

Main Campus
2942 Route 611
P.O. Box 294
Tannersville, PA 18372

Branch Campus
157-183 Main St
Paterson, NJ 07505

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WELCOME TO

CDE CAREER INSTITUTE

You have made a smart decision by choosing CDE Career Institute for your educational needs. Always prominent is our intention to make your learning experience both enjoyable and effective.

CDE Career Institute offers Certificate programs in the career fields of Computerized Office Administration and Medical Office Administration.

Admission to CDE is open to High School graduates or those holding a GED. CDE offers scheduling that includes day or evening classes on a full time basis. Classes are held Monday through Thursday from 9 am until 10 pm and Friday 9 am-9 pm. Make up classes can be can be scheduled on Friday at no extra charge.

CDE Career Institute offers graduates job placement assistance. We are committed to helping you reach your career goal by offering relevant training. Relationships with local employers keep us alert to developments in the labor force that include the jobs and skills that are most in demand.

Investing in your education is investing in your future. Financial Aid is available for those who qualify. Start by completing the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov or CDE's Financial Aid office is happy to assist you in completing the application. Financial Aid staff can be reached at (570) 409-9023 for the main campus and (973)-658-4901 for the branch campus. CDE's school code is **041275**. Whether you have recently finished high school or are training for a new career, we are here to help! Call us at (570) 629-2690 for the Main Campus and (973) 658-4901 for the Branch Campus or visit our web site at www.cde.edu for more information on how you can begin building a better future today.

OUR HISTORY

During the last two decades, a growing disparity has developed between the technology skills required by employers and the number of qualified job applicants with those skills. In order to respond to this growing need, CDE Career

Institute was founded in 1996. CDE Career Institute has since experienced phenomenal growth, due to its reputation for quality, fairness, and professionalism.

FACILITIES AND EQUIPMENT

Main Campus-Pennsylvania:

CDE Career Institute's facilities are designed to make learning a pleasure. We are conveniently located in Northeastern Pennsylvania in Tannersville. CDE Career Institute is a fully air conditioned, well lighted facility with a reception area, administration offices and classrooms. The school has a break room for students with a coffee pot, microwave, tables and chairs. Both male and female lavatories are available. There is public parking available in a well-lighted parking lot. In our training center facility, we offer an environment that is comfortable and accessible to the physically challenged. Classroom facilities contain individual student workstations equipped with modern personal computers and software.

Branch Campus-New Jersey:

The Branch Campus occupies 5,440 square feet of space in the Paterson Mall Shopping Center located at 157-183 Main St, Paterson, New Jersey, 07505. The building has elevators is handicapped accessible.

CDE Career Institute is a fully air conditioned, well lighted facility with a reception area, administration offices and classrooms. The school has a break room for students with a coffee pot, microwave, tables and chairs. Both male and female lavatories are available. There is public parking available in a well-lighted parking lot. The school is easily accessible via public transportation and is within walking distance of numerous food-chains

EDUCATIONAL OBJECTIVE

Our educational objective is to prepare students for entry level jobs, career advancement and/or certification. Our programs are designed to plug the gaps between seasoned work experience and missing technology components. We help students develop skills in the field of computerized office and medical office technology. Because the skills taught are diverse, students will be qualified to participate in a number of technical and

non-technical positions within the workforce. These skills will provide students with the basis upon which they can work and steadily advance into more demanding jobs. These programs can also assist students in upgrading or improving their existing skills in order to achieve upward or lateral mobility in their current positions.

SCHOOL MISSION

Our mission is “**We help people build more successful lives through Career Education, Professional Development, and Employment**”.

SCHOOL VISION

We are dedicated to the belief that all students should have the opportunity to develop technical skills that will enable them to secure and retain productive and rewarding career positions. CDE Career Institute is committed to providing educational offerings that deliver the maximum amount of training in the minimum amount of time. We are dedicated to the overall success of our students and continually strive to maintain our reputation of delivering the highest training quality training possible through a combination of a qualified, experienced staff, current, well-organized curricula, and industry-standard equipment. At CDE Career Institute, the delivery of instruction is instructor-led lecture with “hands-on” using actual hardware and software used in today’s common offices. CDE Career Institute develops all curricula to relate directly to the needs of local business and industry and copyrights course guides and text materials. Classes are designed to facilitate the development of technical skills that will be required for gainful employment in the area of office technology.

In keeping with its mission and purpose, CDE Career Institute strives to:

1. Educate and train students with current equipment and software applications found in today’s automated offices;
2. Assist students in developing their technical skills to meet industry standards;
3. Provide students with skilled and experienced staff who are devoted to the

personal and career development of every student;

4. Offer individualized job placement assistance services* in the student’s pursuit of securing appropriate employment.

**While CDE Career Institute actively assists students in their job search; we cannot guarantee employment to any student. If local employment opportunities are not available, relocation may be necessary.*

SCHOOL DESIGN AND LEARNING FORMAT

CDE Career Institute classes offer an Hybrid format that includes hands on skill building labs.

CDE Career Institute’s instructional methodology ensures that students develop the required knowledge and skills necessary before progressing to more advanced levels.

Students may choose day or evening sessions or a combination that fits into their life/work schedule.

This system of training is an integrated approach designed to meet the varying needs of the adult learner. This system is clearly focused on the development of specific skill competencies within the parameters of the prescribed qualitative and quantitative objectives. In this system, all learning goals, objectives, and activities are pre-planned.

CDE Career Institute currently offers 4 programs:

- PC Applications (PCAPP)
- Medical Office Assistant (MOA)
- Medical Transcription/Insurance Billing (MTIB)
- Computerized Office Assistant (COA)_

Students interested in developing job skills that will enable them to pursue a better job in the workforce are encouraged to enroll in a program that has specific vocational objectives of interest. All programs are offered during the hours of operation shown on the Campus Schedule. Diplomas are awarded to students meeting the Graduation Requirements of their chosen program.

ADMISSION & REGISTRATION POLICY/REQUIREMENTS

The Admissions Office is open Monday through Friday from 9:00 a.m. to 5:00 p.m. They can be reached at (570) 629-2690 or (570) 977-5675 at the Main Campus in Tannersville, PA and (973) 658-4901 at the Branch Campus in Paterson, NJ . Individuals interested in learning more about the school and its programs or Continuing Education courses should contact the school to schedule an appointment to meet with Admissions staff and visit the school.

All applicants are required to complete a personal interview with Admissions staff in order to mutually determine what educational offering best meets the needs of the applicant. The following must be presented at the time of registration:

- Identification (Current driver's license, picture ID or passport)
- High School Diploma or GED Certificate

ENTRANCE REQUIREMENTS

For admission into a program, all enrollees must meet the following requirement:

- Possess a High School diploma or GED Certificate
- Be at least seventeen (17) years of age on or before the first day of class

STUDENT DISCLAIMER

All applicants are considered for acceptance according to the admissions standards stated in the catalog. If however, the school administration determines that the prospective student would be unlikely to successfully complete his/her chosen educational offering, or is unlikely to qualify for employment in the vocation or field for which the training is designed, the administration will disclose the decision to the prospective student. If the prospective student expresses a desire to enroll after such disclosure, then the Student Disclaimer shall be signed and dated by the student.

ENROLLMENT PERIODS

Educational offerings are structured around class schedules that meet the personal requirements of the student. During the Admission procedure, the Admissions staff and the student will complete the Enrollment Agreement and plan the schedule

required for their chosen program. The Enrollment Agreement will specify a start, midpoint and end date. The minimum attendance schedule consists of twenty four (24) hours per week.

Instructors are actively involved in each student's progression through their Program. CDE Career Institute does not recommend schedule modification once the enrollment period has begun. However, if a student must change his/her schedule, the student must submit requested changes, in writing, to the Instructor. If the school is able to accommodate the student's request based on seating availability, the Enrollment record will be modified to include the modified schedule and enrollment period. The modified Enrollment Agreement or a formal schedule change form will be signed and dated by both the student and the Instructor. Financial Aid funded students will be required to get approval by that office additionally to be sure of compliance with their funding.

PREVIOUS TRAINING/ADVANCED STANDING/CREDIT TRANSFER

CDE Career Institute will evaluate transfer credits from other institutions on a student-by-student basis.

If student has previous experience in any of the subject areas included in the program of choice, the student may exempt a training course(s) in order to satisfy prerequisite requirements. Training courses may be exempted by earning a passing grade on all examinations included in the final course grade*. Exempted courses may be replaced with optional courses that are offered by CDE Career Institute. CDE will transfer full course credit from one CDE program to another CDE program upon the students obtaining a passing grade for the course and provided that the course requirement is comparable in each of the programs. Tuition will be reduced when appropriate on a pro-rata basis. For transfer of CDE Career Institute credits, the acceptance of transfer credits is at the discretion of the institution to which the student is transferring. CDE credits may not transfer.

CLASS SCHEDULES & PROGRAM START DATES

The total hours of each program vary and are dependent upon the curriculum.

- Day classes are scheduled Monday through Thursday from 9:00 am to 3:00 pm
- Evening classes are scheduled Monday through Thursday from 5:00 pm to 10:00 pm and Friday from 5:00 pm to 9:00 pm

ATTENDANCE, TARDINESS, MAKE-UP, AND LEAVE OF ABSENCE

ATTENDANCE & ACADEMIC PROGRESS STANDARDS

It is difficult to successfully develop marketable skills without regular, consistent attendance.

Therefore, students are expected to progress and complete according to their schedule and within their planned enrollment period.

If students experience problems with their schedules, they may request a revised schedule. If a student needs to reduce their scheduled classes per week, the total class clock hours cannot be less than any minimum number of hours required by their funding.

TARDINESS

CDE Career Institute expects students to be prompt for all activities, appointments, and training sessions.

ATTENDANCE REQUIREMENTS

CDE Career Institute records the daily attendance of each student in accordance with each state guidelines. Records of students' attendance are kept on file and are available for student review. The school encourages all students to attend classes daily. The minimum attendance requirement is 70 percent of the program. Absenteeism for more than 30 percent of the total program constitutes cause for dismissal. Students who have greater than 30 percent absences will have their case reviewed by the Education Director and a make-up plan developed to achieve compliance. Students who do not achieve the minimum attendance rate within the time described

in their make-up plan will be administratively withdrawn. Students who realize that their absence will extend beyond 30 percent of the program have the option of requesting an official leave of absence.

ABSENCES

The School regards students who miss scheduled classes to be absent for those clock hours. Absences will be excused for up to 10% of the students scheduled clock hours as of the absence date. Any absences exceeding 10% of the students scheduled clock hours will not be excused. Days that the school is closed, or days covered by an approved Leave of Absence need not be made up.

