

CDE

CAREER INSTITUTE

*We help people build more successful lives through
Career Education, Professional Development, and Employment.*

SCHOOL CATALOG

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 | School Code: 041275

Accredited by the Council on Occupational Education (COE)

Edition 2025-2026

TABLE OF CONTENTS

Welcome to CDE Career Institute.....	3
School Mission.....	4
School Vision.....	4
School Design and Learning Format.....	5
Admission and Registration Policy.....	6
Student Services.....	9
Student Records and FERPA.....	10
Student Complaint and Grievance Procedure.....	12
Campus Security and Crime Awareness Policy.....	13
Drug and Alcohol Abuse Prevention Program.....	16
Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking.....	18
Sex Offender Registry Information.....	22
Hazing Policy and Prevention Program.....	22
Student Conduct Requirements.....	24
Campus Safety Policy.....	25
Academic Grading Policy.....	27
Satisfactory Academic Progress (SAP).....	28
Re-Entry Policy.....	31
Graduation Requirements.....	32
Financial Aid.....	32
Cancellation and Refund Policy.....	36
General Information.....	37
Programs of Study.....	39
Faculty and Staff.....	48
Campus Locations and Hours of Operation.....	49
School Calendar.....	50
Tuition and Fees.....	51
Campus Crime and Safety Report.....	54
LPN Program Academic Standards Addendum.....	56
LPN Student Acknowledgment Form.....	58

WELCOME TO CDE CAREER INSTITUTE

✦ Start Your Career Journey Today

- ★ Seven career-focused programs
 - ◆ Two convenient campuses (Tannersville, PA and Paterson, NJ)
 - ◆ Day and evening scheduling options
 - ★ Title IV Financial Aid available for qualifying programs
- ☎ Toll-Free 800-676-1589 | Info@CDE.edu |
Main Campus (570) 629-2690 | Branch Campus (973) 658-4901

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 diploma programs at its Pennsylvania Main Campus, and programs at its Paterson, New Jersey campus that award the certificate or diploma indicated on each program page, 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. The school is open from 8:30 AM to 10:00 PM daily, with day and evening sessions and make-up times scheduled as needed 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 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!

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 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.

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.

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 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.

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) - 100% Online - Computerized Office Assistant (COA) - 100% Online - Certified Home Health Aide (CHHA) - Paterson NJ Campus Only - Phlebotomy Technician (PT) - Paterson NJ Campus Only - Licensed Practical Nursing (LPN) - Paterson NJ Campus Only. Programs offered at the Paterson, New Jersey campus (Certified Home Health Aide, Phlebotomy Technician, and Licensed Practical Nursing) are offered under New Jersey approvals and are not applicable to Pennsylvania residents (24 P.S. § 6509)

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 AND REGISTRATION POLICY

★ Ready to Enroll?

-  Step 1: Complete the admissions interview
 -  Step 2: Sign the Enrollment Agreement
 -  Step 3: Set up tuition through Financial Aid or a payment plan
 - ★ Step 4: Attend orientation and start classes
- Questions? Call Admissions at the Main Campus (570) 629-2690 or Branch Campus (973) 658-4901.

The Admissions Office is open daily from 8:30 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

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.

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 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.

Class Schedules & Program Start Dates

The total hours of each program vary and are dependent upon the curriculum. • Day classes are scheduled during the daytime portion of the 8:30 AM to 10:00 PM school day • 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 Expectation

Regular, consistent attendance is expected. CDE Career Institute is a clock-hour institution; daily attendance is recorded in clock hours in accordance with Pennsylvania and New Jersey state requirements for clock-hour programs.

Attendance Requirements

Students must maintain a minimum cumulative clock-hour pace of 67% to satisfy the federal Satisfactory Academic Progress requirement under 34 CFR 668.34. Students who experience extended absences may be placed on administrative review by the Education Director and may be subject to administrative withdrawal.

Tardiness

Students are expected to be prompt to all scheduled instruction. Tardiness is recorded and may result in discipline up to and including dismissal.

Make-Up Policy

Make-up sessions may be arranged with the instructor within the institution's normal operating hours. There is no charge for make-up time.

Maximum Time Frame for Completion

Students are allowed no more than 150% of their program's published clock hours to meet all graduation requirements. Failure to meet graduation requirements within the Maximum Time Frame will result in administrative withdrawal.

LPN Program

Specific attendance standards for Licensed Practical Nursing students are set out in the LPN Program Academic Standards Addendum, which supersedes the general attendance policy for LPN students pursuant to the requirements of the New Jersey Board of Nursing at N.J.A.C. 13:37.

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.

STUDENT SERVICES



We're Here for You

- ★ Academic advising and progress support
- ◆ Career services and lifetime job placement assistance
- ▶ Student complaint and grievance support
- ◆ Accessibility accommodations on request

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 daily, 8:30 AM to 5:00 PM. Tel: (570) 409-9023 (Main Campus) and (973) 658-4901 (Branch Campus).

Placement Assistance Services

CDE Career Institute offers graduates lifetime placement assistance. 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.

Completion, Graduation, and Placement Rates

In accordance with 34 CFR 668.41(d) (Student Right-to-Know), Council on Occupational Education Standard 10, 22 Pa. Code Chapter 73 (Pennsylvania), and N.J.A.C. 12:41 (New Jersey), the institution's current completion, graduation, and placement rates by program are published at cde.edu/disclosures. A printed copy is available upon request to the School Director.

STUDENT RECORDS AND FERPA

◆ Your Privacy Rights Under FERPA

- ▶ Right to inspect and review your education records
- ✎ Right to request correction of inaccurate records
- ✕ Right to consent (or refuse consent) to most disclosures
- ▶ Right to file a complaint with the U.S. Department of Education

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.

Directory Information Opt-Out

Students who wish to restrict the release of any or all directory information must submit a written opt-out request to the School Director within fifteen (15) calendar days of the start of their first term of enrollment, or within fifteen (15) calendar days of any subsequent revision to the institution's directory information list. Opt-out requests remain in effect until revoked in writing by the student. Students may request a Directory Information Opt-Out Form from the main office at either campus.

Annual Notification of Rights

At or before the start of each academic year, CDE Career Institute notifies students of their FERPA rights through publication of this policy in the School Catalog, which is distributed to each enrolled student under 34 CFR 668.41(e)(1)(ii).

STUDENT COMPLAINT AND GRIEVANCE PROCEDURE

Your Voice Matters

-  Start with a conversation with the School Director
-  If unresolved, submit a written complaint
-  Written response within 10 business days
-  Unresolved matters may be escalated to PA Dept. of Education, NJ Dept. of Labor, or COE

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, Division of Postsecondary Proprietary Training, Bureau of Postsecondary and Adult Education, 607 South Drive, Floor 3E, Harrisburg, PA 17120. 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

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 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

CAMPUS SECURITY AND CRIME AWARENESS POLICY



In Case of Emergency, Dial 9-1-1

Main Campus (Tannersville, PA) | School Director:
(570) 629-2690

Pocono Township Police: (570) 629-7323 | PA
State Police (Swiftwater): (570) 839-7701

Branch Campus (Paterson, NJ) | Assistant
Director: (973) 658-4901

Paterson Police Department: (973) 321-1111

Authority and Applicability

This policy constitutes the Annual Security Report required under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. section 1092(f), as amended by the Violence Against Women Reauthorization Act of 2013 and the Stop Campus Hazing Act of 2024 (Public Law 118 173), and the implementing regulations at 34 CFR 668.41, 668.46, and 668.49. CDE Career Institute distributes this Annual Security Report to each enrolled student and current employee by publishing it within the CDE Career

Institute School Catalog, which is delivered directly to each such individual pursuant to 34 CFR 668.41(e)(1)(ii). The Annual Security Report is also posted publicly at cde.edu/disclosures, and a paper copy is available upon request to the School Director.

