CATALOG

ACADEMY FOR NURSING AND HEALTH OCCUPATIONS
5154 Okeechobee Blvd., Suite 201
West Palm Beach, FL 33417
(561) 683-1400

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A Private, Non-Profit, Licensed and Nationally Accredited Associate of Science Degree granting institution providing education for Nursing and Health Occupations

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All updates to this catalog will be found on the institution's Web Site at:
www.ANHO.edu and click on "Updates".
Students will be notified of any changes made at the institution.

For more information about our graduation rates, median debt of students who completed the program and other important information, please visit our website at WWW.ANHO.EDU

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HISTORY

This institution was established in 1978 and incorporated with the Florida Department of State, Division of Corporations, as the Nurse Assistant Training School, Inc. d/b/a Academy for Nursing and Health Occupations in West Palm Beach, Florida to provide education, career opportunities and student development due to a dire need for workers in the health care field. It was established to offer vocational, Associate in Science Degrees, and non-vocational programs to enhance the health care workforce through educational programs and activities designed to improve job skills and to secure and retain health care jobs. It intended to provide new career opportunities for students willing to apply themselves to improve their quality of life.

Under the constant direction of Lois M. Gackenheimer Richards PhD. Ed, Registered Nurse, the institution expanded its staff, facilities, and curriculum to offer education not only in Nurse Assisting, but Home Health Care, Patient Care Assisting, Self-Improvement Skills, and Medical Ethics. These changes reflected Dr. Gackenheimer Richards' progressive vision of the direction Health Care employment would take and the resulting broadened roles and responsibilities health care workers would be expected to fulfill. In1992 the institution became a Chapter of the Health Occupations Students of America Organization, and in 1996, the institution expanded even further to include education in areas such as Rehab/Restorative Nursing, Phlebotomy, and Electrocardiography, thereby creating a well-rounded Patient Care Assistant and Patient Care Technician Program. By 1997, the institution began its first class of Practical Nursing students and has continued to supply outstanding Practical Nurses to health care facilities throughout the County.

In 2009 ANHO became an official chapter of Alpha Beta Kappa National Honor Society, and in 2011 the institution expanded its offerings to include General Education courses and offers Associate of Science Degree in Practical Nursing and Associate of Science Degree in Nursing. Therefore the institution now offers the community well qualified nurses to meet the growing healthcare needs of the county. In 2023, the Executive Director role was assumed by Dr. Joseph Molmer, Ed.D, DM, MBA. Under his capable leadership the institution continues to provide excellence in Nursing Education as exemplified by 3 nationally acclaimed accreditation agencies. Dr. Molmer is committed to continuing the important mission and unique philosophy of the institution. Today, ANHO proudly counts its graduates to number over 10,000 men and women with over 90% of its graduates obtaining employment in the Health Care Field.

ABOUT YOUR NEW INSTITUTION

Institution catalogs are available in the Admissions Office to all persons interested in attending the Academy for Nursing and Health Occupations. The catalog will be available to all prospective students at orientation and on line at www.anho.edu.

Academy for Nursing and Health Occupations programs are designed to prepare students to work in the following settings as students so desire:

1. Nursing Homes
2. Home Health Agencies
3. Hospitals
4. Outpatient Areas such as Clinics, Doctors' Offices, Surgical Centers, Laboratories, Adult Living Facilities, Adult Day Care Centers, Rehabilitation Centers.

Students are given the greatest flexibility possible to progress as they wish, and are able to, given their personal circumstances. Students are taught the clinical skills and academic requirements necessary to be eligible to take certification and licensure exams for their desired occupations. Students are expected to become gainfully employed in a field related to their program of study.

Self-Improvement topics are offered to enhance students' desirability to employers. Such topics include employment/re-employment skills, leadership skills, professional decorum, deportment and demeanor, as well as Electronic Health Recording Skills. Self-Improvement topics provided are not under the purview of the Commission for Independent Education (CIE).

ACADEMY FOR NURSING AND HEALTH OCCUPATIONS

INSTITUTIONAL MISSION STATEMENT

To teach underprivileged, unemployed and underemployed men and women of Palm Beach County the knowledge, skills, and competencies needed to be employed in the Healthcare Profession.
Contributing Objectives:

1. To network with existing available resources in order to assist students in completing their education, and in obtaining and retaining employment.
2. To meet the employment needs of the healthcare community of Palm Beach County by contributing to a well-prepared workforce.
3. To offer healthcare employees continuing educational opportunities for upgrading knowledge, skills, and competencies in order to retain employment.

PHILOSOPHY

Because the student has a dream,
We have a job to do.
Because the student will care for patients,
We must protect the public.
Because the student has a choice,
We must be all that we can be.
Because the student has responsibilities,
We must be considerate.
Because the student is unique,
We must be flexible.
Because the student has high expectations,
We must excel.
Because the student is the future of Health Care,
We must seek continuous improvement.

Core Values:

◊ ***Integrity*** ◊ ***Respect*** ◊ ***Commitment*** ◊ ***Accountability*** ◊***Caring*** ◊ ***Teamwork***

The Academy for Nursing and Health Occupations believes that any person willing to apply himself or herself can benefit from the education offered. Previous educational successes are not nearly as important as possessing a sincere desire to work and a commitment to help people who are sick, convalescing or dying. Love and compassion for one's fellow man, willingness to work hard, and an even temperament are essential and valued qualities in the Health Care profession and at the institution. The belief that students can flourish and achieve anything they aspire to, given a caring, positive educational setting is the prevalent philosophy at the institution and is the message behind ANHO's motto "Be all that you can be - Learn, Grow, Become."

The institution has maintained the philosophy that in order to adequately prepare students and approve them as competent to deliver care, it is essential to observe their behavior, integrity, responsibility, dependability, and judgment over a prolonged period of time and during many hours of clinical practice in a variety of settings. Students begin and exit the program in groups, participate in community service projects, participate in student organizational activities, and participate in student government. An active volunteer program is also maintained. These activities are encouraged because the institution maintains the philosophy that it is important for health care workers to have teamwork, organizational and leadership skills, as well as a commitment to serve the community.

VISION STATEMENT

Health Care Employers of Palm Beach County will look to the Academy for Nursing and Health Occupations as their preferred resource for employment and retention of their workforce and
the residents of Palm Beach County will look to the Academy for Nursing and Health Occupations as their preferred source of health care education.

OWNERSHIP/GOVERNING BODY

The Academy for Nursing and Health Occupations is a private, not for profit institution. It is governed by its President and Board of Directors.

Executive Director:	Joe Molmer, Ed.D, DM, MBA
Who may be reached at:	Academy for Nursing and Health Occupations
Address:	5154 Okeechobee Blvd., Suite 201 West Palm Beach, FL 33417
Phone Number:	(561) 683-1400
E-Mail:	Admin@anho.edu

ADMINISTRATIVE CONTROL OF ACADEMY FOR NURSING AND HEALTH OCCUPATIONS
GOVERNING BODY / BOARD OF DIRECTORS

Dr. Lois M. Gackenheimer Richards, R.N.
President, Executive Committee
19775 SE Gallberry Dr.
Jupiter, FL 33458

Candi Giambatista
Secretary, Executive Committee
236 Infanta Avenue
Royal Palm Beach, FL 33411

Renée Werner, MBA
Vice President, Executive Committee
19775 SE Gallberry Dr.
Jupiter, FL 33458

Kristie Helfrich, CPA .
Treasurer, Executive Committee
1322 Kurtz Road
McLean, VA 22101

Katie Noll, RN
Member
6309 Hollywood St
Jupiter, FL 33458

The Academy for Nursing and Health Occupations Is Licensed by
The Commission for Independent Education, Florida Department of Education
License #104 – License by Means of Accreditation
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
www.fldoe.org/policy/cie

The Academy for Nursing and Health Occupations holds Institutional Accreditation:
The Commission of the Council on Occupational Education (COE)
7840 Roswell Road, Suite 325, Atlanta, GA 30350
For any further accreditation information, please contact the above office at:
(770) 396-3898 / (800) 917-2081 / FAX: (770) 396-3790
www.council.org

The Accreditation Commission for Education in Nursing (ACEN) has accredited the Associate of Science Degree in Nursing Program at ANHO. ACEN may be contacted at 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326.
(404)975-5000 or www.acenursing.org

STANDING RESPONSIBILITY

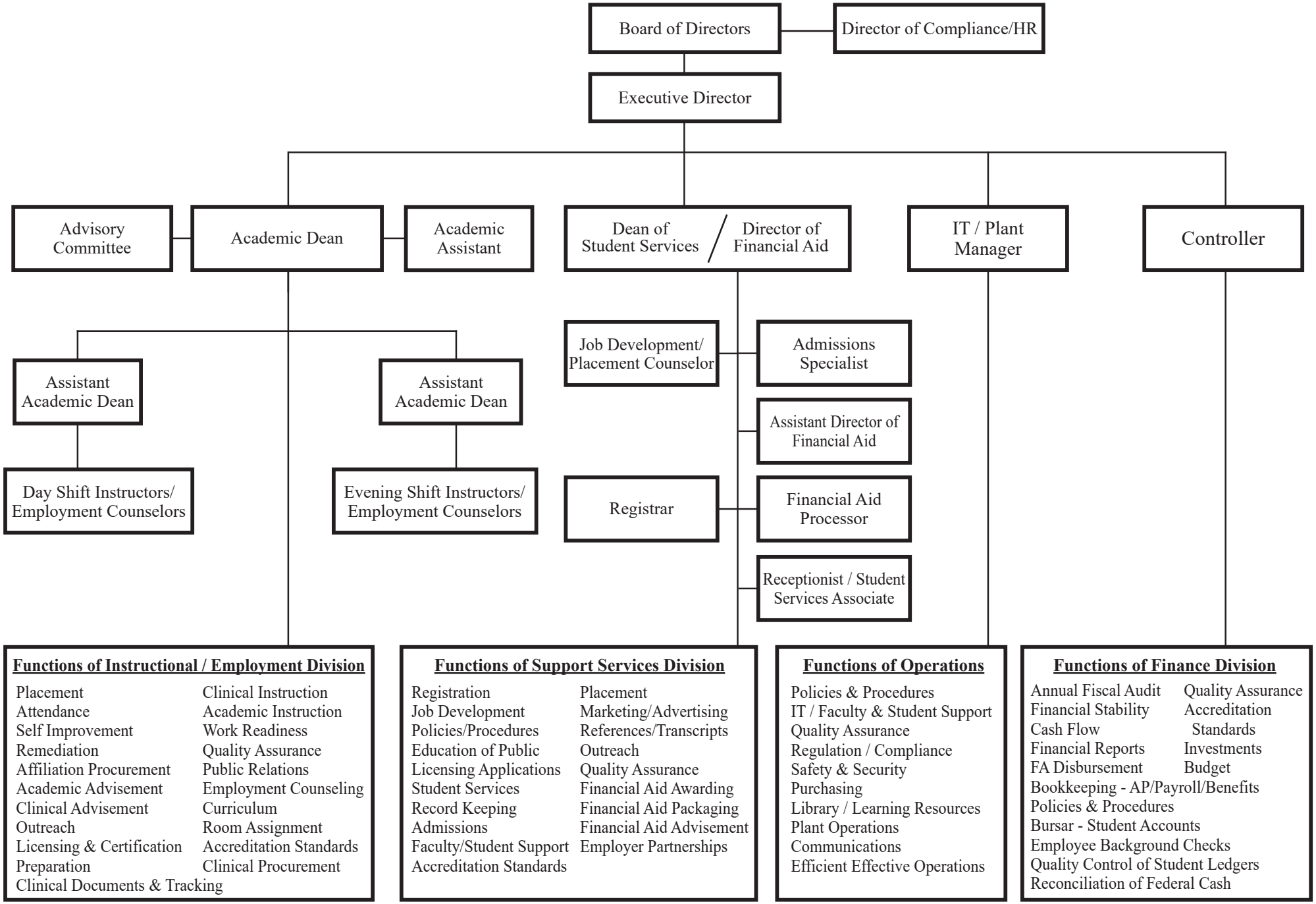
Quality Assurance Coordinator– Renee Werner, MBA, Director of Compliance (rwerner@anho.edu)
Human Resources – Renée Werner, MBA, Director of Compliance (rwerner@anho.edu)
Ongoing Faculty Education – Neala Asser, DNE, MA, RN Academic Dean (nasser@anho.edu)
Audio Visual & Tech. Coordination – Ken Tyson, IT/Plant Manager (ktyson@anho.edu)
Student and Alumnae Services – Kacey Atkinson, Ed. D, Dean of Student Services/Financial Aid Director (katkinson@anho.edu)
Student Health – Judi Miller, RN, Job Development Placement Counselor (jmiller@anho.edu)
Personal Advisement - Judi Miller, RN, Job Development Placement Counselor (jmiller@anho.edu)
ADA Compliance Officer and Counselor– Joe Molmer, Ed. D, DM, MBA, Executive Director (jmolmer@anho.edu)
Curriculum Update:
ADN & PN Programs: Neala Asser, DNE, MA, RN, Academic Dean (nasser@anho.edu)
Health Occupations: Neala Asser, DNE, MA, RN Academic Dean (nasser@anho.edu)
Title IX Coordinator – Joe Molmer, Ed. D, DM, MBA, Executive Director (jmolmer@anho.edu)
561-683-1400 ext. 166
5154 Okeechobee Blvd., Suite 201
West Palm Beach, FL 33417

- Sexual Misconduct Investigatory Committee – Renee Werner, Chair
  - The Coordinator appoints two committee members from the following list:
    - Alexis Stallings, RN
    - Judi Miller, RN
    - Christianne Previlma, RN
    - Liz Rodriguez
    - Ken Leishman
- Appeals Committee – Dr. Lois M Gackenheimer Richards, Chair
  - The Coordinator appoints two committee members from the following list:
    - Brittany Costakes, RN
    - Kacey Atkinson
    - Ken Tyson
    - Neala Asser, RN

Title IX inquiries may be referred to the Title IX Coordinator, the US Department of Education's office for Civil Rights or both.

To report information about conduct that may constitute sex discrimination, sexual harassment, or any other type of discrimination, or to make a complaint under Title IX, please refer to ANHO's policies and procedures which are located in this catalog.

Academy for Nursing and Health Occupations
Table of Organization



Functions of Instructional / Employment Division

- Placement
- Attendance
- Self Improvement
- Remediation
- Affiliation Procurement
- Academic Advisement
- Clinical Advisement
- Outreach
- Licensing & Certification
- Preparation
- Clinical Documents & Tracking
- Clinical Instruction
- Academic Instruction
- Work Readiness
- Quality Assurance
- Public Relations
- Employment Counseling
- Curriculum
- Room Assignment
- Accreditation Standards
- Clinical Procurement

Functions of Support Services Division

- Registration
- Job Development
- Policies/Procedures
- Education of Public
- Licensing Applications
- Student Services
- Record Keeping
- Admissions
- Faculty/Student Support
- Accreditation Standards
- Placement
- Marketing/Advertising
- References/Transcripts
- Outreach
- Quality Assurance
- Financial Aid Awarding
- Financial Aid Packaging
- Financial Aid Advisement
- Employer Partnerships

Functions of Operations

- Policies & Procedures
- IT / Faculty & Student Support
- Quality Assurance
- Regulation / Compliance
- Safety & Security
- Purchasing
- Library / Learning Resources
- Plant Operations
- Communications
- Efficient Effective Operations

Functions of Finance Division

- Annual Fiscal Audit
- Financial Stability
- Cash Flow
- Financial Reports
- FA Disbursement
- Quality Assurance
- Accreditation Standards
- Investments
- Budget
- Bookkeeping - AP/Payroll/Benefits
- Policies & Procedures
- Bursar - Student Accounts
- Employee Background Checks
- Quality Control of Student Ledgers
- Reconciliation of Federal Cash

Revised: July13, 2026 SG

OCCUPATIONAL / INSTITUTIONAL ADVISORY COUNCIL

Including but not limited to:
Adela Baldo, NHA – Nursing and Health Occupations Employer
Dina Tellechea, RN, Director of Education - Nursing and Health Occupations Employer
Barbara Beal, RN - Nursing and Health Occupations Employer
Josh Werner – Consumer
Shawn Giambatista – Consumer

DESCRIPTION OF FACILITIES

The institution consists of 17,815 square feet, including seven (7) classrooms, meeting rooms and offices in West Palm Beach, Florida on Okeechobee Boulevard, a main east-west thoroughfare through the center of Palm Beach County. Public transportation stops in front of the institution and ample parking facilities are available adjacent to the institution.

The institution has a career services area, skills demonstration areas, a media/information resources services area available for students and faculty, human patient simulator lab, a computer lab area, and three counseling rooms for students' convenience. Visual Aides, video equipment, demonstration mannequins and patient equipment are all available for students/faculty use. All learning resources are available to students Monday-Thursday 7:30 am – 11:00 pm and Friday 9:00 am – 5:00 pm unless otherwise posted. Internet access is available throughout the institution. Universal precautions and infection control equipment will be provided for students' protection. None of the equipment used by students is classified as dangerous machinery in need of safety precautions.

Several Nursing Homes, Hospitals and Community Agencies are available for students' clinical work experience and are located throughout Palm Beach County. The use of these facilities has offered valuable clinical practice and work experience opportunities, which has proven to be a very effective method of preparing students for the work force. Examples of these clinical training sites are:

Wellington Regional Medical
Medicana Nrsg and Rehab Ctr
HCA JFK North Medical Center
HCA JFK Central Medical Center
HCA Northwest Hospital
MorseLife
The Fuller Center
Cleveland Clinic Health Systems

All current clinical sites are within two to forty-nine miles of the campus. Travel and meals will be the students' responsibility. Students are encouraged to bring food in a thermal container. In the event that a student must travel more than 50 miles to a clinical site, the student should be aware that travel and meals will still be the students' responsibility.

Clinical assignments are between 6 to 12 hour shifts, therefore, even when travel time is added, there will be no overnight stays necessary or required. Students are required to attend all clinical hours in Florida.

NON DISCRIMINATION

ANHO does not and will not discriminate against any person on the basis of race, color, sex, gender, creed, national origin, political or religious belief, age, disability including intellectual disabilities, or marital status, and to the extent of the law students who are disabled may be accepted into the program provided that patient safety is not jeopardized. Students in need of assistance with addiction, physical or emotional health will be referred to the Florida IPN Program and will be required to comply with the IPN contract as a condition of enrollment and continuation at the institution in order to protect the safety of patients who will be cared for. ANHO prohibits sex discrimination in any educational program or activity that it operates as required by Title IX and its regulations including in admission and employment.

ADA POLICY

Students requesting accommodations must submit physician's written verification of disability, treatment plan and specific accommodation requested to the Academic Dean. The Dean and the ADA Compliance Officer will review each case individually, and reasonable accommodations will be made. Once accommodations are approved, they apply going forward, not retroactively. Please allow a reasonable lead time in order for ANHO to provide the agreed upon accommodation. Service recipients and employees may file any complaints of ADA violations directly with the Equal Employment Opportunity Commission (EEOC), 1 NE 1st Street, 6th Floor, Miami, FL 33132.

ADMISSIONS

Applicants will be interviewed by the Academy for Nursing and Health Occupations staff. Prospective students are welcome to visit while classes are in session, tour the institution, and/or speak to students and graduates prior to enrollment. All classes will be filled on a first come first serve basis once the applicant has met the admission requirements.

ADMISSION REQUIREMENTS for PATIENT CARE TECHNICIAN and HOME HEALTH AIDE/NURSE ASSISTANT

1. 17 years of age or older.
2. Demonstration of an interest in the training provided.
3. Proof of High School Diploma or GED. If not from the US, equivalency of a US High School Diploma must be ascertained.
4. Compliance with the "Drug Free" institution requirements.
5. Proof of U.S. Citizenship or Permanent Residency if not born in the U.S.

The following are required prior to official acceptance into the program and prior to attending clinical. Clinical is mandatory for completing all programs at ANHO:

a. Clinical sites may require health screenings including but not limited to Tuberculosis Testing, Influenza Vaccine, and/or physical exam.
b. A negative urine drug screening must be obtained.
c. Ability to pass the Florida Board of Nursing requirements and Clinical requirements for Criminal Background Checks. Potential students with such problems will be helped with exemption procedures if applicable, and if not applicable, will be strongly advised not to register for health care programs due to Florida Statute 456.0635 described below.
d. Demonstrate the ability to meet Satisfactory Academic Progress.

ADMISSION REQUIREMENTS FOR PRACTICAL NURSING INCLUDING IV SKILLS AND CRITICAL THINKING, ASSOCIATE OF SCIENCE DEGREE IN PRACTICAL NURSING and ASSOCIATE OF SCIENCE DEGREE IN NURSING

1. 17 years of age or older
2. Proof of U.S. Citizenship or Permanent Residency if not born in the U.S.
3. Proof of High School Diploma or GED. If not from the US, equivalency of a US High School Diploma must be ascertained.
4. Employer/ Professional letter of reference, specifically recommending the applicant for a Nursing career stating what the applicant has contributed to the community, and why they are recommending the applicant.
5. Compliance with "Drug Free" institution requirements.
6. Must be prepared for a minimum of 30 hours of study time per week in addition to class and clinical time requirements.
7. Competency Test for the ADN Program: At a minimum, the equivalent of 10th grade Reading and Math must be met. Those applicants with the highest scores on reading and math competency testing will be given priority.
   Applicants who hold a current Florida Practical Nursing License are exempt from meeting the admissions' reading and math requirement. LPN Nurses must pass a nursing competency exam to receive applicable transfer credit.
   Applicants who have prior completion of a nursing or allied health education program or possess a college degree at the associate or science level or higher may be exempt from meeting the admissions reading and math requirement.
8. Competency Test for the PN program: Those applicants with the highest scores on reading and math competency testing will be given priority.

The following are required prior to official acceptance into the program and prior to attending clinical. Clinical is mandatory for completing all programs at ANHO:

a. Proof of Good Physical /Mental Health (must be provided by a Doctor, Advanced Registered Nurse Practitioner, or Physician's Assistant) within 6 months of going to clinical. In order to comply with clinical facility requirements, students **may** be required to obtain additional health screenings which could include, **but not be limited to**, Tuberculosis testing, immunity to Measles/Mumps/Rubella/Varicella, Flu shots, Hepatitis, Meningitis, and Tetanus, Diphtheria & Pertussis (Tdap).
b. A negative urine drug screening must be obtained
c. Ability to pass the Florida Department of Health requirements and Clinical requirements for Criminal Background Checks. Potential students with such problems will be helped with exemption procedures if applicable, and if not applicable, will be strongly advised not to register for health care programs due to Florida Statute 456.0635 described below.
d. Demonstrate the ability to meet Satisfactory Academic Progress.

IMPORTANT NOTICE REGARDING CRIMINAL BACKGROUNDS:

Employment in Healthcare necessitates the ability to pass a Level II Criminal Background Check. If an applicant for licensure in healthcare in the State of Florida has been convicted of any offense other than a minor traffic violation, the applicant shall submit arrest and court records stating the nature of the offense and final disposition of the case so that a determination can be made whether the offense relates to the ability to practice. Pursuant to Section 456.0635, *Florida Statutes*, the Department of Health shall refuse to issue a license, certificate or registration and shall refuse to admit a candidate for examination if the following applies:

Section 1: Section 456.0635, Florida Statutes, reads:

456.0635 Health care fraud; disqualification for license, certificate, or registration –

(1) Health care fraud in the practice of a health care profession is prohibited.

(2) Department of Health shall refuse to admit a candidate to any examination and refuse to issue a license, certificate, or registration to any applicant:

(a) Has been convicted or pled guilty or nolo contendre to a felony violation regardless of adjudication of: chapters 409, 817, or 893, Florida Statutes; or a similar felony offense committed in another state or jurisdiction, unless the candidate or applicant has successfully completed a drug court program for that felony and provides proof that the plea has been withdrawn or the charges have been dismissed. Any such conviction or plea shall exclude the applicant or candidate from licensure, examination, certification or registration unless the sentence and any subsequent period of probation for such conviction or plea ended:

1. For felonies of the first or second degree, more than 15 years before the date of application.
2. For felonies of the third degree, more than 10 years before the date of application, except for felonies of the third degree under s. 893.13(6)(a).
3. For felonies of the third degree under s. 893.13(6)(a) more than 5 years before the date of application;

(b) Has been convicted of, or entered a plea of guilty or nolo contender to, regardless of adjudication, a felony under 21 U.S.C. ss. 801-970 or 42 U.S.C. ss. 1395-1396, unless the sentence and any subsequent period of probation for such conviction or plea ended more than 15 years before the date of the application;

(a) & (b) applies to infractions after July 1, 2009.

(c) Has been terminated for cause from Florida Medicaid Program pursuant to s 409.913, unless the candidate or applicant has been in good standing with the Florida Medicaid program for the most recent 5 years;

(d) Has been terminated for cause, pursuant to the appeals procedures established by the state, from any other state Medicaid Program unless the candidate or applicant has been in good standing with a state Medicaid program for the most recent 5 years and the termination occurred at least 20 years before the date of the application OR –

(e) Is currently listed on the US Department of Health and Human Services Office of Inspector General's List of Excluded Individuals and Entities.

PREDISPUTE ARBITRATION AND CLASS ACTION WAIVERS

The Academy for Nursing and Health Occupations cannot require the borrower to participate in arbitration or any internal dispute resolution process offered by the institution prior to filing a Borrower Defense Repayment (BDR) claim. The institution cannot, in any way, require students to limit, relinquish, or waive their ability to pursue filing a BDR claim. Any arbitration, required by a pre-dispute arbitration agreement, tolls the limitations period for filing a BDR claim. Kacey Atkinson, Ed.D. Dean of Student Services Financial Aid Director (katkinson@anho.edu), is the official at the institution who will help the borrower to contact individuals both at the institution and at the Department of Education to assist with resolving any issues involving loans or provision of Educational Services. The grievance procedure will be applied if necessary. All efforts will be made to resolve the issue satisfactorily.

FINANCIAL AID

Financial Aid is available for those who qualify. The Free Application for Federal Student Aid (FAFSA) is the first step in applying for financial aid. You only need to complete one FAFSA per award year. Be sure to follow all instructions carefully as filling out this form correctly the first time will speed up the financial aid process. You may complete your FAFSA on the web (www.studentaid.gov). For assistance with financial aid, please see a Financial Aid Representative Monday – Thursday 7:30 am – 6:00 pm.

FINANCIAL AID INFORMATION AND PACKAGING POLICY

Financial aid applicants at ANHO are processed using the eligibility criteria established by the US Department of Education (ED). Financial assistance is awarded based on federal and institutional eligibility requirements. ANHO's financial aid staff have developed a packaging policy to ensure consistent, equitable, and fair distribution of financial aid funds.

I. Students must meet the general student eligibility requirements:
   - A. Demonstrate financial need
   - B. Have a high school diploma, GED or recognized equivalent
   - C. Be enrolled in an eligible program of study
   - D. Be a US Citizen or eligible non-citizen
   - E. Maintain Satisfactory Academic Progress (SAP) as determined by ANHO's published SAP policy.
   - F. Meet all other federal eligibility requirements established by the U.S. Department of Education.

   Note: Federal student aid eligibility requirements are subject to change based on federal laws and regulations. Students are encouraged to review the most current information available from the U.S. Department of Education at StudentAid.gov.

II. ANHO Participates in the Federal Pell Grant Program and Direct Loan (DL) Programs
   - A. The Federal Pell Grant is a grant and does not need to be paid back if eligibility requirements are met. Pell Grant eligibility is determined by federal law using information submitted on the Free Application for Federal Student Aid (FAFSA) and other eligibility criteria established by the U.S. Department of Education. All students are encouraged to complete the FAFSA online at StudentAid.gov as early as possible each award year.

   B. Federal Direct Loans are available to eligible students who meet federal borrowing requirements. Students receiving Federal Direct Loans must complete Entrance Counseling and a Master Promissory Note (MPN) before loan funds may be disbursed. Exit Counseling is required when a student graduates, withdraws, or drops below half-time enrollment. Federal loan eligibility, annual loan limits, enrollment requirements, and borrowing restrictions are determined under applicable federal law and regulations.

