



AMERICAN INSTITUTE OF HEALTH STUDENT CATALOG



AMERICAN INSTITUTE OF HEALTH

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AMERICAN INSTITUTE OF HEALTH (AI-OH)

About Us:

The AMERICAN INSTITUTE OF HEALTH (AI-OH) is a Private, for-profit Academic Institution with programs dedicated to helping students acquire knowledge and enable them to apply such knowledge in the provision of care for person with acute illnesses in a compassionate and professional manner, prevent, prepare-for, and respond to emergencies at the individual's place of residence or general medical facilities.

Our Purpose

We encourage our Students to achieve their goal of a New Career Choices by understanding their individual needs and delivering High Quality Healthcare Services in their Communities.

Our Mission

To be a Dynamic Educational Institute dedicated to meeting and exceeding the Educational and Workforce Training needs of Individuals and the Healthcare Industry in the State of Ohio and beyond.

Non-Discrimination Statement

"AMERICAN INSTITUTE OF HEALTH (AI-OH) is committed to the principle of equal opportunity in Education and Employment. Our academic institution does not discriminate against individuals on the basis of Race, Color, Sex, Sexual Orientation, Gender Identity, Religion, Disability, Age or Ethnic Origin.

- This Statement is the true value of our institution and it shall be posted in a conspicuous place at all AMERICAN INSTITUTE OF HEALTH (AI-OH) locations in the United States.
- All Staff, Instructors, Students and AMERICAN INSTITUTE OF HEALTH (AI-OH) Personnel shall uphold the tenets of this statement at all times and through all correspondences and interactions with Student and their Communities.
- Appropriate disciplinary action will be taken for those who violate this policy and tend to discriminate against others.

Governing Body, Officials & Faculty

AMERICAN INSTITUTE OF HEALTH (AI-OH) is a subsidiary company of **AMERICAN HOME CARE & ACCREDITATION CONSULTING SERVICES, LLC**; (AHC & ACS) a Limited Liability Company registered and located in the State of Ohio.

The Institute has a governing body who are responsible to oversee its operations, members of the governing body are listed below:

Founder & Chief Executive Officer.....Emmanuel J. Roberts
Board Secretary Catherine E. Roberts
Members.....Ruth Agnes Williams, LPN

List of Faculty & Administration

Mr. David Franklin, RN, MSN – Program Director/Instructor
Mrs. Antoinette Akpome, RN, CRRN – Program Coordinator/Instructor
Ms. Manette Chukwumah, RN - Student Advocate and Recruitment Manager/Instructor
Ms. Shawn Leggett, RN – Clinical Coordinator/Instructor
Ms. Ruth Agnes Williams, LPN - Instructor - Nurse Aide (CNA)

Contact Information

American Institute of Health, LLC

800 Cross Pointe Road, Suite K

Gahanna, OH 43230

Tel: (614) 536-1335

E-mail: admissions.aioh@gmail.com

Operating Hours & School Calendar

AMERICAN INSTITUTE OF HEALTH (AI-OH) staff are available by telephone and e-mail exchange services. Also, our general operating hours vary by activities with information made available through the Student Web Portal and Notice Board located at the main entrance of the office building. Preference will be given to a student with appointment to meet with an instructor.

The following holidays have been officially approved by AMERICAN INSTITUTE OF HEALTH (AI-OH). Classes will not be held on these days and our offices will be closed during such holidays as stipulated.

- New Year's Eve (December 31st)
- New Year's Day (January 1st)
- President's Day (February 19th)
- Martin Luther King, JR's Day (January 15th)
- Memorial Day (May 28th)
- Independence Day (July 4th)
- Labor Day (September 3rd)
- Thanksgiving Day (November 22nd)
- Day after Thanksgiving (November 23rd)
- Christmas Eve (December 24th)
- Christmas Day (December 25th)

Licensure

AMERICAN INSTITUTE OF HEALTH (AI-OH) has applied for Accreditation with the **Ohio Board of Career Colleges and Schools (OBCCS)** in the State of Ohio.

Currently the application is Pending Approval for both Credit and Non-Credit Certification Programs of Study.

SAFETY AND EMERGENCY PROCEDURES

AMERICAN INSTITUTE OF HEALTH (AI-OH) places the safety and security of its students, faculty members and staff as a top priority. If a problem could cause immediate damage to the property or appears to be life threatening, please Contact the Police or Call 911 immediately and report the incident to your immediate Instructor. In the event of an emergency, students are expected to fully cooperate with faculty members, staff and Program Director, AMERICAN INSTITUTE OF HEALTH (AI-OH).

Building Safety

When not in use, the building must be locked at all times and should only be accessed by authorized personnel. In the event of an emergency or need to evacuate the premises, persons will evacuate the building in a quick and orderly manner. Re-entry will not be permitted until Directors or emergency personnel give explicit permission to do so.

