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# CDE CAREER INSTITUTE

*Building More Successful Lives Through Career Education*

## SCHOOL CATALOG

*2024–2025 Edition*

*Published: September 2024*

### **Main Campus**

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

### **Branch Campus**

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

[www.cde.edu](http://www.cde.edu) | School Code: 041275

*Accredited by the Council on Occupational Education (COE)*

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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 and diploma programs in the career fields of Computerized Office Administration, Medical Office Administration, Healthcare, and Licensed Practical Nursing.

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 9:00 AM until 10:00 PM and Friday from 9:00 AM to 9:00 PM. Make-up classes 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.studentaid.gov](http://www.studentaid.gov) or our 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!

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### 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.

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### 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 Street, Paterson, New Jersey 07505. The building has elevators and 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 restaurants and food establishments.

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## Educational Objective

Our educational objective is to prepare students for entry-level jobs, career advancement, and/or certification. Our programs are designed to bridge the gap between seasoned work experience and missing technology components. We help students develop skills in the fields of computerized office technology, medical office technology, and healthcare. 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.

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## SCHOOL MISSION

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

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## 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 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” practice 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.*

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## SCHOOL DESIGN AND LEARNING FORMAT

CDE Career Institute classes are offered in Traditional/In-Class and Online formats that include 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 7 programs:**

- PC Applications (PCAPP) – Tannersville Main Campus Only
- Medical Office Assistant (MOA) – Tannersville Main Campus Only
- Medical Transcription/Insurance Billing (MTIB)

- Computerized Office Assistant (COA)
- Certified Home Health Aide (CHHA) – Paterson NJ Campus Only
- Phlebotomy Technician (PT) – Paterson NJ Campus Only
- Licensed Practical Nursing (LPN) – Paterson NJ Campus Only

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.

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## ADMISSION & REGISTRATION POLICY/REQUIREMENTS

The Admissions Office is open Monday through Friday from 9:00 AM to 5:00 PM. 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 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
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### Entrance Requirements

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

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

**Note:** The Licensed Practical Nursing (LPN) program requires additional admissions criteria, including passing an entrance examination. See the LPN program section for details.

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### 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.

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### 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.

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## Previous Training / Advanced Standing / Credit Transfer

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

If a 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 student 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.

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## 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

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## 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's guidelines. Records of students' attendance are kept on file and are available for student review. The school encourages all students to attend classes daily. Students must maintain a minimum cumulative pace of completion of 67% of scheduled clock hours, consistent with federal SAP regulations under 34 CFR §668.34. Failure to meet this pace may result in financial aid warning, probation, or administrative withdrawal, depending on the severity and timing of the deficiency. Students who have greater than 33 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 33 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 student's scheduled clock hours as of the absence date. Any absences exceeding 10% of the student's 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 be billed for any remaining balance by CDE Career Institute.

## Maximum Time Frame for Completion

Each student has a prescribed enrollment period which specifies his or her start date and expected graduation date. Students are expected to complete their training by their graduation date. Periods of non-enrollment such as an approved leave of absence are not included as part of the Maximum Time Frame. Students enrolled in a program are allowed no more than 150% of their program's published number of weeks in which to meet all requirements for graduation. Failure to meet graduation requirements within the maximum time frame for completion will result in administrative withdrawal.

## SAP Review at Program Midpoint

When students reach the calendar midpoint date of their program, a formal Satisfactory Academic Progress evaluation occurs. Progress is checked in three areas:

1. **Attendance:** Rate of attendance must be a minimum of 67% (Hours attended / Hours scheduled to attend).
2. **Grade Point Average (GPA):** Must be 2.0 or above.
3. **Minimum Hours:** At the midpoint progress review, students must have attended a minimum of 50% of their program's published clock hours.

Midpoint clock hour benchmarks by program:

Program	Midpoint Hours
Licensed Practical Nursing (LPN)	750.5
Medical Transcription / Insurance Billing (MTIB)	470
Computerized Office Assistant (COA)	465
Medical Office Assistant (MOA)	195
PC Applications (PCAPP)	150
Certified Home Health Aide (CHHA)	38
Phlebotomy Technician (PT)	40

Students who do not pass the midpoint SAP review must immediately meet their instructor to create and comply with a make-up plan. Non-compliance may result in administrative withdrawal.