   C. The Financial Aid staff must review Office reviews the National Student Loan Data System (NSLDS) and/or

other applicable federal systems and the Common Origination and Disbursement (COD) System prior to awarding or disbursing federal student aid.

III. ANHO is approved to participate in eligible State of Florida financial aid programs, including the Florida Bright Futures Scholarship Program and Florida Student Assistance Grant (FSAG). Eligibility is determined in accordance with applicable State of Florida requirements.

IV. ANHO accepts CareerSource Palm Beach County Individual Training Account (ITA) vouchers, as well as CareerSource Palm Beach County Youth Program funding, when available and approved.

V. ANHO accepts veterans' educational benefits under the GI Bill® for eligible veterans. More information at VA.gov.

A. For Post-9/11 GI Bill® (Chapter 33) students and Veteran Readiness and Employment (VR&E) (Chapter 31) students, ANHO complies with 38 U.S.C. § 3679(e). Eligible students will not be charged, denied access to classes, or otherwise penalized because of delays in VA tuition and fee payments while certification is pending.

For eligibility consideration:

- Post-9/11 GI Bill® students must submit a Certificate of Eligibility (COE) or other acceptable documentation of eligibility.
- Veteran Readiness and Employment (Chapter 31) students must provide VA Form 28-1905 or other authorization from their VA counselor.

. B. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.va.gov/education

VI. ANHO utilizes standard budgets that represent a Cost of Attendance (COA) which includes the student's:

A. Tuition and fees
B. Books and supplies
C. Room and board
D. Personal expenses
E. Transportation costs
F. Loan fees (when applicable)

VII. A student's financial need is determined by the following formula:

A. Cost of attendance (COA)
(minus student aid index (SAI) from ISIR/SAR)
(minus other Financial Aid (OFA)
= Financial Need

VIII. Estimated Financial Aid

A. Pell Grant
1.Eligibility is determined by the students' Student Aid Index (SAI) and other federal eligibility requirements.

B. CareerSource Palm Beach County Scholarship / Vouchers
1.Award amounts vary based upon program eligibility and available funding

C. State Aid
1.Award amounts are determined by the State of Florida.

D. William D. Ford Federal Direct Loans
Federal Direct Loan eligibility and annual borrowing limits are established by federal law and may change.

Loan eligibility is determined based on factors including, but not limited to:

- Dependency status
- Grade level

- Enrollment status
- Annual and aggregate loan limits
- Prior federal borrowing
- Remaining eligibility under federal annual loan limits
- Other applicable federal regulations

Students are encouraged to contact the Financial Aid Office regarding current annual loan limits applicable to their individual circumstances.

E. Private Pay

1. The Financial Aid Office will determine the student's estimated balance, if any, after all eligible financial aid has been applied. Students are responsible for any remaining balance prior to or during enrollment in accordance with ANHO's payment policies.

IX. Federal Direct Loan eligibility is subject to annual and aggregate loan limits established by federal law. Total financial assistance, including Direct Loans, may not exceed the student's Cost of Attendance (COA) after considering all other applicable financial assistance and federal eligibility requirements.

X. The William D. Ford Federal Direct Loan Program includes:

- Direct Subsidized Loans
- Direct Unsubsidized Loans
- Direct PLUS Loans for eligible parents of dependent undergraduate students

XI. Direct Subsidized Loan eligibility is based on demonstrated financial need and is determined in accordance with applicable federal statutes and regulations. Eligibility is calculated using the student's Cost of Attendance (COA), Student Aid Index (SAI), other financial assistance, annual loan limits, and other federal eligibility requirements.

XII. Direct Unsubsidized Loans are not based on financial need. Direct PLUS Loans are available to eligible parents of dependent undergraduate students who meet federal eligibility and credit requirements. Eligibility is determined in accordance with applicable federal laws and regulations.

XIII. Once a student's eligibility is determined, the student's financial aid is processed through ANHO's authorized third-party servicer and an award letter or electronic award notification is generated. Students will be notified of the financial aid programs for which they are eligible.

XIV. The Financial Aid Office, in conjunction with the institution's authorized third-party servicer, is responsible for processing federal student aid in accordance with applicable federal regulations.

XV. Title IV, Higher Education Act (HEA) Credit Balances (34 CFR 668.164(h))

A Title IV, Higher Education Act (HEA) credit balance occurs whenever the amount of Title IV, HEA program funds credited to a student's account exceeds the amount assessed for allowable institutional charges for the applicable payment period. A Title IV, HEA credit balance will be refunded directly to the student or parent borrower, as applicable, as soon as possible, but no later than fourteen (14) calendar days after the credit balance is created, unless the student or parent provides written authorization permitting ANHO to hold the funds. If such authorization is provided, Pell Grant funds may be held until the end of the payment period, and Direct Loan funds may be held until the end of the applicable loan period, in accordance with federal regulations.

XVI. Non-Title IV Credit Balances:

For all non-Title IV credit balances, refunds will be governed by the applicable funding source or institutional policy. If a credit balance results from payments made directly by the student toward tuition and fees, the credit balance will be refunded to the student within thirty (30) calendar days after the credit balance is created, unless otherwise required

by law or written agreement.

The Financial Aid Office is open 7:30 - 6:00 p.m. Monday – Thursday.

Further information regarding federal student aid, including eligibility requirements, the selection of recipients, determination of financial need, award amounts, disbursement procedures, and loan repayment responsibilities, is available at StudentAid.gov.

Academic Year Definition: Health Occupations = 900 Clock Hrs. / Practical Nursing and Associate of Science Degree Students = 32 Wks and a minimum of 24 Semester Credit Hours.
Full-time students enrolled in non-degree programs must attend a minimum of 24 clock hours per week. Full-time students enrolled in degree programs must successfully complete a minimum of 66.67% of all attempted credit hours each semester in accordance with the institution's Satisfactory Academic Progress (SAP) Policy.
Information regarding student financial aid programs and assistance may be obtained by contacting the Financial Aid Office through ANHO's main telephone number.
For those students who do not hold a GED or High School Diploma, GED Courses are available at:

Adult Education Center 2161 N. Military Trail West Palm Beach, FL 33415 561-640-5074	And	Palm Beach County School District 3300 Forest Hill Blvd. West Palm Beach, FL 33409 561-434-8000

Federal Student Aid Ombudsman Group
The Federal Student Aid Ombudsman Group assists borrowers in resolving disputes related to federal student loans. The Ombudsman Group may be contacted at:

- Website: https://studentaid.gov/feedback-ombudsman/disputes/prepare
- Telephone: 1-877-557-2575
- Fax: 606-396-4821
- Mail:
  FSA Ombudsman Group
  P.O. Box 1854
  Monticello, KY 42633

POLICY & PROCEDURE FOR STUDENT FINANCIAL AID VERIFICATION

Academy for Nursing and Health Occupations has developed the following policies and procedures for the verification of information provided by applicants for Federal Title IV student financial aid.

1. A student's ISIR may be selected for verification. Verification is a process that the U.S. Department of Education (ED) requires for certain students to confirm the accuracy of information reported on the Free Application for Federal Student Aid (FAFSA). Students selected for verification may be required to provide documentation supporting the information reported on the FAFSA. The specific items subject to verification are determined annually by the U.S. Department of Education and may include, but are not limited to, income information, household information, identity, educational purpose, or other federal eligibility requirements.

2. The institution's financial aid staff will use the most current Application and Verification Guide (AVG) in the Federal Student Aid (FSA) Handbook for the award year in which the student applied for eligibility. If the student has already provided information to the institution at the time of their initial visit, that information will still be verified, and the student must complete a verification worksheet. The verification worksheet must be signed by the student and, if dependent, by at least one parent whose data was used to complete the Free Application for Federal Student Aid (FAFSA). There is an independent verification worksheet and a dependent verification worksheet. Students selected for verification must submit all requested documentation before federal financial aid eligibility can be finalized.

3. If students completed their FAFSA at the institution and had their documentation with them to complete it, the institution will have the information to proceed with the verification process and will have the student complete and sign a verification worksheet. For those who did not complete the FAFSA at the institution, ANHO will give the student written or electronic notice of what they need to bring in and a deadline to do so. Failure to submit all requested documentation by the established deadline may delay the awarding or disbursement of federal financial aid or result in the loss of eligibility for certain federal student aid programs.

4. Title IV funds will not be disbursed until verification is complete when verification is required by the U.S. Department of Education and all requested documentation has been received and reviewed by the Financial Aid Office.

5. Students selected for verification must submit all requested documentation within the deadlines established by the U.S. Department of Education and ANHO. Failure to complete verification by the applicable federal deadline may result in the loss of eligibility for federal student aid for the applicable award year. Students remain responsible for all tuition and fees not covered by financial aid while verification is pending.

6. If the verification process indicates that corrections are required to the student's FAFSA information, the Financial Aid Office will submit the appropriate corrections to the U.S. Department of Education, when required. If the corrections result in changes to the student's Student Aid Index (SAI), Federal Pell Grant eligibility, or other Title IV eligibility, the student's financial aid eligibility will be recalculated based on the updated Institutional Student Information Record (ISIR) before Title IV funds are disbursed.

7. Certain applicants may qualify for verification exclusions as permitted by the U.S. Department of Education. Verification exclusions will be administered in accordance with the most current Federal Student Aid Handbook, Application and Verification Guide (AVG), and other applicable federal guidance.

8. The financial aid file must be documented with the date that verification is completed and all documentation supporting the verification process will be maintained in accordance with applicable federal record retention requirements.

Academy for Nursing and Health Occupations

POLICIES AND PROCEDURES FOR DHS – SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE)

Academy for Nursing and Health Occupations follows the procedures below for the U.S. Department of Homeland Security (DHS) SAVE citizenship verification process when Title IV financial aid applicants indicate they are eligible non-citizens or permanent residents of the United States.

1. If the primary and automated secondary confirmation processes do not confirm an applicant's eligible Title IV status and the student submits reasonable evidence of eligible status, the school will initiate the additional verification process through the DHS SAVE system, in accordance with federal requirements. The school will also use the SAVE verification process if the school has conflicting information regarding the student's immigration status after the U.S. Department of Education eligibility match.
2. All students who indicate an eligible non-citizen status, but whose eligibility is not confirmed by the U.S. Department of Education's FAFSA Processing System (FPS) Institutional Student Information Record (ISIR), will be given a copy of these procedures.
3. Students have thirty (30) calendar days from the date they receive this notice or the date the institution receives the Institutional Student Information Record (ISIR) to submit documentation supporting their eligible non-citizen status for consideration of Title IV eligibility.
4. Failure to submit the required information by the established deadline prevents the institution from disbursing any Title IV funds or determining the student's eligibility for Title IV financial aid.
5. The institution will not make a final determination regarding an applicant's eligible non-citizen status without giving the student the opportunity to submit documentation supporting their claim of eligibility.
6. Students must submit unexpired documentation of their current immigration status to the Financial Aid Office. The documentation must consist of official documents issued by the U.S. Department of Homeland Security (DHS), including U.S. Citizenship and Immigration Services (USCIS), and must be legible and demonstrate the student's current immigration status.
7. The institution will initiate the DHS SAVE verification process within ten (10) business days of receiving both the Institutional Student Information Record (ISIR) and the student's immigration status documentation.
8. The institution will complete the electronic DHS SAVE verification process, including uploading the student-provided immigration documents to the student's SAVE record and submitting the request. Responses are generally received within three (3) to five (5) business days; however, processing times may vary depending on the U.S. Department of Homeland Security.

HOURS OF OPERATION

Business Office

The Business Office will be opened Monday through Thursday from 7:30 AM to 6:00 PM.

Health Occupations Classes

Health Occupations Classes are offered on weekdays (M-Th). Specific class meeting dates and hours are listed with each Program. A Dean or designee is available by appointment Monday – Thursday 9:00 am – 7:00 pm. Clinical shifts may be scheduled 7 days per week as necessary and anywhere within a 50-mile radius of the institution.

Nursing Classes

Day Classes are routinely offered Monday through Thursday, from 7:30 am to 3:00 pm. Evening Nursing Classes are routinely held 5:00-11:00 pm Monday – Thursday. In the event that clinical availability disrupts class schedule, the class schedule may be changed as needed including Friday- Sunday. Clinical shifts may be scheduled 24 hours/day 7 days/week as necessary and anywhere within a 50-mile radius of the institution. Students who need to make up coursework or who are failing will be required to work in the learning exercise lab on Fridays. Students may need to be available additional hours Monday- Friday for testing, remediation, and make-up attendance.

HOLIDAYS

The institution will not be opened on the following days. Additional Holidays may be declared at the discretion of the Executive Director:

August 10-14, 2026	November 25, 26, 27, 2026	March 15 -19, 2027
September 7, 2026	Dec 23, 2026 – Jan 3, 2027	May 31, 2027
October 12, 2026	January 18, 2027	June 14-18, 2027
November 11&12, 2026	February 15, 2027	July 5, 2027

The institution reserves the right to cancel or delay the start date of any program that has an enrollment of under ten people two weeks prior to the start date. In this event, the institution will contact each person enrolled and will refund all monies paid, or, if the enrollee wishes, the institution will reschedule for a later class.

STUDENT SERVICES

a. Housing - The institution does not maintain housing for students. A list of reliable realtors and rental properties in close proximity to the institution will be provided to the student that requests housing assistance at the time of enrollment. Referrals to local agencies to apply for Subsidized Housing are provided.

b. Student Records - Student records are permanently retained by the institution and are available to students upon individual request. There is a $10.00 fee for electronic processing and $12.50 fee for mail processing of an official transcript and $25.00 fee per additional diploma. Student records will be provided to potential employers after a release is provided by the student. Students will be provided with a progress report at the end of each tern/semester of the Nursing Program and at the midpoint of the Health Occupations Programs scheduled hours. In the event that qualified applicants are denied entry to this institution, records will be maintained for at least one year.

c. Student Placement and Advisement Services- Students are assisted with placement and furnished names and addresses of employment possibilities. Student/graduate job postings will include inquiries made to ANHO from potential employers, local training related openings throughout the county. ANHO will assist the student with employment, directly or indirectly, to the best of its ability, but cannot guarantee employment. The institution will maintain records of initial employment for one year following training completion or termination and will furnish references and transcript information by student request.

d. Child Care - The institution does not provide child care, but students are assisted with locating subsidized and affordable child care arrangements.

e. Food - Students are assisted to apply for Food Stamps if eligible and to receive food for needy families provided by local churches and synagogues. The institution maintains a list of current food sources and will assist students with donations.

f. Clothing - The institution solicits clothing for adults and children from local thrift shops and private parties. These donations are made available to students.

g. Transportation - The institution will assist students in applying for public transportation vouchers and will also assist students in arranging carpooling.

h. Volunteer Services - The institution assists students with student's/alumnae volunteers willing to help with housing, child care, transportation, tutoring and counseling.

i. Social Services - The institution will make students aware of services provided in Palm Beach County through the CareerSource Palm Beach County and the "Where to Turn in Palm Beach County" Directory, and the "211 Directory" (www.211.org).

j. Health Counseling – Initial acceptance of students is conditioned on the student being in physical health appropriate for the job he or she is pursuing. However, as students succumb to various illnesses and/or health emergencies, the Academic Dean will serve as the health consultant together with an Instructor/Employment Counselor. They will treat, advise, and refer as is indicated and will keep the individual student's and aggregate students' best interest in mind while making decisions. The Advisory Physician and Advisory Committee Nurses are available to guide and to assist as well as the Palm Beach County Fire Rescue Team, local Emergency Room, County Health Clinic, and Palm Beach County Health Dept.

All student services are available to all students including on-line learners.

k. On-Line Courses - ANHO is utilizing McGraw-Hill Connect Platform asynchronous. This is a very user-friendly platform. Students will be oriented to the McGraw-Hill Connect by completing the required Student Registration Tutorial for distance education through the platform. All faculty involved in distance education have appropriate Connect accounts set up and will receive preliminary training. The faculty have extensive on-line teaching experience and the program curriculum for online courses is the same as the program curriculum for on ground courses.

Student hardware/software requirements:
McGraw-Hill Connect works with Google Chrome 69+, Mozilla Firefox 59+, Internet Explorer 11+, Apple Safari 9+, and Microsoft Edge 13+. Windows 10+, Mc OS X 10.10, Chros OS v69 with 2 GB RAM. Tables and Mobile Devices iOS 9+ and Android 5.1+. Supporting technologies recommended, Browser Cookies, Javascript, MP3 and Pop-up windows. Best resolution at least 1024 x 728, dimensions of at least 9.5 inches.
McGraw-Hill Connect/Aleks takes service and customer support very seriously. McGraw-Hill Connect/Aleks provides self-service on-line technical support at www.mhhe.com/support or live support via phone at 800-331-5094 during the following hours: Monday – Thursday 7:00 am – 10:00 pm ET, Friday 7:00 am – 5:00 pm ET, and Sunday 5:00 pm – 10:00 pm ET.

The Academy for Nursing and Health Occupations will provide customer academic support/assistance for students Monday through Thursday 7:30 am – 7:00 pm, Friday 9:00-5:00 pm. Students will be required to work on their on-line course work and communicate with their class and teachers during these hours. Saturday and Sunday are days off at the school and may be used for study time. Students will have an on-line text book to augment learning. Inquiries will be answered within 24 hours except on days the school is closed.
McGraw-Hill offers library resources for each specific general education course the student is enrolled in. Students also have access through the institution's library. Library and Information Resources Network (LIRN) and CINHAL virtual libraries offers students millions of peer-viewed and full-text journals, magazines, e-books, podcasts, audio, and video resources to support their academic studies from Gale Cengage, ProQuest, EBSCO, CREDO Reference, e-library, and more, covering topics for general education, science and nursing services.

Elsevier 360 is a digital learning platform provided by Elsevier. Elsevier 360 includes all required course materials, interactive tools, and assessments necessary to succeed in the ADN Nursing Program. Technical Requirements:

- Generally, every electronic device (including desktops, laptops, Chromebooks, tablets, cell phones, etc.) made since 2004 will work
- Windows and Mac desktops/laptops are appropriate across all products (e.g., OS: Windows 7+ 32-bit, Mac OS X 10.8+)
- Apple and Android cell phones are appropriate to use with the Elsevier 360 platform
- Chrome and Firefox are appropriate browsers and can be downloaded free of charge to your device of choice
- WebGL: Current desktop version of Firefox, Chrome or recommended minimum connection/download speed: 8 Mbp
- Graphics card: DirectX9 (shader model 3.0) capabilities
- CPU: Pentium compatible CPU with Multi-Core; 4GB+ of RAM

SATISFACTORY PROGRESS

Satisfactory Progress is defined by a passing grade in the following areas: 1) academic 2) attendance/cumulative completion rates, 3) decorum, 4) skills, and 5) maximum time frame. Satisfactory Progress will be monitored at the end of each payment period/term and the end of the program.
This Satisfactory Progress Policy applies to all students regardless of the method they will be using to pay for their education (i.e., CareerSourcePBC, WTP, Title IV, private pay, scholarship, grant program or any other method of payment or program). This Satisfactory Progress Policy applies to all students regardless of whether they are full-time or part-time, attend day classes or evening classes, attend Nursing or Health Occupation classes.

Standard 1: Academic
***For Clock Hour and Standard Term (Credit Hr) Programs*:** An academic grade average of at least seventy-eight percent (78% or "C") is considered passing for Satisfactory Progress. In order to progress, all prerequisite courses must be passed. Prior to moving into Integration, a minimum score of 78% must be achieved on all previous courses. All courses must be passed in order to graduate and be eligible to take the licensure exam.

If a student does not meet satisfactory progress, they will be placed on warning. If, at the end of the warning term the student is not meeting satisfactory progress, the student is terminated. The student may apply for an appeal to be placed on probation. If appeal is accepted, student would be placed on probation, have an Academic Plan, as applicable, and may continue their financial aid eligibility for one term. If the student is not meeting satisfactory progress they will be terminated.

Standard 2: Attendance
Attendance is extremely important in order to achieve success in the institution and work environment.
Therefore, students are expected to attend all classes and clinical scheduled by their respective Instructors.

***For Clock Hour Programs*:** Attendance will be taken and charted daily. Excused absences cannot exceed ten percent (10%) of the scheduled hours. If 10% or less, the missed (excused) hours do not need to be made up, but the work must be mastered. The students' verbal report of their circumstance is sufficient for determining "excused" status.

Any absences exceeding 10% must be made up according to this institution's "Procedure for Making-Up Missed Hours/Coursework/Competencies" which is included in the student handbook. All coursework must be mastered. If a student does not make up missed hours by the end of the payment period, their progress will be considered unsatisfactory and will be placed on warning. If student is not successful at the end of the payment period, they will be terminated. The student may apply for an appeal to be placed on probation. If accepted, student would be placed on probation, have an Academic Plan, as applicable, and may continue their financial aid eligibility for one payment period. At the end of the payment period if they are not meeting satisfactory progress they will be terminated. In the event that a student misses fourteen (14) consecutive calendar days, they will be deemed unsatisfactory and terminated from the program.

For Credit Hour Programs: If absent, students are required to master all missed coursework. In the event that a student misses fourteen (14) consecutive calendar days of coursework, they will be deemed unsatisfactory and terminated from the program

Standard 3: Decorum
All Students, regardless of ***Clock Hour or Standard Term (Credit Hr),*** must behave in a professional and courteous manner demonstrating sound judgment, maturity, honesty, respectfulness, and compassion for patients, faculty and co-students, or they will be terminated from the program. There are some circumstances which are so severe that may result in automatic termination without counseling and without warning. Examples of such infractions are:

a. Inflicting harm, abuse, neglect, abandonment or theft affecting a patient, a Health Care Facility, the institution, Students, or Faculty/Staff.
b. Use of or under the influence of controlled substances including alcohol at any time while on or around the

institution and/or clinical premises.

c. Breach of Honesty, Integrity, Confidentiality or Patient Rights.
d. Violation of the Agency for Health Care Administration conditions of acceptability for health care employment regarding Criminal and Drug Abuse offenses.
e. Fighting, threatening, or profanity
f. Possession of a weapon of any kind, at any time while on or around classroom or clinical premises.
g. Cheating, dishonesty, falsification
h. Incivility, bullying, harassment
i. Sexual Misconduct

Anti-Hazing Policy: All student activities relating to hazing such as subjecting another student to abuse, humiliation or ridicule will be prohibited. In the event that any student is involved in such an activity, immediate disciplinary action, including termination, will ensue. This policy will be strictly enforced. If a student fails decorum due to a circumstance that does not rise to immediate termination, they may be placed on a warning continuing financial aid eligibility, and if decorum is not corrected (i.e., professional and courteous manner demonstrating sound judgment, maturity, honesty, respectfulness, and compassion for patients, faculty and co-students), student may apply for a financial aid appeal and if accepted will be placed on probation for one term. In the event that the student is still not satisfactory at the end of the probation term, the student will be terminated.

Standard 4: Clinical Skills / Application

***For Clock Hour and Standard Term (Credit Hr.) Programs*:** Students must pass the clinical portion of the course. This will be evidenced by the Instructor's evaluation of clinical experiences/application, demonstration of skills and ability to correctly explain the steps of procedures in order to safely care for patients. Data collection, care plans, notes, medications, case studies, simulation, EHR, clinical projects and SCANS Competencies may also be evaluated as part of the clinical experience/application. Entry level skill-attainment is what is expected and used as the guideline to measure ability. Skills evaluated are those described in each course of the curriculum. Clinical facility staff evaluation of the student is also considered in the students' grade. If a student misses clinical time, they forfeit the opportunity to adequately demonstrate skill attainment resulting in failure for that course and will be placed on warning. At the end of the term, if student is not meeting satisfactory progress, the student is terminated. Students may apply for an appeal and, if approved, may be placed on probation for one term with an Academic Plan, if applicable. In the event that the student is still not satisfactory at the end of the probation term, the student will be terminated.

Standard 5: Maximum Timeframe

The maximum time frame for satisfactorily completing a program may not exceed one-hundred fifty percent (150%) of the published length of the program (for **example**):

<table>
<tr><td rowspan="2">Clock Hr Programs
(sample)</td><td>Scheduled Time
20 Weeks</td><td>Maximum Time
30 Weeks</td><td>To be measured at each payment period/term
(1-301.5 hrs 301.5-603 hrs)</td></tr>
<tr><td colspan="3">A student must complete a program measured in clock hours within a period no longer than 150 percent of the published length. Example: If the published length of the program is 1518 hours and 51 weeks, a student must complete the program within 2277 hours and 77 weeks.</td></tr>
<tr><td colspan="4">For Standard Term (Credit Hr) Programs: The cumulative completion rate, the standard that must be maintained for meeting satisfactory progress is 66.67% or above of attempted credits must be successfully completed. Any time a student withdraws or failed a class after the Conditional Acceptance Period, for any reason, it is counted as an attempt. Example of cumulative completion rate: If a student attempted 24 credit hours but only successfully completed 12 cumulative credit hours, this equates to 50% cumulative completion rate which would not be satisfactory. The student cannot exceed more than 150% of program credit hours.</td></tr>
</table>

Regarding probation: students may have more than 1 term to meet completion rate of 66.67%; however, all courses in each term must be passed or student will be terminated.

Student Progression within *CLOCK HOUR* programs:

At the completion of each term, satisfactory progress will be evaluated:
Those students who have a minimum of a 78% cumulative grade average, have passed all prerequisite courses, and have met attendance, decorum, skills and maximum timeframe, have met satisfactory progress and will proceed.

If the student does not meet Satisfactory Progress standards, and the Dean determines that the student has the ability to be successful, the student is placed on warning status.

At the end of the warning term, if student is not meeting satisfactory progress, financial aid will be terminated. The student may apply for an appeal by completing an appeal form. If appeal is approved, student may be placed on probation for one additional term and will remain eligible for financial aid. At this time a student will have an Academic Plan as applicable. At the end of the probation term, if student is not successful, they will be terminated. (Refer to #2 Returning Students under ANHO Rules and Regulations for both clock and credit hour)

Student Academic Progression within *STANDARD TERM (Credit Hr) Programs*:
Please note that in the program description there are several instances where program Prerequisite Courses must be passed before progressing to the next sequential course. Corequisite courses must be taken or repeated together.

If the students does not meet Satisfactory Academic Progress standards, and the Dean determines that the student has the ability to be successful, the student is placed on warning status. During this term, the student will continue to be eligible for Title IV Funding. If the student doesn't meet satisfactory progress standards at the end of the Warning Term, student will be terminated. They may apply for an appeal. If granted, student may be placed on probation, continue financial aid eligibility and will have an Academic Plan, as applicable. At the end of the probation term, if student is not successful, they will be terminated. (Refer to #2 Returning Students under ANHO Rules and Regulations for both clock and credit hour)

If a student cannot progress beyond the prerequisite requirement due to unsatisfactory progress, the student may repeat the term and may continue financial aid eligibility. All repeated courses must be counted as attempted credits as it applies to the maximum time frame requirement. The most recent grade will count regardless of whether a course was previously passed or failed.

Regarding The Basic Skills Course in the PN and ASPN programs: PRN0098A(TH) and PRN0098A/L(Lab) Basic Skills Theory and Lab may be attempted a maximum of three (3) times. Failing the requirements for passing Basic Skills will result in being placed on warning status. If the student doesn't meet satisfactory progress standards at the end of the warning term, student will be terminated. They may apply for an appeal. If granted, student may be placed on probation, continue financial aid eligibility and will have an Academic Plan, as applicable. Failure to meet satisfactory progress at the completion of the probation term (student's third and final attempt), will result in termination from the school and the student will no longer be eligible to re-apply for this program.

Regarding terms 1 and 2 in the ADN Program: Terms 1 and 2 may be attempted a maximum of three (3) times. Failing the requirements for passing terms 1 or 2 will result in being placed on warning status. If the student doesn't meet satisfactory progress standards at the end of the warning term, student will be terminated. They may apply for an appeal. If granted, student may be placed on probation, continue financial aid eligibility and will have an Academic Plan, as applicable. Failure to meet satisfactory progress at the completion of the probation term (student's third and final attempt), will result in termination from the school and the student will no longer be eligible to re-apply for this program.

