



**School Catalogue & Handbook**  
**Year 2025-2026**

**Ebony Scott, Director of Operations**  
**841 E 162<sup>nd</sup> Street**  
**South Holland, Illinois 60473**  
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## CONTACT INFORMATION

Ebony Scott, Director of Operations	Program Offered by Location:
Scott School of Careers- South Holland Main Campus 841 E 162 <sup>nd</sup> Street South Holland Illinois, 60473 Direct Line: 1.708.893.0880 Business Telephone: 1.602.284.4495	<ul style="list-style-type: none"> <li>• <b>Practical Nursing Program</b></li> <li>• Certified Nursing Assistant</li> <li>• Certified Phlebotomy Technician</li> <li>• Sterile Processing Technician</li> <li>• Certified Medical Assistant</li> <li>• Pharmacy Technician</li> </ul>
Scott School of Careers-West Campus Programs Offered: 5120 West Jackson Boulevard Chicago IL 60644 Practical Nursing Program Telephone: 1.773.270.0900	<ul style="list-style-type: none"> <li>• <b>Practical Nursing Program</b></li> <li>• Certified Nursing Assistant</li> <li>• Certified Phlebotomy Technician</li> <li>• Sterile Processing Technician</li> <li>• Pharmacy Technician</li> </ul>
Scott School of Careers-Evanston Site 820 Foster St. Evanston Illinois, 60201 Direct Line: 1.773.270.0900 Business Telephone: 1.602.284.4495	<ul style="list-style-type: none"> <li>• Certified Nursing Assistant (Hybrid)</li> </ul>
Scott School of Careers-MC Henry 550 Ridgeview Dr McHenry, Illinois, 60050 Direct Line: 1.773.270.0900 Business Telephone: 1.602.284.4495	<ul style="list-style-type: none"> <li>• Certified Nursing Assistant (Hybrid)</li> </ul>

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Web: <https://www.ssccareers.org/>

**Mission**

***SCOTT SCHOOL OF CAREERS mission is to offer high quality private education that exceeds the standard*** and will exist to meet society's growing necessity to produce academically sound, properly trained, problem solving individuals in today's aging workforce. Emphasis is placed on establishing a foundation built on professionalism, safety and service.

**WELCOME STUDENTS!**

Welcome to **SCOTT SCHOOL OF CAREERS**!

The administrative team is looking forward to meeting you at the start of the program to welcome you, find out a little about you, and introduce you to your new program of education studies. We will be helping you with your program questions, course outline, and understanding of policies and procedures.

This Handbook will serve as your guide to navigating through this program honestly and successfully. You are responsible for reading the information and asking questions to get clarity on its subject matter.

We are so happy that you have chosen **SCOTT SCHOOL OF CAREERS** as your starting point into an exciting career in the healthcare field!

**SCOTT SCHOOL OF CAREERS**, where Beginners Hearts are made brighter!

Sincerely,

*Ebony Reynolds*

Ebony Reynolds  
Director

**Ours Goals**

**SCOTT SCHOOL OF CAREERS** is committed to providing its students with high quality educational experiences that will increase proficiency in delivery of bedside care, enhance communication skills, and facilitate matriculation into college level healthcare programs.

Our staff looks forward to the learning and growing achievement that will take place within our students.

At **SCOTT SCHOOL OF CAREERS** we believe in putting our students desires first. We have a team of highly professional dedicated individuals in place to assist students with a smooth transition from admission to certification completion. Making each phase a memorable experience.

Our basic training programs are designed to help individuals bring shape to their future goals. We value the modeling and teaching of honesty, integrity, fairness, sincerity, and self-awareness.

**SCOTT SCHOOL OF CAREERS** understands that there is a demand for professionally trained healthcare providers and that organizations need quality employees. It is our pledge and central focus to prepare individuals for the workforce, teaching them to provide client centered goal directed care in a caring, compassionate, and safe manner.

SCOTT SCHOOL  
OF CAREERS

**Getting you to the next level**

We desire to create an educational atmosphere that students will love being amongst. Our programs are intended to empower students to tackle challenges and take on experience that may be new to them. At ***SCOTT SCHOOL OF CAREERS***, we are constantly striving to make learning fun and dynamic so that all of students can accomplish their goals and meet the need of its students.

**Scott School of Careers Plans:**

- To provide practical knowledge and skills in specific areas that will enable students to care for vulnerable persons.
- To provide sufficient training to facilitate career advancement.
- To continuously update course curricula and performance objectives to meet the changing needs of industry.
- To ensure a comfortable and efficient learning environment.
- To treat each student as an individual, with small class sizes, personalized instruction and specialized equipment.
- To promote the attitudes, habits, and skills that contributes to personal and professional enrichment.
- To provide a foundation for personal, social, and intellectual growth.

**Licensure**

***Scott School of Careers*** is approved to operate by the Illinois Board of Higher Education Division of Private Business and vocational Schools.

Additional information may be obtained by contacting the Illinois Board of Higher Education Division of Private and Vocational Schools, 1 N Old State Capitol Plaza, Suite 333. Springfield, IL 62701-4401

The Illinois Department of Public Health (IDPH is the licensing agency for the Certified Nursing Assistant Program.)  
***Scott School of Careers*** is approved by the Illinois Division of Public Health to operate in the State of Illinois.

***Scott School of Careers*** is not accredited by a US Department of Education recognized accrediting body. As such accreditation is not a requirement to be in operation.



**CERTIFIED NURSING ASSISTANT PROGRAM TRADITIONAL AND DISTANT LEARNING**

Certified Nursing Assistant

**Description**

This course is a state approved program which provides hands on training in both nursing assistant theory and its practical application in a professional clinical and laboratory setting. Basic lifesaving skills are taught which includes CPR and the Choking maneuvers.

Distant Learning Option \*\*\***Scott School offers short state approved Distant Learning courses to meet the needs of busy parents, college students in need of flexibility, and the working individual. These courses are intended for students who can adapt to an accelerated model of educational delivery. Please refrain from enrolling in the distant learning course if you need more hands-on skills and a slower paced learning environment. Our in person classes are available to those who need a more intimate approach to learning.**

**Day, Times, Length of Program and Fees**

Each student is required to complete a minimum of 120 hours of training mandated by the State of Illinois. **Scott School of Careers** in person Program is 120 hours (80 Theory and 40 Clinical Rotation Hours) The Distant Learning Program is 136 hours. All hours must be achieved to complete the program.

Program Tuition: 1200.00 Total Tuition+ Fees: \$1650.00

Fees: (Application Fee \$35.00, CPR certifications \$65.00, Books \$85.00, Supplies \$85.00, Fingerprints \$60.00, Background checks \$55.00, Uniform \$65.00)

State Board Exam \$85.00-Separate from tuition and paid to State of IL

**DISTANT LEARNING OPTIONS FOR FACULTY AND STUDENTS**

All students, instructors and staff are required to have basic computer/keyboard knowledge. Students and Instructors must have access to a laptop or desktop to participate in the course along with working internet connection. Must have access to working laptop or desktop with stable broadband internet connection with a minimum speed of 5Mbps (recommended). Instructors/Advising staff will be introduced to virtual classroom and be required to sign off on basic orientation guidelines for use. Students will have access to video instruction and orientation on how to navigate virtual classroom and test taking system. A zoom interview will be conducted prior to finalizing enrollment.