Students who do not meet the attendance requirements of their individual funding streams, will lose funding and will billed for any remaining balance by CDE Career Institute.

MAKE-UP POLICY

At CDE Career Institute, we believe our students are responsible adults, and as such are responsible for their own success. It is difficult to successfully develop marketable skills without regular, consistent attendance. Student's attendance is recorded daily.

Students are expected to progress and complete according to their schedule of record. Students that are required to make up absences **must** arrange make-up sessions with their instructor so that skill competencies develop within the student's planned enrollment period. There will be no charge for make-up time. Make up hours are offered Monday to Thursday between 3:00 pm and 5:00 pm and Friday between 9:00 am and 5:00 pm. The student must make up missed classes and assignment within five (5) business days of returning to school.

LEAVE OF ABSENCE

Requests for leave must be submitted to the Instructor and reviewed and approved or disapproved by the Education Director or School Director in writing and must include an effective date, definitive return date and student signature. A Leave of Absence request may be taken from the

student verbally if they are unable to submit the application in person. The Education Director or School Director will review the request for regulatory compliance with school policy as well as compliance with the student's individual funding stream regulations. If all is compliant, the Leave of Absence will be approved, indicated as such by a signature on the request. If a student fails to return from a Leave of Absence on or before the approved return date, the student will be terminated from the program on the day after the scheduled return date. Refunds for students terminated for failure to return from a Leave of Absence will be made according to the guidelines in the Cancellation and Refund Policy.

For Federal Student Aid funded students and for purposes of Return of Title IV funds, the withdrawal/termination date will be the last date of academic attendance. Students not returning on the scheduled date are terminated from their enrollment and the grace period for Federal Direct Student Loans begin on the students last date of attendance. (Example: Student is scheduled to return from an approved LOA on May 1. They have been on Leave since April 1. The student does not return. The failure to return is reported to Federal Student Aid and the students 6 month grace period starts effective April 1.) Students are limited to leave of absence, not exceeding 180 days, in a 12-month period. Upon return from a leave of absence, students must meet with Admissions staff to resume classes appropriate to their Program's requirements.

**Exceptions: 1.) Additional leave of absence subsequent to an approved leave may be permitted if the subsequent leave of absence does not exceed 30 days and the school determines that the subsequent leave of absence is necessary due to unforeseen circumstances; and 2) Subsequent leaves of absence may be approved for jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993.*

See additional information regarding Leaves of Absence on page 15.

STUDENT SERVICES

OUR "OPEN DOOR" POLICY

All members of the faculty and staff are available to students for assistance. CDE Career Institute accepts feedback from students regarding policy, instruction, and curriculum. Administration's door is always open should a problem arise or if you would like to share your enthusiasm and excitement about the program.

STUDENT FINANCIAL ASSISTANCE

In the event that a student is unable to pay the entire cost of tuition and fees at the time of enrollment, CDE Career Institute may be able to assist with a payment plan, a third-party loan, or a grant that is consistent with the individual's budget or qualifications. Federal Student Aid is available for those who qualify. Financial Aid staff is available Monday-Thursday 9am – 5 pm. Tel: (570) 409-9023 (Main Campus) and (973) 658-4901 (Branch Campus). See pages 16-18 for more information on Federal Student Aid.

PLACEMENT ASSISTANCE SERVICES

For students enrolled in any program, placement assistance begins with skill and interest evaluation at enrollment. Students will receive counseling and assistance in securing employment and moving into new positions as they move along the career path. **While Placement assistance services are available to all students enrolled in a program, CDE Career Institute cannot guarantee employment to any student.**

STUDENT RECORDS & ACADEMIC TRANSCRIPTS (FERPA)

Academic transcripts are prepared and reviewed at the scheduled completion dates of student's enrollment period. In accordance with the Family Educational Rights and Privacy Act of 1974, students records at CDE Career Institute are only open for inspection to students and parents of dependent students to review and challenge any and all parts of said records. This inspection is welcomed by appointment during regular business hours. The following items are exempt from the Act:

1. Parent's Confidential Statement, Financial Need Analysis Report, and Institutional Student Information Record.
2. Letters of recommendations received after December 31, 1974, the Act permits students to waive their right to access if the letters are related to admissions, employment, or honors.
3. Records about students made by instructor or administrators, which are maintained by and accessible only to the instructors or administrators.
4. Security records.
5. Employment records for school employees who are not current students.
6. Records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals acting or assisting in such capacities for the treatment purposes and which are available only to persons providing the treatment.

Confidentiality of Education Records

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records.

1. FERPA affords the right to inspect and review the student's education records within forty-five days of the day the school receives a request for access. Students should submit to the registrar or other appropriate official written requests that identify the records they wish to inspect. The school official makes arrangements for access and notifies the student of the time and place where the records may be inspected. If the records are not maintained by the school official advises the student of the correct official to whom the request should be addressed.
2. FERPA affords the right to request the amendment of the student's education records that the student believes are inaccurate or misleading. A student may ask the school to amend a record that he or she believes is inaccurate or misleading. The student should write the School Director, clearly identify the part of the record he or she wants changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record

as requested by the student, the school notifies the student of the decision and advises the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the appeal procedures is listed in this publication.

3. FERPA affords the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials, or officials of institutions with which the school has consortia agreements, with legitimate educational interest. A school official is a person employed by CDE Career Institute in an administrative, supervisory, academic, or support-staff positions person or company with whom the school has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student assisting another School official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. FERPA affords the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901.

CDE Career Institute reserves the right to refuse to permit a student to inspect those records excluded from the FERPA definition of education records and to deny transcripts or copies of records not required to be made available by FERPA if the student has an unpaid financial obligation to the school or if there is an unresolved disciplinary action against him or her. Fees are not assessed for search and retrieval of the records, but there may be a charge for copying and postage.

Directory Information/Student Records

CDE Career Institute identifies the following as directory information: name; CDE Career Institute student identification (ID) number; address (home and e-mail); telephone listings; major and secondary-concentration fields of study; dates of attendance; certificates, and awards received from the school; and individually identifiable photographs and electronic images of the student solicited or maintained directly by CDE Career Institute as part of the educational record.

CDE Career Institute maintains Student Records for all students enrolled at the school. Student Records include:

1. Enrollment data
2. Payment of fees
3. Attendance Records
4. Academic progress & Grades
5. Financial Records & Placement Data
6. The Enrollment Agreement
7. High School Diploma or GED
8. Record of Credit given for previous training
9. Records of meetings, appeals, disciplinary actions and/or dismissals.
10. Graduation Certificate earned
11. All Financial Aid Records
12. Medical Records (Where Applicable)

Should students desire an official copy of their academic transcript, a written request should be provided to the Student Records staff for processing. There is no charge for the initial request. There will be a \$3.00 fee for each request thereafter. Academic transcripts are prepared at the scheduled completion dates of each evaluation period when grades and academic progress are formally reviewed. In accordance with the Family Educational Rights and Privacy Act of 1974, student records are only open for inspection to students and parents/guardians of dependent students to review and challenge any and all parts of said records. This inspection is welcomed by appointment during regular hours of operation.

All student records will be maintained by the school until the school closes. At that time, records will be forwarded to the New Jersey Department of Labor and workforce development (**for Branch**

Campus Students) and to the Pennsylvania Department of Education (**For Main Campus Students**). Upon graduation, all students will be given a copy of their records and should be maintained indefinitely by the student

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Most problems or complaints that students may have with the school or its administration can be resolved through a personal meeting with the school staff. If, however, this action does not end the situation to the satisfaction of the student, the student may submit a written complaint to the School Director. The written complaint should contain:

(1) the nature of the problem(s), (2) approximate date(s), that the problem(s) occurred, (3) name(s) of the individual(s) involved in the problem(s) staff and/or other students, (4) copies of important information regarding the problem(s), (5) evidence demonstrating that the institution's complaint procedure was followed prior to this point in time, and (6) student signature. Students who file a written complaint can expect to receive a written response within ten business days.

Students may also call the School Director to schedule an appointment at any time if they prefer not to follow the written complaint procedure.

If a student's questions or concerns are not resolved to the student's satisfaction, then the student may bring the situation to the attention of:

Main Campus:

Pennsylvania Department of Education, State Board of Private Licensed Schools, 333 Market Street, 12th Floor, Harrisburg, PA 17126-0333. The institution also follows the policies of The Council of Occupational Education (C.O.E.). Complaints can also be forwarded to C.O.E. at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, www.council.org.

Branch Campus-New Jersey:

NJ Department of Labor and Workforce Development 1 John Fitch Plaza, Trenton, NJ 08611. The institution also follows the policies of The Council of Occupational Education (C.O.E.). Complaints can also be forwarded to C.O.E. at

7840 Roswell Road, Building 300, Suite 325,
Atlanta, GA 30350, www.council.org.

In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the Ninety (90) days may exclude the student from any available form of assistance. The contact number to call is (609)-292-4287 or email: trainingevaluationunit@dol.nj.gov

CAMPUS SECURITY AND CRIME AWARENESS POLICY

It is the policy of CDE Career Institute to provide a safe, secure and crime free learning environment. As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, CDE Career Institute, has implemented these policies regarding campus security.

CRIME STATISTICS

By October 1 of each year, CDE Career Institute will distribute a copy of the prior year's its annual security report to all employees and enrolled students via hard copy, web site or email.

This report will include statistics for crimes, which occurred on or near the campus as well as Violence Against Women information.

CRIME REPORTING POLICY

It is the policy of CDE Career Institute that all incidents of criminal actions and other emergencies that students, faculty, or administrative staff become aware of will be reported immediately to the Campus Safety and Security Officer or to his/her designee. This report can be verbal or written depending on the severity of the incident. The Campus Safety and Security Officer or his/her designee will investigate such reports and take legal or other action deemed necessary by the situation. The Campus Safety and Security Officer will contact the appropriate emergency personnel to deal with the incident and will maintain a record

of all incidents that occur. In case of a medical emergency, life-threatening situations, fire, or natural disaster, or criminal action, 9-1-1 should be called to obtain immediate emergency assistance. The School Director or his/her designee should be notified immediately if emergency assistance has been called.