## Clinical Rotation (LPN Program)

Students not meeting SAP standards will not be eligible for Clinical Rotation and will receive an Incomplete (0) for that portion of their program.

## 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 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 assignments 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 begins on the student's last date of attendance. Students are limited to a 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.*

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## 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, 9:00 AM – 5:00 PM.

Tel: (570) 409-9023 (Main Campus) and (973) 658-4901 (Branch Campus).

### 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 and Instructor Evaluation

CDE Career Institute is committed to continuous improvement in instruction and student services. Students are given the opportunity to evaluate their instructors and courses at the end of each program through confidential course evaluation surveys. The results of these evaluations are reviewed by the Education Director and are used to improve instructional quality, curriculum relevance, and overall student satisfaction.

Instructors evaluate student performance through a combination of written examinations, practical skills assessments, class participation, and assignments as described in the Academic Grading Policy. Student progress is monitored throughout the program and formal evaluations are conducted at each payment period in accordance with the Satisfactory Academic Progress (SAP) policy.

## STUDENT RECORDS & ACADEMIC TRANSCRIPTS (FERPA)

Academic transcripts are prepared and reviewed at the scheduled completion dates of each student's enrollment period. In accordance with the Family Educational Rights and Privacy Act of 1974, student 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 instructors 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 treatment purposes and which are available only to persons providing the treatment.

### Confidentiality of Education Records

The Family Educational Rights and Privacy Act (FERPA) affords 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.
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.
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 with legitimate educational interest.
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.

### 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, including: enrollment data, payment of fees, attendance records, academic progress and grades, financial records and placement data, the Enrollment Agreement, High School Diploma or GED, record of credit given for previous training, records of meetings, appeals, disciplinary actions and/or dismissals, graduation certificate earned, all Financial Aid records, and 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.

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 maintain them indefinitely.

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## 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 on Occupational Education (COE). Complaints can also be forwarded to COE at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350; Telephone: (770) 396-3898; [www.council.org](http://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 on Occupational Education (COE). Complaints can also be forwarded to COE at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350; Telephone: (770) 396-3898; [www.council.org](http://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. Contact: (609) 292-4287 or email: [trainingevaluationunit@dol.nj.gov](mailto:trainingevaluationunit@dol.nj.gov)*

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## 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 annual security report to all employees and enrolled students via hard copy, website, 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. The Campus Safety and Security Officer or his/her designee will investigate such reports and take legal or other action deemed necessary. In case of a medical emergency, life-threatening situations, fire, natural disaster, or criminal action, 9-1-1 should be called to obtain immediate emergency assistance.

## 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.

## Building Security & Access

The main campus in Tannersville is located on Route 611. The additional campus is in Downtown Paterson, NJ on Main Street. The school does not employ campus security personnel. 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. Before and after business hours, the institution's administrative and educational facilities are locked.

## 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 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.

### Report Crimes 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 – (973) 321-1111

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## 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 or repeated incidents 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, administrators, or faculty members; 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.

## Disciplinary Action

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

- 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.

**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, including: (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.

### Drug or Alcohol Abuse Education

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.

### 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.

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## CAMPUS SAFETY POLICY

### Medical Emergencies

In the event of sickness or accident:

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.
5. Your instructor will complete an Incident Report and submit that report to the School Director.

### 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, immediately notify an instructor, remain calm, assist in closing windows and doors, and crawl low under smoke to escape. Students and instructors will gather in the front parking lot at a safe distance from the building following evacuation.

#### Natural Disasters

**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. Do not use telephones. Turn off computers and other electrical equipment.