Weather Emergencies

In the event of a tornado warning, all persons must proceed to the designated areas or strictly follow the instructions provided. Please reference the posted tornado procedures for bathroom locations for safety.

Personal Safety

Do not leave your personal belongings in an unsecured place. During clinicals or while in the classroom, keep all valuables safely secured in the trunk of your car or out of sight in the car. In the event of any accident, theft, or injury a student is required to complete an incident report. AMERICAN INSTITUTE OF HEALTH (AI-OH) is not responsible for theft or damage to vehicles or their contents.

Student Injury or Illness

Any expenses incurred by injury, accident, or illness that occurs at either the Training Center or clinical area, is the sole responsibility of the student; AMERICAN INSTITUTE OF HEALTH (AI-OH) is not responsible for any medical expenses. If a student becomes ill while on the AMERICAN INSTITUTE OF HEALTH (AI-OH) training center and the instructor determines that it is not in the best interest of the student to remain in the classroom, they will be authorized to leave the class session to seek medical treatment. Instructors reserve the right to request appropriate documentation to indicate the sought after medical treatment.

In case of injury or exposure to infection, the student must follow Training Center protocols. If emergency medical treatment is required, the student may elect to go to the emergency room for treatment or to their own healthcare provider.

Children at the Training Center

AMERICAN INSTITUTE OF HEALTH (AI-OH) location is considered to be distraction-free learning environments. Therefore, children are not permitted to attend classes unless previously signed off by the Program Director. Children who attend lab sessions must be accompanied by an adult not participating in the Program and must be supervised at all times. Children must behave in a quiet and non-disruptive manner and should be supervised at all times. If the child cannot behave in an appropriate manner, staff or faculty will ask the supervising adult to remove them from AMERICAN INSTITUTE OF HEALTH (AI-OH)'s premises. No one under 18 yrs. old is permitted in the classrooms at any time.

NON-CREDIT CERTIFICATE PROGRAMS

Descriptions & Content Outlines

Health Training Programs of Study	Approved Clock Hours
American Red Cross – <i>License Training Provider</i> Basic Life Support for Health Care Providers (BLS) and First Aid	<i>Class Hours: 02.00</i>
American Red Cross – <i>License Training Provider</i> Adult, Infant and Pediatric First Aid, Cardiopulmonary Resuscitation (CPR & AED Training)	<i>Class Hours: 03.00</i>
Certified Nurse Assistant (CNA) Program	<i>Class Hours: 76.00</i>

This Program is suitable for the following individuals

1. High School Graduate aspiring to become a Nursing Assistant, Laboratory Technicians, Social Workers, and other Healthcare Professionals who have recently been promoted or accepted a position as a manager or supervisor.
2. Current managers or supervisors in healthcare settings, such as hospitals, physicians' offices, rehabilitation centers, etc.
3. Healthcare systems looking to provide cost-effective training opportunities to supplement an internal training agenda or professional development plan
4. Managers and supervisors in other fields seeking to enter the Healthcare profession.

Program Objectives:

- To introduce students to the health care environment and profession.
- To introduce students to the basic principles of healthcare management, clinical supervision and team management.
- To introduce students to Management Ethics and Values-Based Decision-Making, including Human Resource Development and Leadership Skills.

Class, Clinical & Externship Hours

Class, clinical and externship hours vary on the program and type of program in which the student is enrolled. Each student is given a Daily Student Schedule and/or a Program Syllabus. These should be referenced for class days and times.

New programs begin every month. Programs may be canceled or pushed back if class size requirements are not met. Should a class be cancelled for any reason, students will be given appropriate notice when possible. The class will be made up at the end of the program, or during the most convenient time. During times of inclement weather, students are encouraged to monitor the local television stations for school closings. If not closed, students are expected to be in class, on-time during all scheduled class sessions.

PLEASE NOTE: Class hours and days are subject to change. Appropriate notice will be given.

Student Health Screening

Depending on the program, AMERICAN INSTITUTE OF HEALTH (AI-OH) requires that each student complete a One-Step Tuberculosis Skin Test, and have a negative result, prior to the first day of class. This is at the student's expense. The completed Student Health Form must be submitted **prior to the start of the second scheduled class day.**

Failure to submit adequate paperwork can delay a student's ability to participate in all or parts of the lab sessions. AMERICAN INSTITUTE OF HEALTH (AI-OH) recommends you complete these as soon as possible.

If you have completed a Tuberculosis Test within the past year, you may bring in these results in lieu of completing the test again. For specific requirements and deadlines, please reference your Program syllabus, or contact our Admissions Department.