Students will have access to office during office hours and 24 hr. Email access to tech support email. Non emergent issues are expected to be resolved within 24-48 hrs. Students will receive feedback regularly from assigned /instructor/advisor on assignments. Assigned instructor/advisors will be available during their designated office hours as outlined by the syllabus and by private appointment at various times as scheduled.

Students will have 24-hour email access to help desk. Will be able to call in to main line 7:00am to 8:30pm

Students are invited to join a class through a private code, or individually entered via the school administrator. Instructors/advisors can create, distribute and mark assignments all done within the Google ecosystem. Lectures are available to access 24/7. Students can submit work to be graded by a teacher privately from within the respective users drive. Assignments and due dates are added to Google calendar, each assignment can belong to a category (or topic). Instructors/advisors can monitor the progress for each student by reviewing revision history of a document, and after being graded, return work along with comments. Exam are administered through an online secure system that allows Scott School of careers to assign each enrolled student a unique code for access and limit attempts to test.

Scott School of Careers uses an online exam system to securely administer exams. The system used is a web-based Testing tool that is used to create secure online Exams & assessments with advanced Quiz settings such as time limits, public & private Test access, randomize Questions, instant feedback, multiple choice, matching, short answer, video, audio, essay & more Question types, embed exams in WordPress & Google Sites. Exams are graded instantly, and students receive results immediately and via email.

**CNA COURSE OBJECTIVES**

**Graduates of this programs shall be able to:**

- Understand and administer goal directed patient centered care to the needs of an ill/aging person in a healthcare institution.
- Better understand the functions of the human body
- Comprehend “What makes a good CNA” through empathy, caring, and the development of communication and listening skills.
- Provide personal care for the patients including bathing, oral hygiene, nutrition range of motion, and vital signs.
- Demonstrate procedures of CPR and the Choking maneuver as approved by the American Heart Association.
- Demonstrate 21 mandatory clinical skills as required by IDPH.
- Register for the state Nursing Assistant Competency Exam.

**COURSE OUTLINE**

**Unit 1 – Introduction to Being a Nursing Assistant**

This unit introduce the qualities that are needed to become an exemplary Certified Nursing Assistant. Topics include empathy, caring and respect, as communication and observation skills are practiced.

**Unit2- Introduction to the Healthcare Institution**

This unit differentiates the working environment of healthcare facilities such as hospitals, nursing homes and home health agencies. Safety and fire prevention are also addressed.

**Unit 3- Patient Care**

The importance of the patient, as a person, is identified; personal care of the patient is demonstrated through bathing , oral hygiene, nutrition, recording, vital signs A.D.L., lifting ,and transferring, and R.O.M.

**UNIT 4- Procedures**

Fluid balance, specimen collecting, enema, I.V and catheter care, oxygen use, warm and cold applications, and seizure procedures are explained.

**Unit 5- Anatomy and Physiology**

This unit describes the structure and functions of the ten body systems, promotes self-awareness through knowledge and respect of the human body. The need for safety when performing procedures is emphasized with universal precautions.

**Unit 6-CPR**

This unit covers CPR and the Heimlich maneuver as approved by the American Heart Association. CPR Certification is available for a \$65.00 fee

**Unit 7-Alzheimer's**

This unit enables students to identify the difference between normal aging and Alzheimer's disease. The importance of quality and emotional care will be discussed and demonstrated.

**Unit 8- Clinical**

Students are required to perform 40 hours of supervised, hands-on CNA duties in a state approved nursing home. Students must demonstrate competence of the 21 skills required by the Illinois Department of Public Health in order to and reviewed.

**PREREQUISITES FOR CNA PROGRAM**

1. High school diploma or GED- if neither is available, student must pass a standardized math and reading entrance exam with a minimum score at 8<sup>th</sup> grade level.
2. Must be sixteen (16) years of age or older.
3. Must be able to speak, read and write English.
4. Be able to provide a social security number and a copy of the social security card for placement on the registry upon completion of the state certified examination.
5. Be able to pass a criminal background check. NO FEDERAL OFFENSES OR FELONY CONVICTIONS (see administrative staff with questions)
6. Be able to obtain a physical examination done by a licensed advanced practice professional that states that the student is free from communicable diseases and able to perform CNA duties without any restrictions ( i.e. lifting). Must be signed by the licensed M.D. or NP and stamped by the doctor's office.
7. Students must provide proof of current (less than 1 year old) negative TB skin test, Quantiferon Gold Blood test or negative chest x-ray.

\*\*\* \*\*Students interested in the CNA Distant Learning Course must pass a standardized math and reading entrance exam with a 76% passing score in both content areas and have access to working laptop or desktop with stable broadband internet connection with a minimum speed of 5Mbps (recommended).

**CERTIFICATION AWARD PRESENTATION**

Certificates obtained from Scott School of Careers serve as proof of completion from the perspective program and can be transferred to institutions of higher education as applicable. Please consult with the institution you are applying to ensure certificates obtained from Scott School of Careers is accepted.

The Grading policy of *Scott School of Careers* is that no students will be allowed to do retakes on ANY of the quizzes or tests. If you miss a test or quiz due to an excused absence it must be made up the day that the student returns to class or a Grade of "0" will be issued.

Successful completion requires a minimum student to earn a 76% overall in the Theory portion of the course. A point system will be used to determine grades on tests administered. There will be 10 test and 1 final exam. There will be 4 quizzes. Homework assignments will be given and graded to be included in total possible points. There will be an opportunity to receive extra credit.

**\*\*Please note that there is a \$200.00 retake fee to take the class again if you fail Theory. NO EXCEPTIONS.**

**Previous balance must be settled prior to retake enrollment.**

**Students are only allowed to miss 1 day of Theory. Students are required to attend 100% of the clinical rotation portion of the program. If either of the two of the requirements are not met, students will be dismissed from the program.**

**\*\*Please note that if you do not pass Theory, you cannot continue to Clinical portion of Program. An opportunity to repeat clinical will be reviewed on a case by case basis**

Upon successful completion of the course, *Scott School of Careers* will issue a certificate of completion. **Students will not receive any completion certificates until all outstanding debts to *Scott School of Careers* has been paid.**

**COMPETENCY EXAM**

After the graduate receives a passing grade on the competency exam and the background check, their name and social security number are entered on the roster at the Illinois Department of Public Health, as a Certified Nursing Assistant. This exam required by the state and the fee is currently \$75.00 (This fee is subject to change. Any changes will be communicated to students as SSC becomes aware).