Crime Reporting

All incidents of criminal activity or other emergencies occurring on or near a CDE Career Institute campus should be reported immediately to the School Director at the Main Campus, telephone (570) 629 2690, or to the Assistant Director or Campus Coordinator at the Branch Campus, telephone (973) 658 4901, and to the appropriate local law enforcement agency listed below. Students, faculty, staff, administrators, and contractors are encouraged to promptly and accurately report every crime, whether or not the victim elects to involve law enforcement. The School Director will record each report, investigate to the extent appropriate, and take such administrative or legal action as is warranted.

Preparation of Annual Crime Statistics

CDE Career Institute compiles its annual crime statistics from (i) reports submitted to the School Director or Assistant Director by students, faculty, staff, and contractors; (ii) reports obtained from local police agencies upon written request each August covering the preceding calendar year; and (iii) records maintained by the institution's administrative offices. Statistics are verified before inclusion in the Annual Security Report. CDE Career Institute does not employ pastoral counselors or professional counselors, and accordingly the counselor exception at 20 U.S.C. section 1092(f)(1)(H) is not applicable.

Voluntary, Confidential Reporting

A student or employee who wishes to report a crime on a voluntary, confidential basis for inclusion in the annual crime statistics, without triggering a formal institutional investigation, may submit a written report to the School Director marked Confidential Report for Clery Statistics. The incident will be included in the statistical disclosure without personally identifying information, to the extent permitted by law.

Titles of Persons to Whom Crimes Should Be Reported

- Main Campus (Tannersville, PA): School Director, telephone (570) 629 2690.
- Branch Campus (Paterson, NJ): Assistant Director or Campus Coordinator, telephone (973) 658 4901.
- Local Police, Main Campus: Pocono Township Police Department, Route 611, Tannersville, PA 18372, telephone (570) 629 7323; and Pennsylvania State Police, Swiftwater Station, telephone (570) 839 7701.
- Local Police, Branch Campus: Paterson Police Department, 111 Broadway, Paterson, NJ 07505, telephone (973) 321 1111.
- For any emergency: dial 9 1 1.

Campus Law Enforcement

CDE Career Institute does not employ campus police or security personnel. No CDE Career Institute employee has law enforcement authority or arrest authority. The School Director or the Director's designated representative is responsible for campus security matters. CDE Career Institute has not entered into any Memorandum of Understanding with any law enforcement agency for the investigation of alleged criminal offenses. Students and employees are encouraged to report all crimes directly to the local law enforcement agencies listed above and to notify the School Director or Assistant Director.

Timely Warning

CDE Career Institute will issue timely warnings to the campus community for crimes described in 34 CFR 668.46(c)(1) that are reported to institutional authorities or local police, and that, in the judgment of the School Director, represent a serious or continuing threat to students or employees. Timely warnings will be disseminated by email to all current students and employees, by posting at each campus entrance, and, where appropriate, by phone or text message.

Clery Geography

Pursuant to 34 CFR 668.46(b)(1), the Annual Security Report discloses crime statistics for incidents occurring within the institution's Clery geography. The terms used in this report have the following meanings for CDE Career Institute:

- **On-Campus:** The buildings and property owned or controlled by CDE Career Institute that are used for institutional purposes and are reasonably contiguous to one another. For the Main Campus this includes the building and grounds at 2942 Route 611, Tannersville, PA 18372. For the Branch Campus this includes the leased instructional space at 157-183 Main Street, Paterson, NJ 07505.
- **Non-Campus:** Buildings or property owned or controlled by a student organization officially recognized by the institution, or buildings or property owned or controlled by the institution that are used in direct support of, or in relation to, the institution's educational purposes, are frequently used by students, and are not within the same reasonably contiguous geographic area as the on-campus property. CDE Career Institute currently maintains no non-campus property within this definition.
- **Public Property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. For the Main Campus this includes Route 611 and adjacent sidewalks. For the Branch Campus this includes Main Street and adjacent sidewalks.

Building Security and Access

Students have access to instructional facilities only during normal class hours. Students must sign in on the attendance list upon arrival and sign out upon departure. Campus facilities are locked before and after business hours. CDE Career Institute does not maintain any on campus student housing; accordingly, provisions regarding campus residences are not applicable. Facilities are inspected monthly, and any security concerns such as broken locks or inadequate lighting are addressed promptly.

Campus Security Awareness Programs

CDE Career Institute informs students and employees about campus security procedures and practices, and encourages them to take responsibility for their own security and the security of others, through (i) a Campus Security and Emergency Response briefing delivered at new student orientation at the beginning of each program start; (ii) a Campus Security and Emergency Response briefing delivered to all new employees during onboarding; (iii) annual redistribution of the CDE Career Institute School Catalog, which contains this Annual Security Report, at each revision; and (iv) posted notices at building entrances regarding reporting procedures, emergency exits, and contact information.

Crime Prevention Programs

CDE Career Institute informs students and employees about the prevention of crimes through (i) orientation programming on personal safety at and around each campus; (ii) information on how to recognize, prevent, and report dating violence, domestic violence, sexual assault, and stalking, as set out in the Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking section below; and (iii) distribution of personal safety materials developed by local law enforcement and by the Clery Center, available at the Main Office of each campus and at cde.edu/disclosures.

Noncampus Student Organization Monitoring

CDE Career Institute does not officially recognize any student organizations with noncampus locations or housing facilities. Accordingly, 34 CFR 668.46(b)(7) is not applicable.

Related Published Disclosures

The following related disclosures are published on the institution's public website at cde.edu/disclosures and are available in printed form from the School Director upon request: Campus Security and Crime Awareness Policy; Drug and Alcohol Abuse Prevention Information; Student Records and Academic Transcripts (FERPA); Institutional and Financial Aid Information; Policy for Safeguarding Customer Information (GLBA Safeguards Rule); Satisfactory Academic Progress (SAP) Policy; Gainful Employment disclosures for Title IV programs; and the Student Complaint Procedure.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

 **Help Is Available 24 Hours a Day**

SAMHSA National Helpline 1-800-662-HELP (4357)
| findtreatment.gov

988 Suicide and Crisis Lifeline Call or text 988

Pennsylvania Get Help Now 1-800-662-HELP (4357)

 | ddap.pa.govNew Jersey Addictions Hotline 1-844-276-2777 |
njreachnj.gov

All calls are confidential. You are not alone.

Pursuant to the Drug Free Schools and Communities Act of 1989, 20 U.S.C. section 1011i, and its implementing regulations at 34 CFR Part 86, and consistent with 34 CFR 668.46(b)(8) through (10), CDE Career Institute maintains the following Drug and Alcohol Abuse Prevention Program. This program applies to all students, employees, applicants, and contractors, and is distributed annually through the CDE Career Institute School Catalog.

Standards of Conduct

CDE Career Institute prohibits the unlawful possession, use, distribution, manufacture, or sale of illicit drugs or alcohol by students or employees on institutional property or as part of any institutional activity. Students and employees may not report to any CDE Career Institute campus or institutional activity while under the influence of illicit drugs or of alcohol. Violations of these standards are grounds for institutional discipline up to and including expulsion for students and termination for employees, and referral to law enforcement where appropriate.

Applicable Legal Sanctions: Federal Law

The federal Controlled Substances Act, 21 U.S.C. section 841 and following, imposes criminal penalties for the manufacture, distribution, and possession of controlled substances. Penalties range, depending on the substance and quantity involved, from imprisonment for up to one year and a fine of up to \$1,000 for simple possession on a first offense, to life imprisonment and fines up to \$10 million for trafficking offenses. A federal or state drug conviction may also result in loss of eligibility for Title IV federal student aid.

Applicable Legal Sanctions: Pennsylvania

The Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act, 35 P.S. section 780 101 and following, prohibits the possession, delivery, and manufacture of controlled substances. Penalties range from imprisonment of up to 30 days and a fine of up to \$500 for first offense possession of a small amount of marijuana, to the extent still applicable, up to 15 years of imprisonment and a \$250,000 fine for trafficking offenses. Pennsylvania's underage drinking law, 18 Pa. C.S. section 6308, prohibits persons under 21 from purchasing, consuming, possessing, or transporting alcohol. A first violation is a summary offense carrying a fine of up to \$500 and suspension of driving privileges.