ADMISSIONS INFORMATION: Entrance Requirements

Basic Life Support for Health Care Professionals

- 18+ years of age
- High School Diploma or GED (*if seeking job opportunities and or further studies in Healthcare*)
- Health Screening - Tuberculosis Test
- Current, State Identification Card-issued photo I.D.

Adult, Infant and Pediatric First Aid, Cardiopulmonary Resuscitation (CPR & AED)

- 18+ years of age
- High School Diploma or GED (*if seeking job opportunities and or further studies in Healthcare*)
- Health Screening - Tuberculosis Test
- Current, State Identification Card-issued photo I.D.

Certified Nursing Assistant (CNA)/State Tested Nursing Assistant (STNA)

- 18+ years of age
- High School Diploma or GED (*if seeking job opportunities and or further studies in Healthcare*)
- Health Screening - Tuberculosis Test Result
- BCI Background Check Result (*if seeking job opportunities and or further studies in Healthcare*)
- Current, State Identification Card-issued photo I.D.

Enrollment Dates

Students may enroll in any program prior to the start of the first class if the class is not already full. Student are encouraged to contact the program coordinator and or the admission office.

Transfer of Credits:

Credits earned from other schools are accepted by AMERICAN INSTITUTE OF HEALTH (AI-OH) after being reviewed by a reputable review board and approved by the Admissions Department.

Transfer of Credits from AMERICAN INSTITUTE OF HEALTH (AI-OH) to another Institution

AMERICAN INSTITUTE OF HEALTH (AI-OH) does not guarantee the transfer of credits to another educational institution. Acceptance of credits earned through AMERICAN INSTITUTE OF HEALTH (AI-OH) is up to the receiving institution. Transcripts can be furnished upon request. Additional fees may apply.

TUITION AND FEES AND OTHER FINANCIAL OBLIGATIONS

Enrollment fees are due with the application prior to the start of class. Prior to admission into a program, students are required to review and sign an Enrollment Agreement. All tenets of this Agreement must be adhered to; otherwise, a student will not be permitted to continue with the program, unless agreed upon in writing by the Program Director. All fees must be paid in full prior to 40% of program completion.

Additional costs such as student health screenings and immunizations, background checks, externship requirements and other financial obligations not specified in the School Catalog or Enrollment Agreement are the responsibility of the student. Payments can be mailed, phoned in, or delivered in person to AMERICAN INSTITUTE OF HEALTH (AI-OH). Please see the contact information listed on page 3 for your mailing address.

Payment Methods:

- ✓ Cashier Check Payment are acceptable (No Personal Check is Accepted)
- ✓ VISA, MasterCard, Discover PayPal Express Payment
- ✓ Bank Wire Transfers

Refund Policy

For Ohio students, all enrollment fees, tuition and other fees paid may be refunded provided the student notifies AMERICAN INSTITUTE OF HEALTH (AI-OH) in writing within five (5) calendar days of signing the Enrollment Agreement. AMERICAN INSTITUTE OF HEALTH (AI-OH) will refund, in-full, all tuition and fees paid pursuant to the Enrollment Agreement. Such refund will be made no later than thirty (30) days after the notification is received. This provision shall not apply if the student has already started academic classes. In the case of a documented student illness or accident, death in the family or other circumstances beyond the control of the student, the student shall be entitled to special considerations and AMERICAN INSTITUTE OF HEALTH (AI-OH) may settle the account for an amount which is less than that called for by the school's established policy.

Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code section 3332-1-10:

1. A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
2. A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% the tuition and refundable fees plus the registration fee.
3. A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
4. A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
5. A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

Cancellations and withdrawals are preferred in writing through one of the following means:

- **Fax:** (614) 694-0866, **ATTN:** Director
- **Mail:** (See **Contact Information** for addresses)

Any student who violates the Attendance Policy and does not notify AMERICAN INSTITUTE OF HEALTH (AI-OH) within (5) business days of their willingness to continue the program, may be dismissed from the program. The refund policy in the Enrollment Agreement shall apply. For more information on absences and missed days, see the Attendance Policy.

Penalty for Late Tuition Payment

All fees must be paid in full by the predetermined date for each specific Program. If a tuition payment is late, the student's account will incur a \$25.00 fee for the first day and will accumulate a \$5.00 per day fee thereafter until the payment, including the late fees, are paid in full. Additionally, if tuition is not received in full by the 40% completion date, students are no longer allowed to attend classes at AMERICAN INSTITUTE OF HEALTH (AI-OH) unless otherwise approved by a Director. Any missed days will incur penalties as described in the Attendance Policy.