\*\*Please note that SSC is not responsible for State imposed fee increases or changes

\*\* Students will be required to bring an acceptable form of photo identification to the designated testing site.

**STUDENT PROGRESS**

Students shall be informed of the standards for the course as well as the basis for judgment in grading. Student progress is continuously recorded on a Grade Unit Tracking Sheet, which records achievement (using a point system) in the subject matter for each section of the course. The course workbook must be completed in its entirety for class credit. A grade point average of 76% is required to pass the course. Final grading is on a Pass – Fail basis. Please see specific course requirements for any additional information.

**RELATED OCCUPATIONS**

- Certified Nursing Assistant
- Home Health Aide
- Hospice Aide
- Orderly
- Hospital Aide
- Patient Care Tech (additional training required – EKG, Phlebotomy)

**GENERAL JOB DESCRIPTION OF CERTIFIED NURSES ASSISTANT**

1. Performs various duties necessary to provide complete care within established standards, policies, and procedures. These may include giving complete and partial baths, positioning patients, and making beds ambulation, and feeding.
2. Assist with admission, transfer, and discharge of patients, by transporting, lifting, and positioning patients while following necessary safety precautions.
3. Contributed to the development of the patient care plan under the direction of the Registered Nurse, communicates information related to nursing care of patients to other health care team members, including **changes and any abnormal observations**.
4. Documents patients care on the care card or Electronic Medical record (EMR) provided according to policy and procedure guidelines.
5. Reinforces selected patient teaching initiated by Registered Nurses. Provides emotional support to patients and families.
6. Performs and records routine technical tasks such as taking vitals signs, collection of specimens, intake and output, and body mass.
7. Assisting in maintaining patient and unit area in a clean an orderly manner.
8. Will be proactive in identifying, reporting, and participating in the resolution of any potential or actual patient issues.
9. Considers the special needs and behaviors of the specific age groups.



**ENROLLMENT POLICY CERTIFIED NURSING ASSISTANT COURSE**

**CIP CODE 51**

Open enrollment begins 60 days prior to the start of the next course and last 45 days. A \$150.00 registration fee is required for all Certified Nurse's Assistant classes at **Scott School of Careers**. Please note that the registration fee applies towards the tuition.

Since enrollment is limited, **Scott School of Careers** recommends that students enroll as soon as possible to ensure their place in class. In the event that a deposit has been paid to hold a slot, students will be required to meet the full tuition requirements prior to start of class or have a signed payment plan contract in place no later than 1 working day prior to the start of class.

**INSTRUCTIONAL COST**

Tuition cost: \$1650.00 for Theory, Clinical, and includes registration fee.

Textbook: Mosby's 7<sup>th</sup> Edition textbook for Nursing Assistants and Workbook are included in tuition. **Mosby's ISBN#978-0-323-04994-8 and 978-0-323-05250-4**

There will be other expenses to the student that are not included in the tuition. These expenses are explained in further detail within this document.

## **CERTIFIED PHLEBOTOMY TECHNICIAN PROGRAM**

Phlebotomy Technician

CIP CODE 51.1009

### **Description**

Scott School of Career's Phlebotomy Course is a two-part formal structured phlebotomy program that will engage students in the basics of phlebotomy, anatomy/physiology of the circulatory system, specimen collection (including venipuncture and skin punctures), specimen processing and handling, infection control, blood borne pathogens, workplace safety, and laboratory operations (e.g. safety, quality control.) Prior knowledge or experience in the area of Phlebotomy is not required. Student will obtain Phlebotomy Technician Certification after completion of 90-hour program. Upon successful completion of the Phlebotomy program, students will be eligible to sit for the National Phlebotomy Certification Exam (NPCE) offered through the American Society for clinical Pathology. 10 Continuing Education (CE) credits are required every two years to maintain certification. NHA's continuing education courses are free to current certification holders. Students can complete their 10 CE credits any time prior to your certification expiration and their CE library is available online 24/7.

### **Day, Times, Length of Program and Fees**

Designed to teach students the technique of drawing blood specimens. Students will practice on special phlebotomy manikins and fellow classmates. In our 5-week course, students will also be required to participate in a 30-hour clinical practicum/externship at a local physician office, clinic or hospital in an acceptable laboratory with a minimum performance of thirty (30) successful unaided venipunctures and ten (10) capillary sticks on live individuals to sit for the NHA CPT exam. Students must provide evidence of successful demonstration of a minimum of one hundred (100) venipunctures and ten (10) capillary sticks on live individuals in order to sit for ASCP BOC exam. Clinical externship will be offered through clinical affiliates to prepare students for employment.

### **Total Contact Hours**

Total Hours 90

**Tuition:** \$1065    **Books:** \$100    **Lab Fee:** \$150 (not included and due 1<sup>st</sup> day of lab)    **Scrub Top and bottom:** \$65 (included in tuition)    **Background Check:** \$55    **Total Tuition:** \$1370 (includes book, lab fee, uniform, background check)

Student may purchase own textbook in advance of course starting or purchase through SSC.

**Payment Plan Available:** (Enrollment deposit \$350 includes \$150 registration fee) Balance broken up into 2 payments. Must be paid in full by 4<sup>th</sup> week of class.

### **Extra Fees covered by Student:**

- **Black safety shoes (no clogs)**
- **White lab jacket**
- **Watch with second hand**
- **State Exam:** \$135 payable to Nationally accredited CPT exam board

**BOOK:** Phlebotomy 5th edition (ISBN-978-0323642668) by Robin S. Warekois. Published by Elsevier.

**Class Days and Times:** TTHSUN 5:30pm-8:30pm (subject to change)

**PREREQUISITES FOR PHLEBOTOMY PROGRAM**

1. High school diploma or GED ((Official Transcripts must be provided to ASCP Board of Certification.)
2. Must be sixteen (18) years of age or older prior to start of first day of class.
3. Must be able to speak, read and write English.
4. Reading Comprehension and Basic Math Placement Exam (administered upon registration)
5. Be able to provide a social security number and a copy of the social security card.
6. Valid Identification: State I.D. or Drivers License
7. Be able to pass a criminal background check. NO FEDERAL OFFENSES OR FELONY CONVICTIONS (Applicants with disqualifying offenses will not be able to attend program until waiver from IDPH is obtained.)
8. Be able to obtain a physical examination done by a licensed advanced practice professional that states that the student is free from communicable diseases and able to perform duties without any restrictions ( i.e. lifting).
9. Students must provide proof of current (less than 1 year old) negative TB skin test, Quantiferon Gold Blood test or negative chest x-ray.