Applicable Legal Sanctions: New Jersey

The New Jersey Comprehensive Drug Reform Act of 1987, N.J.S.A. 2C:35 1 and following, imposes criminal penalties for the possession, distribution, and manufacture of controlled dangerous substances. Penalties range from imprisonment of up to six months and a fine of \$1,000 for a disorderly persons offense up to 20 years of imprisonment and a \$500,000 fine for first degree offenses. New Jersey's underage drinking law, N.J.S.A. 2C:33 15, prohibits persons under 21 from consuming or possessing alcohol in a public place or in a motor vehicle and carries fines and motor vehicle consequences.

Health Risks

The use of illicit drugs and the abuse of alcohol carry substantial health risks, including impaired judgment and coordination; dependence and addiction; respiratory depression and overdose; cardiovascular and liver disease; kidney damage; depression, anxiety, and other psychiatric conditions; increased risk of infectious disease (including HIV and hepatitis) from intravenous drug use; adverse interactions with medications; harm to a developing fetus during pregnancy; and death. Alcohol abuse is a leading contributor to motor vehicle fatalities, violent crime, and sexual assault.

Counseling, Treatment, and Rehabilitation Resources

CDE Career Institute does not operate on site counseling or treatment services. Students and employees seeking assistance are referred to the following resources:

- SAMHSA National Helpline (24 hours, confidential): 1 800 662 HELP (4357); findtreatment.gov.
- Pennsylvania Get Help Now Hotline: 1 800 662 HELP (4357); ddap.pa.gov.
- New Jersey Addictions Hotline: 1 844 276 2777; njreachnj.gov.
- National Alliance on Mental Illness Helpline: 1 800 950 NAMI (6264).
- 988 Suicide and Crisis Lifeline: 988.

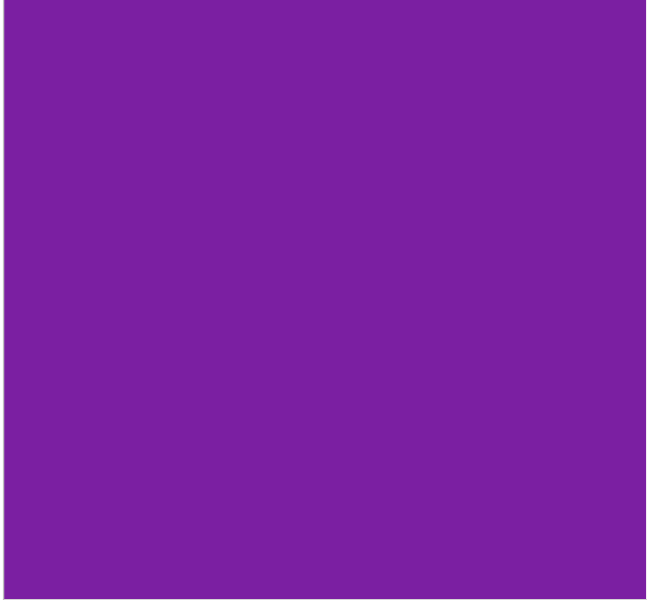
Institutional Disciplinary Sanctions

Violation of these standards by a student will result in one or more of the following institutional sanctions: written warning, disciplinary probation, mandatory completion of an approved substance abuse program, suspension, or expulsion. Violation by an employee will result in disciplinary action up to and including termination. In appropriate cases, CDE Career Institute will refer the matter to local law enforcement and will cooperate with any resulting investigation.

Biennial Review

CDE Career Institute conducts a biennial review of this Drug and Alcohol Abuse Prevention Program to determine its effectiveness, to implement changes as needed, and to ensure that institutional disciplinary sanctions are consistently enforced. The biennial review is documented and maintained in the institution's compliance file and is available to the U.S. Department of Education upon request.

SEXUAL MISCONDUCT, DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING



You Are Not Alone. Confidential Support Is Available.

RAINN National Sexual Assault Hotline 1-800-656-HOPE (4673)

National Domestic Violence Hotline 1-800-799-SAFE (7233)

New Jersey Statewide Domestic Violence Hotline 1-800-572-SAFE (7233)

Women's Resources of Monroe County (Main Campus area) (570) 421-4200

Passaic County Women Aware (Branch Campus area) (973) 881-0725

All hotlines are confidential and available 24/7.

Title IX Coordinator and Section 504 / ADA Coordinator

Pursuant to 34 CFR 106.8(a)(1) and 34 CFR 104.7(a), CDE Career Institute has designated the following individual as the institution's Title IX Coordinator and Section 504 / ADA Coordinator. The Coordinator receives reports of sex discrimination, sexual misconduct, and disability-related complaints; oversees the institutional response; and coordinates compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

Taquerah Knighton, Director of Student Services

CDE Career Institute, 157-183 Main Street, Paterson, NJ 07505

Email: TKnighton@cde.edu | Phone: 800-676-1589

Policy Statement

CDE Career Institute prohibits sexual assault, dating violence, domestic violence, sexual harassment, and stalking, as those terms are defined in 34 CFR 668.46(a), as well as sexual exploitation and retaliation. This policy applies to all students, employees, applicants, and contractors.

Definitions

- Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- Domestic violence means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner, a person sharing a child in common with the victim, a person cohabitating with or having cohabitated with the victim as a spouse or intimate partner, or a person similarly situated under Pennsylvania or New Jersey law.
- Sexual assault means an offense classified as a forcible or non forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
- Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for that person's safety or the safety of others, or to suffer substantial emotional distress.
- Consent, in reference to sexual activity, means freely given, knowing, voluntary, and mutually understandable words or actions that indicate a willingness to participate. A person who is incapacitated by drugs, alcohol, sleep, or otherwise, who is under duress, who is under the age of consent under state law, or who is otherwise incapable of making a reasoned decision cannot give consent.

Educational Programs and Awareness Campaigns

CDE Career Institute delivers a primary prevention and awareness program to all incoming students at new student orientation and to all new employees during onboarding. The program includes (i) a statement that CDE Career Institute prohibits dating violence, domestic violence, sexual assault, and stalking; (ii) the applicable definitions in the jurisdictions in which the institution operates; (iii) the definition of consent; (iv) safe and positive options for bystander intervention; (v) information on risk reduction; and (vi) the procedures and resources described in this policy. CDE Career Institute conducts ongoing prevention and awareness campaigns for students and employees, including annual redistribution of this policy through the School Catalog, periodic email reminders of reporting procedures and support resources, and posted notices at each campus.

What to Do If an Incident Occurs

A person who has been the victim of dating violence, domestic violence, sexual assault, or stalking is strongly encouraged to take the following steps, to the extent each step can be done safely:

1. Move to a safe location.
2. Seek immediate medical attention. The closest hospital to the Main Campus is Lehigh Valley Hospital Pocono, 206 East Brown Street, East Stroudsburg, PA, telephone (570) 421 4000. The closest hospital to the Branch Campus is St. Joseph's Regional Medical Center, 703 Main Street, Paterson, NJ, telephone (973) 754 2000.
3. Preserve evidence. Do not shower, bathe, douche, change clothes, or clean up the area. Preserve electronic evidence such as text messages, emails, photographs, and voicemails.
4. Contact law enforcement. Call 9 1 1 for an immediate response, or contact the local police department listed in the Campus Security and Crime Awareness Policy section.

5. Contact the School Director, who will provide information about available support and options.

Reporting Options

Every student and employee has the right to (i) notify law enforcement, including on campus and local police; (ii) be assisted by institutional authorities in notifying law enforcement, if requested; or (iii) decline to notify any law enforcement authorities. Electing not to contact law enforcement does not affect the person's right to seek assistance from CDE Career Institute.

Orders of Protection and No Contact Orders

CDE Career Institute will honor any lawful order of protection, no contact order, restraining order, or similar order issued by a criminal, civil, or tribal court or by the institution. Upon request, CDE Career Institute will assist a student or employee in obtaining such an order from the appropriate court and in enforcing such an order on institutional property.