Changing Payment Dates/Amount

In order to change ANY payment date or amount, as agreed upon within the enrollment agreement, the student must properly complete the "Payment Change Request Form". This form may only be completed two (2) times and must be completed more than one (1) calendar day before the payment is due, during AMERICAN INSTITUTE OF HEALTH (AI-OH)'s official operating hours. This form must be approved by the financial services department. If the request is denied, the payment will remain as is and late fees may apply.

Default Statement of Account

A *Default Statement of Account* occurs when a student does not comply with the terms of the Enrollment Agreement by failing to make the scheduled payments on the specified due date(s). Students, who miss the due date of more than two (2) payments, as agreed upon in their Enrollment Agreement, may be subject to dismissal from the program. Additionally, outstanding fees and tuition still owed by the student must be satisfied to remove the *Default* status of the account.

Failure to satisfy outstanding fees and tuition within thirty (30) days will result in the submission of the student's account to a collections agency.

Students, who previously had a default statement of account and wish to return to AMERICAN INSTITUTE OF HEALTH (AI-OH), are responsible for any outstanding fees and tuition owed. Returning students do not qualify for AMERICAN INSTITUTE OF HEALTH (AI-OH)'s payment plan; all tuition and fees must be paid in-full prior to the first scheduled class day, unless approved by the Program Coordinator.

Final Practical Exam Re-Take Fee

For classes that require a final practical exam, students will be given the materials to successfully pass the final practical during the first day of class. Should a student fail to pass the first attempt at the final exam, he/she may re-take the exam, but will incur a \$75.00 charge as a result. Students must pay this amount in full prior to gaining access to a second attempt.

The second attempt must be scheduled within 48 hours of the first attempt, or at the instructor's discretion.

Non-Sufficient Funds Penalty

Any check that is written without sufficient funds to cover the written amount will incur a fee penalty of \$30.00. This fee will be in addition to any fees charged by your bank or financial institution.

ACADEMIC INFORMATION – Grading System

Grading Scale

Grade – in Alphabetical Order	Grade in Numerical Order
A	90% and above
B	80% – 89%
I	Incomplete
W	Withdrawn

Benchmarks for acceptable grades are determined separately for each method of evaluation in each program. Please refer to the program and/or Program syllabus for additional details.

Graduation Requirements

Students of AMERICAN INSTITUTE OF HEALTH (AI-OH) are held to high standards to ensure students graduate with a high-level of knowledge in their respective fields. The following are graduation requirements for AMERICAN INSTITUTE OF HEALTH (AI-OH):

1. Obtain an aggregated grade of a “B” or better.
2. Complete any and all make up work required.
3. Demonstrate proficiency in all skills.
4. Demonstrate proficiency and accuracy in drawing specimens (*Phlebotomy Only*).
5. Satisfy externship and/or clinical rotation requirements.
6. Satisfy all financial obligations with AMERICAN INSTITUTE OF HEALTH (AI-OH).

Appealing a Grade

It is within the student's rights to appeal their final grade. Formal requests for a grade appeal must be submitted to the instructor in writing within three (3) business days of the class completion. All appeals must include the rationale for changing a final grade. If the student is dissatisfied with the final decision by the faculty member, they may contest the final grade, in writing, with the Training Center's Director. All decisions made by the Program Director are final.

Transcript Request

Requests for transcripts must be submitted in writing to AMERICAN INSTITUTE OF HEALTH (AI-OH). There is a \$6.00 fee per issued transcript. Rush transcripts are available for an additional \$4.00. Transcripts can be requested in person or can be submitted online via the form on the Alumni page. A transcript request will not be processed should a student have an outstanding balance on their account. Any outstanding balances must be paid in full prior to a transcript being authorized for release.

Record Request and Access

Upon completion of a Program, students shall have ten (10) business days to access all educational Program records. A request must be procured in writing to the attention of "Educational Program Records" and contain the following:

- 1) Full Student Name
- 2) Last four (4) digits of SSN
- 3) The Program's educational records which the student wishes to review;

AMERICAN INSTITUTE OF HEALTH (AI-OH) shall determine the date, time and method in which the records can be reviewed. No copies will be given of any educational Program records. The student may request an unofficial and/or official transcript, if preferred.

Family Educational Rights and Privacy Act (FERPA)

From www.ed.gov:

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.
- Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and

dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN ([1-800-872-5327](tel:1-800-872-5327)) (voice). Individuals who use TDD may call [1-800-437-0833](tel:1-800-437-0833).

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Institutional Scholarship or Grant Award Plans (Board 3332-1-11)

Currently, American Institute of Health (AI-OH) does not provide Institutional Scholarships and Grant. This program will be initiated upon approval of Accreditation by Ohio Board of Schools and Colleges.