TIMELY WARNING

CDE Career Institute will make timely warnings to the campus community of crimes reported or other incidents that pose the potential for danger to students or employees. Depending on the nature of the incident, the following procedures will be followed:

- a. An incident presenting eminent danger/injury, such as a robbery, assault, fire or natural disaster – 9-1-1 will be called immediately and all affected students, faculty, and administrative staff will be evacuated from the building or escorted to a safe location by the School Director or his/her designee.
- b. An incident presenting the possibility of future danger – students, faculty, and administrative staff will be notified verbally by phone or in writing by email of the incident and advised of the caution that individuals should take in protecting themselves.

PREPARATION OF ANNUAL CRIME STATISTICS

In preparing annual crime statistics, CDE Career Institute will tabulate data on all reported incidents on campus. In addition, the institution will contact the appropriate law enforcement agencies to gather data on crimes that have occurred in close proximity to the campus. These statistics will be included with the statistics gathered through campus reporting. All cumulative data will be included in the annual security report and distributed to students, faculty, and administrative staff by October 1 of each year.

REPORT CRIMES TO:

Students and employees should report criminal offenses to:

Main Campus:

Pocono Township Police Department

State Route 611
Tannersville, PA 18372 (570)629-7323

Pennsylvania State Police
Route 611
Swiftwater, PA 18370 (570) 839-7701

Branch Campus:

Paterson Police Department
111 Broadway, Paterson NJ 07505
Tel: (973) 321-1111

BUILDING SECURITY & ACCESS

The main campus in Tannersville of CDE Career Institute is located on a main artery, Route 611. The school is open to the public.

The additional campus is in Downtown Paterson, New Jersey on Main Street. The school does not employ campus security personnel. Faculty and Administrative staff are to take whatever measures are required to protect themselves and students in the event of a safety or security emergency.

Students have access to instructional facilities during normal class hours. Students are to sign in on the attendance list upon arrival for class, and sign out upon departure. Students and employees should notify the School Director or his/her designee immediately if an unauthorized visitor is observed in the classrooms, labs, or administrative offices. Before and after business hours, the institution's administrative and educational facilities are locked. The School Director will only issue keys to employees. Employees are to exercise reasonable care to secure keys issued to them. Replacement keys are to be requested from the School Director. Members of the campus community should be aware if building is not locked and secured, nor are there security personnel on-site. When leaving class and going to the parking lot, particularly at night, it is always a good practice to walk in pairs or for a student to ask an instructor to accompany him/her to their automobile.

CAMPUS SECURITY AUTHORITY

CDE Career Institute does not employ any security personnel and no employees have any law enforcement authority. The School Director or his/her designee is responsible for the campus

security. Students and employees are encouraged to accurately and promptly report all crimes to the local authorities and to notify the School Director of the incident being reported. Students are encouraged to discuss sensitive concerns they may have with the School Director, who can assist students to report crimes on a voluntary and confidential basis.

CAMPUS SECURITY INFORMATION PROGRAMS

Crime prevention and personal safety are issues that concern all students, faculty, and administrative staff. It is the policy of CDE Career Institute that all students receive a copy of the School Catalog prior to beginning classes. The Catalog contains the Campus Security and Crime Awareness policies of the institution. These policies will be addressed during new student orientation. All new employees receive the CDE Career Institute School Catalog, containing the Campus Security and Crime Awareness policies of the institution. These policies will be addressed during new employee orientation, which is conducted by Human Resources or Administration. Students and employees are responsible for their own security and safety both on campus and off campus and must be considerate of the security and safety of others. The institution has no responsibility or obligation for any personal belongings that are lost, stolen, or damaged, whether on or off campus premises or during any school activities.

OFF-CAMPUS LOCATIONS

All CDE Career Institute instructional programs only occur on Campus in Pennsylvania and New Jersey

STUDENT CONDUCT REQUIREMENTS

Students are expected to dress and act in a businesslike manner while attending classes in order to prepare for a professional workplace.

CDE's dress code policy is strictly enforced. Violators will be warned and then upon further violation, asked to leave class and schedule make up time. At the discretion of the school administration, a student will be dismissed from school for serious incident or repeated incident of an intoxicated or drugged state of behavior, possession of drugs, or alcohol upon school premises, possession of weapons upon school premises, behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to other students, an administrator, or faculty member, failure to conform to building policies, or any other stated or determined infractions of conduct. Possession, distribution, or use of alcohol or illicit substances on school premises will bring immediate expulsion.

CDE Career Institute prohibits copyright infringement. The school will take disciplinary action against any student who distributes unauthorized copyrighted materials including peer-to-peer file sharing and the prohibited use of the institution's information technology system for those activities. Any student involved in such an act will be reported to the proper authorities and charges will be pressed.

CDE Career Institute prohibits the use of personal storage devices in our computers. CDE provides all students with internet access for class material and job search purposes only. The technology and internet use policy explained and signed at student orientation will be strictly enforced.

Refunds for students terminated because of not maintaining the school's Conduct Requirements will be made according to the guidelines in the Cancellation and Refund Policy.

Disciplinary Action

Students are subject to disciplinary action for any of the following, but not limited to events.

- Not adhering to the school's rules, regulations, policies and student conduct requirements
- Missing more than 30 percent of instruction time
- Not maintaining the minimum grade point average

- Not meeting financial responsibilities to the school

Disciplinary actions include:

Warning: Oral or written expression that the student is in violation of the Student Code of Conduct and the imposed discipline, if any.
Disciplinary Probation: An official notice that the student may face suspension or expulsion should the student be involved in another incident during a specified period of time.

Suspension: Exclusion from classes and/or exclusion from other privileges or activities or from campus for a specific period of time.

Dismissal: Permanent dismissal from the School.

The School Director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and reason for dismissal. It is the responsibility of the dismissed student to notify the appropriate institution should the student have a student loan or is receiving financial aid. Prepaid tuition will be refunded according to the school's refund policy.

ACADEMIC HONESTY

Academic honesty is expected of all CDE Career Institute students. Academic dishonesty includes, but is not limited to cheating, plagiarism, and theft. Any student found guilty of academic dishonesty is subject to disciplinary action.

Disciplinary action against a student found guilty of academic dishonesty includes, but is not limited to: (1) a failing grade for the test or assignment in question; (2) a failing grade for the course; and/or (3) a recommendation for dismissal from the school.

Students may appeal the Academic Dishonesty determination by submitting a written notice of appeal to the School Director within seven (7) days of the date they were notified of determination. The written notice of appeal submitted by the student must document any mitigating circumstances that might lead to the removal of the academic dishonesty determination. The School Director will notify the student in writing of the outcome of their appeal within seven (7) days of receipt of the appeal. The appeal and its outcome will be documented in the student's file.

DRUG OR ALCOHOL ABUSE EDUCATION PROGRAMS

CDE Career Institute does not provide substance abuse counseling or educational programs to students. Students are encouraged to seek assistance from community agencies that provide these services.

ALCOHOL, DRUG, & WEAPONS

The possession, use and/or sale of alcoholic beverages and/or any illegal drugs is strictly forbidden on the campus (including the parking lot and adjacent areas) of CDE Career Institute. All students and employees receive the CDE Career Institute alcohol, drug, and weapons policies during new student or new employee orientation and sign the Student Conduct Agreement. Any student or employee in violation of this policy will be terminated from school or employment immediately. The possession and/or use of any weapons, including but not limited to knives and firearms, is strictly prohibited on campus, and are cause for immediate termination.

SEX OFFENSES

Student sex offenses are addressed as part of the School's Discrimination and Harassment Policy. This policy is reviewed and distributed to each student at initial orientation. Students and employees should immediately report all sex offenses to the School Director or his/her designee. Physical evidence is crucial for the successful prosecution of sex offenders and therefore should be preserved for proof of a criminal offense should the student or employee determine s/he will report the offense to law enforcement personnel. The School Director, or other personnel selected by the student, will assist the student in notifying authorities if the student requests such assistance.

The institute will change the training schedule of a student after an alleged sex offense if requested by the student.

CAMPUS SAFETY POLICY

MEDICAL EMERGENCIES

In the event of sickness or accident, these procedures are to be followed:

1. If you become ill or are injured in an accident on campus, notify your instructor immediately.
2. If the illness or accident requires emergency care, the school will obtain emergency assistance by calling 9-1-1.
3. The school will notify the individual you have designated as your Emergency Contact.
4. First-Aid Kits are located throughout the Institution for minor emergencies. All staff members are aware of the location of the First-Aid Kits.
5. In the event of illness or injury, your instructor will complete an Incident Report and submit that report to the School Director or his/her designee.

BUILDING EMERGENCIES

Fire Emergency

All students should familiarize themselves with the evacuation plans posted in the classrooms and through the building. In the event of a fire in the school building, students should:

- Immediately notify an instructor so that a fire evacuation may be initiated if the alarm has not already sounded.
- Remain calm; cooperate with the instructor and follow directions given.
- Assist the instructor in closing all windows and doors behind you as you leave.
- Crawl low under the smoke to escape.
- If escape through the doors is not possible, your instructor will assist you in exiting through the nearest unobstructed window.
- If your clothing catches fire, stop right where you are. Drop to the ground. Roll over and over to put out the flames.
- It is your responsibility of ALL students to follow these procedures. No student should leave his/her group and wander

around the building alone.
 Students and instructors will
 gather in the front parking lot at a
 safe distance from the building
 following evacuation.

B	89% - 80%	3.0
C	79% - 75%	2.0
D	74% - 70%	1.0
F	Below 70%	0.0
I	Incomplete*	

Natural Disaster

In the event of natural disasters, the following procedures should be followed:

- Floods and Flash Floods –
 - Stay inside.
 - Do not evacuate unless you are told to do so.
- Severe Thunderstorms and Lightning –
 - Stay inside; move away from windows, water faucets, sinks and metal objects.
 - Proceed in an orderly fashion to the inside hallway away from windows.
 - Do not use telephones.
 - Turn off computers and other electrical equipment you may be using.

Emergency Evacuation for Students with Special Needs:

If you need special help or assistance during an emergency evacuation, be sure to tell your instructor.

ACADEMIC GRADING POLICY

Academic performance for students enrolled in a program is measured through the assignment of grades and grade points. The school measures progress using a 4-point scale as follows:

Main Campus:

	<u>Grades</u>	<u>Grade Points</u>
A	100% - 90%	4.0
B	89% - 80%	3.0
C	79% - 70%	2.0
D	69% - 60%	1.0
F	Below 60%	0.0
I	Incomplete*	

Branch Campus:

	<u>Grades</u>	<u>Grade Points</u>
A	100% - 90%	4.0

ACADEMIC PROGRESS

The Satisfactory Academic Progress (SAP) Policy applies to all students enrolled in the CDE Career Institute, whether receiving Federal Title IV Funds, partial funding assistance, Workforce Investment Act funds or self-pay

Process Overview & Responsibilities

Federal regulations require all schools participating in state and federal financial aid, Title IV, programs to monitor Satisfactory Academic Progress (SAP). **These standards are applicable to all students attending this institution.**

Students enrolled in programs must meet formal standards that measure their satisfactory academic progress toward graduation. The policy is provided to all students as published in the School Catalog prior to enrollments and at new student orientation. The policy is consistently applied to all applicable students. Evaluations are maintained in the student file.

