.

Credit Hrs.: Lecture 30 hrs. Laboratory: Simulation: 45 Hr. Clinical hours:

Prerequisites: None Co-requisites: None

NUR2420 Health Teaching and Counseling Skills

This course strongly emphasizes the improvement of communication and counseling skills to provide nursing care that supports the well-being of individuals and families. It focuses on delivering culturally congruent patient care to promote health and prevent diseases effectively. Additionally, it aims at equipping students with patient teaching and learning skills to enhance interprofessional collaboration within healthcare settings. This course has a simulation component.

Credit Hrs.: Lecture 3 hrs. Laboratory: Simulation: Clinical hours:

Prerequisites: None Co-requisites: None

NUR2130 Pharmacology & Drug Calculations I

This course will cover the fundamental principles of safe medication administration. It will focus on acquiring the necessary knowledge to administer and monitor medication safely. The topics include dosage calculation, pharmacodynamics and pharmacokinetics, and understanding drug efficacy and safety for all age groups.

Credit Hrs.: Lecture 45 hrs. Laboratory: Simulation: Clinical hours:

Prerequisites: None Co-requisites: None

NUR2200 Pharmacology & Drug Calculations II

This course teaches students the best practices for safe, quality, patient-centered medication administration. Key points will include assessing patient response to drug therapy, understanding the nurse's role in safe medication administration, patient education, evidence-based treatment guidelines, and considerations for diverse patient populations across the lifespan. This course has a laboratory component.

Credit Hrs.: Lecture 30Hr. Laboratory: 30Hr. Simulation: Clinical hours:

Prerequisites: None Co-requisites: None:

NUR 2400 Geriatric, Mental Health & Psychiatric Nursing

In this course, students will learn to apply clinical judgment and the nursing process to provide respectful and equitable patient care for geriatric and mental health populations. The course emphasizes promoting mental health through the assessment, diagnosis, and treatment of behavioral problems, age-related disorders, and mental health disorders across the lifespan. This course has a clinical component.

Credit Hrs.: Lecture 30Hr. Laboratory: Simulation: Clinical hours: 45Hr.

Prerequisites: None Co-requisites: None

NUR2220 Community Health Nursing

This course aims to instruct students on applying the nursing process to deliver care to clients and groups of clients in community health settings. The primary focus is on utilizing existing knowledge to solve problems, educating communities, and advocating for policy changes that advance health equity and prevent illness in underserved populations. Additionally, this course includes a clinical component and service learning.

Credit Hrs.: Lecture 30 Hr. Laboratory: Simulation: Clinical hours: 45 Hr.

Prerequisites: None Co-requisites: None

NUR2310 Maternity and Newborn

This course focuses on providing comprehensive care for maternal and newborn clients, building on principles covered in previous nursing courses. It emphasizes using the nursing process to address women's health, maternity, and the well-being of newborns. The course covers the nursing role in the antepartum, intrapartum, and postpartum periods as well as caring for normal or at-risk newborns. It includes both a laboratory and clinical components.

Credit Hrs.: Lecture 30Hr. Laboratory: 30Hr. Simulation: Clinical hours: 45Hr.

Prerequisites: None Co-requisites: None

NUR2320 Pediatric Nursing

This course is designed to provide specialized care for children and adolescents. It covers age-appropriate assessment and management of various illnesses, including acute, chronic, critical, and emergent conditions. The course emphasizes the impact of social, cultural, and developmental factors on pediatric health. There is also a focus on promoting health and wellness in pediatric clients and their families. Additionally, the course includes both laboratory and clinical components.

Credit Hrs.: Lecture 30Hr. Laboratory: 30Hr. Simulation: Clinical hours: 45Hr.

Prerequisites: None Co-requisites: None

NUR2210 Medical Surgical I

This course is designed to build upon the foundational knowledge acquired in Health Assessment, Nursing Fundamentals I & II, Nursing Pharmacology I and II, and Health Teaching and Counseling Skills. It strongly emphasizes a patient-centered approach, applying the clinical judgment model, the nursing process, and the Quality and Safety Education for Nurses (QSEN) competencies. The topics covered include medical-surgical competencies to care for patients in chronic, emergency, and critical care settings. In this course, students will be expected to demonstrate proficient assessment skills, analyze data, formulate nursing diagnoses, and devise comprehensive care plans within clinical settings. This course has clinical and simulation components.

Credit Hrs.: Lecture 45Hr. Laboratory: Simulation: 45Hr. Clinical hours: 45Hr.

Prerequisites: None Co-requisites: None

NUR2300 Medical Surgical II

This course uses the nursing process to provide safe, effective care for patients with medical-surgical health issues. It covers health promotion, education, evidence-based practice, and interdisciplinary collaboration. Clinical experiences help students apply theoretical concepts and provide safe care in different settings. This course has a clinical and simulation component.

Credit Hrs.: Lecture 45Hr. Laboratory: Simulation: 45Hr. Clinical hours: 45Hr.

Prerequisites: None Co-requisites: None

NUR2410 Leadership and Synthesis of Nursing Practice

This course will focus on applying leadership and management skills in real-world healthcare settings. It will emphasize the leadership competencies needed to establish a culture of safety and continuous quality improvement within an interdisciplinary team. The topics covered will include conflict management, effective communication, team building, change, and innovation. Additionally, this course includes simulation and clinical hours.