Confidentiality of Victims

CDE Career Institute will protect the confidentiality of victims to the maximum extent permitted by law. Publicly available recordkeeping, including Clery Act reporting and disclosures, will be completed without the inclusion of personally identifying information about victims, as that term is defined in 42 U.S.C. section 13925(a)(20). Any accommodations or protective measures provided to a victim will be kept confidential to the extent that such confidentiality would not impair the institution's ability to provide the accommodations or measures.

Written Notification of Rights, Options, and Services

When a student or employee reports to CDE Career Institute that he or she has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, CDE Career Institute will provide the reporting individual with a written explanation of his or her rights and options under this policy. That explanation will include written information about (i) existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available within the institution and in the surrounding community; and (ii) options for, and available assistance in, requesting changes to academic, transportation, and working situations, and available protective measures. CDE Career Institute will provide such accommodations or protective measures where they are reasonably available and requested by the victim, regardless of whether the victim chooses to report the crime to law enforcement.

Community Resources

- Main Campus area: Women's Resources of Monroe County, (570) 421 4200; Pocono Services for Families and Children, (570) 421 4200.
- Branch Campus area: Passaic County Women Aware, (973) 881 0725; New Jersey Statewide Domestic Violence Hotline, 1 800 572 SAFE (7233).

- National resources: National Sexual Assault Hotline (RAINN), 1 800 656 HOPE (4673); National Domestic Violence Hotline, 1 800 799 SAFE (7233); National Stalking Awareness Resource Center at stalkingawareness.org.

Institutional Disciplinary Procedures

Any allegation that a student or employee has engaged in dating violence, domestic violence, sexual assault, or stalking will be investigated and resolved through a prompt, fair, and impartial process conducted by CDE Career Institute officials who have received annual training on these issues and on conducting investigations and hearings that protect victim safety and promote accountability. The process provides:

1. Written notice to both the complainant and the respondent of the allegation, the specific policy provisions alleged to have been violated, the time and location of any meetings and hearings, and the process to be followed.
2. Timely written notice of any meeting each party is required or eligible to attend.
3. The same opportunity for both parties to be accompanied by an advisor of the party's choice, who may be an attorney at the party's expense.
4. Simultaneous written notification to both parties of the outcome of the proceeding, any procedures for appeal, any change to the result, and when the result becomes final.
5. Application of a preponderance of the evidence standard of proof.
6. A reasonable time frame for resolution, ordinarily within 60 business days of the report, with written notice to both parties of any extension.

Possible sanctions upon a finding of responsibility range from written warning, disciplinary probation, suspension, expulsion, or exclusion from campus for students, to discipline up to and including termination for employees. Sanctions are imposed with reference to the severity of the violation and the circumstances.

Retaliation Prohibited

CDE Career Institute prohibits retaliation against any individual who reports, or assists in the reporting or investigation of, a violation of this policy.

SEX OFFENDER REGISTRY INFORMATION

Pursuant to Section 121 of the Adam Walsh Child Protection and Safety Act of 2006, 42 U.S.C. section 16921, and 34 CFR 668.46(b)(12), members of the CDE Career Institute community may obtain law enforcement information concerning registered sex offenders from the following sources:

- Pennsylvania Megan's Law Registry at pameganslaw.pa.gov.
- New Jersey Sex Offender Internet Registry at www.nj.gov/njsp.
- National Sex Offender Public Registry at nsopw.gov.

HAZING POLICY AND PREVENTION PROGRAM

 Report Hazing Anonymously

Online reporting form: cde.edu/disclosures

Main Campus: School Director (570) 629-2690

Branch Campus: Assistant Director / Campus Coordinator (973) 658-4901

Or call local law enforcement directly. In an emergency, dial 9-1-1.

Policy Statement

Pursuant to the Stop Campus Hazing Act of 2024, Public Law 118 173, and 34 CFR 668.46, CDE Career Institute prohibits hazing in any form by any student, employee, or student organization. Hazing is prohibited regardless of the willingness of the person hazed to participate; a person's consent is not a defense.

Definition

Hazing means any intentional, knowing, or reckless act committed by a person, whether individually or with others, against another person, regardless of the willingness of the other person to participate, that (i) is committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any student organization, and (ii) causes or creates a risk, above the reasonable risk encountered in the course of participation in an institutionally recognized activity or customary athletic event or official competition, of physical or psychological injury. Hazing includes, without limitation, whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body; sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other forced physical activity; forced consumption of food, liquid, alcohol, drugs, or other substances; forced sexual activity; forced conduct that could result in extreme mental stress; or any act intended to coerce, persuade, or dissuade another person from engaging in criminal conduct or a violation of institutional rules.

How to Report

Reports of hazing may be made to the School Director at the Main Campus, telephone (570) 629 2690; to the Assistant Director or Campus Coordinator at the Branch Campus, telephone (973) 658 4901; or to local law enforcement. Anonymous reports may be submitted through the online reporting form posted at cde.edu/disclosures.

Investigation Process

Upon receipt of a hazing report, the School Director or designated representative will (i) assess immediate safety concerns; (ii) notify law enforcement where appropriate; (iii) investigate the report by interviewing the reporter, the alleged victim, the alleged perpetrators, and any witnesses; and (iv) make a finding on the record. Sanctions for a finding of a hazing violation may include those described in the Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking section above.

Applicable Laws

- Pennsylvania: Timothy J. Piazza Antihazing Law, 24 P.S. section 2801 and following.
- New Jersey: Hazing, N.J.S.A. 2C:40 3.
- Federal: Stop Campus Hazing Act of 2024, Public Law 118 173.

Prevention Program

CDE Career Institute maintains a research informed, campus wide hazing prevention program that reaches students, faculty, and staff. The program includes (i) the hazing policy set forth above; (ii) primary prevention strategies delivered at orientation, including skill building for bystander intervention, information on ethical leadership, and strategies for building group cohesion without hazing; (iii) integration of the hazing policy into Student Conduct Requirements and the Sexual Misconduct policy; and (iv) annual review and update of the program by the School Director.

Operational Note

CDE Career Institute does not currently officially recognize or sanction any student organizations, fraternities, sororities, athletic teams, or similar groups. This policy nonetheless applies to any present or future student organization or activity.

Campus Hazing Transparency Report

As of the date of publication of this catalog, CDE Career Institute has recorded no findings of hazing violations. If and when a finding is made, CDE Career Institute will publish a Campus Hazing Transparency Report in a prominent location on its public website summarizing (i) the name of the student organization found in violation; (ii) the date of the finding; (iii) a description of the violation; and (iv) the sanction imposed. The Transparency Report will be updated no less frequently than twice per calendar year, on January 1 and July 1, and will retain five years of historical information.

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. Note: LPN and Phlebotomy Technician students are required to wear the official CDE school uniform at all times. See the LPN Program Academic Standards Addendum for complete uniform and dress code requirements.

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.

Federal Copyright Penalty Summary

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students and employees to civil and criminal liabilities. Under 17 U.S.C. sections 504 and 505, a

copyright owner may recover actual damages plus any additional profits of the infringer, or statutory damages of not less than \$750 and not more than \$30,000 per work infringed. In cases of willful infringement, statutory damages may be increased to up to \$150,000 per work. Willful copyright infringement may also carry criminal penalties of up to five years in prison and fines of up to \$250,000 per offense under 17 U.S.C. section 506 and 18 U.S.C. section 2319. Institutional disciplinary actions for copyright infringement by students are described in the Disciplinary Action section above and may include suspension, expulsion, and restriction of access to the institution's information technology systems.

CAMPUS SAFETY POLICY

Emergency Response and Evacuation Procedures

Pursuant to 34 CFR 668.46(g), CDE Career Institute maintains the following procedures to respond to a significant emergency or dangerous situation that poses an immediate threat to the health or safety of students or employees on campus.