Regarding Integration, all prior coursework must be passed prior to the start of Integration. Integration must be passed in order to be eligible to graduate and become eligible to take licensing exams. Integration may be attempted a maximum of three (3) times. Failing the requirements for passing Integration will result in being placed on warning status. If the student

doesn't meet satisfactory progress standards at the end of the warning term, student will be terminated. They may apply for an appeal. If granted, student may be placed on probation, continue financial aid eligibility and will have an Academic Plan, as applicable. Failure to meet satisfactory progress at the completion of the probation term (student's third and final attempt), will result in termination from the school and the student will no longer be eligible to re-apply for this program.

ANHO RULES AND REGULATIONS FOR BOTH CLOCK AND CREDIT HOUR

1. **Appeal Process:** A student who fails to meet Satisfactory Progress at the end of the warning period must submit an appeal to the Academic Dean based on mitigating circumstances such as illness, death in the family, etc. The appeal form must state why the student did not meet satisfactory progress and what has changed that would now allow them to meet satisfactory progress. The Academic Dean will review the appeal and advise the student of the final decision. If the student's appeal is approved, they will remain in school on probation and may be eligible for financial aid. The student's signature indicates they agree and comply with all elements of the Academic Plan.
2. **Returning Students**:

   All *Programs:* Students who are unsatisfactory and have been terminated, or voluntarily withdrew, may re-apply to ANHO Admissions Office. If a student is unable to meet maximum timeframe standard within 1 term, the student is ineligible for an RP. Students will be placed on probationary status for one term. Students will be placed in a class for which there is an opening. They will be given one term to re-establish Satisfactory Progress and, if applicable, reestablish financial aid. Failure to meet satisfactory progress at the end of this probationary period will result in termination from the school and student will no longer be eligible to re-apply for this program.

3. **GRADES:**
   a. Exam grades are calculated by dividing the total number of questions the student answered correctly by the total number of questions on the test. Rounding Rule: Decimals are rounded to the nearest whole number.
   b. A score of seventy-eight percent (78% or "C") or above is considered a passing grade.
   c. The following schedule will be used to assign grades:

NUMERICAL POINTS	PERCENTAGE	GRADE	Grade Point Average	
93 to 100	93 % to 100%	A	4.0	77 or Below = (F)ail
84 to 92	84% to 92%	B	3.0	78 or Above = (P)ass
78 to 83	78% to 83%	C	2.0	T=Transfer Credit
0 to 77	0% to 77%	F	0	

   Overall average is computed by a weighted grade average using earned grades of all courses of the program the student is enrolled in.

   Failed Exams: Students may repeat a failed exam once. This exam must be taken on the date scheduled by the Instructor. Only one opportunity will be provided for this repeat exam. If the student misses the scheduled exam, or repeat exam or fails the repeated exam, no further accommodations will be made.

   The most recent grade will be counted for the student's grade average and satisfactory progress. It will replace the previous grade.

4. **Student progress reports** will be distributed individually, confidentially, and timely according to this institution's Progress Report Policy and Procedure.

5. **Make Up Exams.** If a student is absent on the day of an exam, they must take the "make up" exam on the scheduled "re-take" day. There will be only one opportunity to take and pass a make-up exam. Frequently missed exams are not acceptable. All make-up exams must be completed and passed prior to the end of the payment period/term.

6. **Attire.** Students must be attired in proper business clothes while at this institution. Jeans and shorts are not

acceptable. Once uniforms are issued, students must adhere to this institution's Dress Code Policy which is published in the Student/Faculty Handbook.

7. **Leave of Absence.** Any student requesting a leave of absence from the Academy for Nursing and Health Occupations must submit in writing, a Leave of Absence Request to the Dean identifying the exigent & exacerbating reason for the request. Once the written request is received, the Dean will attach the request to the Leave of Absence Notification form and formally approve or deny the request. If approved, the Leave of Absence Notification Form must be signed and dated by the student and the Dean and must contain the start and end date of the leave of absence. All Leaves of Absence must be requested prior to the start of the leave of absence unless unforeseen circumstances prevent the student from applying prior to the start of the leave of absence.

   Federal regulations allow for one approved leave of absence for enrolled students of no more than 180 days. A second leave of absence can only be considered if the first leave of absence did not exceed 180 days in the same 12-month period in which the first LOA was taken.
   A student on a leave of absence will incur no additional charges by the institution. Any student failing to return to the institution the day after the expiration of a leave of absence, which becomes the date of determination, will be terminated and the students' last date of attendance will be considered the withdrawal date. The institution's Refund Policy and a Return to Title IV Calculation (for Title IV recipients) will be applied and all refunds will be due 30 days from the date of determination. Prior to a leave of absence being granted to a Title IV, HEA loan recipient, the student must see the financial aid office in order to explain the effect the leave may have on the student's grace period for repayment of loans. A copy of the leave of absence request will be maintained in the student's file. School policy allows service members and reservists to be readmitted to programs interrupted by military service.

8. **Retention:** Students will be offered the necessary supplements and support needed for successful achievement and competency attainment in order to remain enrolled and achieving satisfactory progress. In keeping with the institution's philosophy and belief that every student can succeed, varied methodologies and teaching techniques will be offered in an effort to assist the student to progress toward successful achievement.

   1. **Dismissal Policies -** The institution's satisfactory progress policy will be followed to evaluate and measure progress unless a student has jeopardized the safety and security of a patient or other person or has violated decorum, or a condition for automatic dismissal.

<u>Policy on Transfer Students Between Programs within ANHO</u>

1. Students wishing to transfer within ANHO (i.e., day class to an evening class, evening class to day class, from one program to another will be accommodated with the following considerations:
   1) If there are seats available
   2) If the student will not exceed 150% of the clock hours or weeks to complete the term
   3) If the requested class has not progressed beyond the student's current class.
2. Students must meet all admission criteria and after acceptance must secure the available position by completing the enrollment agreement and paying the required fees or agreeing to the conditions of the financial assistance available.
3. Once enrolled into a class at ANHO all standards and policies in effect as of the new enrollment date will apply and must be met.

<u>Policy on the Transfer of Credits Earned at Other Colleges of Higher Education for Application toward the Completion Requirements of Programs at ANHO</u>

1. All students wishing to apply credit earned from other colleges must furnish a transcript from the conferring college, including credits earned while in the Military to ANHO in enough detail to establish that the coursework and clinical work is comparable to the program they wish to attend at ANHO or provide their State of Florida License. Courses must be passed at the conferring college in order to be considered. Transcripts must be submitted to Admissions

one week prior to the student's start date or restart date only.
2. After all current admission criteria are met, competency testing will take place.
3. Students will be granted credit consistent with the level of mastered competencies of this institution's program.

Requirements:
1. Meet all current admission criteria.
2. Supply a transcript in enough detail to establish that coursework and clinical work is comparable to the program they wish to attend at ANHO.
3. In order to confirm competencies, all applicants will be required to be tested prior to credit being accepted.
4. Students will only be admitted at the beginning of a term as applicable by testing results and will be accommodated as seats are available. These terms will be credited as earned from another college if the student passes the competency testing. All remaining terms must be taken at ANHO with no credit applied from another college. A minimum of 25% of the program must be taken at ANHO.
5. After all paperwork, transcripts, references and other required documents are received and completely reviewed, the applicant may be interviewed and considered for admission.
6. Selections will be made and applicants will be notified by phone that they have been selected.
7. After acceptance, the applicant must secure the available position by completing the enrollment agreement and paying the required fees or agreeing to the conditions of the financial assistance.
8. Once enrolled at ANHO, all standards and policies in effect as of the enrollment date will apply and must be met
9. Advanced Placement and transfer of Nursing courses does not apply to applicants who have been out of college for more than five years unless they hold a valid Florida license to practice Nursing.
10. ANHO does not award credit for life experience. ANHO does not utilize articulation agreements at this time. ANHO does not have a limit on the type of nursing school a student is transferring from due to its policy on competency testing.

Policy on ANHO Students Wishing to Transfer to Another School/College

Upon written request, this institution will furnish the final official sealed transcript directly to the requested college in order for the student to resume similar studies without having to repeat competencies mastered. Transferability of credit is at the discretion of the accepting college and it is the students' responsibility to confirm whether credits will be accepted by another college of the students' choice.

ANHO has an articulation agreement with the following colleges:
Chamberlain University
Grand Canyon University
Walden University

PROMOTION

Since programs are competency based, students will be allowed to move on to more advanced competencies as they demonstrate mastery, thereby allowing for accelerating at a faster pace and allowing for more advanced experiences within the unit currently being studied. Students will move to the next unit of study at the prescribed planned time. Additional learning opportunities will be available for students on Fridays.

DISMISSAL POLICIES

The institution's satisfactory progress policy will be followed to evaluate and measure progress unless a student has jeopardized the safety and security of a patient or other person or has violated a condition for automatic dismissal.
1. If the situation does not involve automatic dismissal, the student will receive a written report notifying the student of the problem and offering the student a chance to satisfactorily correct the problem.
2. If correction does not occur, the student will be terminated with no audit opportunity.

STANDARDS TO BE MET BY STUDENTS

In order to successfully complete the program, students must pass all courses within each program as evidenced by an academic grade of seventy-eight percent (78% or "C") or better, clinical skills, and decorum, and must have satisfactory attendance.

This Satisfactory Progress Policy applies to all students regardless of the method they will be using to pay for their education (i.e., Workforce Alliance, Inc., WTP, Title IV, private pay, scholarship, grant program or any other method of payment or program). This Satisfactory Progress Policy applies to all students regardless of whether they are full-time or part-time, attend day classes or evening classes, attend Nursing or Health Occupation classes.

CONDITIONAL ACCEPTANCE PERIOD

The Conditional Acceptance Period will be a period of 30 days when first time students beginning at the Academy for Nursing and Health Occupations may exit with no financial obligation. This period is an evaluation period for the student to decide suitability for official acceptance and enrollment into the program.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

All parents and students will be notified of their rights through publication in the catalog of the fact that students and parents of dependent students have the right to review a student's educational records, to request amendment to a student's educational records, to provide consent prior to disclosure of personally identifiable information and to file a complaint with the U.S. Department of Education regarding the failure of an institution to comply with The Family Educational Rights and Privacy Act. Students or parents are also advised that a hearing can be requested to challenge the contents of a student's record, and the student will be given the opportunity to place a statement regarding contested information in the record stating the nature of the disagreement.

a. A parent or student must make a request in writing to review educational records and has the right to inspect and review the records within 45 days of the day the request is received.

b Records will be made available in the Executive Director's office on an appointment basis.

c. The right to request (in writing) an amendment of the student's education records that the student believes are inaccurate or misleading.

d. No personally identifiable information will be released to a third party without the written consent of parent or student unless it is:

1) To other college officials who have educational interest in the information;
2) To officials of another college where the student seeks or intends to enroll;
3) To representatives of the Comptroller General of the United States, the Secretary of Education or State and local education authorities;
4) Relating to financial aid and is necessary to determine eligibility for aid, determine amount of aid, determine conditions for the aid, enforce the terms and conditions of the aid;
5) To State officials if required by State statute;
6) To organizations conducting studies for educational agencies or colleges to develop, validate, or administer tests, administer student aid programs or improve instruction. No personally identifiable information will be released except to representatives of the organization and the information provided to the organization will be destroyed when no longer needed for the study;
7) To accrediting agencies to carry out accrediting functions;
8) To parents of a dependent student;
9) To comply with a judicial order or subpoena;
10) To meet a health or safety emergency;
11) To an alleged victim of a crime of violence regarding the results of disciplinary proceedings against an alleged perpetrator of the crime.

e. All disclosures of information will be recorded in the file and will include parties receiving information and the legitimate interests of the parties for inspection of the records.

f. Personally identifiable information which is designated as directory information includes student's name,

address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities, degrees and awards received and the most recent previous educational agency or institution attended.

g. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

PROCEDURE FOR ACCESSING STUDENT RECORDS/INFORMATION INCLUDING COURSEWORK & TEST GRADES

Records Department staff will be assigned custodial responsibility for student files and records which include grades for all tests and coursework at the School. He/She will keep such active files in locked fire resistant file cabinets. All coursework grades and testing grades are kept electronically on the school's server and are backed up nightly. In order to protect student confidentiality, student records may only be accessed by the Records Department Staff, Deans and Directors. It is strictly prohibited to remove any of these documents from the school premises. If a faculty or staff member needs to access student records, they must access them through the Records Department staff who will only allow access on a need to know basis and only within the Records Office. If a copy is needed, Records personnel will make the copy, mark it copy and will return the original document to the permanent file.

All student record requests, not including unofficial or official transcripts, will be fulfilled within two business days/48 hours only after grades have been submitted and deemed final. The Records Department staff will mail the requested information to the student/graduate or the student may personally pick up the requested records by providing identification.

Official transcripts may be required by entities such as educational institutions, employers, and licensing agencies. A current student or former student may request official transcripts be sent to another entity. Requests for official transcripts can only be fulfilled after grades have been submitted and deemed final. A release must be signed before an official transcript will be disbursed.

The stamped official transcript will be sent by a third party transcript servicer, directly to the entity in a sealed envelope or electronically to Official Colleges/Universities or State Boards of Nursing. No information will be released from this School to any other parties without proper student authorization. Official transcripts will be stamped, as well as signed and dated by the Records Department Staff. All official transcripts must be requested online at www.anho.edu and must go through the approved transcript servicer.

Official Transcript Fees for Each Request:

Electronic transfer:
$10 per transcript

Mail transfer:
$12.50 per transcript

"Unofficial transcripts" are free of charge. Please note that unofficial transcripts will not meet the standards of authenticity of "official Transcripts". Unofficial transcripts will not have the institution's stamp or signature. Unofficial transcripts are available to former students, current students and graduates.

"Progress reports" are free of charge, will not have the institution's stamp or signature and are only available to currently enrolled students.

Unofficial transcripts and progress reports can be requested online at www.anho.edu and are available through campus pick up, mail, or email.

Copies of diplomas are not considered official documents and will not be provided; however, students may request a new diploma at a $25.00 charge.

Current Students will be provided a Progress Report at the end of each term at a minimum.

If students wish to have information exchanged back and forth with employers, the appropriate release forms must be signed, i.e. for the school to give information and for the school to get information directly to and from employers.

PERMANENT RECORD POLICY

Once the student is enrolled at ANHO, the active student file is kept in a locked, fire-proof file cabinet in the Records Department Office where Records Department staff are responsible for student records. Attendance and Grade Reports are kept on server and in the Student Information System. These records are only accessible to Records Department Staff, Deans and Directors.

Once a student is either graduated or withdrawn from ANHO, the student's paper file is removed from the Records Department file, it is scanned into a permanent electronic file. A copy of the student's permanent file is made and kept on the institution's server, with a separate full server backup updated daily. ANHO also uses a cloud back up for off-site storage in case of emergency. The permanent file includes, at a minimum, a copy of the graduate's enrollment agreement, application, all final transcripts, diploma, program outcome, job placement information, high school diploma or equivalent (pre & post basic skills test scores for all students admitted who did not meet program admission criteria), record of receiving the institution's catalog, the Statements of Confidentiality and Responsibility, all disciplinary documentation leading up to termination or dismissal, and Academic Advisement forms. These records are maintained permanently. If a copy is needed, records personnel will make the copy, mark it copy and will return the original document to the permanent file.

In the event that a faculty or staff member must access a student record, they must do so in the office of the Records Department. Under no circumstances will files be allowed to be taken out of the Records Office.

In the event of a sustained institutional emergency, all student permanent records will be in the custody of the Florida Department of Education on a computer storage device.

For qualified applicants who are denied entry to this institution, records will be maintained for at least one year in the Admissions Office.

STAYING CURRENT

In order to stay current, the Academy for Nursing and Health Occupations' Executive Director and Faculty will use the following methods to ensure that subject matter is up to date and appropriate for student learning:

1. Make every effort to attend regulatory meetings and updates.
2. Subscribe to and read current nursing journals.
3. Use the latest text editions.
4. Belong to networking organizations.
5. Keep personal CE's and continuing lifelong education up to date.
6. Use Library, Institutes of Research Data, Internet Reports and Federal Register Reports.
7. Base curriculum upon the framework of the Dept. of Education and the Board of Nursing.
8. Belong to professional organizations/Associations such as FNA, Sigma Theta Tau, FAHSA, and FAPSC
9. Participate in Industry meetings and updates
10. Keep faculty library and resources current and circulate new information and material as it's discovered, borrowed or rented.
11. Health Service Practitioners and Providers will be invited for a guest lecture series in an effort to keep current with new trends and advances.
12. Those Instructors who already possess Baccalaureate and/or Master's Degrees, will pursue general continuing education courses.

All of the above will then be compared to the Academy for Nursing and Health Occupation's program outlines and program content. The faculty will then be responsible for updating the curriculum.

SAFETY/SECURITY POLICIES & PROCEDURES

Policy:

The Academy for Nursing and Health Occupations will make every effort to offer students a safe secure environment in which to study and learn.

Procedures:

1. Students are not allowed on the School premises prior to 7:15 AM nor after 11:00 PM Monday through Thursday unless there is an Instructor present and permission is granted. This includes student organizations and activities. Under no circumstances will there be a school sanctioned activity on or off premises without an Instructor present to be in charge of safety and security.
2. If it is dark when students are entering or exiting the institution or clinical facilities, students will travel in groups. If a student is late and alone, contact an Instructor who will arrange an escort to cars and buses.
3. At clinical facilities and on field trips, Instructors will always be the first to arrive and the last to leave in order to assure that everyone is safe and accounted for. Attendance sheets will be used at all times.
4. Instructors will insure that first aid equipment and phone availability will always be arranged for.
5. Instructors will incorporate the location and use of fire extinguishers, equipment and disaster/evacuation procedures into orientation for the institution and clinical facilities.
6. Students should not bring valuables to school or clinical facilities; however, in the event of lost or stolen items, students will complete an incident report with the assistance of an Instructor.
7. In the event of any emergency or criminal action, the student will report to an Instructor immediately. The Instructor will complete a report for the Executive Director's immediate knowledge.
8. The Palm Beach County Sheriff's Department will be contacted to investigate any and all criminal activity and the School will prosecute, if indicated.
9. Students will be informed of all emergencies and criminal actions so that plans for their safety can be made.
10. Students have the responsibility to immediately report any unusual event to their Instructor who will take immediate action and then will utilize the chain of command immediately.
11. A thorough investigation and then disciplinary action, and termination if warranted, will ensue when a student is involved in any wrong doing.
12. When class is in session, classroom doors are kept locked.
13. Faculty/Students should be aware of the emergency telephones in each classroom to call 911 if needed.

Safety /Prevention Programs

Materials and information will be made available to students via the Media Center and Instructor/Counselors on these topics:

1. Sexual Assault awareness, reporting, and prevention
2. Domestic Violence and assistance
3. Preservation of Evidence
4. Crime Prevention programs
5. Victims options
6. Drug and Alcohol programs
7. Harassment and Stalking
8. Witness Protection
9. Legal Aid

Each student is assigned an Instructor/Counselor who will be available to assist with any of the above. Telephone requests for student phone numbers or whereabouts will not be honored for their protection. Name and numbers will be taken and then the student may call back if they wish. Visitors must give their name and wait in the lobby. If a student does not wish to see the visitor, they will be asked to leave and forcibly removed by police if necessary.

Campus Crime and Security

There has never been a crime at the Academy for Nursing and Health Occupations, where there is evidence of prejudice based on race, religion, sexual orientation, or ethnicity. There has never been a crime at the Academy for Nursing and Health Occupations involving a weapons violation, arrest for drug abuse, liquor laws, murder, forcible or non-forcible sex offenses, or aggravated assault. A current crime statistic chart is available at the Main Office of the School and will be distributed to each student and employee October 1st of each year. To obtain information about registered sex offenders in the local area, the following website may be utilized: https://offender.fdle.state.fl.us/offender/sops/home.jsf.

SECURITY INFORMATION

This information is required under Public Law 102-26. The following data will provide you with campus security policies and statistics concerning the occurrence of criminal offenses on campus and non-campus building/public property related to the school.

Should you witness a crime in progress or are a victim of a crime, Academy for Nursing and Health Occupations requests that you follow this procedure:

1. During school hours, notify the Academic Dean or the School's Executive Director and the Palm Beach County Sheriff's Department immediately, Academy for Nursing and Health Occupations - 561-683-1400, and Palm Beach County Sheriff's Department – 911 or for non-emergency calls 561- 688-3400.
2. If a crime occurs during non-school hours and no faculty or staff member is available, notify the Palm Beach County Sheriff's Department immediately and the School's President as soon as possible.
3. Remember: Preserving evidence for proof of a criminal offense is very important. The Academy for Nursing and Health Occupations does not recognize any off campus student organizations. The purpose and authority of faculty and staff is limited to securing the premises and protecting the facility. The enforcement authority of faculty and staff is limited to the enforcement of campus rules and regulations. Incidents that go beyond the scope of faculty and staff are referred to and investigated by the local law enforcement agency (if applicable).

   All crimes that are reported will be posted in the Media Center within a day of the reporting.

To ensure accurate and prompt reporting of all crimes, authorized administrative personnel will take a full written statement from involved parties and witnesses at all reported emergency or criminal incidents. The written statements are included as part of a written report, and such statements may be used by local/state law enforcement authorities for the purpose of criminal apprehension and/or crime prevention. Criminal incidents may also be reviewed by the institution's administrative staff for the purpose of disciplinary action.

All students are informed about campus security procedures and practices on the first day during orientation.
Everyone should remember that personal safety begins with you. The following should be considered:

1. When walking on campus, be aware of who and what is around you. Try not to walk alone and avoid streets and secluded pathways or alleyways.
2. Do not carry large amounts of cash or valuables.
   a. Keep your motor vehicle in good running condition. Always lock your car and remove all packages and any valuables. Try to park in a well-lighted area.
   b. Do not leave books or personal property unattended in the classroom, lobby, media center, or restroom.

Sexual assault prevention programs are available at
Sexual Assault Program:

Belle Glade 561-996-4871	Southern Palm Beach County 561- 274-1500
Northern Palm Beach County 561-355-2418 Opt. 3	Central Palm Beach County 561-355-2418 Opt. 3

Counseling for sex offense victims is available at:

Rape/Victim Hotline 561-833-7273

If applicable and reasonably available, Academy for Nursing and Health Occupations will change the academic situation of a student after an alleged sex offense. If any disciplinary proceedings are held in cases of an alleged sex offense, both the accuser and the accused have the opportunity to have others present. Both the accuser and accused will be informed of the

institution's final determination of any institution disciplinary proceeding and any sanction imposed against the accused. Immediate termination may be imposed regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses.

The following definitions are essential in properly reporting crime statistics:

1. "Campus" — any building or property owned or controlled by the institution that is within a "reasonably contiguous geographic area" of the institution and is used by the institution in direct support (or in a manner related to) the institution's educational purposes. Additionally, property, within a "reasonably contiguous geographic area" of the institution that is owned by the institution but controlled by others must be included in crime statistics if it is used by students and supports institutional purposes (e.g., food or other retail vendor.)

2. "Non-campus building or property" — any building or property owned or controlled by a student organization recognized by the institution. Additionally, a building or property owned or controlled by an institution that is used by students in direct support of/or in relation to the institution's educational purpose and is not within a reasonably contiguous geographic area of the institution.
3. "Public property" — all public property that is within the "reasonably contiguous geographic area" of the institution such as the sidewalk, street or a parking facility and that is adjacent to a facility owned or controlled by the institution if the facility is used in direct support of or in a manner related to the institution's educational purposes.

POLICY FOR PROHIBITION OF SEXUAL MISCONDUCT

Academy for Nursing and Health Occupations is committed to maintaining a work and learning environment free of unlawful discrimination and harassment, and will not tolerate sexual misconduct by employees, students, teachers, administrators, supervisors, co-workers, vendors, clients, or customers.

Sexual misconduct consists of any unwelcome conduct, whether verbal, physical or visual, that is based upon a person's gender. Such conduct is unlawful and prohibited whenever it affects tangible job benefits, unreasonably interferes with an individual's work or educational performance or creates an intimidating, hostile or offensive working or educational environment.

Sexual misconduct undermines the integrity of the mission of the institution. Employees and students have the right to work and learn in an environment free from unsolicited and unwelcome sexual overtures. Academy for Nursing and Health Occupations will not tolerate any form of gender-based or sex-based discrimination including any kind of sexual misconduct against any employee, applicant for employment or student. Such discrimination violates federal and state law and the Academy for Nursing and Health Occupations policy.

DEFINITION OF SEXUAL MISCONDUCT

Sexual misconduct consists of unwelcome sexual advances, requests for sexual favors and other verbal, visual and physical conduct of a sexual nature whenever:

1. Submission to the conduct is made either an explicit or implicit condition of employment or educational objectives;
2. Submission to or rejection of the conduct is used as the basis for an employment or education related decision affecting the employee or student; or
3. The conduct unreasonably interferes with an employee or student's work or educational performance or creates an intimidating, hostile or offensive working or educational environment.

EXAMPLES OF CONDUCT CONSTITUTING SEXUAL MISCONDUCT

Sexual misconduct can involve an almost infinite variety of conduct. Some examples include:

1. Unwelcome physical contact with sexual overtones, such as touching, patting, pinching, repeatedly " brushing" against someone or impeding the movement of another person.
2. Sexually offensive comments such as slurs, jokes, epithets and innuendos.
3. Sexually oriented "kidding" or "teasing" or sexually oriented "practical jokes".
4. Suggestive or obscene written comments in notes, letters, invitations or e-mail.
5. Inappropriate, repeated or unwelcome sexual flirtations, advances or propositions.
6. Offensive visual contact such as staring, leering, gestures or displaying obscene objects, pictures or cartoons.
7. Inappropriate or suggestive comments about another person's physical appearance or dress.
8. Exchanging or offering to exchange any kind of employment or educational benefit for a sexual concession, e.g. promising a promotion or raise, or a particular grade in exchange for sexual favors.
9. Withdrawing or threatening the withdrawal of any kind of employment or educational benefit for refusing to grant sexual favor, e.g. suggesting that an individual will receive a poor performance review or lower grade or be denied a raise unless she/he goes out on a date with the supervisor or teacher.

APPLICABILITY OF POLICY

The prohibition against sexual misconduct applies to everyone–teachers, students, administrators, faculty, managers, supervisors, salaried and hourly workers, temporary employees, contractors, customers, suppliers and guests. Academy for Nursing and Health Occupations will not tolerate sexual misconduct of any kind by anyone.

Academy for Nursing and Health Occupations will not retaliate against anyone for reporting or complaining about sexual harassment and will not tolerate retaliation by teachers, administrators, students, supervisors, managers or co-workers.
Discipline for Engaging in Sexual Misconduct.

-Depending on the nature and seriousness of the offense, Academy for Nursing and Health Occupations will impose all appropriate discipline, up to and including termination or dismissal, against any teacher, administrator, student, manager, supervisor or employee found to have engaged in sexual misconduct.

-When a student, customer, guest or other person not employed or enrolled in Academy for Nursing and Health Occupations is found to have engaged in sexual misconduct against an Academy for Nursing and Health Occupations employee, teacher or student, Academy for Nursing and Health Occupations will advise the person and his/her employer of Academy for Nursing and Health Occupations policy against such misconduct and will take such other action as is appropriate under the circumstances.

SEXUAL MISCONDUCT COMPLAINT PROCEDURE

The preponderance of evidence will be the evidentiary standard used at Academy for Nursing and Health Occupations.

Complaints must be made only to the Academic Dean, Executive Director, President, or to the Director of Compliance of the school.

With or without filing a formal complaint, complainants and respondents will be equally advised of the availability of supportive measures, will have their wishes considered regarding supportive services and will be advised of the process for filing a formal complaint.

Both the complainant and the respondent will be entitled to prompt responses as to the receipt of knowledge of the complaint.

Both will be treated equally in explaining the processes, collecting evidence, having their evidence objectively evaluated for accuracy and relevancy, and be entitled to a reasonable time frame for resolution.

Neither the complainant nor the respondent will be presumed to be responsible for the alleged conduct. Both will be given time to prepare for meetings and have an advisor of their choice. The advisor may or may not be an attorney. The advisor may inspect and review evidence.

No legally privileged information will be used unless the individual waives the privilege.

Both will have an opportunity to have conflicts of interest considered.

Both will be able to discuss and gather relevant evidence and have witnesses attend a hearing in the event of a formal complaint. If the witness does not attend the hearing, their testimony cannot be used even if it is written and signed.

