

# **Allied Health and Technology Institute**

## **Vocational Training Program**

### **STUDENT ORIENTATION HANDBOOK**

**JANUARY 2016**

Welcome to Allied Health and Technology Institute! In this program, you will either learn Certified Nursing Assistant (C.N.A) or Home Health Aide (H.H.A) plus the work skills and basic skills you will need to find a job in the United States of America. During this program, you will also learn about different careers and how to find a job. You will do many of the same things in class that you will do in the workplace. When you graduate, you'll be ready to go!

This program is a special program, and we are happy that you are here. It is not a free program, so we expect you will work hard. Here is what you need to do.

- You need to come to class every day and work hard.
- You need to tell us when something is wrong, so that we can help.
- You need to work with Allied Health and Technology Institute Staff and Job Developers.
- You need to look for a job as soon as you graduate.
- You need to do all of your homework.

## The Path to Class

Step 1: Take an English and Math competency test.

Step 2: Meet with Allied Health and Technology Institute Staff to discuss the program that you are interested in.

Step 3: Take these classes

- Certified Nursing Assistant (C.N.A)
- Home Health Aide (H.H.A)
- C.N.A to H.H.A bridge program

## **General Schedule**

Classes are held five (5) days per week.

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Lectures	Lectures	Lectures/Skills	Lectures	Lectures/Skills
Weekend Classes	<b>Saturdays / Sundays</b>		10am – 5pm	

## Location

Classes meet at 2010 Rhode Island Avenue, N.E Washington DC, 20018. However, clinicals take place at Healthcare facilities around our area.

## Attendance and Participation

This program is very intensive because there is so much to learn. Learning involves listening, participation, and practice. It is important for you to come to class every day, to come on time, and to stay for the whole class. These are the same rules you will need to follow in your new career, so it is important that you practice following them now. (Employers will expect you to follow these rules, and we expect that you will follow them for class.)

## Lateness

- If you are more than 10mins late for class more than two (2) times, the instructor will have a meeting with you and you will receive a warning. The next time you are late, you will be marked absent.

## Excuses

- If you miss a class or any part of a class, you must have a valid excuse. A valid excuse is your illness, a child's illness, or an emergency situation. A valid excuse is **NOT** a transportation problem, a holiday, a birthday, or a trip. We may require a doctor's note for some excuses. If you are not sure if your excuse is valid, please talk to your teacher **before** you are absent.

## Make-up Work

- If you miss a class, you will be expected to make up all of the work, including quizzes, tests, and homework. You are responsible for talking with your instructors and classmates to find out what you missed. Your teachers are not responsible for finding you.
- If you miss a class exam, you will be charged a \$50.00 dollar fee to take it unless you have a valid excuse.
- If you know you will miss a class, please speak with your instructor first so that he/she can help you with the make-up work.

## Absences

- If you miss **two (2) complete days of class or a total of six (6) hours of class without a valid excuse**, you will be dropped from the program.
- If you miss **more than two (2) days, even if you have a valid excuse**, you will need to talk with a staff member before you can come back to class.
- If you miss **three (3) or more days of the program, even if you have a valid excuse**, you may be dropped from the program.

- You must call 202-526-3535 and leave a message with your excuse before you miss the class.

### **Breaks**

You will have a thirty (30) minute break. It is very important that you return to class on time.

- If you are more than 10 minutes late for class more than two times, the instructor will have a meeting with you and you will receive a warning. The next time you are late, you will be marked absent.

*These are the same rules you will find in the American workplace*

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### **Grading**

You will have weekly quizzes and homework. Quizzes and homework will be on materials taught in class. All students should try to have an average of 79% **or higher on quizzes and assignments**. If your average drops below 79%, you will need to get extra help and work from your teachers.

### **Homework**

Your teacher will give you homework every day. This homework is to help you learn more outside of classes. It is very important that you finish it and bring it back to class. Your teacher will check it when you bring it in.

### **Certificates**

If you complete a class, you will receive an Allied Health and Technology certificate. Depending on your program, you may also take the licensure exam. You must earn a 79% in order to pass and earn a certificate.

### **BACKGROUND CHECKS**

We do conduct criminal background checks on every prospective new student. Applicants who have positive criminal background checks may not be certified as healthcare providers by the DC Department of Health.

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NAME

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SIGNATURE

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DATE