1. **Immediate Notification.** Upon confirmation that a significant emergency exists, the School Director or the Director's designated representative will, without delay, initiate a notification to the campus community, considering the safety of the community, using one or more of the following methods: verbal announcement by instructors in classrooms; mass email to all student and employee addresses on file; text message through the institution's emergency notification service; and posting of notices at campus entrances.
2. **Confirming an Emergency.** When a potential emergency is reported, the School Director or the Director's designated representative will confirm the nature and severity of the situation by consulting with the reporter, local law enforcement, first responders, and on site personnel, as appropriate.
3. **Determining the Appropriate Segment of the Community.** The School Director or the Director's designated representative will determine whether the notification will be sent to the entire campus community or to specific segments such as a particular building, class, or group of individuals. When in doubt, the notification will be sent more broadly.
4. **Determining the Content of the Notification.** The notification will include, at minimum, the nature of the emergency, the affected area, recommended actions for individuals in the affected area, and a source of additional information.
5. **Dissemination.** The School Director, Assistant Director, or designated emergency coordinator is responsible for issuing the notification through the methods described above.
6. **Larger Community Notification.** Where an emergency poses a risk to the larger community surrounding either campus, CDE Career Institute will coordinate with local law enforcement and emergency management agencies to provide information to the public.

Testing and Publicizing of Procedures

CDE Career Institute tests its emergency response and evacuation procedures at least once per calendar year. Tests may be announced or unannounced. For each test, CDE Career Institute documents a description of the exercise, the date, the time, and whether it was announced or unannounced. CDE Career Institute publicizes its emergency response and evacuation procedures in conjunction with at least one such test each calendar year, using the methods described in this section and in the Campus Security and Crime Awareness Policy section.

Fire Emergency

All students should familiarize themselves with the evacuation plans posted in classrooms and throughout each campus 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 designated assembly area at a safe distance from the building following evacuation. At the Main Campus, the assembly area is the front parking lot. At the Branch Campus, the assembly area is the designated area on Main Street.

Medical Emergencies

In the event of sickness or accident on campus:

1. Notify your instructor immediately.
2. If the illness or accident requires emergency care, the institution will obtain emergency assistance by calling 9 1 1.
3. The institution will notify the individual you have designated as your Emergency Contact.
4. First aid kits are located throughout each facility for minor emergencies.
5. Your instructor will complete an Incident Report and submit it to the School Director.

Natural Disasters

- Floods and Flash Floods: Stay inside. Do not evacuate unless 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.
- Tornadoes: Move to an interior hallway on the lowest floor, away from windows. Follow instructor directions.
- Severe Snow or Ice: Campus closures or delays will be communicated by email, text message, and by posting at cde.edu. Follow the closure instructions.

Students with Special Needs

If you need special help or assistance during an emergency evacuation, notify your instructor and the School Director in advance so that a specific evacuation plan can be prepared for you.

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% to 90%	4.0
B	89% to 80%	3.0
C	79% to 70%	2.0
D	69% to 60%	1.0
F	Below 60%	0.0
I	Incomplete*	-

Branch Campus (NJ Campus)

Letter Grade	Score Range	Grade Points
A	100% to 90%	4.0
B	89% to 80%	3.0
C	79% to 75%	2.0
D	74% to 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)

★ SAP at a Glance

- ★ Qualitative: Maintain a minimum 2.0 GPA
- ⚡ Pace: Complete at least 67% of cumulative clock hours attempted
- ⌚ Max Time Frame: Graduate within 150% of program length
- ⚠ Failing SAP affects your Title IV financial aid eligibility

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 and 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

Pursuant to 34 CFR 668.3, an academic year at CDE Career Institute is defined as a minimum of 900 clock hours and a minimum of 26 weeks of instructional time. The institution publishes both the hours and weeks components of the academic year for each Title IV eligible program. Current academic year definitions by program are: Medical Transcription / Insurance Billing (940 clock hours, 40 weeks); Computerized Office Assistant (930 clock hours, 39 weeks); Medical Office Assistant (390 clock hours, 17-week academic term); and PC Applications (300 clock hours, 13-week academic term). Programs shorter than one full academic year (MOA, PCAPP) are structured into payment periods in accordance with 34 CFR 668.4(c).

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	60	2,251.5	90
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.

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.

No-Show / Failure to Begin Attendance

Pursuant to 34 CFR 668.21, any student who fails to begin attendance within 30 calendar days of the published program start date will be administratively withdrawn as a no-show and reported as never attended. All disbursed Title IV funds for such students will be returned to the U.S. Department of Education in accordance with 34 CFR 668.21(a)(2).

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

★ Almost There! Graduation Checklist

- ✓ Minimum 2.0 GPA and all academic requirements complete
- ✓ All program clock hours within 150% max time frame
- ✓ All financial obligations to the school met

★ A Diploma is awarded to all students who meet these 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.

FINANCIAL AID

★ Ready to Apply? Start with the FAFSA.

Complete the Free Application for Federal Student Aid at studentaid.gov

CDE Career Institute School Code: 041275

Main Campus Financial Aid: (570) 409-9023

Branch Campus Financial Aid: (973) 658-4901

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

Pursuant to 34 CFR 668.22, 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

Timing of Return of Title IV Funds

Pursuant to 34 CFR 668.173(b), CDE Career Institute returns unearned Title IV funds to the U.S. Department of Education as soon as possible, but no later than 45 days after the date the institution determined the student withdrew. Refunds due directly to the student are made within 30 days of the last day of attendance or the date the institution determined withdrawal, in accordance with the Cancellation and Refund Policy.

Direct Loan Entrance and Exit Counseling

Pursuant to 34 CFR 685.304, all first-time Federal Direct Loan borrowers at CDE Career Institute must complete Entrance Counseling before the first disbursement of loan funds. Entrance Counseling is completed online at studentaid.gov. Borrowers who withdraw, graduate, or drop below half-time enrollment must complete Exit Counseling, also available at studentaid.gov. Exit Counseling reviews repayment options, deferment, forbearance, and consequences of default.

Verification of High School Completion

Pursuant to 34 CFR 668.16(p), CDE Career Institute validates high school completion status as a condition of Title IV eligibility. At the time of enrollment, each applicant must present an original or copy of a high school diploma, a high school transcript, or a GED certificate. The Admissions Office retains the copy in the student's academic file and flags the record in the institution's student information system as verified. Homeschool completion is accepted where documented in accordance with the applicable state's requirements.

Textbook and Course Materials Disclosure

Pursuant to 34 CFR 668.43(a)(12) and Section 133 of the Higher Education Opportunity Act, a list of required textbooks and course materials for each program, including International Standard Book Numbers (ISBNs) and current retail prices where available, is maintained by the Financial Aid Office and published at cde.edu/disclosures. Students may request a printed copy from the Financial Aid Office at either campus. For the Medical Transcription / Insurance Billing and Computerized Office Assistant programs, books and supplies are not institutional charges; students may purchase required textbooks and supplies from any source of their

choosing. For all other programs, books and supplies, where listed in the Tuition and Fees section, are institutional charges provided by the institution.

Voter Registration

Consistent with Section 487(a)(23) of the Higher Education Act, CDE Career Institute makes a good-faith effort to distribute voter registration forms to each enrolled student at the Main Campus (Pennsylvania) and the Branch Campus (New Jersey). Pennsylvania voter registration is available at vote.pa.gov; New Jersey voter registration is available at nj.gov/state/elections. Printed forms are available at the main office of each campus.

Vaccination Policy

Pursuant to Section 488(g) of the Higher Education Opportunity Act, CDE Career Institute discloses its vaccination policy annually to enrolled students. CDE does not require institution-wide vaccinations for general enrollment; however, individual programs with clinical or patient-contact components (including the Licensed Practical Nursing, Certified Home Health Aide, and Phlebotomy Technician programs) require documentation of specific immunizations as a condition of placement at clinical sites, in accordance with clinical affiliation agreements and New Jersey Department of Health requirements.