All students must maintain Satisfactory Academic Progress according to the following standards in order to continue enrollment. Satisfactory Academic Progress is measured at the end of each payment period, and will be checked prior to disbursement of aid.

Same As or Stricter Than:

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

The Financial Aid office reviews the Title IV, SAP policy to ensure it meets all federal requirements.

Evaluation Periods:

SAP evaluation periods are based on actual clock hours at the school. Students who are not making SAP will be notified in writing. Failure to make SAP will impact eligibility for Title IV, financial aid. The maximum time frame equals 1.5 the published length of the course. Authorized leaves of absences will not be considered in the maximum time frame evaluation. You must be aware that a Leave of Absence will extend the student’s contracted period and maximum time frame by the same number of days taken in the Leave of Absence.

Academic Year Definition:

940 clock hours for the Medical Transcription/Insurance Billing Program and 930 clock hours for the Computerized Office Assistant Program (for Federal Student Aid, Title IV, funding)

Quantitative (Pace) Requirement:

Students are expected to complete in the published number of clock hours however they are required to complete his/her educational program in no longer than 150% of the published length of the program as measured in clock hours as determined by the program in order to be considered making Satisfactory Academic Progress. The time frames below are based on a 24 hour per week schedule.

	Normal		Maximum	
	Hours	Weeks	Hours	Weeks
MTB	940	40	1410	58.75
COA	930	39	1395	58.13
PCA	300	13	450	18.75
MOA	390	17	585	32.5

Evaluations are conducted at the end of each payment period to determine if the student has met the minimum requirements. Evaluations are based on the cumulative attendance percentage as of the last day of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. An evaluation of the cumulative

attendance since the beginning of the course will indicate that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Example: If a student completed 450 hours and was scheduled to complete 650 hours, the percentage would 69 % (minimally acceptable pace to complete the program within the 100% normal time frame is 70%)

Qualitative Measure of SAP:

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned course study.

Main Campus:

Students must maintain a cumulative theory grade average of at least 70 %(C) (2.0 GPA) at the end of each progress report period (payment period).

Branch Campus:

Students must maintain a cumulative theory grade average of at least 75%(C) (2.0 GPA) at the end of each progress report period (payment period).

Students must make up failed or missed tests and incomplete assignments. Practical skills performances are counted toward course completion only when considered satisfactory or better and are therefore, not a component of satisfactory progress. If performance does not meet satisfactory academic requirements, it is not counted and the performance must be repeated until a satisfactory level of performance is achieved. The school uses the following grading scale:

Main Campus:

4.0	90-100	A
3.0	80-89	B
2.0	70-79	C
1.0	60-69	D
0.0	Below 60	F

Branch Campus:

4.0	90-100	A
3.0	80-89	B
2.0	75-79	C
1.0	70-74	D
0.0	Below 70	F

A grade of “C” is considered a passing grade.

Incomplete Grade:

* An "Incomplete" will be changed to an "F" grade if a class is not satisfactorily completed within the maximum time frame for completion. (see Maximum Time Frame for Completion).

Students enrolled in programs containing Internships, that fail to start the Internship or who voluntarily do not complete the required minimum hours or are asked to leave the site will be required to meet with the Admissions staff to determine any extenuating circumstances that may allow for additional placement. If none exist, the student will receive an Incomplete, “F” for the Internship.

Students receive class grades based on the evaluation method described in the individual program outline. Grade points earned for each course will be multiplied by the unit value assigned to the course to determine quality points earned for that course. Quality points are totaled for all courses in the program and then divided by the program’s total number of units to determine the student’s GPA.

Financial Aid Warning:

The school evaluates Satisfactory Academic Progress at the end of each payment period and checks for the following:

1. Grade point average (GPA) and the student must maintain a minimum of a 2.0 GPA.
2. Attendance must meet the minimum of 70% rate of attendance.
3. Clock hours, the student must meet half the hours of instruction for that programs payment period to be eligible for the next payment.

If a student falls below a 2.0 GPA, or if the student is not completing the required amount of clock hours to keep Pace with the requirements for graduation within the 150% time frame, will result in the student being placed on **Financial Aid Warning for one payment period**. A student who is put on a Financial Aid Warning can continue to receive Title IV, funding for the next payment period after they receive the warning status.

If the student is not meeting Satisfactory Academic Progress at the end of the **Financial Aid Warning Period**, the student will be placed on **Academic development Status, with a loss of Title IV, funding** and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, eligibility. During this period the students will not be eligible to receive Title IV, funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status.

If a student is making SAP at the end of the Financial Aid Warning, they shall be returned to normal SAP status with no loss of Title IV eligibility.

APPEAL PROCESS:

If the student does not make SAP at the end of the Financial Aid Warning period, they lose their Title IV, financial aid eligibility and will be placed on **Academic development Status, with a loss of Title IV, funding**, with the right to appeal. The student may have the opportunity to have their Title IV, financial aid eligibility reinstated by appealing the **Academic development Status, with a loss of Title IV, funding** decision and placed on Financial Aid Probation if the appeal is granted.

The student has five (5) days to institute an appeal. The appeal must be given to the School Director, who in turn will meet with the Student Services Director, to make a decision on the appeal.

The student must describe any unusual circumstance(s) that the student believes deserve special consideration. The basis on which a student may file an appeal: death of a relative, an injury, or illness of the student or **other special circumstance**. The student must provide supporting documents and describe in writing any unusual circumstance(s) that the student believes deserve special consideration. The student must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

Once the School Director receives the appeal, they will evaluate the appeal and provide a decision within ten (10) business days. The School Director will notify the student in writing of the decision and that decision is final.

Financial Aid Probation:

If Financial Aid Probation Status is granted, the student will regain Title IV, eligibility for the next eligible payment period only. The student must be making SAP at the end of the payment period to regain Title IV, funding for the next payment period.

When a student is placed on Financial Aid Probation status, he or she will be required to do the following:

1. Agree to a written academic plan that specifies how the student will regain SAP. The plan may include but is not limited to attendance make up sessions, repeating a course for which the student received a failing grade, and/or repeating a course from which the student withdrew.
2. Sign the academic plan (a copy will be kept in the student's file).

A student on Financial Aid Probation because of a successful appeal is eligible for Title IV, funds for ONE payment period only.

Students who regains SAP at the end of the next payment period will have regained full eligibility for Title IV, funding.

The student on financial aid warning, probation or Title IV, funding suspension for a payment period may not receive Title IV, funding for the subsequent period unless the student makes SAP

Reinstatement of Title IV, Aid:

Reinstatement of aid is limited to the period under evaluation. Students making SAP by the conclusion of the Warning or Probation period will be removed from the warning/probation status and will regain eligibility for Title IV, funding

Leaves of Absence and Interruptions:

If student enrollment is temporarily interrupted for a Leave of Absence (LOA) (not to be extended beyond 180 days) and documentation to support the required leave of absence is submitted to the school Director (i.e. LOA Application request, Doctor's excuse, etc.) the student will return to school in the same progress status held prior to the leave of absence. Classes missed and clock hours that have elapsed during a leave of absence will extend the student's contract period by the same number of clock hours and will not be included in the student's cumulative attendance percentage calculation.

RE-ENTRY POLICY

Reinstatement or Re-Entry before 180 days

Students who withdraw prior to completion of the course and wish to re-enroll within six months (180 days) of the original official withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal.

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds.

Students who have been terminated or withdrew from school and re-enroll (if determined eligible),

after more than 180 days will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's re-enrollment policy and will be evaluated by the school Director for placement.

OFFICIAL WITHDRAWAL FROM SCHOOL

In the event that circumstances beyond the student's control make it necessary for withdrawal the student must consult with the School's Director and complete a Withdrawal Form with using the last date of attendance as the drop date. This process is discussed in more detail in the Return to Title IV, funds policy.

UNOFFICIAL WITHDRAWAL FROM SCHOOL

In the event that the school unofficially withdraws a student the School Director will determine the date of withdrawal as the last date of attendance. This process is discussed in more detail in the Return to Title IV, funds policy.

Re-entry Students after more than 180 days/interruptions:

Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will be charged for contracted hours at the current tuition rate. All re-enrolling students will be evaluated by the School Director for placement in the curriculum. Re-enrolling students will be required to re-take previously passed courses as well as purchase new textbooks or E Textbooks if those course have been updated. Students applying for re-entry or transfer-in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

A determination of SAP will be made and documented at the time of withdrawal or beginning of a LOA. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Progress determination according to the appeal policy. Elapsed time during a LOA does not affect SAP and will extend the contract

period by the same number of clock hours as the LOA. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school administration.

GRADUATION REQUIREMENTS

Students must meet the following requirements in order to be considered for graduation:

1. Successful completion of all academic requirements of the program with a total minimum GPA of 2.0 within the maximum allowable time frame (150% of programs scheduled clock hours) ; **and**
2. Be scheduled for a minimum of 90% of the program's total clock hours (hours specified in the outline of the program of choice) through scheduled attendance or make-up sessions, have a minimum attendance rate of 70% (attended hours/scheduled hours; not exceed a maximum of 150% of the programs scheduled clock hours **and**
3. Meet all financial obligations to the school.

A Diploma will be awarded to all Pennsylvania campus students who meet the Graduation Requirements of the chosen program.

***The Medical Transcription/Insurance Billing program includes a REQUIRED internship component. Students may not voluntarily "opt out" of this requirement and be eligible to graduate.

STUDENT EVALUATION TECHNIQUES

A midterm exam, a final exam and quizzes will be administered for each course within each program to determine the amount of learning that has taken place. Test scores that are below **70% (For Main Campus Students) and 75% (for Branch Campus Students)** are an indication that the necessary skills for entry into employment were not acquired. Students should make

arrangement for additional practice and/or free tutoring.

INSTRUCTOR EVALUATION TECHNIQUES

Instructor evaluations, surveys and classroom observations are conducted at the end of every program. Evaluations and surveys are reviewed by the school director and used to improve instructor quality.