Henceforth, Institutional scholarships are given on two bases: merit and need. Any student accepted for admissions to the American Institute of Health (AI-OH) must file a Free Application for Federal Aid (FAFSA) at www.fafsa.ed.gov to be considered for both need and merit aid provided by the American Institute of Health (AI-OH). Any student who files a FAFSA is automatically considered for need-based federal and state aid. Institutional scholarships are awarded and paid based on full-time enrollment. However, American Institute of Health (AI-OH) IS NOT APPROVE FOR FEDERAL STUDENT AID.

If a student withdraws from the American Institute of Health (AI-OH) or drops below full-time enrollment after the start of the semester and receives a refund of tuition (full or in part) all institutional aid will be removed whether paid or unpaid. The student is no longer eligible for the institutional aid.

STANDARDS OF ACADEMIC PROGRESS

Conditions for Academic Probation

Students who do not maintain attendance, grades, or laboratory performance acceptable to the standards of AMERICAN INSTITUTE OF HEALTH (AI-OH) may be placed on Academic Probation. Should this occur, the student must complete an Academic Conference with the Program Director to define goals the student must meet in order to reach the expected level of satisfactory performance. If at any time, grade averages fall to the point of not being able to graduate with a "C" or better, this will immediately be reviewed with the student by the Instructor and the Program Director and if there is no possibility of improvement, the student will be on Academic Probation.

Conditions for Re-entrance

Students who have been dismissed, dropped out, or placed on Academic Probation from a program may be readmitted at the discretion of the Program Director. A student may be required to complete an essay on how they will modify behaviors to reach the expected level of satisfactory performance.

Depending on the circumstances and program, a student may be required to re-pay part or all tuition and fees.

Leave of Absence (LOA)

AMERICAN INSTITUTE OF HEALTH (AI-OH) understands that life events may require a student to modify class enrollment and schedules. The leave of absence policy is designed to allow the student flexibility in his/her program enrollment to adjust to these life events. The leave of absence policy also extends to students the ability to make up any Programs missed during the approved leave. The following information shall assist the student in determining whether a leave of absence status is correct for their situation:

1. Requests for a leave of absence will be considered individually by the Program Director.
 - a. A leave of absence ordinarily will be granted to students in good standing.
 - b. A leave of absence shall be for a maximum of six (6) weeks in length – *no exceptions*.
 - c. When a leave of absence is granted during the Program of an academic period, all
Program work in the period during which the leave begins must be completed.
 - d. If a student has a grade less than a “B” in any Program, he/she will not be considered to be in good standing.
 - e. A request for a leave by a student who is not in good standing is subject to review by the Program Director and Instructor.
 - f. At the time the student initiates the request for a leave, the Program Coordinator and Instructor will ascertain the student's academic performance to that point in each Program underway and grade the student's performance to date. This information will be used to determine whether or not the student is in good standing and what conditions should be imposed on the leave.
 - g. In the event conditions are imposed on the leave, the Program Director will review the student's record before he or she is permitted to return from the leave.
2. Students may appeal to the Program Director in writing to request a waiver of these policies or reconsideration of denials of leave of absence.

STUDENT CONDUCT & TRAINING CENTER POLICIES

Student Responsibilities

AMERICAN INSTITUTE OF HEALTH (AI-OH) expects students to:

- Be prepared and ready to learn for each class.
- Respect others and embrace diversity.
- Participate and stay alert in class.
- Be respectful of the Instructors and Training Center staff.
- Study and complete assignments on time.
- Attend every class session and be ready to start on time.
- Follow directions, policies and procedures during classroom and clinical time.
- Conduct themselves with appropriate behavior.
- Maintain a harassment -free, violence- free, and a substance abuse- free classroom environment.
- Refrain from eating or drinking during instruction. This should be done during break time(s).

Disability Policy

AMERICAN INSTITUTE OF HEALTH (AI-OH) is committed to making accommodations to serve students with disabilities in compliance with the Americans with Disabilities Act of 1990, as amended by the ADA Amendments Act of 2008, Section 504 of the Rehabilitation Act. Additionally, AMERICAN INSTITUTE OF HEALTH (AI-OH) recognizes and upholds the state and local requirements regarding students and applicants with disabilities. Therefore, no qualified individual will be denied participation rights in the programs of AMERICAN INSTITUTE OF HEALTH (AI-OH) once the disability has been sufficiently documented.

AMERICAN INSTITUTE OF HEALTH (AI-OH) recognizes disabilities as including mobility, sensory, health, psychological, and learning disabilities. It is the responsibility of the student to submit request for accommodations to the administrative office. Once approved, every effort will be made to offer reasonable accommodations to students with disabilities. As per the Department of Education, AMERICAN INSTITUTE OF HEALTH (AI-OH) will provide accommodations to ensure qualifying students receive an equal opportunity to participate in AMERICAN INSTITUTE OF HEALTH (AI-OH)'s programs but is unable to guarantee accommodations that are unduly burdensome or that alter the nature or curriculum of the program.