#### Students with Special Needs

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

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## 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

Letter Grade	Score Range	Grade Points
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 (NJ Campus)

Letter Grade	Score Range	Grade Points
A	100% – 90%	4.0
B	89% – 80%	3.0
C	79% – 75%	2.0
D	74% – 70%	1.0
F	Below 70%	0.0
I	Incomplete*	—

\* An “Incomplete” will be changed to an “F” grade if a class is not satisfactorily completed within the maximum time frame for completion. For purposes of Satisfactory Academic Progress (SAP), an Incomplete grade is not counted as hours successfully completed and will negatively affect the student’s pace of completion. Once converted to an “F,” the grade will also negatively impact the student’s cumulative GPA.

## SATISFACTORY ACADEMIC PROGRESS (SAP)

**Satisfactory Academic Progress (SAP)** is measured cumulatively at the end of each payment period. To remain eligible for federal financial aid (Title IV), students must meet all three standards below:

- 1. Qualitative Measure:** Demonstrate satisfactory academic standing (GPA or program-defined competency).
- 2. Quantitative Measure (Pace):** Successfully complete at least 67% of all cumulative clock hours attempted.
- 3. Maximum Time Frame (MTF):** Complete the program within 150% of its published length, measured in both hours and calendar weeks.

*Example: A program scheduled for 940 clock hours over 40 weeks must be completed within 1,410 hours or 60 weeks.*

The Satisfactory Academic Progress (SAP) Policy applies to all students enrolled at 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 enrollment and at new student orientation. The policy is consistently applied to all applicable students.

## 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 times the published length of the course. Authorized leaves of absence will not be considered in the maximum time frame evaluation.

## 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 their program 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. The time frames below are based on a 24-hour per week schedule:

Program	Normal Hours	Normal Weeks	Max Hours	Max Weeks
MTIB	940	40	1,410	58.75
COA	930	39	1,395	58.13
PCAPP	300	13	450	18.75
MOA	390	17	585	32.5
LPN	1,501	52 (Day)/78 (Eve)	2,251.5	78 (Day)/117 (Eve)
CHHA	76	3	114	4.5
PT	80	4	120	6

## Determination on Continued Enrollment after Extended Absences

CDE Career Institute reserves the right to make a formal determination on the 14th consecutive calendar day of a student's absence. If the student remains in active, documented communication with an instructor or staff member and has not otherwise disappeared or disengaged, the school may elect to keep the enrollment open beyond the 14th day in order to support the student's continuation. This determination is made on a case-by-case basis and must be supported by evidence of regular two-way contact and intent to return. Students not in contact or who fail to respond to outreach will be subject to administrative withdrawal.

## Qualitative Measure of SAP

**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).

## Financial Aid Warning

The school evaluates Satisfactory Academic Progress at the end of each payment period. 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, the student will be placed on Financial Aid Warning for one payment period. A student on 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. During this period, the student will not be eligible to receive Title IV funds but may continue on a cash-pay basis with an approved payment plan.

## 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 the right to appeal. 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 includes: death of a relative, an injury or illness of the student, or other special circumstances. The student must provide supporting documents and describe in writing what has changed that will allow them to make SAP by the next evaluation point.

## 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 agree to a written academic plan that specifies how the student will regain SAP and sign the academic plan. A student on Financial Aid Probation because of a successful appeal is eligible for Title IV funds for one payment period only.

## 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 (not to be extended beyond 180 days) and documentation to support the required leave of absence is submitted to the School Director, 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.

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## 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.

### 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 Director and complete a Withdrawal Form using the last date of attendance as the drop date.

### 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.

### Re-Entry Students After More Than 180 Days

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 if those courses 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.

## 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 the program's scheduled clock hours); **and**
2. Be scheduled for a minimum of 90% of the program's total clock hours through scheduled attendance or make-up sessions, have a minimum attendance rate of 67%, and not exceed a maximum of 150% of the program's scheduled clock hours; **and**
3. Meet all financial obligations to the school.

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

*Note: 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.*

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## 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.

### What Is Financial Aid?

Financial aid encompasses all funding that a 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

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:** 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.

**Federal Direct Student Loan (Subsidized):** 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.

**Federal Direct Student Loan (Unsubsidized):** 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 up to six months after graduation or withdrawal.

**Federal Parent PLUS Loan:** For parents who wish to take out a loan for their child's education. Interest accrues from the point the loan money is received. Payments must begin within 60 days of the second disbursement.