Closed-School Discharge and Borrower Defense

In accordance with 34 CFR Part 685 Subpart B, Federal Direct Loan borrowers may be eligible for a closed-school discharge if CDE Career Institute were to close while the borrower is enrolled or within 180 days after the borrower withdrew. Borrowers may also file a borrower defense to repayment application at studentaid.gov in circumstances authorized by regulation. Information about Title IV repayment options, including Income-Driven Repayment plans, is available at studentaid.gov. The institution's role at closure, should one occur, would include transferring student academic records to the Pennsylvania State Board of Private Licensed Schools for Main Campus students and the New Jersey Department of Labor and Workforce Development for Branch Campus students.

CANCELLATION AND 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 (cumulative bands, percentage of the enrollment period elapsed at the last date of attendance): - 10% or less: school retains the application fee and 10% of the tuition charge - More than 10% up to 25%: school retains the application fee and 45% of the tuition charge - More than 25% up to 50%: school retains the application fee and 70% of the tuition charge - More than 50%: 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.

Application Fee, Books, and Supplies

The refund bands above apply to tuition. For the Medical Transcription / Insurance Billing and Computerized Office Assistant programs, the application fee, books, and supplies are not institutional charges; the application fee is paid outside the enrollment agreement, and books and supplies are purchased by the student from any source of the student's choosing. None of these items are subject to the refund calculation for those two programs. For all other programs, the application fee, books, and supplies listed in the Tuition and Fees tables are institutional charges; application fees are non-refundable as provided above, and unused books and supplies are handled in accordance with the school's separate materials return procedure maintained by the Financial Aid Office.

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.

Ownership & Governing Body

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

Constitution Day

Pursuant to 36 U.S.C. section 106 and Public Law 108-447, CDE Career Institute observes Constitution Day and Citizenship Day on September 17 of each year by providing educational programming about the United States Constitution. When September 17 falls on a Saturday, Sunday, or federal holiday, the observance is held on an adjacent school day.

Nondiscrimination Notice

CDE Career Institute does not discriminate on the basis of race, color, national origin, ethnicity, ancestry, religion, creed, sex, sexual orientation, gender identity or expression, pregnancy or related conditions, parental status, marital status, age, disability, genetic information, veteran or military status, or any other characteristic protected by law in its admission, educational programs, activities, or employment practices. This nondiscrimination policy is issued in compliance with Title VI of the Civil Rights Act of 1964; Title IX of the

Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 (as amended); the Age Discrimination Act of 1975; the Genetic Information Nondiscrimination Act of 2008; and (for the Branch Campus) the New Jersey Law Against Discrimination (N.J.S.A. 10:5-1 et seq.).

Inquiries or complaints concerning alleged discrimination may be directed to the institution's Title IX Coordinator and Section 504 / ADA Coordinator (contact information published in the Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking section and in the institutional directory at cde.edu). Students and employees Inquiries and complaints concerning alleged discrimination on the basis of sex or disability may be directed to the institution's designated Coordinator:

Title IX Coordinator and Section 504 / ADA Coordinator

Taquerah Knighton, Director of Student Services CDE Career Institute, 157-183 Main Street, Paterson, NJ 07505 Email: TKnighton@cde.edu | Phone: 800-676-1589

Students and employees may also file a complaint directly with the U.S. Department of Education Office for Civil Rights at 400 Maryland Avenue SW, Washington, DC 20202, or at ed.gov/ocr.

PROGRAMS OF STUDY

PC Applications Program

CLOCK HOURS	300	DURATION	13 weeks
CAMPUS	Tannersville, PA (Main)	DELIVERY	Instructor Led

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	12	Instructor Led

	Keyboarding		
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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

CLOCK HOURS	930	DURATION	39 weeks
CAMPUS	Tannersville, PA (Main Campus)	DELIVERY	Online

930 Clock Hours

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. Distance education sections are assigned the corresponding distance education course number, formed by adding the letter D to the course number shown (for example, COA 100D). Academic transcripts reflect the course number of the delivery format attempted.

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

CLOCK HOURS	940	DURATION	40 weeks
CAMPUS	Tannersville, PA (Main Campus)	DELIVERY	Online

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. 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. Distance education sections are assigned the corresponding distance education course number, formed by adding the letter D to the course number shown (for example, MTIB 100D). Academic transcripts reflect the course number of the delivery format attempted.

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

CLOCK HOURS	390	DURATION	17 weeks
CAMPUS	Tannersville, PA (Main)	DELIVERY	Instructor Led

390 Clock Hours | Tannersville Main Campus Only

Program Description

The Medical Office Assistant program is a diploma 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

CLOCK HOURS	76	DURATION	3 weeks
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CAMPUS	Paterson, NJ (Branch)	DELIVERY	In-Person
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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

CLOCK HOURS	80	DURATION	4 weeks
CAMPUS	Paterson, NJ (Branch)	DELIVERY	In-Person

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 (Didactic)	15
PHL 101	Medical Terminology (Didactic)	15
PHL 102	Venipuncture, Special Collection, and Specimen Handling - Clinical/Lab Practicum	30
PHL 105	Quality Phlebotomy (Didactic)	7
PHL 106	Legal Issues in Phlebotomy (Didactic)	6
PHL 107	Metric System Measurements (Didactic)	6
PHL 108	Final Exam (Didactic)	1

TOTAL: 80 Clock Hours (50 didactic classroom hours; 30 clinical/lab practicum 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.

Uniform Requirement - Phlebotomy Technician Program

All Phlebotomy Technician students are required to wear the official CDE Career Institute school uniform while attending all classes and lab sessions. The uniform must be clean and properly fitted. Students who do not comply with the uniform policy may be denied entry to class.

This requirement also applies to LPN students. See LPN Addendum for details.

Licensed Practical Nursing (LPN) Program

CLOCK HOURS	1,501	DURATION	60 weeks
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CAMPUS	Paterson, NJ (Branch)	DELIVERY	In-Person (No Online)
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1,501 Clock Hours | Paterson NJ Campus Only

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 60 weeks (both Day and Evening tracks) 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 Annual Wage for Licensed Practical Nurses in New Jersey: \$60,780 (source: U.S. Bureau of Labor Statistics, Occupational Employment Statistics, May 2024, SOC 29-2061) Delivery Method: In-Person (No online instruction)

Academic Requirements for Graduation from the LPN Program

To graduate, students must meet all of the following requirements:

- Achieve a minimum grade of 78% (C+) in all nursing theory courses.
- Receive a grade of Pass in all clinical practicum courses.
- Maintain a minimum cumulative GPA of 2.5 across all program courses.
- Complete all 1,501 clock hours of scheduled instruction.
- Maintain a minimum attendance rate of 90% in all instruction (theory and clinical).
- Complete all clinical hours in full, including any required make-up hours.
- Meet all financial obligations to the school.
- Have a clear criminal background check and drug screening on file. There is no charge for make-up sessions.

Students who meet all graduation requirements will be awarded a Diploma in Licensed Practical Nursing and will be eligible to apply to the New Jersey Board of Nursing for NCLEX-PN licensure authorization.

Admissions Criteria

Applicants must meet the following requirements for admission to the LPN program:

- Hold a high school diploma or GED certificate.
- Be at least eighteen (18) years of age on or before the first day of class (per New Jersey clinical site and NCLEX-PN licensure requirements).
- Pass the LPN entrance examination. A free, one-week entrance exam prep course is offered.
- Complete a criminal background check (required by N.J.A.C. 13:37-1.8(h)).
- Complete a drug screening prior to the start of clinical rotations.
- Provide documentation of

required immunizations and health screenings. • Obtain current CPR/BLS certification (American Heart Association) prior to first clinical rotation. No prior medical experience is required. Important Disclosure: Pursuant to New Jersey law, a criminal background check is a prerequisite for nursing licensure. Individuals with certain criminal histories may be barred from licensure by the New Jersey Board of Nursing regardless of program completion.

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 ()

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)
- Operated in accordance with N.J.A.C. 13:37 and COE accreditation standards.

**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.

FACULTY AND STAFF

CDE Career Institute is staffed by experienced administrators, faculty, and instructors who are committed to student success. The listing below reflects the institution's current personnel.