**Phlebotomy Program Objectives**

1. Define Phlebotomy and the role of the Phlebotomy Technician
2. Explore basic human Anatomy and physiology with a major concentration on the circulatory system
3. Define Infection control practices
4. Define standard precautions
5. Explain OSHA guidelines as it applies to safety and bloodborne pathogen standard and apply OSHA principles to all procedures
6. List and describe methods of venipuncture
7. List and describe methods of specimen collection
8. Describe how to prepare the client for blood/specimen collection
9. Explain hazardous materials/waste, disposal procedure, and personal protective equipment
10. Explain requirements for patient requisitions and specimen labeling
11. Describe Professional issues: HIPAA , bedside manner, and achieving quality relationships
12. Basic understanding of terminology related to laboratory process and procedures

**Awards/Certificate**

Student will obtain Phlebotomy Technician Certification after completion of 90 hour program. Upon successful completion of the Phlebotomy program, students will be eligible to sit for the National Phlebotomy Certification Exam (NPCE) and the NHA CPT exam. The American Society for clinical Pathology Board of Certification exam can be offered with additional practicum.

**Students will not receive any completion certificates until all outstanding debts to *Scott School of Careers* has been paid.**

**Certificates obtained from Scott School of Careers serve as proof of completion from the perspective program and can be transferred to institutions of higher education as applicable. Please consult with the institution you are applying to ensure certificates obtained from Scott School of Careers is accepted.**

**ACCREDITATION**

***Scott School of Careers*** Phlebotomy program is two part formally structured program which qualifies students to sit for their certification exam according to National Phlebotomy Certification Exam (NPCE) and NHA CPT guidelines or via Route 2 through The American Society for Clinical Pathology Visit [ascp.org](http://ascp.org) for details. SSC Plans to seek accreditation through NAACLS over the 2021-2022 academic calendar year for its Phlebotomy Program.

### **Sterile Processing Technician Program**

Sterile Processing Technician

CIP Code 51.1012

#### **Prerequisite courses & other requirements for admission to program/course:**

Applicants must be 18 years of age. Applicants must be able to read, write, and understand English. Applicants will have (6) six months from date of enrollment to complete the course

Upon receiving online pre-registration and down payment all necessary course documents will be scanned and emailed to the student. Books will be mailed directly to address provided on enrollment document. Student must meet course deadline for which month he/she wishes to get started. **See academic calendar.**

#### **Description**

The Sterile Processing Technician certificate program is a distant learning program designed to provide students with the knowledge and skills required for entry-level work as a sterile processing technician. Potential Students must have access to a laptop or desktop to successfully complete the Sterile Processing Technician Course. The program focuses on basic sterile processing concepts and professional proficiencies. Students are required to demonstrate proficiency of skills through completion of 400 hours hands-on work experience or achieve a passing grade of 70 or higher after completion of the Sterile Processing Technician program. Students will receive a certificate which allows you to start working as a Certified Sterile Processing Technician in most hospitals. Students will also sit for the C.S.P.D.T. certification exam. This is the introductory certification for Sterile Processing staff. Completion of the exam indicates that a technician is competent to perform the role of a Sterile Processing Technician. Students wishing to further their education and hands on training will be responsible for setting up and obtaining the 400 hours of hands-on training or having place of employment sign off on hands on hours (inquire within for assistance) and register to sit for the Certified Registered Central Service Technician (CRCST) exam administered through the International Association of Healthcare Central Service Material Management (IAHCSCMM) or The S.P.D. Technician Certification exam administered through The Certification Board for Sterile Processing and Distribution (CBSPD), exams developed to measure the understanding of general sterile processing and infection prevention topics and indicates that the student is competent to perform the role of a sterile Processing Technician. Students will be responsible for setting up and obtaining the 400 hours of hands-on training or having place of employment sign off on hands on hours. Graduates of the Sterile Processing Technician program will be required to recertify annually or every five years through completion of continuing education requirements. Students are encouraged to purchase membership through AORN who provides guidelines for perioperative practice. A membership can be purchased at aorn.org. The student rate is \$20.00.

#### **Day, Times, Length of Program and Fees**

6 Months to completion

400 total clinical hours for IAHCSCMM certification before or after course completion. The 400 hour clinical is NOT a requirement to sit for the C.S.P.D.T. certification exam through C.B.S.P.D.

The Sterile Processing Technician program is a self-study distant learning course which makes learning convenient for the busy student. As a student, you can work at your own pace pretty much whenever you choose as long as the course is completed (6) six months from the start date. Students will be provided monthly feedback on progress.

**Tuition and Fees**

Non-refundable registration fee: \$50.00

Tuition paid in full: \$2000.00 +\$50.00 Registration Fee

Tuition prepayment plan: \$2500.00 + \$50.00 Registration Fee

Both include books/supplies and Shipping fee

Prepayment Plan: 1st PAYMENT \$1000.00 2nd PAYMENT \$750.00 3<sup>rd</sup> PAYMENT \$750.00

Other Fees Not Included: CBSPD Certification Exam \$128.00 Certification Exam \$125.00, IAHCMM

Membership Fee \$60.00

AORN Membership (Student) \$20.00     IAHCMM Membership Fee \$60.00 (Optional)

Total cost for program Paid in full \$2000.00 Prepayment Plan: \$ 2500.00

**PREPAYMENT STEPS**

Installment Step 1: Includes the purchase course materials registration and shipping fees. We will ship your course materials as soon as your payment is processed. You are welcome to begin studying the materials as soon as you receive them. You will not have access to the online classroom materials until the final payment is made (see step 2).

Installment Step 2: Final Payment. You have (2) two months from the date you purchase your course materials to pay the second installment of \$325 and be officially enrolled into the course. Final copy of enrollment agreement will be provided and you will gain access to online course materials. If final payment made after 4pm on Friday-Monday at 9am CST. Your payment will be processed during business hours on Monday by 10am CST and no later than 4pm CST

If the second payment is not received within (2) two months of the first installment, the opportunity to enroll will expire. Candidate keeps the course materials. Student will have to pay to re-enroll.

You have (6) six months from the date of your official enrollment (final payment date) to complete the course and take the final exam.

Student may request exam review with instructor for an additional fee of \$25 per exam.

**CERTIFICATE /AWARDS**

Graduates of the Sterile Processing Technician program (SPT 004) will receive a certificate of completion for their studies in Sterile Processing through Scott School of Careers. Students seeking certification through IAHCMM are required to demonstrate proficiency of skills through completion of 400 hours hands-on work experience as well as successful completion of the Certified Registered Central Service Technician (CRCST) exam administered through the International Association of Healthcare Central Service Material Management (IAHCMM). Students can complete 400 hours of hands on clinical proficiency before or after completion of program which is before or after sitting for the Certified Registered Central Service Technician (CRCST) exam. IAHCMM will allow the graduate an additional six months to complete the hands-on proficiency areas.

Students seeking certification through The Certification Board for Sterile Processing and Distribution, Inc (CBSPD) are required to demonstrate proficiency of skills through achieving a passing grade of 70 or higher after completion of the Sterile Processing Technician program as well as The Certification Board for Sterile Processing and Distribution, Inc (CBSPD) exam.