### Scholarships

CDE Career Institute does not currently offer institutional scholarships. However, students are encouraged to explore external scholarship opportunities through community organizations, employers, and online scholarship databases. The Financial Aid Office can provide guidance on identifying outside scholarship resources.

### Other Financial Assistance

In addition to federal Title IV programs, CDE Career Institute participates in alternative financial assistance programs including the Office of Vocational Rehabilitation (OVR), Trade Adjustment Assistance (TAA), and Workforce Investment program funding. Students who believe they may qualify for any of these programs should contact the Financial Aid Office for more information.

## 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**. Applications are available online at **www.studentaid.gov**. The Financial Aid Office will assist students with application completion and answer any questions.

## Eligibility Requirements for Federal Title IV Aid

In general, an applicant is eligible for Federal Title IV financial assistance if the applicant:

- Is enrolled as a regular student in an eligible program
- Is a U.S. citizen or eligible non-citizen
- Is not in default on any federally guaranteed student loan
- Is not enrolled at another institution receiving Title IV funds at the same time

## Verification Requirements

Federal regulations require that some student aid applications be subject to a process called verification. Unless extenuating circumstances intervene, the required documentation must be provided within 30 days of the date the applicant is notified of selection for verification. Financial aid disbursements are withheld until this process has been completed.

## Return of Title IV Funds Policy

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, or are dismissed prior to completing 60% of a payment period or term.

If a student leaves the institution prior to completing 60% of a payment period, the financial aid office recalculates eligibility for Title IV funds. The percentage of aid earned equals the number of days completed up to the withdrawal date divided by the total days in the payment period.

Refunds are allocated in the following order:

1. Unsubsidized Federal Direct Student Loan Program
2. Subsidized Federal Direct Student Loan Program
3. Federal Perkins Loan
4. Federal Parent (PLUS) Loan
5. Federal Pell Grant
6. The Student

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## 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. Students are not required to request a refund.

### Full Refund of Tuition and 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.
3. The course is canceled by the school.

### Main Campus Refund Policy

Refunds for students enrolled prior to visiting the school: 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.

Refunds for withdrawal after enrollment commences:

- Termination within 10% of the enrollment period: school retains the application fee and 10% of the tuition charge
- Termination within 25% of the enrollment period: school retains the application fee and 45% of the tuition charge
- Termination within 50% of the enrollment period: school retains the application fee and 70% of the tuition charge
- Termination after 50% of the enrollment period: school retains the application fee and 70% of the tuition charge

### **Branch Campus Refund Policy (New Jersey)**

In the event of notification by a student of withdrawal 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:

- The school will retain 10% of the total tuition if withdrawal or cancellation occurs during the first week.
  - The school will retain 20% of the total tuition if withdrawal or cancellation occurs during the second or third week.
  - The school will retain 45% of the total tuition if withdrawal or cancellation occurs after the third week but prior to the completion of 25% of the course.
  - The school will retain 70% of the total tuition if withdrawal or cancellation occurs after 25% but not more than 50% of the course has been completed.
  - The school will retain 100% of the total tuition if withdrawal or cancellation occurs after completion of more than 50% of the course.
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## **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 completion 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.

The Licensed Practical Nursing program is approved by the New Jersey Board of Nursing.

All licenses are displayed on campus.

### **Accreditation**

CDE Career Institute is accredited by the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350; [www.council.org](http://www.council.org).

### **Ownership & Governing Body**

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

## PC APPLICATIONS PROGRAM

300 Clock Hours | Tannersville Main Campus Only

### 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 include but are not limited to: Word Processor, Secretary, Data Entry Operator, Administrative Assistant, Computer Operator, Receptionist, Information Processing/Data Entry Technician, and General Office/Clerical.

### Academic Requirements for Graduation from the PC Applications 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 67%, and receive a final grade for all courses in order to graduate from the program. There will be no charge for make-up sessions.

Upon completion, all students will be able to: keyboard at a minimum rate of 35 words per minute; demonstrate basic proficiencies in the Windows operating system; and demonstrate advanced proficiencies in at least two PC applications.