Staff, Main Campus

Name	Title
Justina Albright	President, Campus Director and Financial Aid Administrator
Jacqueline Saar	Accounting and HR / Business Manager (Both Campuses)
Christina Mattioli	Admissions

Staff, Branch Campus

Name	Title
Maher Fadel	Director
Jean Aoun	Vice President of Operations
Jacqueline Saar	Accounting and HR / Business Manager (Both Campuses)
Dr. May Gad	Director of Education
Christine Sassin	Marketing Director
Vernell Bryant	Director of Admissions
Cindy Hernandez	Director of Financial Aid
Taquerah Knighton	Director of Student Services
Arnaldo Lopez	Director of Career Services
Shamoan Artis	Admissions Representative
Ashanty Castro	Office Assistant
Davon Clark	Admissions Representative
Sadonni Duran	Education Coordinator
Zunilda Gutierrez	Facilities Maintenance
Natalie Lopez	Teacher Assistant
Madeline Lozano	Office Administrator
Craig Mabry	Admissions Representative, Phlebotomy
Anthony McNeil	Financial Aid Coordinator
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

LPN Instructors, Branch Campus

Name	Credentials	Role / Programs
Shehtabbanu Shaikh	ADN, RN (NJ); Bergen Community College	LPN Instructor; Licensed Practical Nursing
Vivian Ukor	BSN, RN (NJ Multistate Compact)	LPN Instructor; Licensed Practical Nursing
Francis Torres	BSN, RN	LPN Instructor; Licensed Practical Nursing
Oluchukwu Nwokelo	BSN, RN (NJ Multistate Compact)	LPN Instructor; Licensed Practical Nursing

Clinical Instructors, Branch Campus

Name	Credentials	Role / Programs
Danielle L. Johnson Bowman	MSN (Nursing Educator), BSN, RN (NJ Multistate Compact), ACLS, BLS	LPN Program Administrator / Clinical Instructor; Licensed Practical Nursing
Gregory Remedor	BSN, RN (NY/NJ Compact), ACLS, BLS	Clinical Instructor; Licensed Practical Nursing
Adaobi Ezike	BSN, RN (NJ, NY), ACLS, BLS, IV Certified	Clinical Instructor; Licensed Practical Nursing

CAMPUS LOCATIONS AND HOURS OF OPERATION

★ Visit Us

- ◆ Main Campus: 2942 Route 611, Tannersville, PA 18372 | (570) 629-2690
- ◆ Branch Campus: 157-183 Main Street, Paterson, NJ 07505 | (973) 658-4901
- ★ Daily: 8:30 AM to 10:00 PM (day and evening class blocks)
- ☎ Toll-Free: 800-676-1589 | Info@CDE.edu | Admissions: 866-260-4005
- 📄 www.cde.edu

Main Campus (Monroe County, PA)	Branch Campus (Passaic County, NJ)
2942 Route 611	157-183 Main Street

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

Paterson, NJ 07505
(973) 658-4901
(866) 260-4785 (toll-free)

Office Hours of Operation

Daily: 8:30 AM to 10:00 PM. Individual class sessions are scheduled within this window in day and evening blocks.

Institution-Wide Contact

Toll-Free: 800-676-1589 | Email: Info@CDE.edu | Admissions Direct: 866-260-4005 | Website: www.cde.edu

Accreditation and 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

★ Mark Your Calendar

★ Winter / Holiday Closure: December 24, 2026 through January 3, 2027

★ Classes resume Monday, January 4, 2027

❄ Weather-related closures are communicated by email, text, and at cde.edu

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 and 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 AND FEES

★ Invest in Your Future

★ All costs are subject to change; confirm current pricing with Admissions or Financial Aid

▶ Title IV federal financial aid may cover tuition for MTIB and COA (the institution's Title IV eligible programs)

◆ For MTIB and COA, the application fee, books, and supplies are student-paid and not institutional charges; for all other programs, application fees, books, and supplies where listed are included in the institutional Total

☎ Main Campus Financial Aid (570) 409-9023 | Branch Campus (973) 658-4901

The tables below outline tuition and fees by enrollment campus. Medical Transcription / Insurance Billing and Computerized Office Assistant are delivered 100% online; tuition for those programs differs based on the campus of enrollment. All costs are subject to change; students should confirm current pricing with the Admissions or Financial Aid Office before enrollment.

Main Campus (Tannersville, PA) - Enrollment Tuition

Program	Hours	Tuition	App Fee	Books	Supplies	Total
Medical Transcription	940	\$11,269	\$100*	\$950*	\$300*	\$11,269

/ Insurance Billing (Online, Title IV)						
Computerized Office Assistant (Online, Title IV)	930	\$13,045	\$100*	\$950*	\$300*	\$13,045
Medical Office Assistant (In-Person)	390	\$4,890	\$100	\$710	\$300	\$6,000
PC Applications (In-Person)	300	\$3,400	\$100	\$710	\$300	\$4,510

*For Medical Transcription / Insurance Billing and Computerized Office Assistant, the application fee, books, and supplies are estimated student expenses and are not institutional charges. The application fee is paid outside the enrollment agreement, and students may purchase required textbooks and supplies from any source. Starred amounts are not included in the Total column.

Branch Campus (Paterson, NJ) - Enrollment Tuition

Program	Hrs	Tuition	App Fee	Books	Supplies	Test / Lic.	Total
Medical Transcription / Insurance Billing (Online, Title IV)	940	\$13,850	\$100*	\$1,450*	\$300*	-	\$13,850
Computerized Office Assistant (Online, Title IV)	930	\$13,850	\$100*	\$1,450*	\$300*	-	\$13,850
Medical Office Assistant (In-Person)	390	\$4,890	\$100	\$710	\$300	-	\$6,000
PC Applications (In-Person)	300	\$3,400	\$100	\$710	\$300	-	\$4,510
Certified Home Health Aide (In-Person)	76	\$480	\$100	\$50	-	\$80	\$710
Phlebotomy Technician (In-Person)	80	\$800	-	-	-	-	\$800
Licensed	1,501	\$13,000	\$100	\$2,200	-	-	\$15,300

Practical Nursing (In-Person)							
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**For Medical Transcription / Insurance Billing and Computerized Office Assistant, the application fee, books, and supplies are estimated student expenses and are not institutional charges. The application fee is paid outside the enrollment agreement, and students may purchase required textbooks and supplies from any source. Starred amounts are not included in the Total column.*

Tuition is due at the time of enrollment unless alternative payment arrangements are made through the Financial Aid Office. Students enrolled in Medical Transcription / Insurance Billing or Computerized Office Assistant who qualify may be eligible for federal Title IV financial aid, which may be applied toward tuition. For those two programs, the application fee, books, and supplies are not institutional charges; the application fee is paid outside the enrollment agreement, and students may purchase required textbooks, software, and supplies from any source, with estimated costs shown in the tables above. For all other programs, application fees, books, and supplies, where listed, are institutional charges included in the Total and are provided by the institution.

Note: MOA and PC Applications have identical pricing across both enrollment campuses. MTIB and COA enrollment tuition is higher for students enrolled at the Branch Campus.

CAMPUS CRIME AND SAFETY REPORT

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. section 1092(f), as amended, and with 34 CFR 668.46, CDE Career Institute publishes annual crime statistics for incidents occurring on or near its campuses. The data below cover the three most recent calendar years for which data are available. Clery statistics are compiled from reports submitted to institutional authorities and from reports obtained from local law enforcement agencies.

Main Campus (Tannersville, PA): Criminal Offenses

Offense	2023	2024	2025
Murder / Non Negligent Manslaughter	0	0	0
Manslaughter by Negligence	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
Hazing (see footnote 1)	0	0	0

Branch Campus (Paterson, NJ): Criminal Offenses

Offense	2023	2024	2025
Murder / Non Negligent Manslaughter	0	0	0
Manslaughter by Negligence	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

Hazing (see footnote 1)	0	0	0
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Arrests

Offense Category	2023	2024	2025
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Disciplinary Actions and Judicial Referrals

Offense Category	2023	2024	2025
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Hate Crimes

No hate crimes were reported at either campus during the reporting period. For each reporting year, CDE Career Institute will report the number of hate crimes, if any, by offense category (the offenses listed above plus Larceny Theft, Simple Assault, Intimidation, and Destruction, Damage, or Vandalism of Property) and by motivating category (race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability).