Students will not receive any completion certificates until all outstanding debts to *Scott School of Careers* has been paid

Certificates obtained from Scott School of Careers serve as proof of completion from the perspective program and can be transferred to institutions of higher education as applicable. Please consult with the institution you are applying to ensure certificates obtained from Scott School of Careers is accepted.

**Tech Support Information**

Email [info@ssccareers.org](mailto:info@ssccareers.org) 24 hours and receive a response within 2-24 hours. Tech support line M-F 9-5pm. 800-779-8063.

### **Practical Nursing Program**

CIP Code 51.3901 -Licensed Practical/Vocational Nurse Training

### **Prerequisite courses & other requirements for admission to program/course:**

High School Diploma or GED (only official transcripts will be accepted), you must be a minimum of 18 years of age and able to speak, read and write English. Be able to provide a social security number and a copy of the social security card, submit copy of State Issued ID or Driver's License, Proof of health insurance, Student must provide proof of current (less than 1 year old) negative TB skin test, Quantiferon Gold blood test or negative chest x-ray. Be able to pass a criminal background check. No Federal offense or felony convictions. As of January 21, 1996, a UCIA Criminal Background Check is required for individual healthcare workers. Any applicant with disqualifying felony convictions should receive a waiver from IDPH.

### **PN Program Requirements:**

\$50.00 non-refundable application fee and \$125.00 non-refundable registration fee (these are not included in the price of tuition)

Physical Exam by a Physician or Nurse Practitioner to include up to date immunizations: (MMR, Tetanus, and Hep B) and lifting clearance, 10 Panel Drug Screen (Quest Diagnostics), proof of COVID vaccine.

Applicant must have Basic Nursing Assistant certification identifiable on the Healthcare worker registry or Certified Medical Assistant or Certified EMT in good standing

Current CPR certification (BLS) through the American Heart Association or EMS Safety

Official High school Diploma or Transcripts will be required if accepted to program. (Unofficial may be submitted for review.)

Applicant must have completed college level Anatomy and Physiology I within the last 10 years with a grade of "C" or better (Official College Transcripts will be required)

International Student applicant must request to have official transcript sent to a certified credential evaluation service. (Credential Agency must send results to SSC)

GPA of 2.5 on a 4.0 scale

Applicants must pass an entrance exam (math, reading, reading comprehension, vocabulary) with Health Education Systems Incorporated (HESI) with a 80% or higher in two (2) attempts within one year. Cost of Exam \$60.00 (money order). Previous HESI or TEAS cannot be more than 2 years old and results must be authenticated and verifiable.

2 letters of professional recommendation

500-word essay on what Nursing means to you. Response should be double spaced in 12pt Times New Roman Font.

Complete PN admission application

Complete and sign an enrollment agreement

Agree to take NCLEX review course Interview with designated School Official

Mandatory orientation

### **PN- Course Description**

**1112 hours or 62 weeks \*includes holidays and breaks.**

This course will enhance the skills of healthcare providers seeking to practice licensed nursing. Definition of Program: Scott School of Careers Practical Nursing Program is a program that prepares individuals to assist in providing skilled nursing care to a wide array of individuals including the ailing, recovering, mentally and physically afflicted serving various communities and cultural backgrounds under the direction of physicians, registered professional nurses, dentist and podiatrist. Includes instruction in taking patient vital signs, applying sterile dressings, patient health education, practical pharmacodynamics, and assistance with examinations and treatment. Course Objective: Scott School of Careers will train each student in the knowledge and skill of practical



nursing to include skills lab practicums and real-life encounters during clinical experience with individuals across the life span.

**Tuition and Fees:**

**Tuition:** \$17, 000.00 **Registration:** \$125 **Application:** \$50.00 **Books:** \$856.00 **Lab Fee:** \$1000.00

Application and Registration Fee are non-refundable. Book fee includes total book fees and HESI course completion exams.

**Total Tuition:** 18,856.00

**Payment Plan Available:** (Enrollment deposit \$1175 includes \$125 registration fee and \$50 Application fee)

**Extra Fees covered by Student:**

- **White safety shoes (no clogs)**
- **White monogrammed lab jacket \$50.00**
- **White scrubs \$45.00 (monogrammed top/slacks or skirt)**
- **Lab uniform Teal monogrammed scrub top \$60.00 and white slacks**
- **Watch with second hand, stethoscope, b/p cuff, pen light, note pad, sharpie, scissors**
- **Background check/fingerprinting \$65.00**
- **Drug Screen: \$25.00**
- **Graduation fee: \$100.00**
- **NCLEX Exam: \$200**

**Class Days and Times:** MT 9:00am-2:00pm F 6:45am-1:30pm (schedules subject to change at the discretion of Scott School of Careers administration.

**Awards and Certificates**

Each student who successfully passes each course with 78% and 800 points on their exit HESI exam will receive a practical nursing diploma which qualifies them to sit for the NCLEX-PN to obtain licensure.

**Students will not receive any completion certificates until all outstanding debts to *Scott School of Careers* has been paid**

**Certificates obtained from Scott School of Careers serve as proof of completion from the perspective program and can be transferred to institutions of higher education as applicable. Please consult with the institution you are applying to ensure certificates obtained from Scott School of Careers is accepted.**

## **CERTIFIED PHARMACY TECHNICIAN PROGRAM**

### **Pharmacy Technician**

CIP CODE 51.0805

#### **Description**

Scott School of Careers CPT 006 program is an online combined with in person practicum 120 hours total that prepares individuals, under the supervision of pharmacists, to prepare medications, provide medications and related assistance to patients and manage pharmacy clinical and business operations. It includes instruction in medical and pharmaceutical terminology, principles of pharmacology and pharmaceuticals, drug identification, pharmacy laboratory procedures, prescription interpretation, patient communication and education, safety procedures, record-keeping, measurement and testing techniques, pharmacy business operations, prescription preparation, logistics and dispensing operations, and applicable standards and regulations. Scott School of Careers places emphasis on the 4 key subject areas which includes: Medications

Federal requirements

Patient safety and quality assurance

Order entry and processing

The graduate certified pharmacy technician will be able to perform the following duties: Fill bottles with doctor-prescribed medications, type and apply labels with directions and other information for patients, and pre-pack bulk medications. Handle any required cash register operations, resolve issues, concerns or complaints made by customers, Call doctors for prescription refill authorizations, Type up prescription information details to produce labels for packages, Keep detailed records of on-hand medications and other stock, and Resolve any issues with patients insurance coverage.

#### **Day, Times, Length of Program and Fees**

8 weeks to completion

125-hour program

The Certified Pharmacy Technician is a distant learning program with an in person practicum lab for hands on learning designed for the working adult and independent student candidate. 80 hours of didactic content is situated in our online platform. Students and Instructors/advisors access the virtual learning platform via personal laptop/desktop in their own private setting. The practicum portion is 45 hours and will take place onsite at the school location in the designated lab section in the final 3 weeks of class.