If parties agree, informal resolutions are permissible.

Records will be kept for seven years.

Both parties are entitled to no retaliation.

Complaints may be dismissed if:

- Alleged incident did not occur on school grounds, common areas related to the school or affiliating sites.
- Alleged incident did not involve education or services provided at the school.
- Evidence is unavailable or unable to be collected or if the alleged incident does not constitute misconduct under Title IX regulations.
- If the respondent is no longer attending or employed at the school at any time during the process or if the complainant notifies in writing, that they wish to withdraw the formal complaint.

If the complainant wishes to file a formal complaint of sexual discrimination or sexual misconduct, it must be filed in writing, signed and turned in to the Executive Director, Joe Molmer, Title IX Coordinator, as listed on the school's website and in the school catalog. This signed, written complaint indicates that the complainant agrees to the school starting a formal investigation of the alleged sexual complaint. The attached form is to be completed.

A live, real time hearing will be conducted for both parties to cross examine each other and/or witnesses. Each party may have an advisor. Questions must be approved by the chair before asked in a cross examination and questions must be relevant to the situation being investigated.
Investigators, complainants, respondents, witnesses and advisors will acknowledge that they have read and understand

the training materials on the school's website. Executive Director, Joe Molmer, Title IX Coordinator, will assist with explanations or questions about the training.

If the school believes safety is at risk at any time, it may execute an emergency removal of individual(s) from education or activities. This will be invoked if the school determines an immediate threat to the physical health or safety to any individual. Upon being informed of a notice of removal, an immediate challenge may be filed.

The school may place an individual on administrative leave during and pending the result of the investigative process.

The committee investigating will provide an objective evaluation of relevant evidence.

The Title IX Coordinator, chair, investigator, or decision makers in facilitating an informal resolution, dismissal or conducting a hearing or appeal will be free from conflict of interest or bias and will have received training.

Disciplinary actions may range from a notice of warning through separation.

Determination of responsibility for sexual misconduct will be made at the conclusion of the investigation and until that time, the respondent is presumed not responsible.

Neither party may make false, dishonest statements as noted in the rules of decorum that expect honesty and integrity.

Written notice of the date, time, location, participants, purpose of the hearing, investigative interviews or other meetings will be provided to participants with time to prepare to participate. Proceedings will be recorded.

An investigative summary will be provided to participants at least 10 days prior to a hearing so that written responses and written questions to be asked at the hearing will be presented to the Title IX Coordinator, three days prior to the hearing.

Written determination will be provided to the complainant and respondent simultaneously.

The school will keep confidential the identity of the complainant, the respondent and any witnesses.

Conditions for Appeal:

- Either the complainant or the respondent may appeal a decision made by the school, however, an appeal is **not** a new hearing of the matter.
- An appeal is **only** permissible if there is a procedural irregularity, a policy was not followed, new evidence is discovered or a conflict of evidence is discovered.
- If the appeal is permissible, a new committee will be appointed as noted in the catalog and website, to investigate the basis of the appeal and to make decisions to uphold or to change the original decision.

FORMAL COMPLAINT/GRIEVANCE OF SEXUAL MISCONDUCT

I understand that my filing of this formal complaint authorizes Academy for Nursing and Health Occupations to begin an investigation of an alleged sexual complaint.

I understand the information listed in the catalog and on the website concerning sexual misconduct.

My complaint is regarding: _____
Name

The time, circumstances and details are as follows:

_____
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_____
_____
_____
_____

_____
Signature Print Name Date

_____
Address City, State, Zip

_____
Phone Number Email Address

*Submit to the ANHO Title IX Coordinator, Joe Molmer, as noted in the catalog and website.

SAFETY IN PRIVATE SPACES POLICY

Purpose: To comply with the State Board of Education rule 6E-7.001, Florida Administrative Code (F.A.C.), Designation of Restrooms and Changing Facilities in Private Postsecondary Education Institutions. It is the Academy for Nursing and Health Occupations' (ANHO) responsibility as a licensed institution (as defined in section 1005.02(4), Florida Statutes (F.S.)) to provide requirements regarding restroom and changing facilities at colleges and universities licensed by the Commission for Independent Education and at institutions not under the jurisdiction or purview of the commission, as identified in s.1005.06(1)(b)-(f), Florida Statutes (F.S.) pursuant to s.553.865, F.S.

Overview: As of July 1, 2023, all CIE-licensed colleges and universities and institutions not under the jurisdiction or purview of the commission as identified in Section 1005.06(b)-(f), F.S., must ensure that (a) restrooms are designated for exclusive use by males or females, as defined in Section 553.865 (3), F.S. or that there is a unisex restroom; and (b) that changing facilities are designated for exclusive use by males or females, as defined in Section 553.865 (3), F.S., or that there is a unisex changing facility.

ANHO Compliance:
This policy pertains to the use of restrooms and changing facilities by males or females based on biological sex at birth. This includes, but is not limited to, the following:

1. Restrooms are designated for exclusive use by males or females based on biological sex at birth and there is a unisex restroom.
2. There are no changing facilities at ANHO.
3. Students, employees and visitors must comply with s. 553.865, F.S.
4. If it is determined, that a student, employee, or visitor uses a restroom contrary to their biological sex rather than using the designated unisex restroom, that person will be asked to leave immediately.
5. In the event that a student, employee or visitor is asked to leave the restroom and fails to comply, a police non-emergency call will be made. In the event the individual refuses to comply with this policy, the police will be asked to escort the individual out of the building.
6. Violation of the Safety in Private Spaces Policy may result in disciplinary action up to and including termination.
7. A student, employee, visitor, or law enforcement has the right to file a complaint with the Attorney General alleging that the institution has failed to meet the minimum requirements for restrooms and changing facilities under sections 553.865(4) and (5). F.S.

For purposes of this policy, a person may only enter a restroom or changing facility designated for the opposite sex under the following circumstances:
(a) To accompany a person of the opposite sex for the purpose of assisting or chaperoning a child under the age of 12, an elderly person as defined in s. 825.101, or a person with a disability as defined in s. 760.22 or a developmental disability as defined in s. 393.063;
(b) For law enforcement or governmental regulatory purposes;
(c) For the purpose of rendering emergency medical assistance or to intervene in any other emergency situation where the health or safety of another person is at risk;
(d) For custodial, maintenance, or inspection purposes, provided that the restroom or changing facility is not in use;
(e) If the appropriate designated restroom or changing facility is out of order or under repair and the restroom or changing facility designated for the opposite sex contains no person of the opposite sex.

DRUG FREE POLICY/PROCEDURE AND PROGRAM

The purpose of the Alcohol and other Drug Policy and Program at Academy for Nursing and Health Occupations is to prevent the unlawful possession use or distribution of illicit drugs and alcohol by students and employees.

The institution is in compliance with the Drug Free Schools and Communities Act of 1989 (Public Law 101-226). All students and employees should refer to the "Drug and Alcohol Prevention Program" for information concerning policies and individual responsibilities required under this Act.

POLICY:
All students, staff, and faculty agree to comply with the "Drug Free School" Policy which informs them of the School's policies and procedures and commits them to complying with its provisions. It should be understood by all that substance abuse checks can be required in any setting where the well being of a patient may be jeopardized. This may include student activities, employment provisions, and on-the-job requirements.

It should also be known that even after Graduation, State Certification and Licensure will be jeopardized in the event of arrest and conviction of substance abused and illegal drug crimes.

Distribution of information about Alcohol and Other Drug Programs at Academy for Nursing and Health Occupations is accomplished in the following ways.
1. New students receive a copy to sign.
2. New employees receive a copy to sign.
3. The policy is included annually in the school catalog for student's use.
4. The policy is included annually in the Policy and Procedure book for staff use.
5. The Policy and Procedures are included on the School's web site.

The annual goals of this program are as follows:
1. No impaired students.
2. No impaired staff.
3. No impaired faculty.
4. In the event that a student, staff member, or faculty exhibit impaired behavior immediate, compassionate yet safe action will be taken to protect students and patients.

DRUG AND ALCOHOL PREVENTION PROGRAM NOTICE TO STUDENTS AND EMPLOYEES

The Academy for Nursing and Health Occupations has established a Drug and Alcohol Free Awareness Program which encompasses the following four phases:

PHASE 1. Warning of the Dangers of Drug and Alcohol Abuse
Drug and alcohol use impairs memory, alertness and achievement. It erodes the capacity to perform, think, and act responsibly. It may be grounds for termination of your enrollment with the institution or other legal action. SCHEDULE A specifically details the uses and effects as it relates to alcohol.

PHASE 2. Policy of Maintaining a Drug and Alcohol Free Learning Environment
All students and employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited in the institution's learning environment. Any student or employee must notify the institution of any criminal drug and alcohol statute conviction for a violation occurring in the learning environment no later than five days after such conviction. In compliance with the Drug-Free Workplace Act of 1988, the institution's "workplace" consists of the following locations:

Academy for Nursing and Health Occupations, 5154 Okeechobee Boulevard, Suite 201, West Palm Beach, Florida 33417, or, any teaching site, or any "off-site" location (i.e., field trips, clinical experiences, job placement, luncheons, meetings, etc.) where the activities are in any way related to the institution.

PHASE 3. Listing of the Available Local Drug Counseling, Rehabilitation and Assistance Programs
Please refer to SCHEDULE B.

PHASE 4. Non-compliance with the Terms of this Institution's Drug-free Workplace Statement
Non-compliance will result in the following action being taken by this institution:

a. The student or employee would be required to actively participate in a drug or alcohol abuse assistance or rehabilitation program approved by Federal, State, or local health, law enforcement or other appropriate agency. Attached SCHEDULE C contains a description of the applicable legal sanctions under local, State, and Federal law for unlawful possession, use, or distribution of illicit drugs and alcohol.
b. Community service with one of the above state agencies.
c. Termination of enrollment/employment.

SCHEDULE A - ALCOHOL USES AND EFFECTS

Alcohol consumption causes a number of marked changes in behavior. Even low consumption significantly impairs the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high dose of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics.

SCHEDULE B - DRUG COUNSELING, REHABILITATION, AND ASSISTANCE PROGRAMS

1. Comprehensive Alcoholism Rehabilitation Programs, Inc. (CARP), 5400 East Avenue, P.O. Box 2507, West Palm Beach, Florida 33402, 561-844-6400.
2. Growing Together, Inc., 1000 Lake Avenue, Lake Worth, Florida 33460, 561-585-0892.
3. Alcoholics Anonymous, Southern Palm Beach County - 561-276-4581, HOTLINE: 1-800-407-5299.
4. Narcotics Anonymous, Southern Palm Beach County - 561-393-0303, HELPLINE: 561-848-6262.
5. Drug Abuse Treatment Association, (DATA), Outpatient Services, 1720 East Tiffany Drive, Suite 102, West Palm Beach, Florida 33407, 561-844-3556.
6. Crisis Line - 530-1234
7. Teen Hotline - 930-8336
8. Elder Helpline - 930-5040

SCHEDULE C - FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE
21 U..S.C. 844(a)

1. 1st conviction: Up to 1 year imprisonment and fined at least $1,000 but not more than $100,000, or both.

2. After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least $2,500 but not more than $250,000, or both.
3. After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least $5,000
4. Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to $250,000, or both, if:
    a. 1st conviction and the amount of crack possessed exceed 5 grams.
    b. 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
    c. 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853 (A)(2) and 881(A)(7).

Forfeiture of personal and real property used to possess or facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See Special Sentencing Provisions regarding crack.)

21 U.S.C. 861(A)(4).

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a.

Civil fine up to $10,000 (pending adoption of final regulations.

21 U.S.C. 853a.

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for the first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g).

Ineligible to receive or purchase a firearm.

MISCELLANEOUS.

Revocation of certain Federal licenses and benefits, e.g. pilot's licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies. NOTE: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

STUDENT NOTIFICATION - POLICY FOR A DRUG FREE SCHOOL

I understand that as a student at the Academy for Nursing and Health Occupations, am aware of the dangers of drug abuse in school and that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, any other substance considered a drug, is prohibited in association with the school, and that termination will result for anyone violating such prohibition.

I, furthermore, understand that I must agree to notify my school of any criminal drug statute conviction for a violation occurring no later than five (5) days after such a conviction and, I hereby am aware that in such instance, action will include my termination from the Academy for Nursing and Health Occupations.

I also realize that in order to be reconsidered for acceptance at the Academy for Nursing and Health Occupations, subsequent to such a conviction, I must prove to have satisfactory participated in a drug abuse assistance or rehabilitation program approved for such a purpose by the Intervention Project for Nurses.

ADDITIONAL SOURCES OF INFORMATION

- The National Institute on Drug Abuse Hotline.
  Information and referral line that directs callers to treatment centers in the local community. (1-800-662-HELP)
- The National Institute on Drug Abuse Workplace Helpline.
  A line that provides information only to private entities about workplace programs and drug testing. Proprietary and private non-profit but not public Post-Secondary Schools may use this line (1-800-843-4971)
- The Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse
  Information and referral line that distributes Department of Education publications about drug and alcohol prevention programs as well as material from other Federal agencies.
- The Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse
  Established in 1987 as a joint effort of the Department and higher education community to develop a response to alcohol and other drug problems on campus, including a set of standards for education programs, assessment techniques, and enforcement procedures. Information can also be provided about training and conferencing activities, and regional members of the network. (1-202-219-2265)
- Department of Education Regional Centers Drug-Free Schools and Communities
  Assist schools and other entities in developing prevention programs by providing training and technical assistance. (Northeast Region, 516-589-7022; Southeast Region, 502-588-0052; Midwest Region, 708-571-4714; Southwest Region, 405-325-1454; Western Region, 503-275-9480)
  A line that provides information only to private entities about workplace programs and drug testing. Proprietary and private non-profit but not public post-secondary colleges may use this line (1-800-843-4971)

CONSUMER INFORMATION - POST SECONDARY REPORT

IPEDS Report 2026

ANHO Completion/Retention Rate 2022 Cohort: 67% completed within 150% of time allowed
ANHO 24-25 Financial Aid Data: 68% received Federal Pell Grants
77% received Federal Loans

2025-2026

Student Diversity:	Male	Female
Hispanic/Latino	7.4%	6.7%
American Indian/Alaskan	0%	0%
Asian	3.7%	.45%
Black	81.5%	86.4%
Pacific Islander	0%	0%
White	7.4%	5.6%
Unknown	0%	0.46%
Two or more unknown	0%	0.3%

2024-2025 ANHO Completion Rates, Placement Rates & Licensure Pass Rates as reported to the COE:

Associate of Science Degree in Practical Nursing:
Completion Rate: 100%
Placement Rate: 100%
Licensure Pass Rate: 100%

Practical Nursing IV Skills and Critical Thinking:
1518 hours
Completion Rate: 100%
Placement Rate: 91%
Licensure Pass Rate: 95%

Patient Care Technician:
603 hours
Completion Rate: 100%
Placement Rate: 100%
CNA Exam Licensure Pass Rate: 100%

Associate of Science Degree in Nursing:

	2021	2022	2023	2024	2025
Completion Rate:	79%	90%	90%	92%	94%
Placement Rate:	92%	98%	96%	97%	92%
Licensure Pass Rate:	77%	89%	100%	95%	91%
Average Wage at Placement:	$28.50	$34	$34	$34	$34

Associate of Science Degree in Nursing – Consumer Information as calculated for ACEN:

On time Completion Rate (Academic Year 25/26): 20%
150% Completion Rate (Academic Year 25/26): 64%
Ultimate Completion rate (Academic year 25/26): 81%
Licensure Pass Rate, 1st time test takers (Calendar Year 2025): 86.67%

Licensure and Certification

It is ANHO's responsibility to research the licensing requirements for the Licensing Exam of the student's chosen program in the State in which the student or applicant lives. ANHO's curriculum complies with the State of Florida's Requirements, but may not fulfill the requirements in other states.

Graduates of ANHO may apply to take the licensing exam in Florida if they so desire. If a student plans to apply to take the licensing exam in any other State, ANHO will provide the student or applicant with current contact information for any applicable licensing boards, and advise the student or applicant to determine whether the program meets requirements for Licensure in the State where the student is located.

ANHO meets the Florida requirements for Nursing Licensing in Florida and multiple states due to the Nurse Licensure Compact (NLC). There are 39 states and 2 territories that are part of this agreement for RNs and LPNs.
Alaska, California, Connecticut, DC, Hawaii, Illinois, Massachusetts, Michigan, Minnesota, Nevada, New York, and Oregon are not currently part of the NLC. Please visit the NCSBN website for updates.
The 39 states and 2 territories that are part of the compact are as follows:

1. Alabama
2. Arizona
3. Arkansas
4. Colorado
5. Delaware
6. Florida
7. Georgia
8. Idaho
9. Indiana
10. Iowa
11. Kansas
12. Kentucky
13. Louisiana
14. Maine
15. Maryland
16. Mississippi
17. Missouri
18. Montana
19. Nebraska
20. New Hampshire
21. New Jersey
22. New Mexico
23. North Carolina
24. North Dakota
25. Ohio
26. Oklahoma
27. Pennsylvania
28. Rhode Island
29. South Carolina
30. South Dakota
31. Tennessee
32. Texas
33. Utah
34. Vermont
35. Virginia
36. Washington
37. West Virginia
38. Wisconsin
39. Wyoming
40. Guam
41. US Virgin Islands

Please note that the current list of compact states and jurisdictions can be located on the National Council of State Boards of Nursing website (https://www.ncsbn.org/nurse-licensure-compact.htm).

GRIEVANCE PROCEDURES FOR STUDENTS

A vehicle for Academy for Nursing and Health Occupations to know how to meet student needs is the student evaluation forms in which students have an opportunity to evaluate the course, their Instructors, classroom, classes and clinical training components of the program. Please let us hear from you. We firmly believe that if we aren't constantly striving to improve, we are failing you. A suggestion box will also be made available in the classroom. BUT- If you have a grievance, or feel that you have been treated unfairly, please discuss the matter directly with the person involved. If the problem is not resolved, then you must discuss it with the responsible Instructor. If the matter involves the Instructor, and you feel uncomfortable discussing it with that Instructor, then you must discuss it with the Academic Dean. If you still feel unsatisfied, you must see the Executive Director for help. If you have a grievance related to Financial Aid, please discuss the matter with the Financial Aid Processor and in all instances where it has been unresolved, report to Dean of Student Services/Financial Aid Director. The Dean of Student Services/Financial Aid Director will consult with ANHO's third party financial aid servicer and the Department of Education until the problem is resolved. Upon acceptance to Academy for Nursing and Health Occupations, you were assigned an Instructor/Employment Counselor. If you feel more comfortable going to this person, please do so. The Instructor/Employment Counselor then has the responsibility to resolve the issue in question with all parties it pertains to. The entire staff/faculty of Academy for Nursing and Health Occupations, have an "open door policy" in order to welcome your input. We cannot improve if we don't know what's not right.

Any employee of Academy for Nursing and Health Occupations, that has had a student file a grievance with them has the responsibility to help the student document it, thoroughly listen and try to resolve the matter, and whether resolved or not, should discuss it with their supervisor. Any unresolved matter will be dealt with by the Executive Director (Admin@anho.edu). Through the entire process, all faculty have the responsibility to quickly and confidentially meet the needs/concerns of the students. Under no circumstances will there be any repercussions toward a student.

If you ever feel that your rights are being violated due to an act of discrimination based on race, color, gender, sexual orientation, national origin, disability including intellectual disabilities, religion, age, political or religious affiliation, citizenship, marital status, or belief, you must see the Director immediately. Please know that discrimination is not tolerated at Academy for Nursing and Health Occupations, under any circumstances and that your input will be thoroughly investigated and taken very seriously.

If your grievance is with the Executive Director, you may request a committee of three people, not including the Executive Director, to resolve your grievance. The three-committee members will include the Academic Dean and two Board Members. If you still feel ANHO has not resolved your grievance, you may file with the applicable agency.

1. ANHO is Institutionally Accredited by the Council on Occupational Education, 7840 Roswell Road, Suite 325, Atlanta, GA 30350 Phone # (800)917-2081 www.council.org

2. ANHO is licensed by the Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400 Phone # (850) 245-3200. www.fldoe.org/policy/cie/

3. The Accreditation Commission for Education in Nursing (ACEN) has accredited the Associate of Science Degree in Nursing Program at ANHO and may be contacted at 3343 Peachtree Rd, NE, Suite 850, Atlanta, GA 30326, Phone #404-975-5000 or www.acenursing.org.

RETALIATION PROHIBITED:

No person or agency may discharge or in any other manner discriminate or retaliate against any person, or deny to any person a benefit to which that person is entitled because such person has filed any complaint, instituted or caused to be instituted any proceedings under or related to the Act has testified or is about to testify in any such proceedings or investigation or has provided information or assisted in an investigation.

WITHDRAWAL PROCEDURES

If a student wishes to withdraw from the institution after the Conditional Acceptance Period, they must contact the Academic Dean. If a student wishes to withdraw from the institution prior to the end of the Conditional Acceptance Period, they must contact the Dean of Student Services/ Financial Aid Director. Once the student has notified the Academic Dean and/or Dean of Student Services/Financial Aid Director of their intent to withdraw, orally or in writing, that date will be documented on the student outcome form and used to calculate refunds and return of Title IV funds.

The institution may allow rescission of the notice. The student must rescind the official notification in writing. If the student stops attending subsequent to the rescission, the withdrawal date will be the original date of the notice of intent to withdraw. The institution may use a later date based on the student's academically proven last date of attendance.

CANCELLATION AND REFUND POLICY

Should a student be terminated or cancel for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation must be made in person or in writing.
2. All monies will be refunded if the applicant is not accepted by the institution or if the student cancels within three (3) business days after signing the Enrollment Agreement and making initial payment.
3. Cancellation prior to the end of the Conditional Acceptance Period will result in a full refund of all monies paid.
4. Cancellation after the end of the Conditional Acceptance Period, but prior to 60% of each payment period, will result in a Return of Title IV computation for all Title IV recipients. Cancellation after 60% of the current payment period will result in no Title IV refund.
5. Cancellation after being officially accepted, but prior to 50% of the scheduled program hours/days, will result in an institutional refund calculation for all students. Cancellation after 50% of the academic year will result in no institutional refund.
6. Termination Date: For clock hour programs: The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received. For credit hour programs: The termination date for refund computation is 50% of scheduled academic year or student's last day of academically related activity.
7. Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
8. Refunds, when due, are made without requiring a request from the student.
9. A student can be dismissed, at the discretion of the Executive Director, for insufficient progress, non-payment of costs, or failure to comply with rules.

RETURN OF TITLE IV FUNDS

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government or the lending institution by the institution and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period. If a student does not begin training, the R2T4 formula does not apply. For official withdrawals, a student's withdrawal date is the date the institution received notice from the student that they are withdrawing.

Official Withdrawal Process: If a student wishes to withdraw from the institution after the Conditional Acceptance Period, they must notify the Academic Dean. If a student wishes to withdraw from the institution prior to the end of the Conditional Acceptance Period, they must notify the Dean of Student Services/Financial Aid Director. The notification may be in writing or orally. The date the notification is received is the date of determination. The Academic Dean or Dean of Student Services/Financial Aid Director must begin the withdrawal process.

For unofficial withdrawals the institution may use 50% or the student's last day of attendance in an academically related activity. The institution's determination that a student is no longer in attendance for unofficial withdrawals is determined after 14 days of non-attendance. The federal formula requires a Return of Title IV calculation if the student received or could have received based on eligibility criteria) federal financial assistance in the form of Pell Grants, Stafford Loans or Plus loans and withdraws on or before completing 60% of the payment period. The percentage of Title IV aid earned is equal to the

percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the hours (clock hour programs) / days (credit hour programs) scheduled in the payment period as of the withdrawal date divided by the scheduled hours/days in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student receives less Title IV funds than the amount earned, the institution will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is a post withdrawal disbursement. Post withdrawal disbursements will be made from Pell grant funds first if eligible. If there are current educational costs still due the institution at the time of withdrawal, a Pell grant post withdrawal disbursement will be credited to the student's account. Any Pell grant funds in excess of current educational costs will be offered to the student. Any federal loan program funds due in a post withdrawal disbursement must be offered to the student and the institution must receive the student's permission before crediting their account.
The following Title IV refund distribution is used for all FA students due a refund:

1. Unsubsidized Direct Stafford Loan
2. Subsidized Direct Stafford Loan
3. Federal Direct Plus Loan
4. Federal Pell Grant
5. Iraq & Afghanistan Service Grants
6. FSEOG
7. Teach Grants

Refunds will be made to the federal programs within 30 days of the student's date of determination.
The statute requires that a student is responsible for all unearned Title IV program assistance that the institution is not required to return. This is determined by subtracting the amount returned by the institution from the total amount of unearned Title IV funds to be returned.
This institution will calculate the amount of Title IV aid that was earned based on a payment period basis. Refunds will continue to be calculated by the payment period. The institution will determine:

1. The Title IV aid disbursed or that could have been disbursed.
2. The percentage of Title IV aid earned by the student.
3. The amount of Title IV aid earned by the student
4. The total Title IV aid to be disbursed or returned
5. The amount of unearned Title IV aid to be returned by the institution.
6. The amount of unearned Title IV funds to be returned to each program by the institution.
7. The initial amount of unearned Title IV funds to be returned by the student.
8. The final amount of unearned Title IV funds to be returned to each program by the student.

In addition to the Title IV Refund Policy, the following Institutional Refund Policy will be used (for periods of obligation of 12 months or less):*

- ANHO will credit a student's ledger for the term/payment period(s) not attempted
- 100% of tuition charges assessed will be refunded if the student withdraws in the Conditional Acceptance Period
- 50% of tuition charges assessed will be refunded if the student withdraws within the first 25% of the scheduled period of obligation.
- 25% of tuition charges assessed will be refunded if the student withdraws after the first 25% of the scheduled period of obligation and until the end of the first 50% of the scheduled period of obligation.
- There is no refund due if the student withdraws on or after 50.01% of the period of obligation.

For programs obligating the student for periods beyond 12 months, the institution will adhere to the following:

- If student withdraws during the first 12 months, the institution will release student of obligation to pay beyond the 12

month
period and institution will use the above institutional refund policy for the unused portion of the first 12 months.

- If student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal shall be based on the above institutional refund policy.

Note: A deviation from this policy may include a grant program or scholarship project not requiring a refund.
* Period of obligation = Enrollment Period (not to exceed 12 months)

STUDENT ENROLLMENT AGREEMENT

Academy for Nursing and Health Occupations

5154 Okeechobee Blvd., Suite 201, West Palm Beach, FL 33417 Phone: (561)683-1400

This agreement and the institution's catalog constitutes a binding contract between the student and the institution

STUDENT INFORM NAME

ADDRESS

Street City State Zip

TELEPHONE # (H (ALTERNAT

PROGRAM Itical Nursing including IV Skills and Critical Thi Clock Hours 1518 # Wks 51

STARTING D PROJECTED END Schedule: Monday-Friday

Times: M-Th 7:30-5:00pm Fr 9:00-5:00pm

Class and Clinical Shifts may vary Day/Time

COMPLETION AWARD WI Occupational Associate Degree

CANCELLATION AND REFUND POLICY

Should student be terminated or cancel for any reason, all refunds will be made according to the following refund schedule.

1 Cancellation must be made in person or by mail.

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 initial payment.

3 Cancellation prior to the end of the conditional acceptance period will result in a full refund of all monies paid.

4 Cancellation after being officialy accepted, but prior to 60% of the each payment period, will result in a Return to Title IV computation for all Title IV recipients. Cancellation after 60% of each payment period will result in no Title IV refund.

5 Cancellation after being officialy accepted, but prior to 50% of the scheduled academic year hours/days, will result in an institutional refund calculation for all students. Cancellation after 50% of the scheduled academic year hours/days will result in no refund.

6 Termination Date: For clock hr programs: The termination date for refund computation purposes is the last dat of actual attendance by the student unless earlier written notice is received. For credit hr programs: The termination date for refund computation is 50% of scheduled academic year or student's last day of academicall related activity.

7 Refunds will be made within 30 days of termination or receipt of Cancellation Notice.

8 Refunds, when due, are made without requiring a request from the student.

9 A student can be dismissed, at the discretion of the Director, for insufficient progress, non-payment of costs, or failure to comply with rules.