### Admissions Criteria

Students must be High School graduates or possess a GED.

### Program Structure

Course #	Course Title	Hours	Delivery
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 Clock Hours**

*\*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.*

## COMPUTERIZED OFFICE ASSISTANT PROGRAM

930 Clock Hours | Both Campuses

### Program Description

The program is designed to provide the student with entry-level skills required in today's business office. Students will learn Microsoft Office Products: Word, Excel, PowerPoint, Outlook, and Access. 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. Students will also be provided with the communication, interpersonal, and career-building skills needed by today's business professionals.

### 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 67%, 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.

### Program Structure

Course #	Course Title	Hours
COA 100	Microcomputer Keyboarding	120
COA 101	Introduction to Windows	24
COA 102	Managing Windows	24
COA 103–105	Word (Basic/Intermediate/Advanced)	90
COA 106	Business Writing Basics	24
COA 107–109	Excel (Basic/Intermediate/Advanced)	90
COA 110–112	Access (Basic/Intermediate/Advanced)	90
COA 113–114	PowerPoint (Basic/Intermediate)	48
COA 115–117	Outlook (Basic/Intermediate/Advanced)	90
COA 118	Adobe Photoshop	48
COA 119	Accounting Fundamentals	48
COA 120	QuickBooks	48
COA 121–126	Business Skills (Grammar, Etiquette, Email, Phone, Customer Service, Communication)	120
COA 127	Job Readiness Skills / Managing Your Career	66

**TOTAL:** 930 Clock Hours

*\*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.*

## MEDICAL TRANSCRIPTION / INSURANCE BILLING PROGRAM

940 Clock Hours | Both Campuses

### 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. Job titles include but are not limited to: Medical Transcriptionist, Medical Billing Clerk, Medical Receptionist, and Medical Records Clerk. Students will be provided with the communication, interpersonal, and career-building skills needed by today's medical profession.

### Academic Requirements for Graduation from the 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 67%, 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.

### Program Structure

Course #	Course Title	Hours
MTIB 100	Microcomputer Keyboarding	72
MTIB 101	Introduction to Windows	24
MTIB 102–103	Word (Basic/Intermediate)	60
MTIB 104	Excel Basic	30
MTIB 105	Business Writing Basics	24
MTIB 106	QuickBooks	48
MTIB 107–108	Medical Anatomy & Terminology (Basic/Advanced)	96
MTIB 109	Medical Coding	48
MTIB 110	Health Insurance Processing	48
MTIB 111	Computerized Medical Billing	48
MTIB 112	Medical Office Procedures / Customer Service	48
MTIB 113	EHR / Medical Transcription	54
MTIB 114	Customer Service	24
MTIB 115	Job Readiness	66
MTIB 116	Internship	250

**TOTAL:** 940 Clock Hours

*Note: This program includes a REQUIRED internship component. Students may not voluntarily opt out of this requirement and be eligible to graduate.*

*\*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.*

## MEDICAL OFFICE ASSISTANT PROGRAM

390 Clock Hours | Tannersville Main Campus Only

### 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 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 include but are not limited to: Medical Office Assistant, Medical Receptionist, Medical Billing Clerk, and Medical Records Clerk.

### 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 67%, 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.

### Program Structure

Course #	Course Title	Hours
MOA 100	Microcomputer Keyboarding	6
MOA 101	Introduction to Windows	24
MOA 102	Word Basic	30
MOA 103	Excel Basic	30
MOA 104–105	Medical Anatomy & Terminology (Basic/Advanced)	96
MOA 106	Medical Coding	48
MOA 107	Health Insurance Processing	48
MOA 108	Computerized Medical Billing	48
MOA 109	Medical Office Procedures	48
MOA 110	Job Readiness	12

**TOTAL:** 390 Clock Hours

*\*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.*

## CERTIFIED HOME HEALTH AIDE PROGRAM

76 Clock Hours | Paterson NJ Campus Only

### Program Description

The Certified Home Health Aide program (CHHA) is a 3-week/76-hour program where students will be taught the core studies and role of a Certified Home Health Aide. Students will learn how to follow state and Department of Health protocols to ensure the safety of patients and aides. Responsibilities and duties include, but are 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 who are disabled.