FINANCIAL AID

CDE Career Institute believes that students and their families have primary responsibility for a student's educational costs. However, many families are unable to immediately fund the entire cost of education. To that end, CDE Career Institute participates in several federal Title IV financial assistance programs that are available to students who qualify. The following sections describe that policies and procedures that govern financial aid at CDE Career Institute.

WHAT IS FINANCIAL AID?

Financial aid encompasses all funding that student receives because of their enrollment in a postsecondary institution. Such financial aid includes, but is not limited to, loans, grants, employment, agency funds, and employer reimbursement.

TITLE IV PROGRAMS IN WHICH CDE CAREER INSTITUTE PARTICIPATES

CDE Career Institute participates in the Federal Pell Grant Program, the Federal Direct Student Loan Program, and the Federal PLUS Loan Program.

Federal Pell Grant: The Federal Pell Grant is an award that does not have to be repaid. Federal Pell Grants are awarded only to undergraduates who have not earned a bachelor's or professional degree. Applying for the Federal Pell Grant is the first step of the financial aid process.

Prospective students must complete a Free Application for Federal Student Aid (FAFSA) to determine eligibility for the Federal Pell Grant.

Awards are based on student eligibility, cost, and length of the program; The FAFSA may be filled out on-line at FAFSA on the Web at www.fafsa.ed.gov.

Federal Direct Student Loan Program (Subsidized): This loan program provides a maximum of \$3,500 for programs one year in length. These loans are interest free while a student is in school and for six months after graduation or withdrawal. Eligibility for this loan program is determined by the successful completion of the FAFSA. The same application used in applying for the Federal Pell Grant awards.

Federal Direct Student Loan Program (Unsubsidized): This loan program provides a maximum of \$6,000 for programs one year in length. Interest accrues from the point the student receives the loan money but repayment can be deferred for up to six months after graduation or withdrawal. Loan payments can also be deferred up to six months after graduation or withdrawal.

Federal Parent PLUS Loan Program: This loan program is for parents who wish to take out a loan for their child's education. The amount a parent can borrow is determined on an individual basis utilizing the cost of attendance and the amount of other financial aid received. Interest accrues from the point the loan money is received. Payments must begin within 60 days of the second disbursement of the loan.

APPLYING FOR FINANCIAL AID

Anyone wishing to apply for federal Title IV financial assistance must complete a Free Application for Federal Student Aid (FAFSA). Our school code is **041275**. These applications are available on-line at www.fafsa.edu.gov. The Financial Aid Office will assist students with application completion, and answer any questions.

In order to insure that applicants have a complete aid package no later than they want to begin class, required documents should be brought to your financial aid appointment and any requested paperwork should be completed as soon as possible.

ELIGIBILITY REQUIREMENTS FOR FEDERAL TITLE IV AID

In general, an applicant is eligible for Federal Title IV financial assistance if the requirements listed below are met. The applicant must:

- Be enrolled as a regular student in an eligible program
- Be a U.S. citizen or eligible non-citizen
- Not be in default on any Federally Guaranteed Student Loan
- Not be enrolled at another institution or
- Receiving Title IV funds at the same time

STUDENT COST OF ATTENDANCE

An average cost of attendance for a student attending CDE Career Institute consists of allowances for room and board, transportation expense, plus one academic year's tuition, fees, books, and supplies.

REQUIREMENT FOR FINANCIAL AID TRANSCRIPTS

It is a requirement of federal regulations that institutions determine all previous federal Title IV aid received by a student prior to disbursement of funds. CDE Career Institute uses the National Student Loan Data System to obtain financial aid information from each school at which a student was previously enrolled. Financial aid disbursements are withheld until this verification of previous aid has been completed.

REQUIREMENTS FOR CITIZENSHIP VERIFICATION

If a student applies for federal Title IV financial assistance, a database match will be conducted to determine the student's eligibility status with the Social Security Administration (SSA) and the Immigration and Naturalization Service (INS). If the SSA or the INS is unable to complete the match, the student will be asked to submit additional documentation. The Financial Aid Office will assist the student in completing and submitting the necessary federal forms for additional SSA or INS verification. Financial aid disbursements will not be made until citizenship status has been verified.

REQUIREMENTS FOR FINANCIAL VERIFICATION

Federal regulations require that some student aid applications be subject to a process called verification. This process involves gathering proof of the information submitted on the student's FAFSA and verifying that the information is correct. The procedures covering verification are:

TIME PERIOD WITHIN WHICH REQUIREMENT DOCUMENTATION MUST BE PROVIDED

Unless extenuating circumstances intervene, the required documentation must be provided within 30 days of the date the applicant is notified that s/he has been selected for Verification. Financial aid disbursements are withheld until this process has been completed.

CONSEQUENCES OF FAILURE TO PROVIDE THE INFORMATION WITHIN THE 30-DAY PERIOD

Students will receive no disbursement of funds if they fail to provide the information required for verification. In addition, they will be expected to make cash payments to the Institution to cover their cost of education.

If the results of the verification satisfy the requirements, the funds for which the student is eligible will be released. If the verification results are inconsistent with previously provided information, the student will be called into the Financial Aid Office and the items that were not valid will be discussed.

If the Institution has reason to believe that, any application has been intentionally submitted under false or fraudulent circumstance, such application will be referred to the Office of the Inspector General.

REQUIRED DOCUMENTATION

Transcripts of the student and spouse's prior year federal income tax return may be required to be submitted. If the applicant is a dependent student, parents' tax transcripts must also be submitted. The applicant must complete a Verification Worksheet. The Financial Aid Office will give the worksheet to the applicant.

Each applicant has the following rights and responsibilities with regard to verification:

- The right to be informed that he/she has been selected for verification and what the responsibilities of such selection are.
- The consequences for not meeting those responsibilities, explained in detail orally and, when necessary, in writing.
- The applicant will be informed of his/her right to appeal aid decisions. Such appeals must be made in writing to the Financial Aid Director within 10 calendar days of the date of the decision. The school will inform the applicant of the results of the appeal within 30 calendar days of the receipt of the applicant's appeal.
- Information must be correct as of the date of verification or as of the date the first Institutional Student Information Record (ISIR) is received by the Institution.

ELECTRONIC APPLICATION PROCESSING

CDE Career Institute participates in a program known as Electronic Data Exchange, which provides an Institutional Student Information Record (ISIR) that is used by the Financial Aid Office to establish eligibility for Title IV financial assistance programs.

FEDERAL AID APPLICATIONS

The applicant must complete the Free Application for Federal Student Aid (FAFSA). This can occur in the Financial Aid Office or if offsite, the application must be submitted to the Financial Aid Office. The Financial Aid Office will transmit the information electronically to the central processor and CDE Career Institute will receive an ISIR electronically. The applicant will receive a Student Aid Record (SAR) from the Department of Education. CDE's school code is **041275**.

CORRECTION OF INFORMATION

If, as the result of verification or another documentation process, it becomes necessary to correct any of the information on an ISIR, the Financial Aid Officer will note the submit the corrections electronically. A new ISIR containing

the correct information will then be generated. If the corrections result in a change in eligibility, the applicant will be so informed by the Financial Aid Office.

DISBURSEMENT PROCEDURES

For programs that are measured in clock hours, financial aid disbursement are made at the beginning of each payment period except the first payment period as described below. Second disbursements are made at the half way point of each program that is greater than one academic year (900 hours). Programs less than one academic year are divided into two equal payment periods.

First disbursements of loans are not made until the student has completed a loan entrance interview with a Financial Aid Administrator. Federal Pell Grants are posted directly to the student's account at the beginning of each period (or when received and processed). Each student will receive notification of the disbursement to his/her account.

RETURN OF TITLE IV FUNDS POLICY

There are two types of refunds: the institutional refund and the return of Title IV funds.

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, or dismissed, prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of aid earned equals the number of days completed up to the withdrawal date, divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.)

Funds are returned to the appropriate federal program based on the percent of unearned aid using the following formula:

Aid to be returned equals (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Required funds will be returned within 45 days. In some cases when Title IV funds are returned, the student borrower may owe a balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement, which must be paid within 30 days of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Federal Direct Student Loan Program
- Subsidized Federal Direct Student Loan Program
- Federal Perkins Loan
- Federal Parent (PLUS) Loan
- Federal Pell Grant
- the student

VETERANS EDUCATION SAP POLICY

CDE Career Institute is approved to provide educational programs to Veterans Education beneficiaries.

Students funded by Veterans Education are subject to the following SAP policies along with the School's remaining policies;

*students who are withdrawn/terminated or dismissed will be reported to the VA and VA Education Benefits will discontinue.

Satisfactory Academic Progress

Academic Grading Policy

Academic performance for students enrolled in a program is measured through the assignment of grades and grade points. The school measures progress using a 4-point scale as follows:

	<u>Grades</u>	<u>Grade Points</u>
A	100% - 90%	4.0
B	89% - 80%	3.0

C	79% - 70%	2.0
D	69% - 60%	1.0
F	Below 60%	0.0
I	Incomplete*	

Minimum Grade Point Average

Successful completion of all academic requirements of the program with a total minimum GPA of 2.0

Academic Probation

Veterans Education beneficiaries will be placed on academic probation if their attendance falls below the minimum standard of 70% and/or if their GPA fall below the minimum standard of 2.0. The student will be on academic probation for a minimum of 30 days during which they will develop a corrective action plan with their Instructor to achieve the required standard. If at the 30 day point, the student is not achieving the minimum standard, he/she will meet with the Education Director to develop a 30 day corrective action plan. Failure to achieve the minimum standard after 60 days will result in the student being administratively withdrawn.

CANCELLATION & REFUND POLICY

All refunds due directly to students will be made within 30 days (i) of the last day of attendance if written notification of withdrawal has been provided to CDE Career Institute by the student, or (ii) from the date that CDE Career Institute terminates the student or determines withdrawal by the student. This will occur after 14 calendar days of non attendance and communication. Students are not required to request a refund.

FULL REFUND OF TUITION FEES

The student will receive a full refund of tuition and fees if:

1. the applicant gives the school written notice of cancellation within five business days after signing the Enrollment Agreement if no classes have been attended, lessons completed or materials used.

- 2. the applicant is not accepted for admission;
or
- 3. the course is canceled by the school

the school retaining the Application fee and 45% of the tuition charge.

- c. If termination occurs after the first date of enrollment and within 50% of the period of enrollment, this will result in the school retaining the Application fee and 70% of the tuition charge.
- d. If termination occurs after the first date of enrollment and after 50% of the period of enrollment, this will result in the school retaining the Application fee and 70% of the tuition charge.