#### **Total Contact Hours**

Total Hours 125

**Tuition:** \$1480   **Books:** \$180   **Lab Fee:** \$150   **Scrub Top and bottom:** \$65 (included in tuition)   **Background Check:** \$55

**Total Tuition:** \$1480 (includes book, lab fee, uniform, background check)

**Payment Plan Available:** (Enrollment deposit \$480 includes \$150 registration fee) Balance broken up into 2 payments. Must be paid in full by 4th week of class.

#### **Extra Fees covered by Student:**

- **Black safety shoes (no clogs)**
- **White lab jacket**
- **Calculator that performs basic functions**
- **State Exam:** \$117 (exam prep packages may be purchased separately through NHA)

**BOOK:** Mosby's Pharmacy Technician Principles and Practice 6th Edition (ISBN-978-0323734073) by Davis | Guerra. Published by Elsevier.

**Class Days and Times:** Theory MW 8-4pm and Practicum Three days onsite 11:30pm-3:30pm

#### **PREREQUISITES FOR PHARMACY TECHNICIAN PROGRAM**

1. Student must pass a standardized math and reading entrance exam with a 76% passing score in both content areas
2. High school diploma or GED- or must be no more than 60 days from successfully obtaining either
3. Must be sixteen (16) years of age or older. 18 years or older to be eligible to sit for the PTCB certification.
4. Provide proper identification: Valid State I.D. or Drivers License. Passport accepted in special circumstances
5. Must be able to speak, read and write English.
6. Be able to provide a social security number and a copy of the social security card for placement on the registry upon completion of the state certified examination.
7. Be able to pass a criminal background check. CANDIDATES MUST NOT HAVE ANY DRUG RELATED CHARGES, NO FEDERAL OFFENSES OR SERIOUS FELONY CONVICTIONS (see administrative staff with questions)
8. Potential students cannot have an open past due balance with Scott School of Careers or student will not be considered for program until all balances are settled
9. Student must have access to working laptop or desktop with stable broadband internet connection with a minimum speed of 5Mbps (recommended). An online interview will be conducted to finalize enrollment.

#### **Pharmacy Technician Program Objectives**

1. Identify the role that early pharmacist played in society
2. Compare and contrast the role of early pharmacist with modern pharmacy practices
3. Describe Federal Laws Affecting the Pharmacy Technician and Functions of the FDA and DEA
4. Demonstrate how to collect information needed to fill a prescription from customers or health professionals
5. Explain the steps necessary for checking prescriptions for accuracy, completeness, legality, reimbursement eligibility
6. Compare and contrast patients' needs to speak with pharmacist for counseling, or to answer questions, as appropriate
7. Demonstrate the procedure of measuring amounts of medication for prescriptions accurately
8. Demonstrate how to correctly package and label prescriptions
9. Define *prescription* and list the advantages of e-prescribing.
10. List the information needed to have a prescription filled at a pharmacy, and define various pharmacy abbreviations
11. Perform inventory organization and alert pharmacists to any shortages of medications or supplies
12. Perform how to properly accept payment for prescriptions and process insurance claims
13. Demonstrate how to enter customer or patient information, including any prescriptions taken, into a computer system
14. Model how to answer phone calls from customers and respond to questions and requests
15. Explain how to use and maintain automated technology as necessary
16. Prepare and package prescribed medications: filling bottles, attaching labels, and accurately pricing each item.
17. Demonstrate and ensure proper storage and security as required by specific drugs and compounds

18. Demonstrate how to maintain inventory, order, label and count stock of medications, chemicals and other supplies.
19. Recognize how to handle a variety of paperwork/data entry for inventory management and third-party insurance billing, and receipts from transaction
20. Explain the importance of professionalism in the workplace and the importance of networking as it relates to the job search.
21. Discuss the national certifications available for technicians
22. Explain where pharmacy abbreviations originate, list dangerous abbreviations, and explain why these abbreviations are on The Joint Committee's "Do Not Use" list.
23. Recognize the general classifications of medications and the related body systems.
24. Identify various dosage formulations and give examples of each.
25. Identify various routes of administration and give examples of each.
26. Explain the difference between pharmacokinetics and pharmacodynamics.
27. List and explain the absorption, distribution, metabolism, elimination, and bioavailability of drugs in the body. Also, define first-pass metabolism and explain why it is important in drug delivery.
28. Define half-life and describe factors that influence it. Also, define the bioequivalence of drugs and its relationship to the Orange Book
29. Identify various routes of administration and give examples of each.
30. Explain the difference between pharmacokinetics and pharmacodynamics.
31. List and explain the absorption, distribution, metabolism, elimination, and bioavailability of drugs in the body. Also, define first-pass metabolism and explain why it is important in drug delivery.
32. Define half-life and describe factors that influence it. Also, define the bioequivalence of drugs and its relationship to the Orange Book
33. Identify various routes of administration and give examples of each.
34. Explain the difference between pharmacokinetics and pharmacodynamics.
35. List and explain the absorption, distribution, metabolism, elimination, and bioavailability of drugs in the body. Also, define first-pass metabolism and explain why it is important in drug delivery.
36. Define half-life and describe factors that influence it. Also, define the bioequivalence of drugs and its relationship to the Orange Book
37. Demonstrate the appropriate way to research drugs and other information from reference books, journals, and electronic resources
38. Define prescription and list the advantages of e-prescribing.
39. List the information needed to have a prescription filled at a pharmacy, and define various pharmacy abbreviations
40. Compare and contrast institutional and community pharmacy practice
41. Define prescription and list the advantages of e-prescribing.
42. List the information needed to have a prescription filled at a pharmacy, and define various pharmacy abbreviations.
43. Discuss and demonstrate medication safety and error prevention
44. Recognize different drug classifications and be able to explain each and how they differ.
45. Discuss how US Food and Drug Administration regulations affect OTC products and describe the process of how a prescription drug becomes an OTC drug.
46. Discuss how US Food and Drug Administration regulations affect OTC products and describe the process of how a prescription drug becomes an OTC drug.

**Awards/Certificate**

NHA's ExCPT Pharmacy Technician Eligibility Requirements:

To be eligible to sit for an ExCPT pharmacy technician certification examination and receive CPhT certification, each candidate must satisfy Step 1-2 below:

**Step 1:** Possess, or be within no more than 60 days\* of possessing, a high school diploma or the equivalent, such as a General Education Development (GED) test or other equivalency test recognized by the candidate's state of residency, or diploma and official transcript reflecting equivalent education as evaluated by the American Association of Collegiate Registrars and Admissions Officers for secondary education (if documents are not in English, a translation into English from a translation service approved in the United States for legal or governmental documents must be available upon request).

**Step 2:** Successfully complete the following pathway:

**PATHWAY 1: TRAINING PROGRAM:** Within the past five (5) years\*:

a. Successfully complete a pharmacy technician training program offered by an accredited or state approved institution.