### 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 67%, 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

Course #	Course Title	Hours
HHA 100	Introduction to the Role of the UAP	5
HHA 101	Safety	10
HHA 102	Systems and Related Care	35
HHA 103	Homecare / Clinical / Laboratory	25
HHA 104	Final Exam	1

**TOTAL:** 76 Clock Hours

*\*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.*

## PHLEBOTOMY TECHNICIAN PROGRAM

80 Clock Hours | Paterson NJ Campus Only

### 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).

### 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 67%, 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

Course #	Course Title	Hours
PHL 100	Introduction to Phlebotomy	15
PHL 101	Medical Terminology	15
PHL 102	Venipuncture Equipment / Special Collection	15
PHL 103	Special Collections	5
PHL 104	Specimen Handling, Transfer, and Processing	10
PHL 105	Quality Phlebotomy	7
PHL 106	Legal Issues in Phlebotomy	6
PHL 107	Metric System Measurements	6
PHL 108	Final Exam	1

**TOTAL:** 80 Clock Hours

*\*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.*

## LICENSED PRACTICAL NURSING (LPN) PROGRAM

1,501 Clock Hours | Paterson NJ Campus Only

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### Program Description

The Licensed Practical Nursing (LPN) program at CDE Career Institute is a comprehensive diploma-level training program offered exclusively at our Paterson, NJ campus. The program consists of 1,501 clock hours delivered over 12 months (Day) or 18 months (Evening) and includes classroom instruction, lab skills development, and supervised clinical rotations.

Led by a licensed medical doctor and supported by experienced nursing faculty, the LPN program prepares students for a licensed role in today's fast-paced healthcare workforce. Instruction emphasizes practical skills, real-world clinical reasoning, and preparation for the NCLEX-PN licensure exam.

The program covers:

- Nursing fundamentals and infection control
- Anatomy & physiology for practical nursing
- Pharmacology and safe medication administration (oral, IM, IV)
- Medical-surgical nursing care
- Maternal-child health and pediatric care
- Mental health and behavioral care
- Clinical rotations at approved NJ healthcare facilities
- Embedded NCLEX-PN exam preparation and job readiness training

**Graduates are eligible to sit for the NCLEX-PN** and may pursue employment in hospitals, long-term care facilities, outpatient clinics, home health, rehabilitation centers, and schools.

**Median Entry-Level Salary in NJ:** \$54,000–\$62,000+ (source: NJ labor data)

**Delivery Method:** In-Person (No online instruction)

### Academic Requirements for Graduation from the LPN Program

To graduate, students must maintain a minimum cumulative GPA of 2.0 and complete all 1,501 clock hours of scheduled instruction through attendance and/or approved make-up hours. Students must receive a final grade in each course and maintain a minimum attendance rate of 67%. There is no charge for make-up sessions.

### Admissions Criteria

Applicants must hold a high school diploma or GED. Students must pass an entrance examination to be admitted. A free, one-week entrance exam prep course is offered prior to the test to improve applicant readiness. No prior medical experience is required.

## Program Structure

Course Title	Clock Hours
Nursing Fundamentals	150
Anatomy & Physiology	91
Pharmacology	93
Medical-Surgical Nursing I	100
Medical-Surgical Nursing II	100
Maternal-Child Nursing	96
Mental Health Nursing	96
Nursing Practicum: Fundamentals	96
Nursing Practicum: Adult I	98
Nursing Practicum: Mental Health	98
Nursing Practicum: Adult II	96
Nursing Practicum: Maternal-Child	98
Nursing Practicum: Capstone	192
Pharmacology Lab / Dosage & Calculation / NCLEX Prep	97