CDE will process refunds under the following terms:

Main Campus:

- 1. Refunds for classes cancelled by CDE
 - a. Fees that are collected in advance of the start date of a program will be refunded at 100%. The refund shall be made within 30 days of the planned start date.
- 2. Refunds for students who withdraw on or before the first day of class
 - a. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, \$100.00 of the tuition and fees will be refunded by CDE. Appropriate refunds for students who do not begin classes shall be made within 30 days of the class start date.
- 3. Refunds for students enrolled prior to visiting the school.
 - a. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within five days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.
- 4. Refunds for withdrawal after enrollment commence.
 - a. If termination occurs after the first date of enrollment and within 10% of the period of enrollment, this will result in the school retaining the Application fee and 10% of the tuition charge.
 - b. If termination occurs after the first date of enrollment and within 25% of the period of enrollment, this will result in

- 5. Refunds for government-funded students will only be made to the funding agent.

Branch Campus:

In the event of notification by a student of withdrawal from the school or termination by the school prior to the completion of a program, CDE Career Institute utilizes the refund policies of the State of New Jersey to determine the obligation of the student as follows:

- 1. A student may cancel the Enrollment Agreement at no penalty by notifying the school in writing. The request must include the date of withdrawal and must be dated and signed by the student. This letter must be received within one week of the withdrawal (5 Business Days) to receive tuition reimbursement for that week. Tuition reimbursement will begin the week the notification is received. It is best to hand deliver the withdrawal letter and have a copy signed by an Admission Staff or mail the letter by Certified 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 the enrollment agreement is signed by both parties, even if instruction has begun.
- 3. Cancellation after the fifth (5th) business day, but before the first class will result in a refund of all monies paid, with the exception of the Application fee.

3. For courses of 300 hours or less, the school may retain the Application fee plus a pro-rata portion of the tuition calculated on a weekly basis.

4. Withdrawal after attendance has begun is based on the following refund policy/Reimbursement scale for all programs of 300 Instructional hours or more. An instructional hour is defined as Sixty (60) consecutive minutes which includes attendance, instruction, project set up and clean up.

Reimbursement Scale:

- The school will retain **Ten percent (10%)** of the total tuition if withdrawal or cancellation occurs during the first week.
- The school will retain **Twenty percent (20%)** of the total tuition if withdrawal or cancellation occurs during the second or third week
- The school will retain **Forty five percent (45%)** of the total tuition if withdrawal or cancellation occurs after the third week but prior to the completion of 25 percent of the course.
- The school will retain **Seventy percent (70%)** of the total tuition if withdrawal or cancellation occurs after 25 percent but not more than 50 percent of the course has been completed.
- The school will retain **One hundred percent (100%)** of the total tuition if withdrawal or cancellation occurs after completion of more than 50 percent of the course.

The Period of Enrollment is measured by dividing the number of weeks remaining as of the last recorded date of attendance by the total number of weeks comprising the enrollment period.

A student who has a student loan and withdraws from a program of student at CDE is responsible for notifying the loan institution of withdrawal from the school. This notification should be done in writing and must include the date of withdrawal,

the student's social security number and signature. Students are encouraged to maintain a copy of this letter for their files. CDE Career Institute encourages the development of good business practices in their students. It is to this extent that we remind withdrawing students that the date of withdrawal on the letter to the Director must be the same date as on the letter to the loan institution.

TEXTBOOK REFUNDS

All textbooks required for a program session will be distributed to the student on his/her first day of attendance or when the student has satisfactorily met his/her financial obligation to the school regarding their books. Refunds will be available for textbooks only if they are returned in new condition within the student's planned enrollment period. In the event that course material substitutions are made within a student's planned enrollment period, students will be provided with the new materials at no additional charge.

REFUND PAYMENTS

All refunds due directly to students will be made to students where applicable within 30 days of withdrawal. See Return to Title IV describing refund requirements for students receiving Federal Student Aid.

GENERAL INFORMATION

RECRUITMENT POLICY

CDE Career Institute ensures that recruiting activities are ethical and that all materials used in recruiting accurately describe the mission, instructional outcomes, and student performance expectations and completions requirements for each program described in these materials.

CIVIL RIGHTS POLICY

CDE Career Institute admits students of any sex, religion, race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, religion, race, color, disability,

nationality, or ethnic origin in administration of its educational policies, admissions policies, and other school administered programs.

LICENSURE

The Pennsylvania State Board of Private Licensed Schools licenses the Main Campus of CDE Career Institute.

The New Jersey Department of Labor and Workforce development licenses the branch campus of CDE Career Institute

All licenses are displayed on campus.

OWNERSHIP & GOVERNING BODY

CDE Career Institute is owned by Career Development Education Services LLC.

PC APPLICATIONS PROGRAM

300 Clock Hours

Program Description

The objective of the PC Applications program is to offer keyboarding and computer applications training. This objective is obtained by creating a learning plan for each student that is most consistent with his/her occupational and individual needs. The program will prepare students for entry-level positions in the business and computer field in a variety of different types of organizations. Job titles associated with these types of skills are quite diverse and include but are not limited to: Word Processor; Secretary; Data Entry Operator; Administrative Assistant; Computer Operator; Data Processing Technician; Receptionist; Information Processing/Data Entry Technician; General Office/Clerical and Typing Services; Administrative & Secretarial Services and Business Information and Data Processing Services. The Mode of delivery for this program is Distance

***While C.D.E. CAREER INSTITUTE actively assists students in their job search; we cannot guarantee employment to any student. If local employment opportunities are not available, relocation may be necessary.**

Program Components

The PC Applications program offers individualized learning plans with 3 major areas of concentration:

- Microcomputer Keyboarding – instruction in developing speed and accuracy in the use of PC keyboards.
- Operating Systems – students focus on the Windows operating system environment.
- PC Applications – instruction utilizing Microsoft Office application software on Windows based computers. Individual program design varies. Software programs offered include Word Processing, Spreadsheet Applications, Presentation Graphics and Database Management and Email.

Academic Requirements for Graduation from the PC Applications Program:

Upon completion of this program, all students will be able to:

- Keyboard at a minimum rate of 35 words per minute;
- Demonstrate basic proficiencies in the Windows operating system as demonstrated by earning a grade of 2.0, or better, in the introductory course;
- Demonstrate advanced proficiencies in at least two PC applications as demonstrated by earning a grade of 2.0, or better, in the Basic, Intermediate (where applicable) and Advanced courses of the chosen applications.

Students must earn a cumulative grade point average (GPA) of at least 2.0 (Equivalent to GRADE C or ABOVE) to graduate from the program. While attendance is not calculated into individual course grades or the overall GPA, students must be scheduled for a minimum of 90% of the program's total clock hours through scheduled attendance or make-up sessions, achieve a minimum attendance rate of at least 70%, and receive a final grade for all courses in order to graduate from the program. There will be no charge for make-up sessions.

Admissions Criteria

For admission, students must be High School graduates, or possess a GED.

<u>Course#</u>	<u>Course Title</u>	<u>Hours</u>	<u>Delivery Method</u>
PCAPP 100	Introduction to Windows	24	Instructor Led
PCAPP 101	Managing Windows	24	Instructor Led
PCAPP 102	PC Applications (Microsoft Office Suite)	210	Instructor Led
PCAPP 103	Job Readiness	30	Instructor Led
PCAPP 104	Microcomputer Keyboarding	12	Instructor Led
TOTAL		300	

COMPUTERIZED OFFICE ASSISTANT PROGRAM

930 Clock Hours

Program Description

The program is designed to provide the student with entry-level skills required in today's business office. The student will have the opportunity to learn Microsoft Office Products: Word, Excel, PowerPoint, Outlook and Access. The objective of the Computerized Office Assistant program is to offer comprehensive training in the skills necessary to work in a modern office setting. This program will prepare students for entry-level office positions in a variety of organizations. Job titles associated with these types of skills include, but are not limited to: Secretary; Receptionist; Administrative Assistant; Office Assistant; Bookkeeping Assistant and Office Clerk. In addition, students will be provided with the communication, interpersonal and career-building skills needed by today's business professions. The Mode of delivery for this program is distance

***While CDE CAREER INSTITUTE actively assists students in their job search, we cannot guarantee employment to any student. If local employment opportunities are not available, relocation may be necessary.**

Academic Requirements for Graduation from the Computerized Office Assistant Program

Students must earn a cumulative grade point average (GPA) of at least 2.0 (Equivalent to GRADE C or ABOVE) to graduate from the program. While attendance is not calculated into individual course grades or the overall GPA, students must be scheduled for a minimum of 90% of the program's total clock hours through scheduled attendance or make-up sessions, achieve a minimum attendance rate of at least 70%, and receive a final grade for all courses in order to graduate from the program. There will be no charge for make-up sessions.

Admissions Criteria

Students must be High School graduates or possess a GED for admission.

Program Structure/Curriculum:

<u>Course#</u>	<u>Course Title</u>	<u>Hours</u>	<u>Delivery Method</u>	<u>COA</u>
100	Microcomputer Keyboarding	120	Distance	
COA 101	Introduction to Windows	24	Distance	
COA 102	Managing Windows	24	Distance	
COA 103	Word Basic	30	Distance	
COA 104	Word Intermediate	30	Distance	
COA 105	Word Advanced	30	Distance	
COA 106	Business Writing Basics	24	Distance	
COA 107	Excel Basic	30	Distance	
COA 108	Excel Intermediate	30	Distance	
COA 109	Excel Advanced	30	Distance	
COA 110	Access Basic	30	Distance	
COA 111	Access Intermediate	30	Distance	
COA 112	Access Advanced	30	Distance	
COA 113	PowerPoint Basic	24	Distance	
COA 114	PowerPoint Intermediate	24	Distance	
COA 115	Outlook Basic	30	Distance	
COA 116	Outlook Intermediate	30	Distance	
COA 117	Outlook Advanced	30	Distance	
COA 118	Adobe Photoshop	48	Distance	
COA 119	Accounting Fundamentals	48	Distance	
COA 120	QuickBooks	48	Distance	
COA 121	Business Grammar Basics	24	Distance	
COA 122	Business Etiquette	24	Distance	
COA 123	Email Essentials for Business	12	Distance	
COA 124	Telephone Essentials for Business	12	Distance	
COA 125	Customer Service Fundamentals	24	Distance	
COA 126	Communication for Professionals	24	Distance	
COA 127	Job Readiness Skills/Managing Your Career	66	Distance	
	TOTAL	930		

MEDICAL TRANSCRIPTION / INSURANCE BILLING PROGRAM

940 Clock Hours

Program Description

The objective of the Medical Transcription / Insurance Billing program is to offer comprehensive training in the skills necessary to provide medical transcription, insurance billing, insurance coding and health records management in a modern office setting. This program will prepare students for entry-level office positions in a variety of health-related organizations. Job titles associated with these types of skills include but are not limited to: Medical Transcriptionist; Medical Billing Clerk; Medical Receptionist and Medical Records Clerk. In addition, students will be provided with the communication, interpersonal and career-building skills needed by today's medical profession. The Mode of delivery for this program is distance

***While CDE CAREER INSTITUTE actively assists students in their job search; we cannot guarantee employment to any student. If local employment opportunities are not available, relocation may be necessary.**

Academic Requirements for Graduation from Medical Transcription / Insurance Billing Program

Students must earn a cumulative grade point average (GPA) of at least 2.0 (Equivalent to GRADE C or ABOVE) to graduate from the program. While attendance is not calculated into individual course grades or the overall GPA, students must be scheduled for a minimum of 90% of the program's total clock hours through scheduled attendance or make-up sessions, achieve a minimum attendance rate of at least 70%, and receive a final grade for all courses in order to graduate from the program.