**Students will not receive any completion certificates until all outstanding debts to *Scott School of Careers* has been paid.**

**Certificates obtained from Scott School of Careers serve as proof of completion from the perspective program and can be transferred to institutions of higher education as applicable. Please consult with the institution you are applying to ensure certificates obtained from Scott School of Careers is accepted.**

**ACCREDITATION**

***Scott School of Careers*** recognizes that accreditation is not necessary for the program to be offered, the ExCPT examination can be taken based NHA's nationally accredited certifications examination criteria, Scott School of careers would like to become a PTCB recognized training program for our students to sit for this exam as well by Summer 2022.

**Certified Medical Assistant**

**Medical Assistant**

CIP CODE 51.0801

**Description**

Scott School of Careers CMA 007 program is an online combined with an in-person practicum 120 hours total that prepares individuals, under the supervision of clinic staff, to prepare medications, administer medications and obtain bloodwork from patients. Students will be able manage clinical and business operations. This course includes instruction in medical and pharmaceutical terminology as well as anatomy and physiology. Student will become eligible for internship post program completion.

**Day, Times, Length of Program and Fees**

12 weeks to completion

120-hour program

The Certified Medical Assistant is a distant learning program with an in-person practicum lab for hands on learning designed for the working adult and independent student candidate. Students and Instructors/advisors access the virtual learning platform via personal laptop/desktop in their own private setting. The practicum portion will take place onsite at the school location in the designated lab section in the final 3 weeks of class. Students eligible for internship will be assigned to clinics with availability. Successful completion of program with 76% pass rate is required to qualify for clinic internships.

**Total Contact Hours**

Total Hours 120

**Tuition:** \$5500    **Books:** \$100    **Lab Fee:** \$250    **Scrub Top and bottom:** \$65 (included in tuition)    **Background Check:** \$55

**Total Tuition:** \$5500 (includes book, lab fee, uniform, background check)

**Payment Plan Available:** (Enrollment deposit \$500 includes \$150 registration fee) Balance broken up into payments. Inquire within. Must be paid in full by 4th week of class.

**Extra Fees covered by Student:**

- **Safety shoes (no clogs)**
- **White lab jacket**
  
- **State Exam:** \$160 (exam prep packages may be purchased separately through NHA)

**PREREQUISITES FOR MEDICAL ASSISTANT PROGRAM**

1. High school diploma or GED- or must be no more than 60 days from successfully obtaining either
2. Must eighteen (18) years or older to be eligible to sit for the NHA certification.
3. Provide proper identification: Valid State I.D. or Driver's License. Passport accepted in special circumstances
4. Must be able to speak, read and write English.
5. Be able to provide a social security number and a copy of the social security card for placement on the registry upon completion of the state certified examination.
6. Be able to pass a criminal background check. CANDIDATES MUST NOT HAVE ANY DRUG RELATED CHARGES, NO FEDERAL OFFENSES OR SERIOUS FELONY CONVICTIONS (see administrative staff with questions)
7. Potential students cannot have an open past due balance with Scott School of Careers or student will not be considered for program until all balances are settled
8. Student must have access to working laptop or desktop with stable broadband internet connection with a minimum speed of 5Mbps (recommended). An online interview will be conducted to finalize enrollment.

**SCHOOL POLICIES:**

**ADMISSIONS POLICY**

**Scott School of Careers** maintains a non-restrictive admissions policy open to all persons high school age to adult. A high school diploma or GED is encouraged, but not required, for all courses. If neither is available, student must pass standardized general aptitude exam for admission. (Please check specific course prerequisites). **Scott School of Careers** assures that no person shall be excluded from or denied the benefits of any program or activity on the basis of race, color, age, sex, religion, disability, or place of origin.

**ACADEMIC YEAR**

Our academic year runs from January through December.

**HOLIDAYS**

Christmas Day, New Year's Day, Dr. Martin Luther King Day, Memorial Day, Columbus Day, Veterans Day, Labor Day, Fourth of July, Juneteenth.

**Payment Policy**

Payment plans are available. Arrangements for payment must be made at the time of registration. Payments may be made by cash, Visa, MasterCard or Online through our website via Paypal. Course fees and final payments are due prior to 1<sup>st</sup> clinical. Employee Assistance, Work Force Innovation and Opportunity (WIOA), CEDA, and GI Bill payment vouchers are also accepted. All deposits and down payments become part of tuition and fees. **Scott School of Careers** will not impose any penalty on Chapter 31, 33, and 35 beneficiaries, including the assessment of late fees, nor will it deny access to classes, libraries, or other educational institutions, or require veteran benefit recipients to borrow additional funds, because of the individual's inability to meet his or her financial obligations to the educational institution due to delayed disbursement of payment by the United States Department of Veterans Affairs.



### **CNA CLINICAL ATTENDANCE**

Clinical attendance is mandatory any/all absences will result in a \$100.00 FEE. All clinical absence must have documentation to be excused, although a fee will be assessed. A No-Call, No Show is grounds for immediate dismissal from the program without refund.

The student is allowed only one excused Clinical absence. The 1<sup>st</sup> clinical for all sessions are mandatory. Additionally, all clinical hours must be met as stated in the course outline. All fees be met before student is allowed to make up hours. There will be one make up attempt for an excused absence (see excused absence). All students are required to have a TB test and statement of good health along with any other physical requirements prior to the first day of clinicals. Guidelines for Health requirements will be explained during each perspective course orientation.

**MAKE -UP-** Make up work is the sole responsibility of the student.

### **CLASS DECORUM**

Smoking is prohibited inside the school facility and with 15 feet of the facility doorways. See syllabus.

### **ATTENDANCE AND CONDUCT POLICY**

Attendance – Regular attendance is mandatory for course completion.

Absenteeism – The student is only allowed to miss 1 Day of Theory and 1 Day of clinical before dismissal from the program results. In the event of excused absenteeism make up time may granted. All fees must be satisfied before make up. Excused absenteeism may include but is not to the following: **hospitalization, illness needing medical care, or death of an immediate family member**. To obtain an excused absence the office of must be notified on the day of absence. Additionally, students must provide documented proof stating the reason for the absence. Make up time maybe granted for an excused absence upon approval of the Director.

1 makeup day will be scheduled during the class. Make up time must be completed with 45 days of the absence.

Members of the Armed Forces, including reserve components and National Guard, who are enrolled at your educational institution may be readmitted at your educational institution if they are temporarily unavailable or have to suspend enrollment by reason of serving in the Armed Forces

In addition, **Scott School of Careers**, will accommodate members of the Armed Forces during short absences by reason of service in the Armed Forces.

### **TARDINESS**

Students are required to be on time to all scheduled classes. Late arrival may result in deduction of points from attendance portion of your grade. In the event of excessive unexcused tardiness consultation with the Director of Scott School of Careers may be required. See Syllabus.