Career Assistance

AMERICAN INSTITUTE OF HEALTH (AI-OH) is dedicated to assisting students with learning the necessary skills to obtain employment after graduation by offering a cover letter and resume development, and interview tips seminar for every program. AMERICAN INSTITUTE OF HEALTH (AI-OH) also maintains a Job Board with employment opportunities relevant to the programs offered at AMERICAN INSTITUTE OF HEALTH (AI-OH) and attainable for students who graduate with the skill level learned at AMERICAN INSTITUTE OF HEALTH (AI-OH). When at all possible, AMERICAN INSTITUTE OF HEALTH (AI-OH) representatives provide tips for employment as well. AMERICAN INSTITUTE OF HEALTH (AI-OH) does not guarantee employment.

Printer and Photocopy Machines

Printers and Photocopy machines are available for use while at the Training Center. Students are subjected to a small fee to gain access to these machines.

Student Housing

The locations of AMERICAN INSTITUTE OF HEALTH (AI-OH) are commuter campuses. Training Center housing is not offered to students of AMERICAN INSTITUTE OF HEALTH (AI-OH).

Student Parking

Parking is offered at no additional cost for all students of AMERICAN INSTITUTE OF HEALTH (AI-OH). All items must be secured within student vehicles; AMERICAN INSTITUTE OF HEALTH (AI-OH) is not responsible for any lost or stolen items. Students attending clinical sessions must adhere to parking standards on site and may be required to carpool to clinical sites. Any parking expenses or fees incurred while attending AMERICAN INSTITUTE OF HEALTH (AI-OH), either on or off site during Program activities, are the responsibility of the student.

Attendance Policy

Due to the duration and intensity of the programs offered at AMERICAN INSTITUTE OF HEALTH (AI-OH), absences are strongly discouraged. Should you miss a class due to unforeseen circumstances, you must contact your instructor immediately to determine the appropriate method for make-up work. Issuance of make-up work and the manner in which it must be completed is at the sole discretion of the instructor. Make-up work can include, but is not limited to:

- Additional time outside of the classroom dedicated to curriculum review
- Administered written assignments or exercises of equal value to the missed Program work.
- Attending additional class days corresponding with missed material
- Private make-up session with the instructor
- Make-up sessions with the instructor will require an additional fee to be paid by the student. The fee shall be set at a rate of \$30.00 per hour. Make-up dates and times must be approved by the instructor.

A student cannot miss more than 15% of their regularly scheduled class days for Programs up to 100 clock hours, or more than 10% for Programs between 101 and 300 clock hours. Students who miss more than their allotted number of total regularly scheduled class days may be dismissed from the program. There are no absences permitted during externships. Should a student be marked absent for more than the allotted missed days of their registered program, the following may occur:

- The student may be placed on academic probation, barring them from any additional participation in lab sessions until the missed days have been made up as per the instructor's discretion.
- Students must strictly adhere to the policies set forth within their probation agreement. Absences, tardies, missed assignments, or disruptive behavior will not be tolerated and will result in the student's dismissal from the program.
- The student may be asked to re-enroll in a new class session and will be responsible for any additional tuition or fees owed.
- Prior to re-enrollment, students may be required to submit a program transfer/re-entry form with a letter of intent detailing how their behaviors will change if allowed to return to a AMERICAN INSTITUTE OF HEALTH (AI-OH) program. This form and letter of intent

shall be reviewed by the Program Director and will be subject to either approval or disapproval for the intended Program change.

- The student may be barred from attending any further programs at AMERICAN INSTITUTE OF HEALTH (AI-OH). This Program of action is only taken after careful consideration by the school Director and program coordinator.

In the event that any of these instances should occur, students are required to submit a program transfer/re-entry form with a letter of intent detailing how their behaviors will change if allowed to return to a AMERICAN INSTITUTE OF HEALTH (AI-OH) program. This form and letter of intent shall be reviewed by the Program Director and will be subject to either approval or disapproval for the intended Program change.

Dress Code & Uniform Standards

Students are required to wear uniforms of the designated scrubs color and white tennis shoes for each lecture, lab, and clinical assignment. During the winter months, students are permitted to wear a long- sleeved white shirt under their scrubs top. Shoes must have a closed-toe and heel for the safety of the students. No crocs, flip-flops, sandals, or high heels are permitted. Any student, who arrives to lecture, lab, or clinicals in the incorrect uniform, will be sent home and is responsible for making up any missed classwork or time.

Uniform Standards

Scrubs are required during all class and clinical sessions. **Please note the color requirement for your program:**

- Certified Nursing Assistant (CNA) Pewter Grey

Shoe Standards

Tennis shoe type only. **Color must be predominantly white.** NO CLOGS, OR OPEN TOE ALLOWED, INCLUDING CROCS.