There will be no charge for make-up sessions.

Admissions Criteria

Students must be High School graduates or possess a GED for admission.

Program Structure/Curriculum:

<u>Course#</u>	<u>Course Title</u>		<u>Hours</u>	<u>Delivery Method</u>
MTIB 100	Microcomputer Keyboarding	72		Distance
MTIB 101	Introduction to Windows	24		Distance
MTIB 102	Word Basic 30		Distance	
MTIB 103	Word Intermediate 30		Distance	
MTIB 104	Excel Basic 30		Distance	
MTIB 105	Business Writing Basics24		Distance	
MTIB 106	QuickBooks 48		Distance	
MTIB 107	Medical Anatomy & Terminology Basic	48		Distance
MTIB 108	Medical Anatomy & Terminology Advanced	48		Distance
MTIB 109	Medical Coding 48		Distance	
MTIB 110	Health Insurance Processing	48		Distance
MTIB 111	Computerized Medical Billing	48		Distance
MTIB 112	Medical Office Procedures/Customer Service	48		Distance
MTIB 113	EHR/Medical Transcription	54		Distance
MTIB 114	Customer Service		24	Distance
MTIB 115	Job Readiness		66	Distance
MTIB 116	Internship 250			Work Based Activity
TOTAL 940				

MEDICAL OFFICE ASSISTANT

390 Clock Hours

Program Description

The Medical Office Assistant program is a certificate program designed to provide students with entry-level skills in the Medical Field. The objective of the Medical Office Assistant program is to offer training in the entry-level knowledge and skills necessary to manage patient records, schedule appointments, code for diagnoses and procedures and process insurance claims. Job titles associated with these types of entry-level skills include, but are not limited to: Medical Office Assistant; Medical Receptionist; Medical Billing Clerk and Medical Records Clerk.

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Academic Requirements for Graduation from the Medical Office Assistant Program

Students must earn a cumulative grade point average (GPA) of at least 2.0 (Equivalent to GRADE C or ABOVE) to graduate from the program. While attendance is not calculated into individual course grades or the overall GPA, students must be scheduled for a minimum of 90% of the program's total clock hours through scheduled attendance or make-up sessions, achieve a minimum attendance rate of at least 70%, and receive a final grade for all courses in order to graduate from the program. There will be no charge for make-up sessions.

Admissions Criteria

Students must be High School graduates or possess a GED for admission.

Program Structure/Curriculum:

<u>Course#</u>	<u>Course Title</u>	<u>Hours</u>	<u>Delivery Method</u>
MOA 100	Microcomputer Keyboarding	6	Instructor Led
MOA 101	Introduction to Windows	24	Instructor Led
MOA 102	Word Basic	30	Instructor Led
MOA 103	Excel Basic	30	Instructor Led
MOA 104	Medical Anatomy & Terminology Basic	48	Instructor Led
MOA 105	Medical Anatomy & Terminology Advanced	48	Instructor Led
MOA 106	Medical Coding	48	Instructor Led
MOA 107	Health Insurance Processing	48	Instructor Led
MOA 108	Computerized Medical Billing	48	Instructor Led
MOA 109	Medical Office Procedures	48	Instructor Led
MOA 110	Job Readiness (Resume, Cover Letter, Thank You)	12	Instructor Led
TOTAL		390	

Certified Home Health Aide

76 Clock Hours

Program Description

The Certified Home Health Aide program (CHHA) is a 3 weeks/76 hours program where students will be taught the core studies and role of a Certified Home Health Aide (CHHA). Students will learn how to follow the State and Department of Health protocols to ensure the safety of patients and aides. Responsibilities and duties expected from a Certified Home Health Aide are, but not limited to, assisting the patient with daily routines such as, bathing, dressing, eating, preparing meals, assisting patients that suffer from chronic illness, recovering from surgery, or disabled. A CHHA may perform home-making activities, as requested or assigned by the patient, the patient's family or a registered professional nurse responsible for the patient's care.

***While CDE CAREER INSTITUTE actively assists students in their job search; we cannot guarantee employment to any student. If local employment opportunities are not available, relocation may be necessary.**

Academic Requirements for Graduation from the Certified Home Health Aide Program

Students must earn a cumulative grade point average (GPA) of at least 2.0 (Equivalent to GRADE C or ABOVE) to graduate from the program. While attendance is not calculated into individual course grades or the overall GPA, students must be scheduled for a minimum of 90% of the program's total clock hours through scheduled attendance or make-up sessions, achieve a minimum attendance rate of at least 70%, and receive a final grade for all courses in order to graduate from the program.

There will be no charge for make-up sessions.

Program Structure/Curriculum:

<u>Course#</u>	<u>Course Title</u>	<u>Hours</u>	<u>Delivery Method</u>
HHA 100	Introduction to the role of the UAP	5	Instructor Led
HHA 101	Safety	10	Instructor Led
HHA 102	Systems and related care	35	Instructor Led
HHA 103	Homecare/Clinical/Laboratory	25	Instructor Led
HHA 104	Final Exam	1	Instructor Led
TOTAL		76	

Certified Nursing Assistant

90 Clock Hours

Program Description

The Certified Nursing Assistant Program (CNA) is designed to provide students with the basic knowledge to physically care for multiple patients within a long term-care facility. A Certified Nursing Assistant responsibilities are, but not limited to, assisting more than one patient. A (CNA) will be trained on how to properly care, shower, dress, feed their patient; a (CNA) will also learn basic charting and record vital signs. Certified Nursing Assistants will be working under the supervision of a registered nurse or doctor; Upon completion of the 90 hour training, the student will have a full understanding and skills to deliver and provide proper care to patients following the New Jersey Department of Health protocols.

***While CDE CAREER INSTITUTE actively assists students in their job search; we cannot guarantee employment to any student. If local employment opportunities are not available, relocation may be necessary.**

Academic Requirements for Graduation from the Certified Nursing Assistant Program

Students must earn a cumulative grade point average (GPA) of at least 2.0 (Equivalent to GRADE C or ABOVE) to graduate from the program. While attendance is not calculated into individual course grades or the overall GPA, students must be scheduled for a minimum of 90% of the program's total clock hours through scheduled attendance or make-up sessions, achieve a minimum attendance rate of at least 70%, and receive a final grade for all courses in order to graduate from the program. There will be no charge for make-up sessions.

Program Structure/Curriculum:

<u>Course#</u>	<u>Course Title</u>	<u>Hours</u>	<u>Delivery Method</u>
CNA 100	Role of Federal & State in long-term care facilities	3.5	Instructor Led
CNA 101	Communicating with a resident with impaired hearing	3.5	Instructor Led
CNA 102	Rules of Safety to prevent accidents	3	Instructor Led
CNA 103	Psycho-Social Needs of Residents	3	Instructor Led
CNA 104	Care to a resident with Alzheimer's disease	4	Instructor Led
CNA 105	Orientation skills in reality techniques	3	Instructor Led
CNA 106	Physical needs of the resident	4	Instructor Led
CNA 107	Exercise programs according to the resident plan of care	4	Instructor Led
CNA 108	Serving fluids and practicing infection control	4	Instructor Led
CNA 109	Dressing and undressing residents/physical conditions	3.5	Instructor Led
CNA 110	Discussing the body needs for the basic food pyramid	3.5	Instructor Led
CNA 111	Disorders in the endocrine system	3.5	Instructor Led
CNA 112	Spiritual, recreational, and activity needs of the resident	3.5	Instructor Led
CNA 113	Preparations of a Deceased resident	4	Instructor Led
CNA 114	Clinical practice in a long-term care facility	40	Instructor Led
TOTAL		90	

Phlebotomy Technician

80 Clock Hours

Program Description

The Phlebotomy Program provides students with the basic knowledge and skills needed to safely draw blood, label and maintain specimens. This program consists of 80 hours (50 hours of classroom instruction and 30 hours of clinical/lab experience).

***While CDE CAREER INSTITUTE actively assists students in their job search; we cannot guarantee employment to any student. If local employment opportunities are not available, relocation may be necessary.**

Academic Requirements for Graduation from the Phlebotomy Technician Program

Students must earn a cumulative grade point average (GPA) of at least 2.0 (Equivalent to GRADE C or ABOVE) to graduate from the program. While attendance is not calculated into individual course grades or the overall GPA, students must be scheduled for a minimum of 90% of the program's total clock hours through scheduled attendance or make-up sessions, achieve a minimum attendance rate of at least 70%, and receive a final grade for all courses in order to graduate from the program.

There will be no charge for make-up sessions.