11 Books are fully refundable only prior to the end of the conditional acceptance period.

TUITION METHOD OF PAYMENT:

BOOKS Full payment at time of signed enrollment agreement

TOTAL PROGRAM PRICE Tuition to be charged by Academic Year

Upon successful completion of the program, the School will assist each graduate with job placement, however, the S does not guarantee employment. A completion award will be issued to each student who successfully completes the program and satisfies all requirements.

Notice to Student: DO NOT SIGN THIS CONTRACT BEFORE YOU READ IT OR IF IT CONTAINS ANY BLANK SPACES. YOU ARE ENTITLED TO AN EXACT COPY OF THE CONTRACT YOU SIGN. KEEP IT TO PROTECT YOUR LEGAL RIGHTS. This agreement constitutes a binding contract upon acceptance by the school.

Student Signature Date

Parent/Guardian Signature if under 18 yrs. Old Date

Accepted by:

School Official Date

SCHEDULE OF ANHO PROGRAMS

PROGRAM	Start Date	End of Conditional Acceptance Period	Projected End Date	Schedule Days	Student Hours
ADN Term 2	8/3/2026	9/2/2026	5/4/2028	M-F	7:30-5:00 P
	12/7/2026	1/6/2027	9/14/2028	M-F	7:30-5:00 P & 3:00-11:00p
	4/19/2027	5/19/2027	1/25/2029	M-F	3:00-11:00p
ADN Term 1	8/3/2026	9/2/2026	9/14/2028	M-F	7:30-5:00p& 3:00-11:00p
	12/7/2026	1/6/2027	1/25/2029	M-F	3:00-11:00p
	4/19/2027	5/19/2027	5/31/2029	M-F	3:00-11:00p
Practical Nursing Including IV Skills and Critical Thinking	6/22/2026	7/23/2026	11/4/2027	M-F	7:30-5:00p & 3:00-11:00p
	10/26/2026	11/25/2026	3/16/2028	M-F	7:30-5:00 P
Patient Care Technician	5/18/2026	6/1/2026	11/4/2026	M-F	7:30-5:00 pm

CONTINUING EDUCATION

ANHO has been approved by the Florida Board of Nursing to offer Continuing Education Courses. The Self Improvement topics provided are not under the purview of the Commission for Independent Education (CIE).

COURSE NUMBERING SYSTEM

The course numbering system uses an alpha-numeri-c prefix for program identification. This is followed by a dash and a numeric code representing the sequence of courses taught within a program and the content of the course.
The prefix represents the program code as follows:

PRN = Practical Nursing Programs
PC = Patient Care Technician Program
NUR = Associate of Science Degree in Nursing Program
HO = Health Occupations

UNIT OF CREDIT

The Academy for Nursing and Health Occupations defines an academic Unit of Credit as the following: One (1) clock hour constitutes a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

1 Academic Credit Hour = 15 clock hours Theory / 30 clock hours Lab / 45 clock hours Clinical

ACTIVE EDUCATIONAL OFFERINGS

Title: ASSOCIATE OF SCIENCE DEGREE IN NURSING
Award: Associate of Science Degree in Nursing
96 Weeks

Program: 59 Semester Credits
Lab: 2 Semester Credits
Clinical: 11 Semester Credits
72 Semester Credit Hrs

Program Purpose: 1) To prepare students to meet the requirements of the Florida Department of Health, Board of Nursing for Registered Nurse Education and eligibility for licensing exams, 2) To prepare students to work as Registered Nurses in a variety of settings in a safe and effective manner, 3) To prepare students for employment utilizing the professional behaviors and characteristics congruent with the role and scope of practice for Registered Nursing according to the current State of Florida Nursing Practice Act, 4) To prepare students to acquire leadership abilities, utilize evidenced based, ethical and multi-cultural-based Nursing practice, and to collaborate within a multi-disciplinary team utilizing interpersonal relationship / communication skills and 5) To obtain the General Education Courses required of an Associate of Science Degree so that students may continue to further their education and/or advance in the health care field.

This program will include 16 semester credit hours in the following General Education Courses: College Algebra, Communications, Intro to Psychology, College Writing, and Biology (Micro).

This program is offered utilizing an integrated curriculum designed to enhance student learning and knowledge, utilizing sound Nursing judgment in the care of patients. The student will utilize the Nursing process as a framework to implement and evaluate care given to individuals, families, and communities across the life span. Students will demonstrate caring and compassion while implementing safe and effective evidenced-based Nursing for individuals from various backgrounds and cultures. Students will successfully demonstrate collaboration as part of a multi-disciplinary team for the management of care utilizing human, physical, financial, and technological resources.

This program includes Medical Surgical, Pediatric, Obstetrical, Mental Health and Gerontological Nursing Courses. It includes nursing care for a variety of settings such as acute, long term, short term, out-patient and home care. Topics will include Fundamentals of Nursing, Infection Control, Safety, Anatomy & Physiology, Human Growth & Development, Personal Family and Community Health needs, Nutrition, Pharmacology, Medication Administration, and Current Ethical and Legal Aspects of Practice.

Students will be aware of the importance of life-long learning, taking responsibility for learning, utilizing critical thinking skills and utilizing employability skills via the SCANS model. Active learning opportunities will be made available, encouraged and assessed throughout the program. National Patient Safety Standards and Quality Measures are incorporated throughout.

After satisfactory completion of all courses of this program, students will be eligible to apply for the NCLEX-RN Examination.

The end of Program Learning Outcomes for students were drafted utilizing the Philosophy and Mission of the Academy for Nursing and Health Occupations, the American Nurses Association (ANA) Standards of Practice, The American Nurses Association (ANA) Standards of Professional Performance, Quality and Safety Education for Nurses (QSEN) Competencies and the National League of Nursing (NLN) Core Competencies. Students will see reference to the Program Learning Outcomes throughout each course in the curriculum empowering them to monitor their progress.

Program Learning Outcomes

1. Construct care plans based on individual strengths and needs for successful patient goal attainment.
2. Collaborates in the nursing process for caring, culturally diverse patient centered care across health care settings.
3. Communicates through verbal, non-verbal, written or electronic information for the facilitation of multi-disciplinary care.
4. Engages in Professional Practice congruent with legal, ethical, and regulatory standards.
5. Complies with standards of professional practice while accepting personal responsibility for actions/behaviors.

6. Provides nursing care using critical thinking to formulate clinical judgments based on the analysis and synthesis of current data and current sources of information
7. Teach health promotion, health maintenance and risk reduction for patients and providers
8. Utilizes human, physical, financial & technological resources effectively to support organizational outcomes while managing patient care.
9. Evaluate patient health status through the comprehensive analysis and integration of relevant information.

Description of Courses:

ENC1101 College Writing
Course Semester Credit Hrs: 3 - offered both hybrid or traditionally

Prerequisite Courses: None

This course offers students a thorough understanding of the writing process and structure for college essays, reports and summaries. It will help the student make logical connections in their writing while using appropriate formatting and the basic principles of APA style and MLA style.

Course Learning Outcomes:
At the conclusion of the course students will be able to meet the following learning outcomes:

- Understand the writing process and structure using revision, proofreading and formatting
- Write descriptive, narrative and example essays
- Relate logical connections using comparison, contrast, cause and effect and argumentative styles of writing
- Write a summary utilizing multiple sources of information, and cite sources

MAC1105 College Algebra
Semester Credit Hrs: 3.0 - offered both hybrid or traditionally

Prerequisite Courses: None
This course is a developmental Algebra course including step by step Algebra examples and strategies for avoiding mistakes. Students are taught concept connections and problem recognition to assist in problem solving, overcoming Algebra anxiety and improve performance on Algebra assessments. Students will utilize an Algebra text and practice examples. Homework practice will be supplemented with a student solutions manual so that solution methodologies for each type of Algebra problem can readily be practiced. Math concepts will include factorization, ratio and proportions, units of length, mass, capacity both U.S. and metric, and statistical solutions.
Course Learning Outcomes
At the conclusion of the course students will be able to meet the following learning outcomes:

- Perform basic Algebra functions
- Describe units of measurement to include linear, angular, and volumetric Graph and interpret data using X and Y coordinates
- Describe and measure angles
- Apply trigonometric concepts to include sine, cosine, tangent, Pythagorean theorem, and Inverse Square law
- Solve multivariable Algebra problems

PSY2012 Introductory Psychology
Course Semester Credit Hrs: 3.0 - offered both hybrid or traditionally

Prerequisite Courses: None

This Introductory Psychology course assists students in learning psychology theory for application in their academic career and beyond into the world of work. The course covers thinking critically with psychological science, neuroscience and behavior, the nature and nurture of behavior, sensation, perception states of consciousness, learning, memory, motivation and work, emotion,

stress and health, personality, and psychological disorders. Various therapeutic approaches are explored along with respect for human social needs and values without prejudice and recognition of work and dignity of each individual.

Course Learning Outcomes
At the conclusion of the course students will be able to meet the following learning outcomes:

- Recognize neural communication, the brain, the nervous system and the endocrine system as it relates to behavior.
- Identify the life stages throughout the continuum from pre-natal development through adulthood.
- Apply motivational concepts, emotional expression and stress management.
- Summarize psychological disorders, anxiety disorders, mood disorders and related therapies

BSC2086 Anatomy & Physiology – 4 Semester Credit Hrs Includes BSC2086L – Anatomy & Physiology Lab
Theory Semester Credit Hrs: 3.0 Lab Semester Credit Hrs: 1

Prerequisite Courses: None
This course includes a theoretical and lab component to assist the learner in developing an understanding of the human body. Anatomy and Physiology is a critical academic course that must be mastered in order to succeed in the health care field. Health care professionals are exposed to a variety of diseases involving all parts of the human body. Health professionals must learn the workings and interrelatedness of all the body systems and functions in order to be successful in their field.

Course Learning Outcomes
Upon successful completion of this course, students will be able to:

1. Describe the structure and functions of the human body.
2. Identify basic cell structure and function and its variations in tissue types.
3. Describe and identify the body systems, their component parts, functions, and relationships to the whole.
4. Discuss how each organ system contributes to homeostasis.
5. Understand how tissues, organs, and body systems work together to carry out complex activities.

DEP2006 Human Growth and Development - 3 Semester Credit Hrs
Theory Semester Credit Hrs: 3.0

Prerequisite Courses: None
This course is designed to assist students in understanding that growth and development at each age and stage of the life cycle is a valuable tool when assessing, planning, and implementing healthcare and education for patients. It enables students to explain changes that normally occur in each stage of the lifecycle. Healthy behaviors and life styles will be learned to promote improving and enriching quality of life. This course integrates the influence culture and family have on perceptions, practices, cognitive, social, and personality development from conception to death.

Course Learning Outcomes
Upon successful completion of this course, students will be able to:

1. Understand growth and development at each age and stage of the life cycle.
2. Integrate concepts related to changes that normally occur in each stage of the life cycle.
3. Understand how healthy life styles are an integral part of improving quality of life.
4. Discover the significance of cultural competence on planning care.
5. Discuss how understanding theories can enhance the ability to teach individuals who may be in a specific stage of development, including Jean Watson.
6. Describe the government & organizational influences on health care.

MCB2001 Biology (Micro)
Course Semester Credit Hrs: 4 - offered both hybrid or traditionally

Prerequisite Courses: ENC101 College Writing, MAC1105 College Algebra, PSY2012 Introduction to Psychology, BSC2086 Anatomy and Physiology, BSC2086L Anatomy and Physiology Lab, DEP2006 Human Growth and Development

This course in microbiology will include the chemistry of life, cell structure and function, safety and laboratory techniques and micro-organisms. Each system of the body will be addressed as it relates to infections. This course will also include how microorganisms affect the human body throughout the life span. Microorganisms in the community environment will be covered and environmental safety will be stressed.

Course Learning Outcomes:
At the conclusion of the course student will be able to:

- Define the scope of microbiology
- Identify cell functions and structure
- Describe the effect of infections as it relates to all the body systems including sexually transmitted diseases
- Summarize environmental safety methods as it relates to microorganisms in the environment

SPC1017 Communications
Course Semester Credit Hrs: 3.0 - offered both hybrid or traditionally

Prerequisite Courses: ENC101 College Writing, MAC1105 College Algebra, PSY2012 Introduction to Psychology, BSC2086 Anatomy and Physiology, BSC2086L Anatomy and Physiology Lab, DEP2006 Human Growth and Development

This course will assist students in developing a foundation for communication strategies, defining purposes for communication and strengthen comprehension and competence of communication. Students will learn thought patterns, recognize organizational patterns and define the author's purpose, tone, argument, data and evidence. Students will examine figurative language, generalizations, speaker's assumptions and manipulative language. Students will apply communication skills working with context, word parts, context clues, and expression and communication tools. Key topics covered will be making inferences asking and answering critical questions to communicate effectively. There will be three speeches required a one minute, two minute, and three-minute presentation using tools learned.

Course Learning Outcomes:
At the conclusion of the course the student will be able to meet the following learning outcomes

- Define the purpose for communication and comprehension
- Recognize the functions of human wants, needs, desires, and attitudes as they influence human communicative behavior
- Develop flexibility using varied types of communication skills
- Use correct citations to avoid cyber plagiarism

PHA1141/PHA1142 Dosage Calculation, Pharmacology and Medication Administration – 6 Semester Credit Hr
Theory Semester Credit Hrs: 6

Prerequisite Courses: ENC101 College Writing, MAC1105 College Algebra, PSY2012 Introduction to Psychology, BSC2086 Anatomy and Physiology, BSC2086L Anatomy and Physiology Lab, DEP2006 Human Growth and Development

This course is designed to teach the safe administration of medications with concern for being knowledgeable about clinical calculations, pharmacology and the clinically relevant nursing processes. It stresses the student's need to be accurate and precise in clinical calculations, procedures, observations, and documentation. Students will be instructed on the use of resources for vital information about medicines, their uses, side effects, adverse effects, availability, dosages, interactions and desired responses. This course integrates the QSEN competencies to address the challenge of preparing students with the knowledge, skills and attitudes needed to continually improve the quality and safety of healthcare.

Course Learning Outcomes
Upon successful completion of this course, students will be able to:

1. Accurately calculate drug dosages for all routes of administration.
2. Identify the major drug classifications.
3. Identify key similarities and differences of drugs in each classification.

4. Identify Patient Needs and anticipated responses to medications.
5. Utilize the nursing process as it relates to medication and medication administration.
6. Identify safe medication usage including; mechanism of action and drug effects, indications, contraindications, adverse effects, interactions, and dosages.

NUR1023/NUR1024L Health Care Essentials and Health Care Essentials Skills – 6 Semester Credit Hrs

Theory Semester Credit Hrs: 5 Lab Semester Credit Hrs: 1 Clinical Semester Credit Hrs: 0

Prerequisite Courses:
ENC1101 College Writing, MCB2001 Microbiology, MAC 1105 College Algebra, PSY2012 Introductory Psychology, SPC1017 Communications, BSC2086 and BSC2086L Anatomy and Physiology and lab, DEP2006 Human Growth and Development, PHA1141/PHA1142 Dosage Calculation, Pharmacology and Medication Administration

This course will provide fundamental nursing concepts, skills and techniques of safe nursing practice across the lifespan and a foundation for further study. Health promotion, professionalism, evidence, safety, ethics, patient education and technology are all stressed. At the completion of this course the student should be able to think conceptually and provide safe nursing care through knowledge of the introduced concepts. This course combines five credits of theory and one credit of skills.

Course Learning Outcomes
Upon successful completion of this course, students will be able to:

1. Examine the role of the nurse and the inherent personal responsibility needed to provide holistic care to patients, families, and communities as it relates to caring, accountability, leadership, advocacy, values and ethical conduct which impact health care.
2. Observe safe quality care, teamwork and regulatory standards within health care organizations and their influence on health care policies and delivery systems to improve the quality of health for diverse populations.
3. Relate knowledge from the disciplines of nursing, the sciences and humanities as the foundation for nursing judgment to improve quality of care for patients, families, and communities.
4. Identify the importance of investigational skills utilizing evidence-based practice and technology to nursing practice across the life span.
5. Discover how clinical decision making using evidence-based practice promotes wellness across diverse populations with an emphasis on caring, cultural, spiritual, legal and ethical aspects of quality care.
6. Identify the components of inter-disciplinary collaboration as it relates to promoting patient centered, safe, quality care.
7. Explain the principles of the nursing process as it relates to patients and families for promoting wellness and self-determination.

NUR1023L – Health Care Essentials Clinical – 4 Semester Credit Hrs

Theory Semester Credit Hrs: 0 Lab Semester Credit Hrs: 0 Clinical Semester Credit Hrs: 4

Prerequisite Courses:
ENC1101 College Writing, MCB2001 Microbiology, MAC 1105 College Algebra, PSY2012 Introductory Psychology, SPC1017 Communications, BSC2086 and BSC2086L Anatomy and Physiology and lab, DEP2006 Human Growth and Development, PHA1141/PHA1142 Dosage Calculation, Pharmacology and Medication Administration

This course will provide opportunities for students to integrate classroom learning, skills lab practice and patient care. Students will observe and provide basic care to selected patients across the lifespan in a variety of settings. Focus is on basic care, assessment & wellness.

Course Learning Outcomes
Upon successful completion of this course, students will be able to:

1. Examine the role of the nurse and the inherent personal responsibility needed to provide holistic care to patients, families, and communities as it relates to caring, accountability, leadership, advocacy, values and ethical conduct which impact health care.
2. Observe safe quality care, teamwork and regulatory standards within health care organizations and their influence on health care policies and delivery systems to improve the quality of health for diverse populations.
3. Relate knowledge from the disciplines of nursing, the sciences and humanities as the foundation for nursing judgment to improve quality of care for patients, families, and communities.
4. Identify the importance of investigational skills utilizing evidence-based practice and technology to nursing practice across the life span.
5. Discover how clinical decision making using evidence-based practice promotes wellness across diverse populations with an emphasis on caring, cultural, spiritual, legal and ethical aspects of quality care.
6. Identify the components of inter-disciplinary collaboration as it relates to promoting patient centered, safe, quality care.
7. Explain the principles of the nursing process as it relates to patients and families for promoting wellness and self-determination.

NUR1025 Contemporary Nursing - 3 Semester Credit Hrs
Theory Semester Credit Hrs: 3

Prerequisite Courses:
ENC1101 College Writing, MCB2001 Microbiology, MAC 1105 College Algebra, PSY2012 Introductory Psychology, SPC1017 Communications, BSC2086 and BSC2086L Anatomy and Physiology and lab, DEP2006 Human Growth and Development, PHA1141/PHA1142 Dosage Calculation, Pharmacology and Medication Administration

This course is designed to offer students a foundation in the evolution of nursing, nursing education, nursing theory, and nursing research. Students will become familiar with the nursing process, care planning and documentation. Students will study current trends and issues in nursing to include economic, safe, legal, ethical, cultural, social, and complimentary alternative healing. Students will be introduced to NLN, ANA and QSEN Standards, Florida Board of Nursing Statutes and National Patient Safety Goals. Work place and work readiness will be addressed for the challenging environment professional nurses face in the current health care delivery system.

Course Learning Outcomes
Upon successful completion of the course the student will be able to:

1. Examine the role of the nurse and the inherent personal responsibility needed to provide holistic care to patients, families, and communities as it relates to caring, accountability, leadership, advocacy, values and ethical conduct which impact health care.
2. Observe safe quality care, teamwork and regulatory standards within health care organizations and their influence on health care policies and delivery systems to improve the quality of health for diverse populations.
3. Relate knowledge from the disciplines of nursing, the sciences and humanities as the foundation for nursing judgment to improve quality of care for patients, families, and communities.
4. Identify the importance of investigational skills utilizing evidence-based practice and technology to nursing practice across the life span.
5. Discover how clinical decision making using evidence-based practice promotes wellness across diverse populations with an emphasis on caring, cultural, spiritual, legal and ethical aspects of quality care.
6. Identify the components of inter-disciplinary collaboration as it relates to promoting patient centered, safe, quality care.
7. Explain the principles of the nursing process as it relates to patients and families for promoting wellness and self-determination.

NUR2212 Nursing Concepts 1 A - 8 Semester Credit Hrs Includes NUR2212L – Nursing Concepts 1A Clinical
Theory Semester Credit Hrs: 6 Clinical Semester Credit Hrs: 2

Prerequisite Courses:
NUR1023/NUR1204L Healthcare Essentials and Healthcare Essentials Skills, NUR1023L Healthcare Essentials Clinical, and NUR1025 Contemporary Nursing

This course offers students an opportunity to begin developing nursing skills that are appropriate and necessary to care for medical/surgical patients throughout the life span within the professional nurse's role and scope of practice. At this point in the curriculum, students begin to learn of the complex nursing care needs of patients and utilize knowledge of Asepsis, Diagnostics, Common Diseases and conditions, and Medical and Surgical Procedures. This course includes various illness states, admission, discharge, pre-and post-medical and surgical procedures and care. The complexity of caring, family and cultural needs are taught. They will learn to apply their professional role as they develop care plans for medical/surgical patients and the promotion of health and wellness, with age and cultural considerations. The course offers strong emphasis on assessment, monitoring and documentation as well as critical thinking to enhance student learning.

Course Learning Outcomes
Upon successful completion of this course, students will be able to:

1. Explain the role of the nurse and the inherent personal responsibility needed to provide holistic care of patients, families, and communities while incorporating professional nursing standards.
2. Practice safe quality care, teamwork and observe regulatory standards within health care organizations for diverse populations.
3. Utilize knowledge from the disciplines of nursing, the sciences and humanities as the foundation for nursing judgment to improve quality of care for patients, families, and communities.
4. Explain the importance of investigational skills utilizing evidence-based practice and technology to nursing practice across the life span.
5. Demonstrate clinical decision making using evidence-based practice with an emphasis on recognizing health alterations while promoting caring, cultural, spiritual, legal and ethical care to diverse populations.
6. Initiate inter-disciplinary collaboration as it relates to promoting patient centered care within a culture of safety.
7. Apply the steps of the nursing process, including teaching as it relates to patients and families for promoting wellness, health and self-determination.

NUR2521 Nursing Concepts 1 B - 4 Semester Credit Hrs Includes NUR2521L Nursing Concepts 1B Clinical
Theory Semester Credit Hrs: 3. Clinical Semester Credit Hrs: 1

Prerequisite Courses:
NUR1023/NUR1204L Healthcare Essentials and Healthcare Essentials Skills, NUR1023L Healthcare Essentials Clinical, and NUR1025 Contemporary Nursing

This course offers students an opportunity to begin developing nursing skills that are appropriate and necessary to care for patients with psychiatric disorders throughout the life span within the professional nurse's role and scope of practice. At this point in the curriculum, students begin to learn of the complex nursing care needs of patients and utilize knowledge of communication and psychiatric disorders. They will learn to apply their professional role as they develop care plans for psychiatric patients and the promotion of health and wellness, with age and cultural considerations. The course offers strong emphasis on communication, assessment, monitoring and documentation as well as critical thinking to enhance student learning.

Course Learning Outcomes
Upon successful completion of the course the student will be able to:

1. Explain the role of the nurse and the inherent personal responsibility needed to provide holistic care of patients, families, and communities while incorporating professional nursing standards.
2. Practice safe quality care, teamwork and observe regulatory standards within health care organizations for diverse populations.

3. Utilize knowledge from the disciplines of nursing, the sciences and humanities as the foundation for nursing judgment to improve quality of care for patients, families, and communities.
4. Explain the importance of investigational skills utilizing evidence-based practice and technology to nursing practice across the life span.
5. Demonstrate clinical decision making using evidence-based practice with an emphasis on recognizing health alterations while promoting caring, cultural, spiritual, legal and ethical care to diverse populations.
6. Initiate inter-disciplinary collaboration as it relates to promoting patient centered care within a culture of safety.
7. Apply the steps of the nursing process, including teaching as it relates to patients and families for promoting wellness, health and self-determination.

NUR2420 Nursing Concepts 2A – 6 Semester Credit Hrs Includes NUR2420L Nursing Concepts 2A Clinical
Theory Semester Credit Hrs: 4 Clinical Semester Credit Hrs: 2

Prerequisite Courses: NUR2212 Nursing Concepts 1A, NUR2212L – Nursing Concepts Clinical 1A, NUR2521 Nursing Concepts 1B, NUR2521L Nursing Concepts 1B

This course offers students an opportunity to continue to develop nursing skills that are appropriate and necessary to care for maternal & child patients within the professional nurse's role and scope of practice. At this point in the curriculum, students demonstrate understanding of the complex nursing care needs of patients and utilize knowledge of Asepsis, Diagnostics, Common Diseases and conditions. This course includes various wellness and illness states, admission, discharge. The complexity of caring, family and cultural needs are incorporated. Students will learn to apply their professional role as they evaluate care plans for maternal and child patients and the promotion of health and wellness, with age and cultural considerations. The course allows students to apply critical thinking to enhance student learning.

Course Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Demonstrate the role of the nurse in the holistic care of patients, families, and communities while exhibiting personal responsibility and professionalism.
2. Plan safe quality care considering organizational outcomes and incorporating teamwork and organizational resources to improve the quality of health for diverse populations.
3. Correlates knowledge from the disciplines of nursing, the sciences and humanities to provide quality care for patients, families, and communities.
4. Employ investigational skills and utilize evidence-based practice and technology in nursing practice across the life span.
5. Initiates clinical decision making using evidence-based practice with an emphasis on recognizing health alterations while demonstrating caring, cultural, spiritual, legal and ethical care to diverse populations.
6. Employ inter-disciplinary collaboration as it relates to promoting patient centered care within a culture of safety.
7. Appraise the nursing process, including teaching for patients and families for health and self-determination

NUR2214 Nursing Concepts 2B - 6 Semester Credit Hrs Includes NUR2214L Nursing Concepts 2B Clinical
Theory Semester Credit Hrs: 5 Clinical Semester Credit Hrs: 1

Prerequisite Courses: NUR2212 Nursing Concepts 1A, NUR2212L – Nursing Concepts Clinical 1A, NUR2521 Nursing Concepts 1B, NUR2521L Nursing Concepts 1B

This course offers students an opportunity to continue to develop nursing skills that are appropriate and necessary to care for medical/surgical patients throughout the life span within the professional nurse's role and scope of practice. At this point in the curriculum, students demonstrate understanding of the complex nursing care needs of patients and utilize knowledge of Asepsis, Diagnostics, Common Diseases and conditions, and Medical and Surgical Procedures. This course includes various illness states, admission, discharge, pre-and post-medical and surgical procedures and care. The complexity of caring, family and cultural needs are incorporated. Students will learn to apply their professional role as they evaluate care plans for medical/surgical patients and the promotion of health and wellness, with age and cultural considerations. The course allows students to apply critical thinking to enhance student learning.

Course Learning Outcomes
Upon successful completion of this course, students will be able to:

1. Demonstrate the role of the nurse in the holistic care of patients, families, and communities while exhibiting personal responsibility and professionalism.
2. Plan safe quality care considering organizational outcomes and incorporating teamwork and organizational resources to improve the quality of health for diverse populations.
3. Correlates knowledge from the disciplines of nursing, the sciences and humanities to provide quality care for patients, families, and communities.
4. Employ investigational skills and utilize evidence-based practice and technology in nursing practice across the life span.
5. Initiates clinical decision making using evidence-based practice with an emphasis on recognizing health alterations while demonstrating caring, cultural, spiritual, legal and ethical care to diverse populations.
6. Employ inter-disciplinary collaboration as it relates to promoting patient centered care within a culture of safety.
7. Appraise the nursing process, including teaching for patients and families for health and self-determination.

All previous courses must be passed prior to entering Integration, Personal Family and Community Health.
NUR2951/NUR2951L Integration, Personal Family and Community Health and Clinical - 6 Semester Credit Hrs
Theory Semester Credit Hrs: 5 Clinical Semester Credit Hrs: 1

This is the final nursing term in the program. This course builds on the knowledge and skills obtained throughout the curriculum and integrates this knowledge in varied health care situations across the life span. Communication, legal and ethical evidence based practice, management, interpersonal relationships, and an understanding of organizational outcomes will be explored. This course will assist students in the transition to a practicing registered nurse

Course Learning Outcomes
Upon successful completion of the course the student will be able to:

1. Justify the role of the nurse in the holistic care of patients, families, and communities while displaying personal responsibility and professionalism.
2. Defend safe quality care considering organizational outcomes to improve the quality of health for diverse populations.
3. Correlates knowledge from the disciplines of nursing, the sciences and humanities to defend quality care for patients, families, and communities.
4. Defend the use of investigational skills and evidence-based practice in nursing practice across the life span.
5. Assess the effects of using evidence-based practice on recognizing health alterations while demonstrating caring, cultural, spiritual, legal and ethical care to diverse populations.
6. Employ inter-disciplinary collaboration as it relates to promoting patient centered care within a culture of safety.
7. Defend the nursing process, including teaching for patients and families for health and self-determination.