Grooming & Dress Code Standards

The grooming and dress code standards described within are set forth to uphold safety, infection control, and professionalism standards in and outside of the classroom. They are as follows:

1. Daily hygiene practices are essential and should include cleansing the skin and using a deodorant. Hair should be neatly groomed and reflect high personal care standards. Beards and/or mustaches should be neatly groomed and short in length.
2. Perfumes, colognes and scented lotions are to be used in moderation, keeping in mind that many healthcare facilities strictly prohibit using these fragrances. Make-up should be applied in moderation.
3. Hands must be clean and well cared for with nails shortened to an appropriate length.

Exposure Incident Procedure

If a needle stick injury occurs during a phlebotomy procedure and a student is exposed to another individual's blood or bodily fluid, certain actions must be taken. In the event of any exposure, current CDC guidelines will be followed at the student's expense. The source is not required to disclose their HIV or HBV status; however, according to Ohio law, the source must submit to blood testing. It is strongly encouraged and recommended all students carry health insurance to help cover these costs.

AMERICAN INSTITUTE OF HEALTH (AI-OH) maintains records of incidents including, but not limited to, needle sticks. The student is also required to complete the Exposure Incident Form. This applies to incidents which occur in the classroom and at the externship facility.

If necessary, the emergency squad will be contacted. For life threatening emergencies, contact emergency services by dialing 911 from any Training Center phone. During clinical experiences, the same procedures should be followed, or if placed in a hospital setting, students shall admit themselves to the Emergency Room. If any injuries do occur during class, students must report this to his/her instructor and an Exposure Incident Form will be filed. The student is financially responsible for any costs associated with services provided; therefore, all students are strongly advised to carry their own health insurance.

Health Insurance

Situations which would require students go to the emergency room (ex.: needle stick injury) can become quite costly; therefore, students are strongly encouraged to carry health insurance. It is the student's responsibility to obtain coverage as AMERICAN INSTITUTE OF HEALTH (AI-OH) does not provide this benefit. Also, you may be required to show proof of health insurance.

Student Identification

Students participating in an externship or clinical will be issued a photo identification card with his/her name. It is required that students possess their ID cards during all clinical and externship sessions.

Should a student forget or misplace the ID card and not possess it during class and/or clinical, AMERICAN INSTITUTE OF HEALTH (AI-OH) reserves the right to dismiss the student to obtain the ID card. Any missed class time and/or days will be at the student's expense.

ID cards that are lost or stolen should be reported to the instructor and/or program coordinator. A replacement fee of \$10.00 will be charged for each ID card that must be issued.

Appropriate action will be taken for any student who lends, steals, or falsifies a AMERICAN INSTITUTE OF HEALTH (AI-OH) Student ID card.

Lost & Stolen Items

School books, equipment, or clothing items checked out to a student that are lost or stolen are the responsibility of the student and his/her parent/guardian and must be replaced or purchased at the current replacement cost.

AI-Nursing, its staff members and affiliates are not responsible for personal items that are lost or stolen on school grounds or at clinical rotations.

Appropriate disciplinary action will be taken for any and all violations and must be reported to the Program Director.

CODE OF STUDENT CONDUCT

All students of AMERICAN INSTITUTE OF HEALTH (AI-OH) are expected to uphold the highest standards of integrity, professionalism, compassion, and respect for all peers, faculty, and staff. The following Code of Conduct demonstrates this high level of standards. Any violation of this Code of Conduct will result in appropriate disciplinary action, up to and including dismissal from AMERICAN INSTITUTE OF HEALTH (AI-OH).

Academic Misconduct

1. Actively participating in plagiarism: to put forth as original to oneself the ideas or words of another. (from the *American Heritage Dictionary*)
 - It is important to note that whether the incident is unintentional or intentional, plagiarism is still plagiarism. AMERICAN INSTITUTE OF HEALTH (AI-OH) does not tolerate any level of plagiarism and will enforce appropriate consequences for those who are guilty of plagiarizing. It is expected that students understand AMERICAN INSTITUTE OF HEALTH (AI-OH)'s stance on plagiarism and are compliant with the parameters set forth, including the consequences of plagiarizing.
2. Cheating
 - Intentionally using or attempting to use unauthorized materials, information, or study aids in an academic exercise.
 - Copying from another student's examination, homework, papers, or projects.
 - AMERICAN INSTITUTE OF HEALTH (AI-OH) students are expected to submit work that is their own including homework, quizzes, essays, projects, and exams. In the event that a student is being investigated on plagiarism or cheating charges, they may not withdraw from AMERICAN INSTITUTE OF HEALTH (AI-OH). AMERICAN INSTITUTE OF HEALTH (AI-OH) also reserves the right to skip any of the aforementioned steps should an instance of plagiarism deem such actions.
3. Providing false information to school officials or clinical agencies.
4. Participating in forgery.
5. Knowingly supply the school false or altered documentation or information.
6. Omission of information required by the school, such as medical records.