Program Structure/Curriculum:

<u>Course#</u>	<u>Course Title</u>	<u>Hours</u>	<u>Delivery Method</u>
PHL 105	Introduction to Phlebotomy	15	Instructor Led
PHL 105	Medical Terminology	15	Instructor Led
PHL 105	Venipuncture equipment/Continued Special Collection	15	Instructor Led
PHL 105	Special Collections	5	Instructor Led
PHL 105	Specimen handling, transfer and processing	10	Instructor Led
PHL 105	Quality Phlebotomy	7	Instructor Led
PHL 105	Legal issues in Phlebotomy	6	Instructor Led
PHL 105	Metric system measurements	6	Instructor Led
PHL 105	Final Exam	1	Instructor Led
TOTAL		80	

CDE CAREER INSTITUTE FACULTY & STAFF

Staff (Main Campus)

Nicolas Jabbour	Owner
Justina Albright	President-Campus Director & Financial Aid Administrator
Jackie Saar	Accounting & HR Coordinator
Amy Fritz	Career Services Coordinator/Instructor
Melissa Golas	Admissions Coordinator

Staff (Branch Campus)

Nicolas Jabbour	Owner
Maher Fadel	Vice President & Campus Director
Jean Aoun	VP of Operations
Cindy Hernandez	Financial Aid & Student Records Coordinator
Jackie Saar	Accounting & HR Coordinator/Business Manager
Vernell Bryant	Admissions Representative
Justin Gonzalez	Admissions Representative
Wayne Smith	Director of Admissions
Arnaldo Lopez	Admissions Representative
Shamoan Artis	Admissions/Field Representative
Suzette Flores	Student Services Coordinator
Theodore Rose	Student Services Assistant
Madeline Lozano	Receptionist
Michelle Morales	Career Services Coordinator
Rajandra Persaud	Program Coordinator for CNA, CHHA and Phlebotomy Tech

Faculty (Main Campus)

Sami Hanna	Computerized Office Assistant, PC Applications
Amy Fritz	Medical Transcription/Insurance Billing, Medical Office Assistant

Faculty (Branch Campus)

Sami Hanna	Computerized Office Assistant, PC Applications
Fred Sawaged	Computerized Office Assistant, PC Applications
Afaf Alouani	Medical Transcription/Insurance Billing, Medical Office Assistant
John Milik	Medical Transcription/Insurance Billing, Medical Office Assistant
Jacqueline Sears	Medical Transcription/Insurance Billing, Medical Office Assistant
Rajendra Persaud	Phlebotomy Technician

CAMPUS LOCATIONS

Monroe County
Main Campus

2942 Route 611
PO Box 294
Tannersville, PA 18372
(570) 629-2690







Passaic County
Branch Campus

157-183 Main St,
Paterson, NJ 07505
(973) 658-4901

Office Hours Of Operation

Monday through Thursday	9 am – 10 pm
Friday	9 am - 9 pm

2022 Holiday Calendar
All CDE Career Institute campuses will be closed on the following days:

 January	17	Monday	Martin Luther King Day
April	15	Friday	Good Friday
May 	30	Monday	Memorial Day
July 	4	Monday	Independence Day
September 	5	Monday	Labor Day
November 	24 25	Thursday Friday	Thanksgiving
December 	26-30 Jan 2	Mon-Fri Mon	Christmas Holiday And New Years Eve 2023 Calendar

Criminal Offenses - On Campus (Main Campus)

Criminal offense	Total Occurrences on Campus		
	2018	2019	2020
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0
d. <u>Sex offenses - Non-forcible</u>	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
e. <u>Robbery</u>	0	0	0
f. <u>Aggravated assault</u>	0	0	0
g. <u>Burglary</u>	0	0	0
h. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
i. <u>Arson</u>	0	0	0

Criminal Offenses - Public Property (Main Campus)

Criminal offense	Total Occurrences on Public Property		
	2018	2019	2020
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0
d. <u>Sex offenses - Non-forcible</u>	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
e. <u>Robbery</u>	0	0	0
f. <u>Aggravated assault</u>	0	0	0
g. <u>Burglary</u>	0	0	0
h. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
i. <u>Arson</u>	0	0	0

Hate Crimes - On Campus (Main Campus)

Criminal offense	Occurrences of Hate Crimes					
	2019 Total	Category of Bias for crimes reported in 2020				
		Race	Religion	Sexual Orientation	Gender	Disability

a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0
b. <u>Negligent manslaughter</u>							
c. <u>Sex offenses - Forcible</u>	0	0	0	0	0	0	0
d. <u>Sex offenses - Non-forcible</u>	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0
e. <u>Robbery</u>	0	0	0	0	0	0	0
f. <u>Aggravated assault</u>	0	0	0	0	0	0	0
g. <u>Burglary</u>	0	0	0	0	0	0	0
h. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0
i. <u>Arson</u>	0	0	0	0	0	0	0
j. <u>Simple assault</u>	0	0	0	0	0	0	0
k. <u>Larceny-theft</u>	0	0	0	0	0	0	0
l. <u>Intimidation</u>	0	0	0	0	0	0	0
m. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0

Criminal offense	Occurrences of Hate crimes						
	2018 Total	Category of Bias for Crimes Reported in 2019					
		Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0
b. <u>Negligent manslaughter</u>							
c. <u>Sex offenses - Forcible</u>	0	0	0	0	0	0	0
d. <u>Sex offenses - Non-forcible</u>	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0
e. <u>Robbery</u>	0	0	0	0	0	0	0
f. <u>Aggravated assault</u>	0	0	0	0	0	0	0
g. <u>Burglary</u>	0	0	0	0	0	0	0
h. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0
i. <u>Arson</u>	0	0	0	0	0	0	0
j. <u>Simple assault</u>	0	0	0	0	0	0	0
k. <u>Larceny-theft</u>	0	0	0	0	0	0	0
l. <u>Intimidation</u>	0	0	0	0	0	0	0
m. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0

Criminal offense	Occurrences of Hate crimes						
	2017 Total	Category of Bias for crimes reported in 2018					

		Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0
b. <u>Negligent manslaughter</u>							
c. <u>Sex offenses - Forcible</u>	0	0	0	0	0	0	0
d. <u>Sex offenses - Non-forcible</u>	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0
e. <u>Robbery</u>	0	0	0	0	0	0	0
f. <u>Aggravated assault</u>	0	0	0	0	0	0	0
g. <u>Burglary</u>	0	0	0	0	0	0	0
h. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0
i. <u>Arson</u>	0	0	0	0	0	0	0
j. <u>Simple assault</u>	0	0	0	0	0	0	0
k. <u>Larceny-theft</u>	0	0	0	0	0	0	0
l. <u>Intimidation</u>	0	0	0	0	0	0	0
m. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0

Hate Crimes - Public Property (Main Campus)

Occurrences of Hate Crimes							
Criminal offense	2019 Total	Category of Bias for Crimes reported in 20120					
		Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0
b. <u>Negligent manslaughter</u>							
c. <u>Sex offenses - Forcible</u>	0	0	0	0	0	0	0
d. <u>Sex offenses - Non-forcible</u>	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0
e. <u>Robbery</u>	0	0	0	0	0	0	0

f. <u>Aggravated assault</u>	0	0	0	0	0	0	0
g. <u>Burglary</u>	0	0	0	0	0	0	0
h. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0
i. <u>Arson</u>	0	0	0	0	0	0	0
j. <u>Simple assault</u>	0	0	0	0	0	0	0
k. <u>Larceny-theft</u>	0	0	0	0	0	0	0
l. <u>Intimidation</u>	0	0	0	0	0	0	0
m. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0

Occurrences of Hate crimes							
Criminal offense	2018 Total	Category of Bias for Crimes Reported in 2019					
		Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0
b. <u>Negligent manslaughter</u>							
c. <u>Sex offenses - Forcible</u>	0	0	0	0	0	0	0
d. <u>Sex offenses - Non-forcible</u>	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0
e. <u>Robbery</u>	0	0	0	0	0	0	0
f. <u>Aggravated assault</u>	0	0	0	0	0	0	0
g. <u>Burglary</u>	0	0	0	0	0	0	0
h. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0
i. <u>Arson</u>	0	0	0	0	0	0	0
j. <u>Simple assault</u>	0	0	0	0	0	0	0
k. <u>Larceny-theft</u>	0	0	0	0	0	0	0
l. <u>Intimidation</u>	0	0	0	0	0	0	0
m. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0

Occurrences of Hate crimes							
Criminal offense	2017 Total	Category of Bias for Crimes Reported in 2018					
		Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0
b. <u>Negligent manslaughter</u>							
c. <u>Sex offenses - Forcible</u>	0	0	0	0	0	0	0
d. <u>Sex offenses - Non-forcible</u>	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0

e. <u>Robbery</u>	0	0	0	0	0	0	0
f. <u>Aggravated assault</u>	0	0	0	0	0	0	0
g. <u>Burglary</u>	0	0	0	0	0	0	0
h. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0
i. <u>Arson</u>	0	0	0	0	0	0	0
j. <u>Simple assault</u>	0	0	0	0	0	0	0
k. <u>Larceny-theft</u>	0	0	0	0	0	0	0
l. <u>Intimidation</u>	0	0	0	0	0	0	0
m. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0

Arrests - On Campus (Main Campus)

Crime	Number of Arrests		
	2018	2019	2020
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Arrests - Public Property (Main Campus)

Crime	Number of Arrests		
	2018	2019	2020
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Disciplinary Actions - On Campus (Main Campus)

Crime	Number of persons referred for Disciplinary Action		
	2018	2019	2020
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Disciplinary Actions - Public Property (Main Campus)

Crime	Number of persons referred for Disciplinary Action		
	2018	2019	2020
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

TUITION & FEES LIST- Main Campus (Pennsylvania)

PC Applications

Tuition	\$3,400.00
Books/Supplies	\$1010.00
Application	\$100.00
Total	\$4,510.00

Computerized Office Assistant

Tuition	\$13,045.00
Books/Supplies	\$1250.00
Application	\$100.00
Total	\$14,395.00

Medical Office Assistant

Tuition	\$4,890.00
Books/Supplies	\$1010.00
Application	\$100.00
Total	\$6,000.00

Medical Transcription/Insurance Billing

Tuition	\$11,269.00
Books/Supplies	\$1250.00
Application	\$100.00
Total	\$12,619.00

TUITION & FEES LIST- Branch Campus (New Jersey)

PC Applications

Tuition	\$3,400.00
Books/Supplies	\$1010.00
Application	\$100.00
Total	\$4,510.00

Computerized Office Assistant

Tuition	\$13,850.00
Books/Supplies	\$1250.00
Application	\$100.00
Total	\$15,200.00

Medical Office Assistant

Tuition	\$4,890.00
Books/Supplies	\$1010.00
Application	\$100.00
Total	\$6,000.00

Medical Transcription/Insurance Billing

Tuition	\$13,850.00
Books/Supplies	\$1250.00
Application	\$100.00
Total	\$15,200.00

Certified Home Health Aide

Tuition	\$3,770.00
Books	\$50.00
Application	\$100.00
Test/Licensing	\$80.00
Total	\$4,000.00

Certified Nursing Assistant

Tuition	\$3,774.00
Books	\$50.00
Application	\$100.00
Test/Licensing	\$76.00
Total	\$4,000.00

Phlebotomy Technician

Tuition	\$3,850.00
Books	\$50.00
Application	\$100.00
Total	\$4,000.00