NUR2951 Integration, Personal Family and Community Health must be taken at ANHO and passed in order to apply for the NCLEX-RN Exam. It is not transferable from another college.

Title: ASSOCIATE OF SCIENCE DEGREE IN PRACTICAL NURSING
Award: Associate of Science Degree in Practical Nursing

Associate of Science Degree in Practical Nursing Total Program
Total Wks: 80
Credit Hrs: 90

Program Purpose: 1) To prepare students to meet the requirements of the Florida Department of Health, Board of Nursing for Practical Nurse Education and eligibility for licensing exams, 2) To prepare students to work as Practical Nurses in a variety of settings in a safe and effective manner, 3) To prepare students to be well prepared to serve their fellow man/woman consistent with the role and scope of practice for Practical Nursing according to the current State of Florida Nurse Practice Act. After satisfactory completion of this program, students are eligible to take the NCLEX-PN Examination, 4) To obtain Critical Thinking Skills and Work Readiness for the field of Nursing and 5) To obtain Phlebotomy and EKG Skills and to obtain the General Education Courses required of an Associate of Science Degree in Practical Nursing so that students may further their education and/or advance in the health care field.

Program Description: This program includes the following General Education Courses: College Algebra, Communications, College Writing, Introductory Psychology, and Biology (Micro). This program will include laboratory, classroom and clinical practice for students wishing to be prepared to pass the National Licensing Exams for Practical Nurses and to be well prepared to serve their fellow men and women as Practical Nurses. The knowledge and skills taught are consistent with the role and scope of practice defined by the Florida Board of Nursing and are to be performed under the direction and guidance of a Registered Nurse, a licensed Physician, a licensed Osteopathic Physician, a licensed Podiatrist or a Licensed Dentist.

This program is offered utilizing a non-traditional integrated curriculum designed to enhance students understanding and practical application of knowledge from the less complex and building to more complex concepts. It includes education in the areas of Medical/Surgical Nursing, as well as the special and unique nursing care needs of pediatric, obstetrical and geriatric patients. It includes nursing care skills and applications needed for a variety of settings such as acute, long term, and care in the home. It will cover such topics as the vocational role and functions for the Practical Nurse, Foundations and Fundamentals of Nursing Care, Infection control, Anatomy and Physiology, Human Growth and Development, Personal and Family Care in Multiple Environments, Mental Health Concepts, Nutrition, Pharmacology and Medicine Administration, Ethical and Legal Aspects of Practice, Interpersonal Relationships, Current Issues and Employability Skills. Students will be guided to be aware of the importance of lifelong learning, taking responsibility for learning and to use critical thinking skills via the SCANS model. Remediation opportunities will be made available and encouraged throughout the program. The State of Florida approved Curriculum Framework and Performance Standards for Practical Nurses are applied throughout. National Patient Safety Standards and Quality Measures are incorporated throughout. **Upon successful completion of this program, graduates are eligible to take the Florida Board of Nursing Exam for Licensed Practical Nurse.**

Program Learning Outcomes

1. **Patient-Centered Care** - Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.
2. **Teamwork and Collaboration** - Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
3. **Evidence Based Practice** - Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.
4. **Quality Improvement** - Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
5. **Safety** - Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.
6. **Informatics** - Use information and technology to communicate, manage knowledge

Description of Courses:
ENC1101 College Writing
Course Semester Credit Hrs: 3 - offered both hybrid or traditionally

This course offers students a thorough understanding of the writing process and structure for college essays, reportsand summaries. It will help the student make logical connections in their writing while using appropriate formatting and the basic principles of APA style and MLA style.

Student Learning Outcomes:
At the conclusion of the course students will be able to meet the following learning outcomes:

- Understand the writing process and structure using revision, proofreading and formatting
- Write descriptive, narrative and example essays
- Relate logical connections using comparison, contrast, cause and effect and argumentative styles of writing
- Write a summary utilizing multiple sources of information, and cite sources

MCB2001 Biology (Micro)
Course Semester Credit Hrs: 4 - offered both hybrid or traditionally

This course in microbiology will include the chemistry of life, cell structure and function, safety and laboratory techniques and micro-organisms. Each system of the body will be addressed as it relates to infections. This coursewill also include how microorganisms affect the human body throughout the life span. Microorganisms in the community environment will be covered and environmental safety will be stressed.
Student Learning Outcomes:
At the conclusion of the course student will be able to:

- Define the scope of microbiology
- Identify cell functions and structure
- Describe the effect of infections as it relates to all the body systems including sexually transmitted diseases
- Summarize environmental safety methods as it relates to microorganisms in the environment

MAC1105 College Algebra
Course Semester Credit Hrs: 3 – offered both hybrid or traditionally

This course is an Algebra course including step by step mathematics examples and strategies for avoiding mistakes.Students are taught concept connections and problem recognition to assist in problem solving, overcoming math anxiety and improve performance on math assessments. Students will utilize a math text and practice examples.
Homework practice will be supplemented with a student solutions manual so that solution methodologies for each type of problem can readily be practiced. Concepts will include factorization, ratio and proportions, units of length, mass, capacity both U.S. and metric, statistical solutions and algebraic solutions.

Student Learning Outcomes
At the conclusion of the course students will be able to meet the following learning outcomes:

- Perform basic mathematical functions to include addition, subtraction, division, multiplication, percentages,fractions, ratios, unit conversions, metric system, statistical and algebraic solutions
- Describe units of measurement to include linear, angular, and volumetric
- Graph and interpret data using X and Y coordinates
- Describe and measure angles
- Apply trigonometric concepts to include sine, cosine, tangent, Pythagorean theorem, and Inverse Squarelaw
- Solve multivariable algebraic problems

PSY2012 Introductory Psychology
Course Semester Credit Hrs: 3 - offered both hybrid or traditionally

This Introductory Psychology course assists students in learning psychology theory for application in their academic career and beyond into the world of work. The course covers thinking critically with psychological science, neuroscience and behavior, the nature and nurture of behavior, sensation, perception states of consciousness, learning, memory, motivation and work, emotion, stress and health, personality, and psychological disorders. Various therapeutic approaches are explored along with respect for human social needs and values without prejudice and recognition of work and dignity of each individual.

Student Learning Outcomes
At the conclusion of the course students will be able to meet the following learning outcomes:

- Recognize neural communication, the brain, the nervous system and the endocrine system as it relates tobehavior
- Identify the life stages throughout the continuum from pre-natal development through adulthood.
- Apply motivational concepts, emotional expression and stress management
- Summarize psychological disorders, anxiety disorders, mood disorders and related therapies

SPC1017 Communications
Course Semester Credit Hrs: 3 - offered both hybrid or traditionally

This course will assist students in developing a foundation for communication strategies, defining purposes for communication and strengthen comprehension and competence of communication. Students will learn thought patterns, recognize organizational patterns and define the author's purpose, tone, argument, data and evidence.Students will examine figurative language, generalizations, speaker's assumptions and manipulative language. Students will apply communication skills working with context, word parts, context clues, and expression and communication tools. Key topics covered will be making inferences asking and answering critical questions to communicate effectively. There will be three speeches required a one minute, two minute, and three minute presentation using tools learned.

Student Learning Outcomes:
At the conclusion of the course the student will be able to meet the following learning outcomes:

- Define the purpose for communication and comprehension
- Recognize the functions of human wants, needs, desires, and attitudes as they influence humancommunicative behavior
- Develop flexibility using varied types of communication skills
- Use correct citations to avoid cyber plagiarism

PRN0098A(Th) / PRN0098A/L (Lab) Basic Skills: 5.07 Semester Credit hrs
Theory = 3.8 Credit Hrs Lab= 1.27 Credit Hrs Clinical=0 Credit Hrs
Corequisite Courses: PRN0098A(Th) and PRN0098A/L(Lab) are corequisites.
Prerequisite Courses: None

Course Description:
This course is an introduction to Health Care and the Health Care environment. It prepares the student to provide basic care to patients. It is the first occupational completion point in the program. Completion of this course qualifies a student to sit for their Certified Nursing Assistant Exam in the State of Florida.

Student responsibility for learning is explored including study and work habits, financial and life management skills to ensure student success.

Course Objectives for Theory & Lab:
This course will provide basic skills for learning and studying. Students will complete the 22 Essential Nursing Skills. Students will obtain CPR Certification. Perform patient and personal care as it pertains to the practical nurse. SLO#3 Assist with restorative (rehabilitative) activities. SLO#3 Recognize and practice safety, security and emergency procedures. SLO#5

Academic Progression:
Satisfactory Progression Rules apply for any student who has not passed the CNA exam prior to the end of term 2 up to and including termination.

PRN0098B (Th) – Anatomy and Physiology – 5.67 Semester Credit Hrs
Theory = 5.67 Credit Hrs Lab= 0 Credit Hrs Clinical=0 Credit Hrs
Prerequisite Courses: None

Course Description:
This course will provide students with knowledge of the total human body structure, systems, functions, growth and its development spanning the life stages. It will offer students a foundation upon which to understand the effect, illness, disease and dysfunction has on the human body and the resultant inter relatedness of each organ and system.

Course Objective:
- Describe the structure and function of the human body.

PRN0099A (Th) / PRN0099A/CL (Clin) - Nursing Process & Geriatric Nursing – 9.42 Semester Credit Hrs
Theory = 5.13 Credit Hrs Lab= 0 Credit Hrs Clinical=4.29 Credit Hrs
Corequisite Courses: PRN0099A(Th) and PRN0099A/CL(Clinical) are corequisites.
Prerequisite Courses: None

Course Descriptions:
This Nursing Process and Geriatric Nursing course is taught with a corresponding clinical experience component. Nursing Process and Geriatric Nursing will be taught prior to students moving onto the more complex involved care for those with serious and complicated illnesses and surgeries. It will include the knowledge of physical comfort and safety functions, providing personal patient care, and performing nursing tasks and procedures. The importance of principles of Infection Control, Aseptic Techniques, Verbal and Written Communication and Documentation, and Legal and Ethical Responsibilities will be stressed along with the performance of skills. Nursing Theoretical Frameworks will be reviewed so that students will have an understanding of theory upon which Nursing Procedures are based. The Course encompasses the Nurse's role in assisting with data collecting and care plan implementation. This course will average 2 hours of lecture daily and 5.5 hours of clinical daily for 9 weeks.

Course Objectives for Theory & Clinical:
- Demonstrate knowledge of the healthcare delivery system and health occupations.
- Recognize and practice safety, security and emergency procedures.
- Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- Perform patient and personal care as it pertains to the practical nurse.
- Provide patient-centered care for the geriatric population.
- Assist with restorative (rehabilitative) activities.
- Demonstrate organizational functions, following the patient plan of care.
- Demonstrate computer literacy as related to nursing functions.
- Use appropriate verbal and written communications in the performance of nursing functions.
- Demonstrate legal and ethical responsibilities specific to the nursing profession.
- Apply the principles of infection control, utilizing nursing principles.
- Perform aseptic techniques.
- Apply principles of nutrition as it relates to practical nursing scope of practice.
- Describe human growth and development across the lifespan.

- Demonstrate the performance of nursing procedures.
- Demonstrate how to provide bio-psycho-social support
- Demonstrate healthy lifestyle responsibility specific to personal health maintenance.
- Implement education and resources for family wellness.
- Participate in Community Health Awareness Forums.

PRN0099B (Th) / PRN0099B/L (Lab) - Pharmacology & Medication Administration & IV Skills – 5.5 Semester Credit Hrs

Theory=3.67 Credit Hrs Lab=1.83 Credit Hrs Clinical=0 Hrs

Corequisite Courses: PRN0099B(Th) and PRN0099B/L(Lab) are corequisites.

Prerequisite Courses:

PRN0098A and PRN0098A/L Basic Skills and Lab, PRN0098B Anatomy and Physiology, PRN0099A and PRN0099A/CL Nursing Process and Geriatric Nursing and Clinical

Course Description:

This course is intended to teach the Student Practical Nurse to administer medication with concern for safety, precision, and attention to important physiologic factors and teaches students to correlate pharmacological response to nursing action. It stresses the importance of patient education about medication as a part of the patient's complete treatment plan. It covers drug classifications, actions, interactions, monitoring parameters, patient variables, techniques of medication administration, distribution systems, medication administration records and documentation. The course is meant to afford the student a solid foundation upon which to administer medications, and monitor specific drug effects on individuals.

Course Objectives for Theory & Lab:

- Demonstrate how to administer medication.
- Demonstrate how to care for the Medical/Surgical patient with a cardiovascular, respiratory, lymphatic, musculoskeletal, endocrine, or integumentary disease/disorder
- Demonstrate how to care for the Medical/Surgical patient with a gastrointestinal, neurological, urinary, reproductive, or oncologic disease/disorder.

PRN0290/0291 (Th) / PRN0290/0291/CL (Clin) - Medical Surgical Nursing – 15.02 Semester Credit Hrs

Theory= 11.2 Credit Hrs Lab= 0 Hrs Clinical= 3.82 Credit Hrs

Prerequisite Courses:

PRN0098A and PRN0098A/L Basic Skills and Lab, PRN0098B Anatomy and Physiology, PRN0099A and PRN0099A/CL Nursing Process and Geriatric Nursing and Clinical

Course Description:

This course is offered for Practical Nursing students to learn about and experience the nursing skills and tasks that are appropriate and necessary to care for medical/surgical patients within their role and scope of practice. It includes clinical experience in a Medical/Surgical setting. At this point in the program, students transition to learning more complex nursing care needs of patients, resulting in utilizing knowledge of Asepsis, Diagnostics, Common Diseases and conditions, and Medical and Surgical Procedures. This course includes various illness states, admission, discharge, pre and post medical and surgical procedures and care. The complexity of the entire patient, family and cultural needs are taught. Students will begin to experience the changing routines associated with day, evening and/or night shift. They will be learning to apply their correct role in assisting Registered Nurses with implementing Care Plans for medical/surgical patients and for the promotion of health and wellness, with age and cultural considerations. There will be a strong emphasis on accurate documentation, monitoring and reporting outcomes. Critical thinking exercises are utilized to enhance learning. This course includes the Curriculum Framework and Performance Standards of the Florida Department of Education regarding Medical/Surgical Nursing. It is a further goal of this course for the student to begin to integrate knowledge from previous courses (Basic Skills, Body Structure and Function, Nursing Process and Geriatric Nursing and Pharmacology). This integration of knowledge is demonstrated in the clinical setting through care giving activities for patients with actual and potential health problems and through student's Data Collection and Care Analysis assignments. The integration and retention of knowledge is measured in the didactic setting through Case Study exercises, Unit Exams and a Stand-Alone Test in Nursing Process.

Course Theory and Clinical Objectives:

- Demonstrate knowledge of blood borne diseases, including HIV/AIDS
- Demonstrate organizational functions, following the patient plan of care.
- Demonstrate computer literacy as related to nursing functions.
- Use appropriate verbal and written communications in the performance of nursing functions.
- Demonstrate the performance of nursing procedures.
- Participate in Community Health Awareness Forums.
- Demonstrate how to care for the surgical patient with a Cardiovascular, Respiratory, Lymphatic, Musculoskeletal, Endocrine or Integumentary disease/disorder.
- Demonstrate how to care for pre-operative and post-operative patients, utilizing nursing principles
- Demonstrate how to care for the surgical patient with a Gastrointestinal, Neurological, Urinary, Reproductive or Oncologic disease/disorder.

PRN0690A (Th) / PRN0690A/CL (Clin) - Obstetrics/Family Care: 4.98 Semester Credit Hrs

Theory=3.47 Credit Hrs Lab= 0 Hrs Clinical=1.51 Credit Hrs

Prerequisite Courses:

PRN0099B and PRN0099B/L Pharmacology and Medication Administration & IV Skills and Lab, PRN0290/0291 Medical Surgical Nursing, PRN0290/0291/CL Medical Surgical Nursing Clinical

Course Description:

This course is offered for Practical Nursing students along with an associated and related clinical practice experience in order to accomplish the learning objectives for the specialty area of Maternity and Newborn Nursing. Current trends in the delivery of Maternal Child Nursing Care are addressed to include nursing needs in the hospital and in the home. The Practical Nurses' role and scope of responsibility for nursing care, health promotion, legal and ethical considerations, and contemporary trends are taught. The course stresses the family as a unit including culturally diverse preferences, implications, and the importance of considering all family members when providing care. Learning about Fertility Management and Obstetrical Complications help students to understand and address current patient issues and problems. Health promotion, disease prevention and the importance of patient teaching are stressed. Integration of knowledge continues in this course and is demonstrated in the clinical setting through care giving activities for patients with actual and potential health problems and through student's Data Collection and Care Planning assignments. Integration and retention of knowledge is measured in the didactic setting through Case Study exercises, Mid Term Exam, a Comprehensive Exam in Obstetrics and Family Care Nursing and a Stand-Alone Test in Medical Surgical Nursing.

Course Objectives for Theory & Clinical:

- Describe human growth and development across the lifespan
- Demonstrate how to provide bio-psycho-social support.
- Demonstrate healthy lifestyle responsibility specific to personal health maintenance.
- Implement education and resources for family wellness.
- Participate in Community Health Awareness Forums.
- Demonstrate how to care for maternal/newborn patients, utilizing nursing principles.
- Demonstrate knowledge of SIDS/ SUIDS as it relates to the practical nursing role

PRN0690B (Th) / PRN0690B/CL (Clin) - Pediatrics/Family Care: 4.98 Semester Credit Hrs

Theory=3.47 Credit Hrs Lab= 0 Hrs Clinical=1.51 Credit Hrs

Prerequisite Courses:

PRN0099B and PRN0099B/L Pharmacology and Medication Administration & IV Skills and Lab, PRN0290/0291 Medical Surgical Nursing, PRN0290/0291/CL Medical Surgical Nursing Clinical

Course Description:
This course is offered for Practical Nursing students along with an associated and related clinical practice experience in order to accomplish the learning objectives for the specialty area of Pediatric Nursing Care. The special needs of children and their families are addressed to include the child's unique health, recreational, nutritional, and safety needs. Common health problems of children are studied including: alterations in body temperature, skin problems, infectious disorders, orthopedic, respiratory, cardiovascular, GI, metabolic, GU and hematological problems. The special care, skills and tasks associated with rehabilitation, grief and loss are studied. This course includes the Curriculum Framework and Performance Standards of the Florida Department of Education regarding Pediatric Nursing for Practical Nurses. Integration of knowledge continues in this course and is demonstrated in the clinical setting through care giving activities for patients with actual and potential health problems and through student's Data Collection and Care Analysis assignments. Integration and retention of knowledge is measured in the didactic setting through Case Study exercises, Mid Term Exam, a Comprehensive Exam in Pediatric Nursing and a Pharmacology Stand-Alone Test.

Course Objectives for Theory & Clinical:
- Describe human growth and development across the lifespan.
- Demonstrate how to provide bio-psycho-social support.
- Demonstrate healthy lifestyle responsibility specific to personal health maintenance.
- Implement education and resources for family wellness.
- Participate in Community Health Awareness Forums.
- Demonstrate knowledge of SIDS/ SUIDS as it relates to the practical nursing role.

PRN0099C (Th) / PRN0099C/CL (Clin) - Mental Health/Family Care – 2.87 Semester Credits
Theory=2 Credit Hrs Lab=0 Hrs Clinical=.87 Credit Hrs
Prerequisite Courses:
PRN0099B and PRN0099B/L Pharmacology and Medication Administration & IV Skills and Lab, PRN0290/0291 Medical Surgical Nursing, PRN0290/0291/CL Medical Surgical Nursing Clinical

Course Description:
This course is offered for Practical Nursing students along with an associated and related clinical practice experience in order to accomplish the learning objectives for the specialty area of Mental Health Nursing Care. Students will study the varied aspects of Psychiatric Nursing in the hospital and outpatient setting as well as learn the pharmaceutical and other forms of treatment of mental illness and the role of the Practical Nurse. Nursing skills and tasks are learned and clinical examples are used as a means to understand the complexities of this specialty. Substance abuse, family abuse and violence are topics covered in this course along with the Practical Nurses' role in fostering and encouraging prevention and treatment. Community resources for patients will be highlighted. Causative factors for disorders and associated client behaviors and influences will be taught along with the special needs of the patient and family. Integration of knowledge continues in this course and is demonstrated in the clinical setting through care giving activities for patients with actual and potential health problems and through student's Data Collection and Care Planning assignments. Integration and retention of knowledge is measured in the didactic setting through Case Study exercises, and a Comprehensive Exam in Mental Health and Family Care Nursing.

Course Objectives for Theory & Clinical:
- Use appropriate verbal and written communications in the performance of nursing functions.
- Demonstrate how to provide bio-psycho-social support.
- Demonstrate healthy lifestyle responsibility specific to personal health maintenance.
- Implement education and resources for family wellness.
- Participate in Community Health Awareness Forums.

All prior coursework must be successfully completed prior to entering PRN0690D

PRN0690C (Th) - Transitional Skills and Critical Thinking- 9.6 Semester Credit Hrs

Theory=9.6 Credit Hrs Lab=0 Hrs Clinical=0 Hrs

Prerequisite Courses:

PRN0098A and PRN0098A/L Basic Skills and Lab, PRN0098B Anatomy and Physiology, PRN0099A and PRN0099A/CL Nursing Process and Geriatric Nursing and Clinical, PRN0099B and PRN0099B/L Pharmacology and Medication Administration & IV Skills and Lab, PRN0290/0291 Medical Surgical Nursing, PRN0290/0291/CL Medical Surgical Nursing Clinical, PRN0690A Obstetrics / Family Care, PRN0690A/CL Obstetrics/Family Care Clinical, PRN0690B Pediatrics/Family Care, PRN0690B/CL Pediatrics/Family Care Clinical, PRN0099C Mental Health/Family Care, PRN0099C/CL Mental Health/Family Care Clinical

Course Description:

This course is offered for the student who is about to complete the Practical Nursing Program, in order to assist the student in preparing to enter the workforce. Current Issues in Nursing and Healthcare are presented in order to give students an appreciation for the current occupational climate they are about to enter. Employment goals, job search activities, resume writing, and interviewing skills are taught so that students learn how to access employment opportunities. Students will participate in exercises designed to build self-esteem and self-confidence in preparation for showcasing strengths during their job search. Guidelines for examinations (NCLEX), licensure, endorsement and reciprocity will be included. This course includes a review of pertinent aspects of the Florida Nurse Practice Act as well as current trends in the profession of nursing.

Course Objectives:

- Participate in Community Health Awareness Forums.
- Develop transitional skills.
- Demonstrate employability skills specific to practical nursing.

PRN0690D (Th) - Integration – 10.89 Semester Credit Hrs

Theory=10.89 Credit Hrs Lab=0 Hrs Clinical = 0 Hrs

Prerequisite Courses:

PRN0098A and PRN0098A/L Basic Skills and Lab, PRN0098B Anatomy and Physiology, PRN0099A and PRN0099A/CL Nursing Process and Geriatric Nursing and Clinical, PRN0099B and PRN0099B/L Pharmacology and Medication Administration & IV Skills and Lab, PRN0290/0291 Medical Surgical Nursing, PRN0290/0291/CL Medical Surgical Nursing Clinical, PRN0690A Obstetrics / Family Care, PRN0690A/CL Obstetrics/Family Care Clinical, PRN0690B Pediatrics/Family Care, PRN0690B/CL Pediatrics/Family Care Clinical, PRN0099C Mental Health/Family Care, PRN0099C/CL Mental Health/Family Care Clinical

Course Description:

This course is designed to provide the student with an opportunity to demonstrate mastery of all previous coursework. All previous program objectives and content will be tested with emphasis on the assimilation and integration of all the principles and vital information they will need to safely, efficiently and effectively provide nursing care. Successful completion of this portion of the program will assure that all basic competencies are met and that the student is eligible to take the NCLEX-PN Exam and practice Practical Nursing consistent with entry level expectations.

Course Objectives:

- Demonstrate knowledge of the healthcare delivery system and health occupations.
- Recognize and practice safety, security and emergency procedures.
- Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- Perform patient and personal care as it pertains to the practical nurse.
- Provide patient-centered care for the geriatric population.
- Assist with restorative (rehabilitative) activities.
- Demonstrate organizational functions, following the patient plan of care.
- Demonstrate computer literacy as related to nursing functions.
- Use appropriate verbal and written communications in the performance of nursing function
- Demonstrate legal and ethical responsibilities specific to the nursing profession.
- Apply the principles of infection control, utilizing nursing principles.

- Perform aseptic techniques.
- Describe the structure and function of the human body
- Apply principles of nutrition as it relates to Practical Nursing Scope of Practice.
- Describe human growth and development across the lifespan
- Demonstrate the performance of nursing procedures.
- Demonstrate how to administer medication.
- Demonstrate how to provide bio-psycho-social support.
- Demonstrate healthy lifestyle responsibility specific to personal health maintenance.
- Implement education and resources for family wellness.
- Participate in Community Health Awareness Forums.
- Demonstrate how to care for the surgical patient with a Cardiovascular, Respiratory, Lymphatic, Musculoskeletal, Endocrine or Integumentary disease/disorder.
- Demonstrate how to care for pre-operative and post-operative patients, utilizing nursing principles.
- Demonstrate how to care for the surgical patient with a Gastrointestinal, Neurological, Urinary, Reproductive or Oncologic disease/disorder.
- Demonstrate how to care for maternal/newborn patients, utilizing nursing principles.
- Demonstrate knowledge of SIDS/ SUIDS as it relates to the practical nursing role.
- Demonstrate how to care for pediatric patients, utilizing nursing principles.

PRN0690D Integration must be taken at ANHO and passed in order to apply for the NCLEX-PN Exam. It is not transferable from another college.

Please see Admission Requirements for Associate of Science Degree in Practical Nursing on Page 9.
Prerequisites: There is no prerequisite required prior to entering the Associate of Science Degree in Practical Nursing Program, however, all courses included in this Program are linear in nature.

Title: **PRACTICAL NURSING including IV SKILLS and CRITICAL THINKING**
Award: Occupational Associate Degree

Practical Nursing Including IV Skills and Critical Thinking
Total Weeks: 64
Credit Hours: 74

Program Outcomes: 1) To prepare students to meet the requirements of the Florida Department of Health, Board of Nursing for Practical Nurse Education and eligibility for licensing exams, 2) To prepare students to work as Practical Nurses in a variety of settings in a safe and effective manner, 3) To prepare students to be well prepared to serve their fellow man/woman consistent with the role and scope of practice for Practical Nursing according to the current State of Florida Nurse Practice Act, 4) To obtain Critical Thinking Skills and Work Readiness for the field of Practical Nursing After satisfactory completion of this program, students are eligible to take the NCLEX-PN Examination

Program Description: This program will include 1518 hours of laboratory, classroom and clinical practice for students wishing to be prepared to pass the National Licensing Exams for Practical Nurses and to be well prepared to serve their fellow men and women as Practical Nurses. The knowledge and skills taught are consistent with the role and scope of practice defined by the Florida Board of Nursing and are to be performed under the direction and guidance of a Registered Nurse, a licensed Physician, a licensed Osteopathic Physician, a licensed Podiatrist or a Licensed Dentist. This program is offered utilizing a non-traditional integrated curriculum designed to enhance students understanding and practical application of knowledge from the less complex and building to more complex concepts. It includes education in the areas of Medical/Surgical Nursing, as well as the special and unique nursing care needs of pediatric, obstetrical and geriatric patients. It includes nursing care skills and applications needed for a variety of settings such as acute, long term, and care in the home. It will cover such topics as the vocational role and functions for the Practical Nurse, Foundations and Fundamentals of Nursing Care, Infection control, Body Structure and Function, Human Growth and Development, Personal and Family Care in Multiple Environments, Mental Health Concepts, Nutrition, Pharmacology and Medicine Administration, Ethical and Legal Aspects of Practice, Interpersonal Relationships, Current Issues and Employability Skills. Students will be guided to be aware of the importance of lifelong learning, taking responsibility for learning and to use critical thinking skills via the SCANS model. Remediation opportunities will be made available and encouraged throughout the program. The State of Florida approved Curriculum Framework and Performance Standards for Practical Nurses are applied throughout. National Patient Safety Standards and Quality Measures are incorporated throughout.