Credit Hrs.: Lecture 30Hr. Laboratory: Simulation: 45Hr. Clinical hours: 45Hr.

Prerequisites: None Co-requisites: None

NUR2430 Knowledge Integration and NCLEX Review

This course is specially designed to assist graduating nursing students in transitioning to a professional nursing role and practice. It provides an opportunity for students to apply and integrate concepts learned from previous courses. The course places emphasis on mastering patient-centered care, safety, nursing judgment, professional behaviors, informatics, quality improvement, and collaboration to achieve optimal care outcomes. Additionally, it includes an NCLEX review course and thorough preparation for initial nursing licensure.

Credit Hrs.: Lecture 45Hr. Laboratory: Simulation: Clinical hours:

Prerequisites: None Co-requisites: None

VOCATIONAL PROGRAMS TUITION & FEE

HOME HEALTH AIDE PROGRAM

Tuition	\$ 460.00
Registration Fee (non-refundable)	\$ 30.00
Books & Supplies	\$ 60.00
Any Other Costs	N/A
Total Program Cost	\$ 550.00

PROFESSIONAL NURSING PROGRAM TUITION & FEE

Tuition Program	\$26,600.00
Registration Fee (non-refundable)	\$30.00
Books & Materials	\$3,360.00
HESI EXAM Package	\$800.00
Technology Fee	\$1,800.00
Uniform and ID	\$100.00
Total Cost	\$32,690.00

Additional Cost Not Included in Tuition

Entrance Exam HESI A2 \$80.00	Ten Panel Drug Screening	CPR \$70.00
Student Liability Insurance \$40.00	\$60.00	(4) HESI Specialty Exams & (1)
Pre-Screening Medical Exam \$60.00	Background Level II \$100.00	RN Exit Exam \$800.00 (5 Exams package) *
	Scrubs \$60.00	Graduation Fee \$100.00
	Stethoscope \$95.00	NCLEX-RN Exam Fee \$ 200.00
	ID Badges \$10.00	

* If a student leaves the school for any reason (voluntary withdrawal, withdrawal, dismissal, termination, expulsion), he/she must pay the HESI exam package in full, regardless of the number of exams already taken, as part of the additional costs not included in tuition, as disclosed in the school catalog in sections "Refund Policy" and "Professional Nursing Program (AS) Tuition and Other Costs", and in the Enrollment Agreement.

SCHOOL CALENDAR 2026-2027

VOCATIONAL PROGRAMS CALENDAR

Home Health Aide Program

<u>Start Date</u>	<u>End Date</u>	<u>Start Date</u>	<u>End Date</u>
1/5/2026	1/16/2026	7/6/2026	7/17/2026
1/19/2026	1/30/2026	7/20/2026	7/31/2026
2/2/2026	2/13/2026	8/3/2026	8/14/2026
2/16/2026	2/27/2026	8/17/2026	8/28/2026
3/2/2026	3/13/2026	8/31/2026	9/11/2026
3/16/2026	3/27/2026	9/14/2026	9/25/2026
3/30/2026	4/10/2026	9/28/2026	10/9/2026
4/13/2026	4/24/2026	10/12/2026	10/23/2026
4/27/2026	5/8/2026	10/26/2026	11/6/2026
5/11/2026	5/22/2026	11/9/2026	11/20/2026
5/25/2026	6/5/2026	11/23/2026	12/4/2026
6/8/2026	6/19/2026	12/7/2026	12/18/2026
6/22/2026	7/3/2026		

PROFESSIONAL NURSING PROGRAM CALENDAR

Academic Calendar 2026–2029 — Semester Dates & Add/Drop Deadlines

Add/Drop period concludes promptly Sunday at 8:00 PM of the first week of classes.

Term	Classes Begin	Add/Drop Deadline	Classes End
Fall 2026	Monday, September 7, 2026	Sunday, September 13, 2026 8:00 PM	Sunday, January 10, 2027
Spring 2027	Monday, January 18, 2027	Sunday, January 24, 2027 8:00 PM	Sunday, May 9, 2027
Summer 2027	Monday, May 17, 2027	Sunday, May 23, 2027 8:00 PM	Sunday, September 5, 2027
Fall 2027	Monday, September 13, 2027	Sunday, September 19, 2027 8:00 PM	Sunday, January 16, 2028
Spring 2028	Monday, January 24, 2028	Sunday, January 30, 2028 8:00 PM	Sunday, May 14, 2028
Summer 2028	Monday, May 22, 2028	Sunday, May 28, 2028 8:00 PM	Sunday, September 10, 2028
Fall 2028	Monday, September 18, 2028	Sunday, September 24, 2028 8:00 PM	Sunday, January 21, 2029
Spring 2029	Monday, January 29, 2029	Sunday, February 4, 2029 8:00 PM	Sunday, May 20, 2029
Summer 2029	Monday, May 28, 2029	Sunday, June 3, 2029 8:00 PM	Sunday, September 16, 2029
Fall 2029	Monday, September 24, 2029	Sunday, September 30, 2029 8:00 PM	Sunday, January 27, 2030

- Term Duration: 16 Weeks
- Please note that start dates may vary and will be communicated by the school administration at the appropriate time.
- For comprehensive details regarding the ADD/DROP policy, including important deadlines and procedural guidelines, please consult the pertinent documentation available in this section of the catalog on Page # 55.