Unfounded Crimes

No crimes were determined to be unfounded at either campus during the reporting period.

Footnote

Footnote 1: Hazing. The Stop Campus Hazing Act of 2024, Public Law 118 173, requires that institutions begin including hazing statistics in the Annual Security Report with calendar year 2025 data. For calendar years prior to 2025, this row is marked not applicable.

Availability

A complete copy of the Annual Security Report is contained in this School Catalog and is also available at cde.edu/disclosures. A paper copy is available upon request to the School Director.

LPN PROGRAM ACADEMIC STANDARDS ADDENDUM

◆ LPN Program: Nursing Excellence

- ◆ 1,501 clock hours over 60 weeks, delivered at the Paterson, NJ campus
- ◆ NCLEX-PN licensure prep included
- ◆ Minimum 90% attendance and 78% (C+) in all nursing theory courses
- ◆ Criminal background check and drug screening required before clinicals

In addition to the institution-wide policies in this catalog, the following standards apply specifically to students enrolled in the Licensed Practical Nursing (LPN) program at the Branch Campus (Paterson, NJ). These standards are established in accordance with the requirements of the New Jersey Board of Nursing (N.J.A.C. 13:37) and reflect the clinical competency expectations for safe nursing practice. Important: The LPN program is not eligible for Title IV federal financial aid. The institutional SAP pace of 67% (34 CFR §668.34) and the 10% excused absence policy do not apply to LPN students. The standards below govern LPN students exclusively.

1. **Attendance Standards (All LPN Instruction)** LPN students must maintain a minimum attendance rate of 90% in all scheduled instruction, including both theory/classroom courses and clinical practicum rotations. This single standard applies uniformly across all LPN coursework. Students whose attendance falls below 90% in any course will be placed on attendance probation and must meet with the Director of Education within five (5) business days to develop a remediation plan. Continued non-compliance may result in administrative withdrawal.
2. **Make-Up Policy** Theory courses: Students may request to make up missed theory instruction for up to two (2) days per term. Make-up sessions are not guaranteed and are subject to instructor and facility availability. Clinical rotations: Students may request to make up missed clinical hours for up to two (2) days per term. Clinical make-up is not guaranteed and is subject to clinical site availability and scheduling. There is no charge for make-up sessions. Make-up sessions do not exempt students from the 90% attendance requirement.
3. **Minimum Passing Grade for Nursing Courses** Students must achieve a minimum grade of 78% (C+) in all nursing theory courses and a grade of Pass in all clinical practicum courses. The 78% standard corresponds to a minimum cumulative GPA of 2.5. This LPN-specific grading standard supersedes the institutional grading scale. Students who fail to achieve the minimum grade must repeat the course before progressing to the next level.
4. **Clinical Competency Requirements** Students must demonstrate satisfactory clinical competency as evaluated by nursing faculty in each clinical rotation. Clinical evaluations are based on patient safety,

application of nursing knowledge, professional conduct, and skill performance. A student who receives an Unsatisfactory clinical evaluation will receive an Incomplete (I) for the clinical practicum and must remediate before continuing. Students must meet the 90% attendance standard and maintain a minimum 78% (C+) grade average to be eligible to begin or continue clinical rotations.

5. **SAP Evaluation Schedule** LPN students are evaluated for satisfactory academic progress at the program midpoint (750.5 clock hours) and at the completion of each didactic level. Students not meeting SAP at the midpoint will be placed on academic probation and must meet with the Director of Education within five (5) business days to develop an academic improvement plan.
6. **Progression Policy** Students must successfully complete all courses in the current level before advancing to the next level. Students who fail two (2) or more nursing courses (theory or clinical) will be dismissed from the program. Dismissed students may apply for re-admission after a minimum waiting period of one (1) enrollment cycle, subject to seat availability and approval by the Director of Education.
7. **Criminal Background Check and Drug Screening** Pursuant to N.J.A.C. 13:37-1.8(h), all LPN students must complete a criminal background check and drug screening prior to beginning clinical rotations. Clinical facility partners may impose additional screening requirements. Students who do not clear the background check or drug screening may be unable to complete clinical requirements and may be dismissed from the program.
8. **NCLEX-PN Eligibility** Only students who successfully complete all 1,501 clock hours of the LPN program, meet all academic and clinical requirements, and are in good standing will be eligible to receive a diploma and apply to the New Jersey Board of Nursing for authorization to sit for the NCLEX-PN licensure examination.
9. **Uniform and Dress Code** All LPN students are required to wear the official CDE Career Institute school uniform while attending classes, labs, and clinical rotations. The uniform must be clean, properly fitted, and worn in accordance with clinical site dress code policies. Students who do not comply with the uniform policy may be denied entry to class or clinical sites. Phlebotomy Technician students are also required to wear the school uniform for all classes and lab sessions.

Summary of LPN-Specific Standards

Standard	Requirement
Attendance (All Instruction)	90% minimum
Minimum Course Grade	78% (C+)
Minimum Cumulative GPA	2.5
Theory Make-Up	Up to 2 days/term (not guaranteed)
Clinical Make-Up	Up to 2 days/term (not guaranteed)
Clinical Competency	Pass (faculty evaluation)
Background Check	Required (N.J.A.C. 13:37-1.8(h))
Drug Screening	Required prior to clinical
SAP Evaluation	Midpoint (750.5 hrs) + end of each level
Uniform/Dress Code	Required (LPN and Phlebotomy)
Title IV Eligibility	Not eligible

All LPN students are required to sign the LPN Student Acknowledgment Form (next page) confirming they have _____ reviewed _____ and understand these standards prior to beginning coursework.

LPN STUDENT ACKNOWLEDGMENT FORM

CDE Career Institute - Licensed Practical Nursing (LPN) Program

By signing below, I acknowledge that I have received, reviewed, and understand the following policies and LPN-Specific Academic Standards Addendum:

1. Attendance Requirements: I understand that I must maintain a minimum attendance rate of 90% in all LPN instruction (both theory and clinical). The institutional 67% SAP pace and 10% excused absence policies do not apply to the LPN program.
2. Make-Up Policy: I understand that theory make-up is limited to two (2) days per term and clinical make-up is limited to two (2) days per term, and that make-up sessions are not guaranteed.
3. Grading Standards: I understand that I must achieve a minimum grade of 78% (C+) in all nursing theory courses and a grade of Pass in all clinical practicum courses, and maintain a minimum cumulative GPA of 2.5.
4. Clinical Requirements: I understand that I must meet the 90% attendance standard and maintain the minimum 78% (C+) grade to be eligible for clinical rotations, and that I must demonstrate satisfactory clinical competency as evaluated by faculty.
5. Criminal Background Check and Drug Screening: I understand that pursuant to N.J.A.C. 13:37-1.8(h), I must complete a criminal background check and drug screening prior to clinical rotations, and that certain criminal histories may bar me from licensure.
6. Financial Aid: I understand that the LPN program is not eligible for Title IV federal financial aid and that I am responsible for tuition through the in-house payment plan.
7. Progression and Dismissal: I understand that failure of two (2) or more nursing courses may result in dismissal from the program.
8. NCLEX-PN Eligibility: I understand that only students who complete all program requirements in good standing will be eligible to apply for the NCLEX-PN licensure examination through the New Jersey Board of Nursing.
9. Uniform Requirement: I understand that I must wear the official CDE Career Institute school uniform while attending all classes, labs, and clinical rotations.

Student Acknowledgment

Student Name (Print): _____

Date: _____

Student Signature:**Date:****School Representative Acknowledgment****Representative Name:****Title:****Signature:****Date:**

This form must be signed prior to the start of the LPN program and will be kept in the student's permanent academic file. A copy will be provided to the student.