Program Learning Outcomes

1. **Patient-Centered Care** - Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.
2. **Teamwork and Collaboration** - Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
3. **Evidence Based Practice** - Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.
4. **Quality Improvement** - Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
5. **Safety** - Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.
6. **Informatics** - Use information and technology to communicate, manage knowledge

Upon successful completion of this program, graduates must pass the Florida Board of Nursing Exam for Licensed Practical Nurse.

Description of Courses:

PRN0098A(Th) / PRN0098A/L (Lab) Basic Skills: 5.07 Semester Credit hrs
Theory = 3.8 Credit Hrs Lab= 1.27 Credit Hrs Clinical=0 Credit Hrs
Corequisite Courses: PRN0098A(Th) and PRN0098A/L(Lab) are corequisites.
Prerequisite Courses: None

Course Description:
This course is an introduction to Health Care and the Health Care environment. It prepares the student to provide basic care to patients. It is the first occupational completion point in the program. Completion of this course qualifies a student to sit for their Certified Nursing Assistant Exam in the State of Florida.

Student responsibility for learning is explored including study and work habits, financial and life management skills to ensure student success.

Course Objectives for Theory & Lab:
This course will provide basic skills for learning and studying. Students will complete the 22 Essential Nursing Skills. Students will obtain CPR Certification. Perform patient and personal care as it pertains to the practical nurse. SLO#3 Assist with restorative (rehabilitative) activities. SLO#3 Recognize and practice safety, security and emergency procedures. SLO#5

Academic Progression:
Satisfactory Progression Rules apply for any student who has not passed the CNA exam prior to the end of term 2 up to and including termination.

PRN0098B (Th) – Anatomy and Physiology – 5.67 Semester Credit Hrs
Theory = 5.67 Credit Hrs Lab= 0 Credit Hrs Clinical=0 Credit Hrs
Prerequisite Courses: None

Course Description:
This course will provide students with knowledge of the total human body structure, systems, functions, growth and its development spanning the life stages. It will offer students a foundation upon which to understand the effect, illness, disease and dysfunction has on the human body and the resultant inter relatedness of each organ and system.

Course Objective:
- Describe the structure and function of the human body.

PRN0099A (Th) / PRN0099A/CL (Clin) - Nursing Process & Geriatric Nursing – 9.42 Semester Credit Hrs
Theory = 5.13 Credit Hrs Lab= 0 Credit Hrs Clinical=4.29 Credit Hrs
Corequisite Courses: PRN0099A(Th) and PRN0099A/CL(Clinical) are corequisites.
Prerequisite Courses: None

Course Descriptions:
This Nursing Process and Geriatric Nursing course is taught with a corresponding clinical experience component. Nursing Process and Geriatric Nursing will be taught prior to students moving onto the more complex involved care for those with serious and complicated illnesses and surgeries. It will include the knowledge of physical comfort and safety functions, providing personal patient care, and performing nursing tasks and procedures. The importance of principles of Infection Control, Aseptic Techniques, Verbal and Written Communication and Documentation, and Legal and Ethical Responsibilities will be stressed along with the performance of skills. Nursing Theoretical Frameworks will be reviewed so that students will have an understanding of theory upon which Nursing Procedures are based. The Course encompasses the Nurse's role in assisting with data collecting and care plan implementation. This course will average 2 hours of lecture daily and 5.5 hours of clinical daily for 9 weeks.

Course Objectives for Theory & Clinical:

- Demonstrate knowledge of the healthcare delivery system and health occupations.
- Recognize and practice safety, security and emergency procedures.
- Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- Perform patient and personal care as it pertains to the practical nurse.
- Provide patient-centered care for the geriatric population.
- Assist with restorative (rehabilitative) activities.
- Demonstrate organizational functions, following the patient plan of care.
- Demonstrate computer literacy as related to nursing functions.
- Use appropriate verbal and written communications in the performance of nursing functions.
- Demonstrate legal and ethical responsibilities specific to the nursing profession.
- Apply the principles of infection control, utilizing nursing principles.
- Perform aseptic techniques.
- Apply principles of nutrition as it relates to practical nursing scope of practice.
- Describe human growth and development across the lifespan.
- Demonstrate the performance of nursing procedures.
- Demonstrate how to provide bio-psycho-social support
- Demonstrate healthy lifestyle responsibility specific to personal health maintenance.
- Implement education and resources for family wellness.
- Participate in Community Health Awareness Forums.

PRN0099B (Th) / PRN0099B/L (Lab) - Pharmacology & Medication Administration & IV Skills – 5.5 Semester Credit Hrs

Theory=3.67 Credit Hrs Lab=1.83 Credit Hrs Clinical=0 Hrs

Corequisite Courses: PRN0099B(Th) and PRN0099B/L(Lab) are corequisites.
Prerequisite Courses:
PRN0098A and PRN0098A/L Basic Skills and Lab, PRN0098B Anatomy and Physiology, PRN0099A and PRN0099A/CL Nursing Process and Geriatric Nursing and Clinical

Course Description:
This course is intended to teach the Student Practical Nurse to administer medication with concern for safety, precision, and attention to important physiologic factors and teaches students to correlate pharmacological response to nursing action. It stresses the importance of patient education about medication as a part of the patient's complete treatment plan. It covers drug classifications, actions, interactions, monitoring parameters, patient variables, techniques of medication administration, distribution systems, medication administration records and documentation. The course is meant to afford the student a solid foundation upon which to administer medications, and monitor specific drug effects on individuals.

Course Objectives for Theory & Lab:

- Demonstrate how to administer medication.
- Demonstrate how to care for the Medical/Surgical patient with a cardiovascular, respiratory, lymphatic, musculoskeletal, endocrine, or integumentary disease/disorder
- Demonstrate how to care for the Medical/Surgical patient with a gastrointestinal, neurological, urinary, reproductive, or oncologic disease/disorder.

PRN0290/0291 (Th) / PRN0290/0291/CL (Clin) - Medical Surgical Nursing – 15.02 Semester Credit Hrs

Theory= 11.2 Credit Hrs Lab= 0 Hrs Clinical= 3.82 Credit Hrs
Prerequisite Courses:
PRN0098A and PRN0098A/L Basic Skills and Lab, PRN0098B Anatomy and Physiology, PRN0099A and PRN0099A/CL Nursing Process and Geriatric Nursing and Clinical

Course Description:
This course is offered for Practical Nursing students to learn about and experience the nursing skills and tasks that are appropriate and necessary to care for medical/surgical patients within their role and scope of practice. It includes clinical experience in a Medical/Surgical setting. At this point in the program, students transition to learning more complex nursing care needs of patients, resulting in utilizing knowledge of Asepsis, Diagnostics, Common Diseases and conditions, and Medical and Surgical Procedures. This course includes various illness states, admission, discharge, pre and post medical and surgical procedures and care. The complexity of the entire patient, family and cultural needs are taught. Students will begin to experience the changing routines associated with day, evening and/or night shift. They will be learning to apply their correct role in assisting Registered Nurses with implementing Care Plans for medical/surgical patients and for the promotion of health and wellness, with age and cultural considerations. There will be a strong emphasis on accurate documentation, monitoring and reporting outcomes. Critical thinking exercises are utilized to enhance learning. This course includes the Curriculum Framework and Performance Standards of the Florida Department of Education regarding Medical/Surgical Nursing. It is a further goal of this course for the student to begin to integrate knowledge from previous courses (Basic Skills, Body Structure and Function, Nursing Process and Geriatric Nursing and Pharmacology). This integration of knowledge is demonstrated in the clinical setting through care giving activities for patients with actual and potential health problems and through student's Data Collection and Care Analysis assignments. The integration and retention of knowledge is measured in the didactic setting through Case Study exercises, Unit Exams and a Stand-Alone Test in Nursing Process.

Course Theory and Clinical Objectives:

- Demonstrate knowledge of blood borne diseases, including HIV/AIDS
- Demonstrate organizational functions, following the patient plan of care.
- Demonstrate computer literacy as related to nursing functions.
- Use appropriate verbal and written communications in the performance of nursing functions.
- Demonstrate the performance of nursing procedures.
- Participate in Community Health Awareness Forums.
- Demonstrate how to care for the surgical patient with a Cardiovascular, Respiratory, Lymphatic, Musculoskeletal, Endocrine or Integumentary disease/disorder.
- Demonstrate how to care for pre-operative and post-operative patients, utilizing nursing principles
- Demonstrate how to care for the surgical patient with a Gastrointestinal, Neurological, Urinary, Reproductive or Oncologic disease/disorder.

PRN0690A (Th) / PRN0690A/CL (Clin) - Obstetrics/Family Care: 4.98 Semester Credit Hrs

Theory=3.47 Credit Hrs Lab= 0 Hrs Clinical=1.51 Credit Hrs

Prerequisite Courses:
PRN0099B and PRN0099B/L Pharmacology and Medication Administration & IV Skills and Lab, PRN0290/0291 Medical Surgical Nursing, PRN0290/0291/CL Medical Surgical Nursing Clinical

Course Description:
This course is offered for Practical Nursing students along with an associated and related clinical practice experience in order to accomplish the learning objectives for the specialty area of Maternity and Newborn Nursing. Current trends in the delivery of Maternal Child Nursing Care are addressed to include nursing needs in the hospital and in the home. The Practical Nurses' role and scope of responsibility for nursing care, health promotion, legal and ethical considerations, and contemporary trends are taught. The course stresses the family as a unit including culturally diverse preferences, implications, and the importance of considering all family members when providing care. Learning about Fertility Management and Obstetrical Complications help students to understand and address current patient issues and problems. Health promotion, disease prevention and the importance of patient teaching are stressed. Integration of knowledge continues in this course and is demonstrated in the clinical setting through care giving activities for patients with actual and potential health problems and through student's Data Collection and Care Planning assignments. Integration and retention of knowledge is measured in the didactic setting through Case Study exercises, Mid Term Exam, a Comprehensive Exam in Obstetrics and Family Care Nursing and a Stand-Alone Test in Medical Surgical Nursing.

Course Objectives for Theory & Clinical:

- Describe human growth and development across the lifespan
- Demonstrate how to provide bio-psycho-social support.
- Demonstrate healthy lifestyle responsibility specific to personal health maintenance.
- Implement education and resources for family wellness.
- Participate in Community Health Awareness Forums.
- Demonstrate how to care for maternal/newborn patients, utilizing nursing principles.
- Demonstrate knowledge of SIDS/ SUIDS as it relates to the practical nursing role

PRN0690B (Th) / PRN0690B/CL (Clin) - Pediatrics/Family Care: 4.98 Semester Credit Hrs

Theory=3.47 Credit Hrs Lab= 0 Hrs Clinical=1.51 Credit Hrs

Prerequisite Courses:

PRN0099B and PRN0099B/L Pharmacology and Medication Administration & IV Skills and Lab, PRN0290/0291 Medical Surgical Nursing, PRN0290/0291/CL Medical Surgical Nursing Clinical

Course Description:

This course is offered for Practical Nursing students along with an associated and related clinical practice experience in order to accomplish the learning objectives for the specialty area of Pediatric Nursing Care. The special needs of children and their families are addressed to include the child's unique health, recreational, nutritional, and safety needs. Common health problems of children are studied including: alterations in body temperature, skin problems, infectious disorders, orthopedic, respiratory, cardiovascular, GI, metabolic, GU and hematological problems. The special care, skills and tasks associated with rehabilitation, grief and loss are studied. This course includes the Curriculum Framework and Performance Standards of the Florida Department of Education regarding Pediatric Nursing for Practical Nurses. Integration of knowledge continues in this course and is demonstrated in the clinical setting through care giving activities for patients with actual and potential health problems and through student's Data Collection and Care Analysis assignments. Integration and retention of knowledge is measured in the didactic setting through Case Study exercises, Mid Term Exam, a Comprehensive Exam in Pediatric Nursing and a Pharmacology Stand-Alone Test.

Course Objectives for Theory & Clinical:

- Describe human growth and development across the lifespan.
- Demonstrate how to provide bio-psycho-social support.
- Demonstrate healthy lifestyle responsibility specific to personal health maintenance.
- Implement education and resources for family wellness.
- Participate in Community Health Awareness Forums.
- Demonstrate knowledge of SIDS/ SUIDS as it relates to the practical nursing role.

PRN0099C (Th) / PRN0099C/CL (Clin) - Mental Health/Family Care – 2.87 Semester Credits

Theory=2 Credit Hrs Lab=0 Hrs Clinical=.87 Credit Hrs

Prerequisite Courses:

PRN0099B and PRN0099B/L Pharmacology and Medication Administration & IV Skills and Lab, PRN0290/0291 Medical Surgical Nursing, PRN0290/0291/CL Medical Surgical Nursing Clinical

Course Description:

This course is offered for Practical Nursing students along with an associated and related clinical practice experience in order to accomplish the learning objectives for the specialty area of Mental Health Nursing Care. Students will study the varied aspects of Psychiatric Nursing in the hospital and outpatient setting as well as learn the pharmaceutical and other forms of treatment of mental illness and the role of the Practical Nurse. Nursing skills and tasks are learned and clinical examples are used as a means to understand the complexities of this specialty. Substance abuse, family abuse and violence are topics covered in this course along with the Practical Nurses' role in fostering and encouraging prevention and treatment. Community resources for patients will be highlighted. Causative factors for disorders and associated client behaviors and

influences will be taught along with the special needs of the patient and family. Integration of knowledge continues in this course and is demonstrated in the clinical setting through care giving activities for patients with actual and potential health problems and through student's Data Collection and Care Planning assignments. Integration and retention of knowledge is measured in the didactic setting through Case Study exercises, and a Comprehensive Exam in Mental Health and Family Care Nursing.

Course Objectives for Theory & Clinical:

- Use appropriate verbal and written communications in the performance of nursing functions.
- Demonstrate how to provide bio-psycho-social support.
- Demonstrate healthy lifestyle responsibility specific to personal health maintenance.
- Implement education and resources for family wellness.
- Participate in Community Health Awareness Forums.

All prior coursework must be successfully completed prior to entering PRN0690D

PRN0690C (Th) - Transitional Skills and Critical Thinking- 9.6 Semester Credit Hrs

Theory=9.6 Credit Hrs Lab=0 Hrs Clinical=0 Hrs

Prerequisite Courses:

PRN0098A and PRN0098A/L Basic Skills and Lab, PRN0098B Anatomy and Physiology, PRN0099A and PRN0099A/CL Nursing Process and Geriatric Nursing and Clinical, PRN0099B and PRN0099B/L Pharmacology and Medication Administration & IV Skills and Lab, PRN0290/0291 Medical Surgical Nursing, PRN0290/0291/CL Medical Surgical Nursing Clinical, PRN0690A Obstetrics / Family Care, PRN0690A/CL Obstetrics/Family Care Clinical, PRN0690B Pediatrics/Family Care, PRN0690B/CL Pediatrics/Family Care Clinical, PRN0099C Mental Health/Family Care, PRN0099C/CL Mental Health/Family Care Clinical

Course Description:

This course is offered for the student who is about to complete the Practical Nursing Program, in order to assist the student in preparing to enter the workforce. Current Issues in Nursing and Healthcare are presented in order to give students an appreciation for the current occupational climate they are about to enter. Employment goals, job search activities, resume writing, and interviewing skills are taught so that students learn how to access employment opportunities. Students will participate in exercises designed to build self-esteem and self-confidence in preparation for showcasing strengths during their job search. Guidelines for examinations (NCLEX), licensure, endorsement and reciprocity will be included. This course includes a review of pertinent aspects of the Florida Nurse Practice Act as well as current trends in the profession of nursing.

Course Objectives:

- Participate in Community Health Awareness Forums.
- Develop transitional skills.
- Demonstrate employability skills specific to practical nursing.

PRN0690D (Th) - Integration – 10.89 Semester Credit Hrs

Theory=10.89 Credit Hrs Lab=0 Hrs Clinical = 0 Hrs

Prerequisite Courses:

PRN0098A and PRN0098A/L Basic Skills and Lab, PRN0098B Anatomy and Physiology, PRN0099A and PRN0099A/CL Nursing Process and Geriatric Nursing and Clinical, PRN0099B and PRN0099B/L Pharmacology and Medication Administration & IV Skills and Lab, PRN0290/0291 Medical Surgical Nursing, PRN0290/0291/CL Medical Surgical Nursing Clinical, PRN0690A Obstetrics / Family Care, PRN0690A/CL Obstetrics/Family Care Clinical, PRN0690B Pediatrics/Family Care, PRN0690B/CL Pediatrics/Family Care Clinical, PRN0099C Mental Health/Family Care, PRN0099C/CL Mental Health/Family Care Clinical

Course Description:

This course is designed to provide the student with an opportunity to demonstrate mastery of all previous coursework. All previous program objectives and content will be tested with emphasis on the assimilation and integration of all the principles and vital information they will need to safely, efficiently and effectively provide nursing care. Successful completion of this portion of the program will assure that all basic competencies are met and that the student is eligible to take the NCLEX-PN

Exam and practice Practical Nursing consistent with entry level expectations.

Course Objectives:

- Demonstrate knowledge of the healthcare delivery system and health occupations.
- Recognize and practice safety, security and emergency procedures.
- Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- Perform patient and personal care as it pertains to the practical nurse.
- Provide patient-centered care for the geriatric population.
- Assist with restorative (rehabilitative) activities.
- Demonstrate organizational functions, following the patient plan of care.
- Demonstrate computer literacy as related to nursing functions.
- Use appropriate verbal and written communications in the performance of nursing function
- Demonstrate legal and ethical responsibilities specific to the nursing profession.
- Apply the principles of infection control, utilizing nursing principles.
- Perform aseptic techniques.
- Describe the structure and function of the human body
- Apply principles of nutrition as it relates to Practical Nursing Scope of Practice.
- Describe human growth and development across the lifespan
- Demonstrate the performance of nursing procedures.
- Demonstrate how to administer medication.
- Demonstrate how to provide bio-psycho-social support.
- Demonstrate healthy lifestyle responsibility specific to personal health maintenance.
- Implement education and resources for family wellness.
- Participate in Community Health Awareness Forums.
- Demonstrate how to care for the surgical patient with a Cardiovascular, Respiratory, Lymphatic, Musculoskeletal, Endocrine or Integumentary disease/disorder.
- Demonstrate how to care for pre-operative and post-operative patients, utilizing nursing principles.
- Demonstrate how to care for the surgical patient with a Gastrointestinal, Neurological, Urinary, Reproductive or Oncologic disease/disorder.
- Demonstrate how to care for maternal/newborn patients, utilizing nursing principles.
- Demonstrate knowledge of SIDS/ SUIDS as it relates to the practical nursing role.
- Demonstrate how to care for pediatric patients, utilizing nursing principles.

PRN0690D Integration must be taken at ANHO and passed in order to apply for the NCLEX-RN Exam. It is not transferable from another college.

Prerequisites: There is no prerequisite required prior to entering the Practical Nursing Program, however, all courses included in the Practical Nursing Program are linear in nature.

Please see Admission Requirements on Page 9 for the above program.

Title: Patient Care Technician
Program # PC-1 Diploma Granted

Weeks: 22 /24	Clock Hours
Theory	432
Lab	66
Clinical	105
Total	603

Program Objectives: 1) To prepare students to meet the requirements of the State of Florida for the training of Patient Care Technicians which includes the occupational levels of Home Health Aide, Nurse Assistant, Patient Care Assistant, as well as three allied health modules including a) Rehab/Restorative Aide Skills, b) Phlebotomy skills, and c) EKG skills. 2) To be prepared to give care to patients in the home, in long term care, in nursing homes, in acute hospitals, in out-patient and rehab settings, as well as Adult Living Facilities and Physician's Offices, 3)To prepare students to successfully obtain and maintain employment in a wide variety of health care settings, 4) To prepare students for an effective job search, 5) To prepare students to take the State of Florida Nurse Assistant Certification Exam, 6) To prepare students to have allied health skills in addition to all other caretaking skills appropriate for Nurse Assistants so they may access the wide variety of health care career opportunities.

Program Description: This program includes Home Health Aide, Nurse Assisting, Patient Care Assisting, as well as one of the following allied health modules for students to choose from, such as: Rehab/Restorative Aide Skills, Phlebotomy Skills, or EKG skills. Classroom lectures, demonstrations, return demonstrations, and clinical experience in selected Nursing Homes, Outpatient Settings and Hospitals include the required curriculum framework and National Patient Safety Standards, and Program Course Standards for Patient Care Technicians. Lectures, exercises, case studies assignments, IPR Skills, and role playing are designed to develop logical thought, and conflict resolution as it relates to Health Care and Medical Ethics. Students are cross-trained in the areas of their choice in the allied health area(s) they are most interested in to enhance their value to employers and offer them the greatest variety of career opportunities. A great deal of emphasis is placed upon students' theoretical and clinical proficiency so that they will be well prepared to take the State of Florida Nurse Assistant Clinical Competency Demonstration Exam and the State of Florida Nurse Assistant Theoretic Knowledge Written Exam. Job Search assistance is provided so that the student may find employment opportunities to meet their unique needs. Employment and Re-Employment Skills, Conflict Resolution Skills, and Sensitivity Training are also included in this program for self-improvement. Instructors are available daily to offer special help to students as needed. Students are encouraged to enhance their capabilities and be motivated to meet their personal goals in a positive, caring atmosphere where graduation expectations begin the first day of class. National Patient Safety Standards and Quality Measures are incorporated throughout.

PC101: Introduction to Health Care: Health Careers Core - 90 hours
Theory=72 hours Lab=18 hours Clinical = 0 hours

This course is the introductory course required for all health occupational programs introducing them to the healthcare system. Students learn the basic skills needed to keep themselves and their patients safe, introductory emergency procedures, universal precautions, HIV/AIDS, how to communicate with patients, basic concepts of wellness and illness, introductory computer and employability skills as well as the basic math and science needed for understanding health care.

Student Learning Outcomes
Upon successful completion of this course, students will be able to:

- Demonstrate knowledge of the healthcare delivery system and health occupations
- Demonstrate the ability to communicate and use interpersonal skills effectively
- Demonstrate legal and ethical responsibilities
- Demonstrate an understanding of and apply wellness and disease concepts
- Recognize and practice safety and security procedures
- Recognize and respond to emergency situations

- Recognize and practice infections control procedures
- Demonstrate and understanding of information technology applications in healthcare
- Demonstrate employability skills
- Demonstrate knowledge of blood borne diseases including HIV/AIDS
- Apply basic math and science skills

PC102: Home Health Aide - 75 hours

Theory=42 hours Lab=17 hour Clinical=16 hours

The Home Health Aide Course is designed to teach students how to completely care for patients in a home setting including both geriatric and younger populations. The nursing procedures of personal care, rehabilitation, physical comfort, safety, bio-psycho social support, nutrition, and infection control are covered. Students are taught to follow a plan of care and to call for assistance as needed.

Student Learning Outcomes

Upon successful completion of this course, students will be able to:

- Use verbal and written communication specific to home health aide
- Demonstrate legal and ethical responsibilities specific to home health aide
- Perform physical comfort and safety functions specific to home health
- Apply principles of nutrition specific to home health aide
- Apply principles of infection control specific to home health aide
- Perform home health care services

PC103: Nurse Assistant - 75 hours

Theory=29 hours Lab=6 hours Clinical=40 hours

Students completing this course will learn the nursing procedures and functions related to caring for patients in a long term care setting. Concepts and skills covered relate to personal care, comfort and safety, communication, legal and ethical responsibilities, nutrition, infection control, rehabilitation, bio-psycho social support and infection control. These are taught for geriatric and younger patients. Students will learn to follow a plan of care and to obtain assistance when needed.

Student Learning Outcomes

Upon completion of this course, students will be able to:

- Use verbal and written communications specific to nurse assisting
- Demonstrate legal and ethical responsibilities specific to nurse assisting
- Perform physical comfort and safety functions specific to nurse assisting
- Provide personal patient care
- Perform patient care procedures
- Apply principles of nutrition
- Provide care for geriatric
- Apply the principles of infection control specific to nurse assisting
- Provide biological, psychological, and social support
- Perform supervised organizational functions, following the patient plan of care
- Assist with restorative (rehabilitative) activities

PC104: Patient Care Assistant - 23 hours
Theory=13 hours Lab=2 hours Clinical=8 hours

This course is offered to assist students to apply nursing skills previously learned to an acute care setting. Skills and knowledge unique to the hospital setting will be covered.

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
- Perform Nursing Assistant skills related to the hospital setting
- Provide Nursing Assistant care for the adult patient

PC105: Patient Care Technician - 112 hours
Theory=102 hours Lab=2 hours Clinical=8 hours

This course is designed to ready students for the increasing responsibility and accountability of the technician level role in health care organizations. Concept and competencies of critical thinking informed consent, reliability, honesty, and ethics, will be covered. Students will be taught how to organize their work with independence and precision.

Student Learning Outcomes
Upon successful completion of this course, the students will be able to:
- Demonstrate knowledge of organizational and effective team member skills
- Practice organizational and effective team member skills in a clinical setting

The following modules totaling 228 hours (174 Hrs Theory / 21 Hrs Lab / 33 Hrs Clinical)
PC106: Electrocardiography
Theory=58 hours Lab=7 hours Clinical=11 hours

This course introduces the student to the basic structure and function of the heart and its electrical system as well as how to conduct the EKG test. Cardiovascular medications are reviewed along with learning normal and abnormal test results.

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
- Describe the cardiovascular system
- Demonstrate knowledge of, apply and use medical instrumentation modalities
- Demonstrate knowledge of the use of electrocardiographic equipment on patients who have special needs and considerations
- Perform patient care techniques in the health care facility
- Demonstrate knowledge of telemetry application
- Assist with the patient care of patients undergoing ambulatory monitoring and stress testing
- Demonstrate knowledge of patient care of patients with pacemakers and implanted defibrillators
- Identify legal and ethical responsibilities of an EKG/ECG monitor technician
- Recognize normal and abnormal monitoring

PC107: Phlebotomy
Theory=58 hours Lab=7 hours Clinical=11 hours

This course teaches students basic communication, written math and science skills for beginning health workers. It introduces the structure and function of the vascular system, drawing blood utilizing the correct collection equipment. Universal precautions and emergency interventions are stressed along with procedures for transporting and processing specimens.

Student Learning Outcomes

Upon successful completion of this course, students will be able to:

- Demonstrate accepted professional communication and interpersonal skills of a phlebotomist
- Discuss phlebotomy in relation to the health care setting
- Identify the anatomic structure and function of body systems in relation to services performed by Phlebotomist
- Recognize and identify collection reagents, supplies, equipment and interfering chemical substances
- Demonstrate skills and knowledge necessary to perform phlebotomy
- Practice accepted procedures of transporting, accessioning, and processing specimens
- Practice quality assurance and safety

PC108: Rehab/Restorative Aide

Theory=58 hours Lab=7 hours Clinical=11 hours

This course is designed to teach students the basic and introductory skills of rehab/restorative care. Competencies and skills taught include using rehab equipment, disinfecting materials and equipment, exercise techniques, and using supportive devices. This course covers dysfunctions of the human body related to rehab and following care plans.

Student Learning Outcomes

Upon successful completion of this course, students will be able to:

- Describe the functions of bones and muscles as related to the practice of physical therapy
- Demonstrate physical restorative type skills
- Demonstrate respiratory restorative skills
- Demonstrate rehabilitative skills as related to Geriatric patients

Please see Admission Requirements for Health Occupations Program on Page 9

Home Health Aide/Nurse Assistant

Program # PC-2	Diploma Granted
Weeks: 8.5	Clock Hours:
Theory	143
Lab	41
Clinical	56
Total	240

Program Objectives: 1) To prepare students to meet the requirements of the State of Florida for the training of Home Health Aide/Nurse Assistant. 2)To be prepared to assist patients in the home, clinics, nursing homes, rehab settings, offices, adult living facilities, and hospital settings. 3) To prepare students to successfully obtain and maintain employment in a variety of health care settings, 4) To prepare students for an effective job search.