**Student Conduct and Discipline** – Any student at ***Scott School of Careers*** who engages in any of the following will have his/her enrollment terminated:

- Cheating or Plagiarism
- Furnishing false information to school officials
- Physical or verbal abuse of another person on school premises
- Theft or malicious damage, or destruction of property at the instruction site
- Lewd or indecent conduct on school premises
- Possession, consumption, or under the influence of alcoholic beverages or illegal drugs, on school premises.
- Disorderly conduct
- Failure to comply with proper and lawful direction from an official of ***Scott School of Careers***.
- Use of firearms, dangerous weapons or other dangerous devices on school premises
- Unauthorized entry to school facilities
- Violation of local, state, or federal laws while on school premises
- Missing more than 1 Day of Theory or Clinical
- Conviction of a crime (depends on offense)

**PLACEMENT ASSISTANCE**

Career guidance and placement assistance are indispensable responsibilities of any successful career- oriented training program. ***Scott School of Careers*** guidance and placement policy consists of these main areas:

- Employment Assistance: creating a resume, developing good interview skills
- Maintaining a job lead board available to all students

While ***Scott School of Careers*** assists with job search, we make no guarantees, expressed or implied, of future employment

**Student's / Buyer's Right to Cancel**

The student has the right to cancel the initial enrollment agreement. Cancellation of the enrollment by midnight of the 5<sup>th</sup> business day after this contract is signed by the student and the student accepted by **Scott School of Careers**.

Notice of cancellation shall be made in writing to: Director of Training, **Scott School of Career.**, Markham IL, 60406

**CNA Refund Policy**

In order to avoid misunderstanding and possible confusion, all requests either from the perspective and/or current student or the school, for withdrawal/ dismissal and possible refund of monies paid should be made in writing. In the event that a student registers and for some unforeseen circumstance cannot attend classes. The students will be granted the opportunity to attend a different class during that same academic year and any deposit monies will be applied will be applied to the new course selection.

Cancellation of the enrollment within 5 business days by midnight of the 5<sup>th</sup> business day, after all parties have signed the final agreement will results in the total refund of the tuition /fees paid to the School.

- A. When notice of cancellation is given before midnight of the 5<sup>th</sup> business day after the enrollment, but prior to the 1<sup>st</sup> day of class, all tuition and any other charges shall be refunded to the students less the \$150.00 deposit.
- B. Withdrawal by 1<sup>st</sup> day of Theory: 75% less \$150.00 Deposit
- C. Withdrawal by 2<sup>nd</sup> day of Theory: 50% less \$150.00 Deposit
  
- D. Withdrawal between 3<sup>rd</sup> day of Theory and 5<sup>th</sup> day of Theory: 25% less \$150.00 Deposit
- E. Withdrawal 6<sup>th</sup> day and after of Theory: There will be No Monies refunded.
- F. Withdrawal during Clinical rotation: There will be No Monies refunded.
- G. Applicants not accepted by accepted by **Scott School of Careers** shall receive a refund on all tuition and fees paid.
- H. Application / registration fees shall be \$150.00 unless otherwise specified in writing. At no time will this fee exceed \$150.00. Registration fee is nonrefundable. Please note that registration fee applies towards the tuition.
- I. All deposits of down payments shall become part of the  
tuition and/or fees.
- J. Scott School of Careers shall provide a copy of the student's valid written enrollment agreement once accepted
- K. If Scott School of Careers cancels or discontinues a course; the student shall have all tuitions fees returned.
- L. All student refunds shall be made by **Scott School of Careers** within 30 calendar days from the date of receipt of the student's cancellation.
- M. A student may give notice of cancellation to **Scott School of Careers** in writing. The unexplained absence of a student from **Scott School of Careers** for more than 15 school days shall constitute constructive notice of cancellation from **Scott School of Careers**. For the purposes of cancellation the date shall be the last day of attendance

- N. **Scott School of Careers** reserves the right to make refunds which exceed those prescribed in the this section.
- O. **Scott School of Careers** shall refund all monies paid to it in any of following circumstances:
  - 1. **Scott School of Careers** did not provide the prospective student with a copy the student's valid enrollment agreement
  - 2. **Scott School of Careers** cancels or discontinues the course of instruction in which the student has enrolled

**REQUIREMENTS FOR CLINICAL ROTATIONS**

- All students must wear their perspective Scrubs with SSC LOGO Top
- Stethoscope and watch with second hand are part of proper uniform
- Transfer belt (Gait Belt) is mandatory for CNA students
- All students are responsible for their own transportation to and from clinical sites
- Hair should be swept up off of collar and not obscure face
- Black sneakers or nursing shoes with rubber sole must be worn
- No clogs with sling back, open back, or crocs with holes will be permitted
- No acrylic, gel nails, or overlays will be allowed
- No earrings larger than a stud sized will be permitted
- Please refrain from heavy cologne and perfumes
- Excessive Tattoos must be covered
- No facial piecing can be showing
- There will be no eating on the care units
- There will be no cell phone usage on the care units

Any violation of the Dress Code for Clinical will result in student being dismissed from that day of clinical; Student will be responsible for any fees incurred that must be satisfied before a makeup is allowed. Please refer to **Attendance and Conduct Policy**. Subsequent infraction will result in dismissal from program.

**RECORD POLICY**

In accordance with FERPA guidelines all transcripts are terminal records. If students would like to review their records, all request will be made in writing attention to Program Director. All request for review will be satisfied within 3 business days. Graduates requesting record copies will be required to submit request with \$10.00 transcript fee. Copies will be provided anytime during normal office hours. All student records will be kept on file as long as Scott School of Careers is in operation. Active student records will be onsite of the designated campus. All overflow records will be maintained at the West campus. At such a time when the institution is no longer in operation, transcripts will be turned over to the Illinois Board of Higher Education.

**TRANSFERABILITY STATEMENT**

Scott School of Careers does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

**School Office Hours**

Excluding Holiday in observance: Normal office Hours are  
Monday- Friday 9:30 am – 2:00 pm. Call before visiting in person

**Classroom Dress Code Policy**

All clothing should be weather appropriate. No see-through clothing, mid drifts, cleavage or “short shorts” will be allowed. See Syllabus.

If you course hosts a lab, students will be required to wear uniform on lab days.

**Complaints**

If a student feels as if his/her concerns are not being resolved to the student’s satisfaction, the student may file grievance to or make a complaint to:

<http://complaints.ibhe.org/>

Illinois Board of Higher Education  
1 North Old State Capitol Plaza,  
Suite 333  
Springfield, Illinois 62701-1377

And by sending a letter to the following address:

Illinois Department of Public Health  
Education and Training Department  
525 West Jefferson 4<sup>th</sup> Floor  
Springfield, IL 62761

**Consumer Information**

For Consumer information visit our website at [www.scccareers.org](http://www.scccareers.org).

Information on website may be insufficient. All interested parties are encouraged to call or come into our location for more details. Please see attached institutional disclosures table.

The student acknowledges receiving a copy of the school catalog and institutional disclosure information.

Student \_\_\_\_\_

Date \_\_\_\_\_

Scott School of Careers Representative \_\_\_\_\_

Date \_\_\_\_\_