**TOTAL:** 1,501 Clock Hours

## Tuition & Financing

**Total Tuition:** \$15,300 (flat-rate, all-inclusive)

**Financial Aid:** Not Title IV eligible

### In-House Payment Plan:

- No-interest monthly payments
- No FAFSA required
- No credit check

## Accreditation & Licensing

- Licensed by the New Jersey Department of Labor and Workforce Development
- Approved by the New Jersey Board of Nursing
- Accredited by the Council on Occupational Education (COE)
- Fully compliant with all NJ and accreditor guidelines

*\*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.*

## CDE CAREER INSTITUTE FACULTY & STAFF

### Staff – Main Campus

Name	Title
Justina Albright	President – Campus Director & Financial Aid Administrator
Jacqueline Saar	Accounting & HR Coordinator
Christina Mattioli	Admissions

### Staff – Branch Campus

Name	Title
Maher Fadel	Director
Jean Aoun	Vice President of Operations
Dr. May Gad	Director of Education
Christine Sassin	Marketing Director
Cindy Hernandez	Financial Aid Coordinator
Jacqueline Saar	Accounting & HR Coordinator / Business Manager
Natalie Lopez	Teacher Assistant
Sadonni Duran	Education Assistant
Zunilda Gutierrez	Facilities Maintenance
Anthony McNeil	Financial Aid Coordinator
Taquerah Knighton	Education Coordinator
Madeline Lozano	Receptionist
Vernell Bryant	Director of Admissions
Arnaldo Lopez	Student Services Director
Shamoan Artis	Admissions Representative
Ashanty Castro	Office Assistant
Davon Clark	Admissions Representative
Craig Mabry	Admissions Representative – Phlebotomy
Willie Martinez	Admissions Representative – LPN
Tyquan Peterson	Admissions Representative
Terrell Vassel	Admissions Representative

### Faculty – Main Campus

Name	Programs
Sami Hanna	Computerized Office Assistant, PC Applications
Fred Sawaged	Medical Transcription / Insurance Billing, Computerized Office Assistant

**Faculty – Branch Campus**

Name	Programs
Sami Hanna	Computerized Office Assistant
Fred Sawaged	Medical Transcription / Insurance Billing, Computerized Office Assistant
John Milik	Medical Transcription / Insurance Billing
Zeinab Abdelsalam	Instructor
Alicia Apgar	Phlebotomy Technician
Danielle Bowman	Licensed Practical Nursing
Adaobi Ezike	Licensed Practical Nursing
Gregory Remedor	Licensed Practical Nursing

## CAMPUS LOCATIONS & HOURS OF OPERATION

Main Campus – Monroe County, PA	Branch Campus – Passaic County, NJ
2942 Route 611 PO Box 294 Tannersville, PA 18372 (570) 629-2690	157–183 Main Street Paterson, NJ 07505 (973) 658-4901 (866) 260-4785 (toll-free)

### Office Hours of Operation

Monday through Thursday: 9:00 AM – 10:00 PM

Friday: 9:00 AM – 9:00 PM

### Accreditation & Approvals

CDE Career Institute is accredited by the Council on Occupational Education (COE). The Main Campus is licensed by the Pennsylvania State Board of Private Licensed Schools. The Branch Campus is licensed by the New Jersey Department of Labor and Workforce Development. The Licensed Practical Nursing program is approved by the New Jersey Board of Nursing.

## SCHOOL CALENDAR

CDE Career Institute observes the following holidays during which classes are not in session. Additional closures may be announced as needed.

### 2026 Holiday Schedule

Month	Date	Day	Holiday
January	1	Thursday	New Year's Day
January	19	Monday	Martin Luther King Jr. Day
February	16	Monday	Presidents' Day
April	3	Friday	Good Friday
May	25	Monday	Memorial Day
June	19	Friday	Juneteenth
July	3	Friday	Independence Day (Observed)
September	7	Monday	Labor Day
November	26	Thursday	Thanksgiving
November	27	Friday	Thanksgiving (Continued)
December	25	Friday	Christmas Day
January 2027	1	Friday	New Year's Day

### Winter / Holiday Closure

CDE will be closed for the holiday break from Thursday, December 24, 2026 through Sunday, January 3, 2027. Classes will resume on Monday, January 4, 2027.