Program Description: This program includes Health Careers Core, Home Health Aide, and Nurse Assistant classes in order to safely and effectively assist nurses in the care of patients. Classroom lectures, demonstrations, return demonstrations, and clinical experience in selected Nursing Homes, Outpatient Settings, Hospitals and Rehab Centers, includes the Florida required curriculum framework guidelines and Program Course Standards. Lectures, exercises, case studies assignments, IPR Skills, and role playing are designed to develop logical thought, and conflict resolution as it relates to legal and ethical issues. A great deal of emphasis is placed upon student's theoretical and clinical proficiency so that they will be well prepared to work as Home Health Aide/Nursing Assistants. Job Search assistance is provided so that the student may find employment opportunities to meet their unique needs. Employment and Re-Employment Skills, Conflict Resolution Skills, and Sensitivity Training are also included in this program to effectively work with clients and families. Instructors are available daily to offer special help to students as needed. Students are encouraged to enhance their capabilities and be motivated to meet their personal goals in a positive, caring atmosphere where graduation expectations begin the first day of class. National Patient Safety Standards and Quality Measures are incorporated throughout.

PC101: Introduction to Health Care: Health Careers Core - 90 hours

Theory=72 hours Lab=18 hours Clinical = 0 hours

This course is the introductory course required for all health occupational programs introducing them to the healthcare system. Students learn the basic skills needed to keep themselves and their patient's safe, introductory emergency procedures, universal precautions, HIV/AIDS, how to communicate with patients, basic concepts of wellness and illness, introductory computer and employability skills as well as the basic math and science needed for understanding health care.

Student Learning Outcomes

Upon successful completion of this course, students will be able to:

- Demonstrate knowledge of the healthcare delivery system and health occupations
- Demonstrate the ability to communicate and use interpersonal skills effectively
- Demonstrate legal and ethical responsibilities
- Demonstrate an understanding of and apply wellness and disease concepts
- Recognize and practice safety and security procedures
- Recognize and respond to emergency situations
- Recognize and practice infections control procedures
- Demonstrate and understanding of information technology applications in healthcare
- Demonstrate employability skills
- Demonstrate knowledge of blood borne diseases including HIV/AIDS
- Apply basic math and science skills

PC102: Home Health Aide - 75 hours
Theory=42 hours Lab=17 hour Clinical=16 hours

The Home Health Aide Course is designed to teach students how to completely care for patients in a home setting including both geriatric and younger populations. The nursing procedures of personal care, rehabilitation, physical comfort, safety, bio-psycho social support, nutrition, and infection control are covered. Students are taught to follow a plan of care and to call for assistance as needed.

Student Learning Outcomes
Upon successful completion of this course, students will be able to:

- Use verbal and written communication specific to home health aide
- Demonstrate legal and ethical responsibilities specific to home health aide
- Perform physical comfort and safety functions specific to home health
- Apply principles of nutrition specific to home health aide
- Apply principles of infection control specific to home health aide
- Perform home health care services

PC103: Nurse Assistant - 75 hours
Theory=29 hours Lab=6 hours Clinical=40 hours

Students completing this course will learn the nursing procedures and functions related to caring for patients in a long term care setting. Concepts and skills covered relate to personal care, comfort and safety, communication, legal and ethical responsibilities, nutrition, infection control, rehabilitation, bio-psycho social support and infection control. These are taught for geriatric and younger patients. Students will learn to follow a plan of care and to obtain assistance when needed.

Student Learning Outcomes
Upon completion of this course, students will be able to:

- Use verbal and written communications specific to nurse assisting
- Demonstrate legal and ethical responsibilities specific to nurse assisting
- Perform physical comfort and safety functions specific to nurse assisting
- Provide personal patient care
- Perform patient care procedures
- Apply principles of nutrition
- Provide care for geriatric
- Apply the principles of infection control specific to nurse assisting
- Provide biological, psychological, and social support
- Perform supervised organizational functions, following the patient plan of care
- Assist with restorative (rehabilitative) activities

Please see Admission Requirements for Health Occupations Program on Page 9.

ACADEMY FOR NURSING AND HEALTH OCCUPATIONS
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WEST PALM BEACH, FL 33417-4574
561.683.1400
WWW.ANHO.EDU

UNOFFICIAL TRANSCRIPT
FOR 02/21/2016

SAMPLE SAMPLE

Date Of Birth: SSN:

Start Date
Last Date Attended
Contracted Grad Date

Overall Average: Attendance %

Total Hours To Date
Total Sched Hours
Total Hours Absent
Total Makeup Hours
Total Transfer Hours

SAMPLE

Groups:

Subject: Health Career Core 90 Hrs Grade: Completed:

	Result	Min		Result	Min		Result	Min
Basic Skills		1	Domestic Violence		78	HCC Final Exam		78
Essay		1	Alzheimer/RelatedDisorder		78	HCC Lab		1
Oral Presentation		1	Money Mgmt Mod/Quiz		78	Skill #1		1
Work Readiness I		1	First Aid Quiz		78	Skill #2		1
Patient Rights Mod/Quiz		78	CPR Mod Quiz		78	Skill #3		1
PatientSafety/Medical Err		78	Customer Service Quiz		78	Skill #4		1
Documents/Legal/HIPAA		78	HCC Exam #1		78	Skill #5		1
HIV/AIDS Mod/Quiz		78	HCC Exam #2		78	Skill #6		1
HBV/OSHA/Blood Pathogens		78	HCC Quiz Avg		78	Decorum		1

Subject: Home Health Aide 75 Hrs Grade: Completed:

	Result	Min		Result	Min		Result	Min
HHA Exam #1		78	Skill #8		1	Skill #14		1
HHA Exam #2		78	Skill #9		1	Skill #15		1
HHA Quiz Avg		78	Skill #10		1	Skill #16		1
HHA Final Exam		78	Skill #11		1	Decorum		1
HHA Lab		1	Skill #12		1	HHA Clinical		1
Skill #7		1	Skill #13		1			

Subject: PC103 Nursing Assistant 75 Hrs Grade: Completed:

	Result	Min		Result	Min		Result	Min
NA Exam #1		78	Skill #17		1	Skill # 22		1
NA Exam #2		78	Skill #18		1	Decorum		1
NA Quiz Avg		78	Skill # 19		1	NA Clinical		1
NA Final Exam		78	Skill # 20		1	NA Lab		1
Medication Management		77.5	Skill # 21		1			

Subject: Patient Care Asst 23 Hrs Grade: Completed:

	Result	Min		Result	Min		Result	Min
Patient Care Assist Exam	81	78	Decorum	1	1			
PCA Lab	1	1	PCA Clinical	1	1			

Subject: Patient Care Tech 112 Hrs Grade: Completed:

	Result	Min		Result	Min		Result	Min
Patient Care Tech Exam 1		77.5	Patient Care Tech Final		77.5	Decorum		1
Patient Care Tech Exam 2		77.5	Patient Care Tech Lab		1			
Work Readiness II		77.5	PCT Clinical					

SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE

TUITION TABLE

Active Programs	Credential	Tuition	Fees	Non-Refundable Fees After Conditional Acceptance Period	Total Price
Associate of Science Degree Nursing *Price will vary depending upon transfer in credit (i.e. general education classes and Practical Nursing Licensure)	Associate of Science Degree Nursing	$49,205.88			$49,205.88
Practical Nursing Including IV Skills and Critical Thinking	Occupational Associate Degree	$26,228.56	Books-$763.19 Learning Resources-$1,083.25	Books-$763.19	$28,075.00
Patient Care Technician	Diploma	$6,310.00	Books - $138.00	Books - $138.00	$6,448.00
Home Health Aide/Nurse Assistant	Diploma	$2,531.00	Books - $69.00	Books- $69.00	$2,600.00
Associate of Science Degree in Practical Nursing	Associate of Science Degree in Practical Nursing	$31,895.01	Books-$1,795.70 Learning Resources-$1,083.25	Books-$1,795.70	$34,773.96

For more information about our graduation rates, median debt of students who completed the program and other important information, please visit our website at WWW.ANHO.EDU

The above table is a detailed description of the charges for tuition, fees, book, and non-refundable fees. There is no additional charge for supplies, tools, equipment, student activities, service charges, rentals, deposits, etc. The cost for repeated coursework will be the published cost at time of enrollment/re-enrollment.

ANHO will pay for the first attempt of the National Exam if taken within 12 months of training completion. If an individual needs to repeat the exam and passes the exam within one year from their graduation date, ANHO will reimburse the exam fees upon submission of receipts of testing fees and proof of licensure

COST OF ATTENDANCE - 2025-2026 AWARD YEAR

In addition to tuition and fees for the academic year, indirect costs are also included in a student's Cost of Attendance calculation. The amounts of indirect costs listed below are multiplied by the number of months in the student's academic year or period of enrollment. Tuition, books & supplies, and program fees for the program of interest are added to these indirect costs to comprise the Cost of Attendance (COA).

The amount of tuition and program fees associated with each program of study is listed in the school catalog, which is located on the ANHO website.

INDIRECT COSTS

FOOD & HOUSING
Students living with parents- $635/monthly
Students living on their own- $1628/monthly

PERSONAL EXPENSES
Students living with parents- $559/monthly
Students living on their own- $1055/monthly

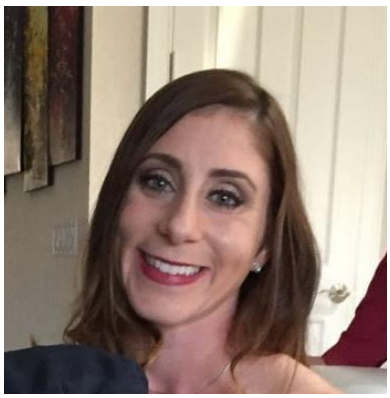
TRANSPORTATION COSTS
Students attending 4 days/week- $332/monthly

Academy for Nursing and Health Occupations

October 15, 2026

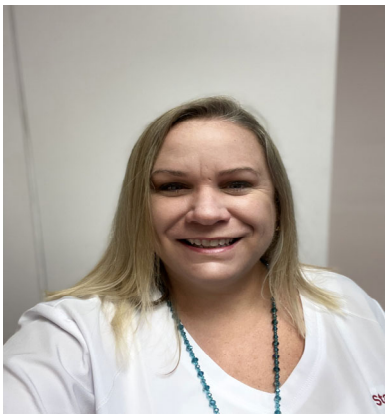
ADMINISTRATION

Joseph C. Molmer, Ed.D, DM, MBA, Executive Director—FT
Purdue University, West Lafayette, Indianna— Doctor of Education in Leadership and Innovation—Ed.D
Rogersfield University—Doctor of Management—DM
University of Georgia, Athens, GA – MBA
Georgia Southern University, Statesboro, GA - BBA
Over 25 years experience in Management, Education Administration, Accreditation and Human Resources within Nursing, Allied Health, Acute Care Healthcare and Career and Technical Education (CTE) settings.



Renee Werner, MBA, Director of Compliance - FT
George Washington University, Washington, D.C.—BBA
George Mason University, Fairfax, VA—MBA
Over 10 years experience in not-for-profit business administration with a background in Human Resources and Management.

Neala Asser, DNE, MA, RN - Academic Dean – FT
Rogersfield University—Doctorate of Nursing Education—DNE
New York University, NY, NY – Master of Arts, Delivery of Nursing Services
Fairfield University, Fairfield CT – BSN
Acute Care – Adult Medical Surgical; Adult and Pediatric Critical Care; Subacute Care, Rehabilitation & Long Term Care of Adult, Geriatric and Mental Health Patients
Over 40 years of Nursing experience in Acute Care; Sub Acute, Rehabilitation and Long Term Care; Nursing Administration and Nursing Education



Kacey Atkinson, Ed.D, MBA, Dean of Student Services/Financial Aid Director - FT
Nova Southeastern University, Davie FL - Doctor of Education in Organizational Leadership—Ed.D
Nova Southeastern University, Davie FL- Master's inGuidance Counseling & MBA
Eastern Michigan University-BS in Interpersonal Communications
Over 20 years' experience working in Higher Education in various Financial Aid roles.

ADMINISTRATION

Kenneth Leishman, Controller - FT

William Patterson University, NJ.—BA Accounting, Business Admin.

Over 25 years experience in Accounting, Financial Reporting, Budgeting, Payroll Processing, and Business Management.

Kenneth Tyson - IT/Plant Manager – FT

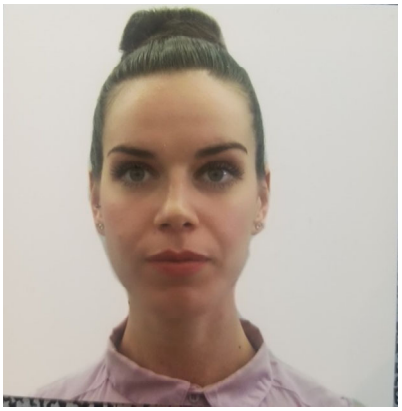
University of Central Florida, BAS Information Technology

Palm Beach State College, AS Network Administration

Over 15 years of experience managing IT systems and supporting business operations throughout Palm Beach County.

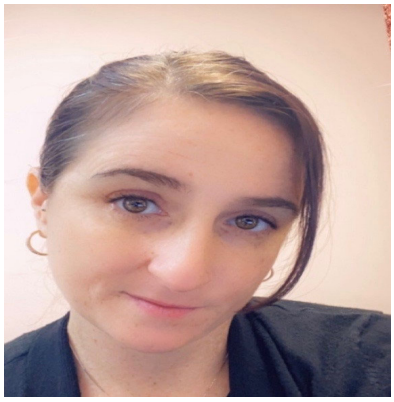
STUDENT SERVICES

Valerie Butcher, Receptionist/Student Services Associate - FT
Palm Beach State College-Associates in Arts Degree
Over 20 years in customer service and medical administration



Jonida Gjergo, Assistant Director of Financial Aid - FT
Keiser University, FL, MA—Homeland Security
Widener University, PA, BA—Criminal Justice
Over 10 years experience in customer service, collecting, documenting, and reporting data and information. Over 3.5 years experience in private, non-profit financial aid.

Biaggia Jenkins, College Bursar - FT
Over 15 years in customer service
With 3 years in financial aid



Margaret Joseph, Academic Assistant—FT
South University, FL MBA -Healthcare Administration
ITT Technical Institute, IN — BS in Accounting
10 years in Academic Support, 7 years in Student Records (Registrar) and Management.

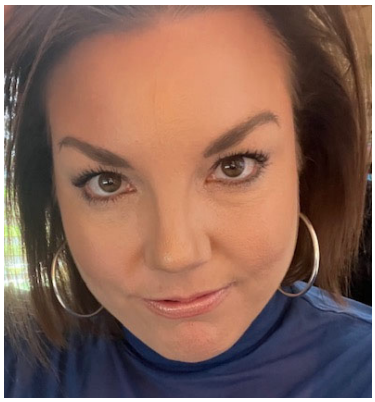
STUDENT SERVICES CONT.

Judith Miller, RN, Job Development Placement Counselor - FT
Palm Beach Community College, Lake Worth, FL - ASN
Over 40 Years Experience in Nursing Education and
Long Term Care and Home Health Nursing
Assignment: Student Services - Job Placement

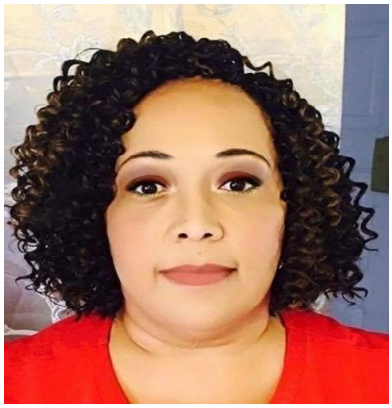
Elizabeth Rodriguez, Registrar - FT
Northwood University—BA, Business Management,
Over 15 years experience in Business Management,
Marketing, Customer Relations, Student Record Keeping

Angela Stiles, Admissions Specialist – FT
Over 25 years experience in Customer Service, Marketing
and Counseling

Assistant Academic Deans



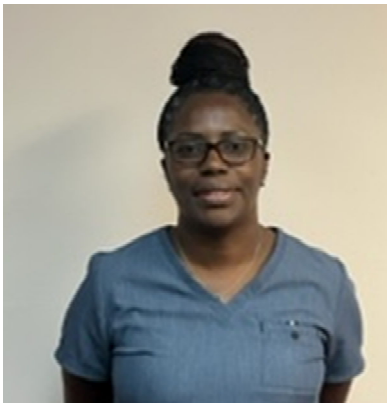
Brittany Costakes, MSN-Ed, R.N, Assistant Academic Dean - FT
Western Governors University, Salt Lake City, UT—MSN Ed
Chamberlain University, Chicago, IL. - BSN
Academy for Nursing and Health Occupations, West Palm Beach, FL.—ADN
Udemy, San Francisco, CA. – Certified Reiki Master Teacher
Over 18 years' experience in Medical-Surgical, Telemetry, Hospice & Palliative Care, and Nursing Education



Stacey Chavers, MSN, RN Assistant Academic Dean-Full Time
Colorado Technical University - MSN Nursing Education
Colorado Technical University- BSN Nursing
Academy for Nursing and Health Occupations - ADN
Over 30 years in Blood Banking and Transfusion Services

FACULTY

Maria Alma, BSN, RN Instructor/Employment Counselor—FT
Concordia College, Wilmington, DE—BSN
Bridgeport Hospital School of Nursing—Bridgeport, CT-ASN
Over 10 years Nursing Experience– Medical/Surgical, Gerontology, Alzheimer's and Dementia
Teaching Assignment: HO Division



Bonita Anderson, BSN, RN, Instructor/Employment Counselor – Per Diem
Chamberlain University, Chicago, IL. - BSN
Palm Beach State College, West Palm Beach, FL.—ASN
Over 25 years' experience in Medical-Surgical, Surgery, Vascular Access, Telemetry and Nursing Education
Teaching Assignment—ADN Division

Michael R Berneche, Pharm. D., RN Instructor/Employment Counselor—FT
Lake Erie College of Osteopathic Medicine, Erie PA, Doctor of Pharmacy
Academy for Nursing and Health Occupations—ADN
Experience in Transplant Pharmacy, Advanced Compounding and Infectious Diseases
Teaching Assignment: ADN Division

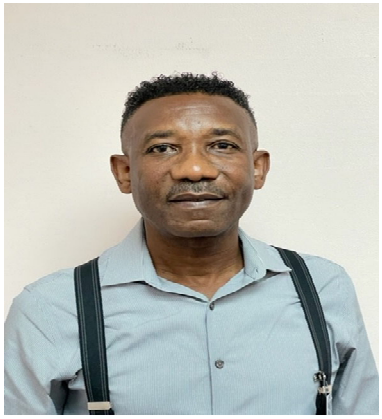
FACULTY CONT.

Knolan DeVevo, MSN, BSN - Instructor/Employment Counselor– FT

Jacksonville University, Jacksonville, FL MSN Leadership
Florida Atlantic University, Boca Raton, FL BSN
Palm Beach State College, Lake Worth FL AND
Acute Care- Emergency Department, ICU, Cardiac step-down, Medical Surgical, Community Health. Combined of 20 years in nursing experience in Acute Care, Community Health, Nursing education, and Nursing Administration.
Teaching Assignment: ADN Division

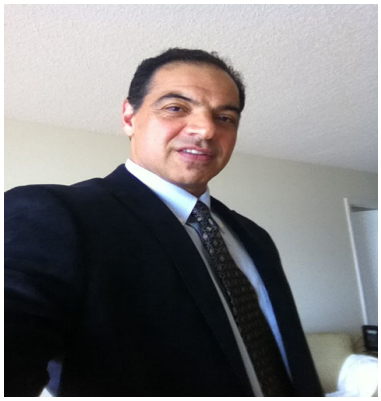
Diane Ellen, MSN, BSN, RN - Instructor/Employment Counselor - Per Diem

American Sentinel College of Nursing & Health Sciences, MSN in Education
Molloy College, N.Y. BSN
Over 30 years of experience in high-risk OB, labor and delivery, Postpartum and newborn nursing.
Over 10 years Teaching experience
Teaching Assignment: ADN Division



Garry Germinal, MSN/ED, RN, - Instructor/Employment Counselor - FT

University of the State of New York, Albany, NY. MSN in Nursing
University of the State of New York: Albany, NY. BSN
Over 30 years of experience in Nursing. Consultant in the Clinical System Management, Legal Nursing, Health Care Risk Management, Infusion Therapy, Staff Education and Wound Management.
Over 10 years of Guest Lecturing, Didactic and Clinical Instructions, Interaction, Preceptorship.
Teaching Assignment: ADN Division



Robert Ghassemi, MD, MA, RphT Instructor/Employment Counselor - Per Diem

Saint Christopher IMD College of Medicine, Luton, UK-MD
Athabasa University, Canada, Masters in Health Sciences
Humber College, Etobicoke, Canada - Pharmacy Technician
Over 4 yrs experience teaching developing program outcomes, objectives, & program goals, curriculum development, lesson plans, teaching students study techniques.
Over 5 yrs experience in Internal Medicine managing diseases, creating treatment plans, and incorporating therapy, medication, nutrition, and or surgery.
Teaching Assignment: General Education

FACULTY CONT.

Alison Gill, BSN, RN, Instructor/Employment Counselor - Per Diem
South University, West Palm Beach, FL—BSN
Academy for Nursing and Health Occupations - West Palm Beach, FL - LPN
Over 4 years experience in Acute Care, Home Care, Private Care and Assisted Living

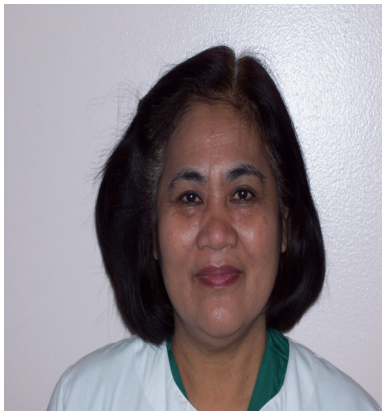
Devalie Gilzine, MSN, RN, Instructor/Employment Counselor - FT
Phoenix University, Palm Beach Gardens, FL—MSN
Florida Atlantic University, Boca Raton, FL—BSN
Acute Care– Adult Medical Surgical, Emergency; Out-patient, Hemodialysis, Obstetrics & Pediatrics; Subacute Care Rehabilitation & Long Term Care of Adult, Geriatric & Mental Health Patients. Over 20 years of Nursing Experience in Medical Surgical, Pediatrics, Obstetrics, Geriatrics, Mental Health and Nursing Education
Teaching Assignment: ADN Division

Deborah Grotke, BSN, RN, Instructor/Employment Counselor - FT
University of Miami, Miami, FL - BSN
Over 30 Years Experience – Acute Care, Geriatrics and Long Term Care 7 years experience of Nursing Instruction
Teaching Assignment: PN Division

FACULTY CONT.

Lisa Kanakry, MSN, RN, Instructor/Employment Counselor - FT
Kaplan University, MSN, Nurse Educator
Wagner College, Staten Island, NY - BSN
Over 15 years experience in Maternal/Child Health in Acute Care Settings and Community
Teaching Assignment - ADN & PN Division

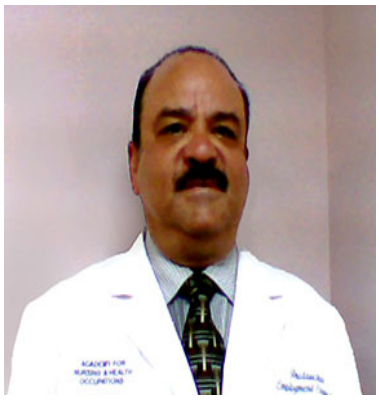
Catrina Leandre, MSN, RN Instructor/Employment Counselor– FT
Keiser University-MSN Nursing Education
Keiser University-BSN Nursing Education
Keiser University-ADN Nursing Education
Over 14 years of experience in Medical-Surgical, Telemetry, Hospice & Palliative Care, and Nursing Education
Teaching Assignment: PN Division



Dinah Macavinta, BSN, RN, Instructor/Employment Counselor - FT
Velez College, Philippines, BSN
Over 20 years experience in Acute Care and Psychiatric Nursing and Nursing Education
Teaching Assignment: PN Division

FACULTY CONT.

Keith Munyan, M-Ed, RN, Instructor/ Employment Counselor- Per Diem
Palm Beach State College: ASN
Western Governor's University: BSN and MSN
HCA East Florida Division Professional Clinical Nurse Educator
Experience in Medical Surgical, Medical Psych/Behavioral Health, Pharmacology, Nursing Informatics, Wound Care and Disease Processes.
Teaching Assignment: ADN Division



Edwin Ortiz, MBA, BSN, RN, Instructor/Employment Counselor - Per Diem
Catholic University Puerto Rico - BSN
University of Phoenix - MBA, HCM
Over 30 years nursing experience - acute care, ER triage, and medical surgical
Teaching Assignment: General Education Division

Latonya Patterson, MSN, RN-Instructor/Employment Counselor - FT
University of Phoenix, Palm Beach Gardens, FL.—MSN
University of Phoenix, Palm Beach Gardens, FL.—BSN
Excelsior College, Albany, NY.—RN
Over 25 years' experience as a Nurse.
Over 15 years experience in Nurse management
Teaching Assignment: ADN Division

Marva Pinnock, BSN, RN Instructor /Employment Counselor - Per Diem
Palm Beach State College, West Palm Beach, FL – BSN
Academy for Nursing and Health Occupations, WPB, FL – LPN
Over 20 years of experience as a Nurse with experience in Intensive Care Unit (ICU), medical surgical, telemetry, Neuro ICU, Surgical ICU, and Medical ICU.
Teaching Assignment - ADN Division

FACULTY CONT.

Kelly Pollino, RN Instructor /Employment Counselor - Per Diem
Academy for Nursing and Health Occupations – ADN
Greater Lowell Nursing—LPN
Over 30 years Nursing experience as an LPN and now an RN
Served 20 years in the military as a nurse
Teaching Assignment: ADN Division

Christiane Previlma, MSN, RN, Instructor/Employment Counselor - FT
West Coast University, MSN-PMHNP
Southern New Hampshire University, MS in Psychology
Florida Atlantic University, BS in Healthcare Administration
The Academy for Nursing and Health Occupations– ADN
15 years experienced in Geriatric Care and Case Management.
5 years experience in Mental Health and Home Healthcare.
Teaching Assignment: ADN Division

Natacha Romulus Leandre, MSN,RN Instructor/Employment Counselor—FT
University of Phoenix -BSN Nursing
University of Phoenix- MSNFNP
Over 20 years Experience in Medsurg and Telemetry, long-term care, and Spinal Cord Injury.
Teaching Assignment: ADN Division

FACULTY CONT.

Jamie Rubin, BSN, RN Instructor/Employment Counselor - FT
College of Mount St. Joseph, Cincinnati, OH - BSN
Miami University, Oxford, OH - Bachelor of Arts in Chemistry
Over 20 years experience in cardiology, open heart unit critical care, respiratory and hospice
Teaching Assignment: PN Division

Chris Sheffield MSN, RN, FNP-C, Instructor/Employment Counselor - Per Diem
Walden University, Minneapolis, MN—MSN
Capella University, Minneapolis, MN—Bachelor of Science in Nursing
San Antonio College, San Antonio, TX—Associate of Applied Science Degree in Nursing
Over 20 years nursing experience in Cardiology, Research, Pediatrics, Emergency Room and Critical Care
Over 4 years teaching experience
Teaching Assignment: ADN Division

Alexis Stallings, BSN, RN, Instructor /Employment Counselor - FT
Indian River State College—ADN & BSN
Over 4 years experience in Adult Medical Surgical and Dialysis Care, Home Health, and Assisted Living
Teaching Assignment: PN Division

Marthe Vil, BSN, RN Instructor/Employment Counselor—Full Time
Palm Beach State College, Lake Worth FL- ASN and BSN
10 years of Nursing experience in Telemetry, Medical-Surgical, LTAC
Management experience- Rehabilitation/Nursing Home Care
Teaching Assignment: ADN Division