*Note: This calendar is subject to change. Students will be notified in advance of any schedule modifications. Please confirm holiday schedules with the school office.*

## TUITION & FEES

The following tables outline tuition and fees for each program offered by CDE Career Institute. Costs vary by campus location. All costs are subject to change; students should confirm current pricing with the Admissions or Financial Aid Office.

### Main Campus – Tannersville, PA

Program	Hours	Tuition	App Fee	Books	Supplies	Total
Medical Transcription / Insurance Billing	940	\$11,269	\$100	\$950	\$300	\$12,619
Computerized Office Assistant	930	\$13,045	\$100	\$950	\$300	\$14,395
Medical Office Assistant	390	\$4,890	\$100	\$710	\$300	\$6,000
PC Applications	300	\$3,400	\$100	\$710	\$300	\$4,510

### Branch Campus – Paterson, NJ

Program	Hrs	Tuition	App Fee	Books	Supplies	Test/ Lic.	Total
Medical Transcription / Insurance Billing	940	\$13,850	\$100	\$1,450	\$300	—	\$15,700
Computerized Office Assistant	930	\$13,850	\$100	\$1,450	\$300	—	\$15,700
Medical Office Assistant	390	\$4,890	\$100	\$710	\$300	—	\$6,000
PC Applications	300	\$3,400	\$100	\$710	\$300	—	\$4,510
Certified Home Health Aide	76	\$480	\$100	\$50	—	\$80	\$710
Phlebotomy Technician	80	\$800	—	—	—	—	\$800
Licensed Practical Nursing	1,501	\$13,000	\$100	\$2,200	—	—	\$15,300
HVAC/R Technology	900	\$14,500	\$100	\$1,200	\$500	\$150	\$16,450

Tuition is due at the time of enrollment unless alternative payment arrangements are made through the Financial Aid Office. Students who qualify may be eligible for federal Title IV financial aid, which can be applied toward tuition and fees. Book and supply costs include all required textbooks, software, and program materials.

*Note: MOA and PC Applications have identical pricing across both campuses. MTIB and COA tuition is higher at the NJ branch campus.*

## CAMPUS CRIME & SAFETY REPORT

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. §1092(f)), CDE Career Institute publishes annual crime statistics for incidents occurring on or near its campuses. The following data covers the three most recent calendar years.

### Main Campus – Tannersville, PA

Offense	2022	2023	2024
Murder / Non-Negligent Manslaughter	[0]	[0]	[0]
Negligent Manslaughter	[0]	[0]	[0]
Rape	[0]	[0]	[0]
Fondling	[0]	[0]	[0]
Incest	[0]	[0]	[0]
Statutory Rape	[0]	[0]	[0]
Robbery	[0]	[0]	[0]
Aggravated Assault	[0]	[0]	[0]
Burglary	[0]	[0]	[0]
Motor Vehicle Theft	[0]	[0]	[0]
Arson	[0]	[0]	[0]
Domestic Violence	[0]	[0]	[0]
Dating Violence	[0]	[0]	[0]
Stalking	[0]	[0]	[0]

### Branch Campus – Paterson, NJ

Offense	2022	2023	2024
Murder / Non-Negligent Manslaughter	[0]	[0]	[0]
Negligent Manslaughter	[0]	[0]	[0]
Rape	[0]	[0]	[0]
Fondling	[0]	[0]	[0]
Incest	[0]	[0]	[0]
Statutory Rape	[0]	[0]	[0]
Robbery	[0]	[0]	[0]
Aggravated Assault	[0]	[0]	[0]
Burglary	[0]	[0]	[0]
Motor Vehicle Theft	[0]	[0]	[0]
Arson	[0]	[0]	[0]
Domestic Violence	[0]	[0]	[0]
Dating Violence	[0]	[0]	[0]
Stalking	[0]	[0]	[0]

There were no hate crimes, unfounded crimes, or arrests/disciplinary referrals for weapons, drug, or liquor law violations reported during the periods listed above.

*A complete copy of the Annual Security Report is available at [cde.edu/disclosures](http://cde.edu/disclosures) or by requesting a copy from the School Director.*