Harassment

1. Physically or verbally abusing, assaulting, threatening, endangering, or harassing any person connected with the school or clinical agency.
2. Engaging in harassment based on race, ethnicity, gender, sexual orientation, ability, or religious affiliation.
3. Engaging in sexual assault, sexual exploitation, sexual harassment, non-consensual contact, and/or stalking as defined by the Ohio Revised Code.

Disruptive Actions

1. Improper verbal or physical conduct in any classroom, lab, clinical location, or while on AMERICAN INSTITUTE OF HEALTH (AI-OH) property.
2. Threatening or actual physically harming another person or person's property.
3. Intentional disruption while in the classroom, lab, or clinical facility.
4. Filing excessive and unfounded grievances.

5. Use of cellular phone while in class, lab, or at clinical facilities including texting and internet usage.
6. Sleeping during class, lab, or at clinical facilities.
7. Class tardies in excess of 5 minutes from the beginning of class.
8. Leaving clinical class or clinical facility before the end of the scheduled time without faculty permission.
9. Theft or damage to the school or school property.
10. Possession, use, distribution, and/or sale of any illicit/illegal substance.
11. Use of or under the influence of alcohol while on AMERICAN INSTITUTE OF HEALTH (AI-OH) property and/or any clinical location.
12. Carrying a firearm, deadly weapon, or dangerous ordinance anywhere on AMERICAN INSTITUTE OF HEALTH (AI-OH) property and/or clinical location.
13. Failing to abide by AMERICAN INSTITUTE OF HEALTH (AI-OH) policies.

Disciplinary Action

Students are held accountable throughout the program for fulfilling program requirements and abiding by AMERICAN INSTITUTE OF HEALTH (AI-OH) policies. The student, upon enrollment to their program, recognizes and accepts this responsibility. AMERICAN INSTITUTE OF HEALTH (AI-OH) administration has the right to discipline any student whose behavior violates the student code of conduct. Students with infractions are subject to the following disciplinary actions of which the student will receive written notification.

Depending upon the severity of the violation, school administration may:

1. Issue a verbal warning to the student
2. Issue a written warning to the student. The warning will be placed in the student record and be referenced should any further violations occur.
3. Place the student on Academic Probation after agreeing upon the terms and conditions in a student/instructor/Director contract.
4. Immediately dismiss the student from the school. Students who are dismissed due to a violation of the Code of Conduct are prohibited from being on AMERICAN INSTITUTE OF HEALTH (AI-OH) property.

Computer & Internet Use

Use of the internet and computers shall be efficient, task-oriented, ethical, and legal. Students shall not use the Internet or computers for personal use. If a student violates any of these guidelines, their eligibility for using the computer will be terminated and future access to the Internet and computers will be denied. Violation of these guidelines may also result in further disciplinary action.

Smoking

Smoking is prohibited in all AMERICAN INSTITUTE OF HEALTH (AI-OH) facilities. Each Training Center has a designated area specifically for smoking. Please check with the Training Center staff to identify these areas. Students who attend a clinical site are prohibited from smoking during clinical hours at all times, regardless of clinical site policies.

Substance Abuse

Any drug and/or alcohol use will not be tolerated. Students and staff members should report any knowledge of such activities to the appropriate school personnel. Should a staff member report a suspicion of drug or alcohol use to the school Director, students will be required to

submit a saliva, blood, or urine sample for alcohol and/or drug testing to stay enrolled in their program.

Profanity

Students shall refrain from using any form of profanity (verbal or written) at all times. Warnings will be given to students if improper language is an ongoing problem. If an agreement cannot be reached, the student may be asked to leave the class. It will then be the student's responsibility to make up any missed class time. All other policies remain in effect.

Sexual Harassment

Any unwelcome sexual advances, request for sexual favors, and any other verbal, written or physical conduct of any sexual nature by a student to another student, or by a student to a staff member will not be tolerated. If a violation occurs, no warnings will be given, and the student will be dismissed from the program permanently. No reimbursements will be given.

Weapons

A student shall not knowingly, intentionally, or recklessly go onto school grounds with a firearm, explosive, knife, or any other weapon (real or fake) without written authorization by the Program Director. Violators are subject to required withdrawal and may be referred to the appropriate law enforcement authority.

Complaint & Grievance Procedure

Students of AMERICAN INSTITUTE OF HEALTH (AI-OH) are encouraged to approach the appropriate staff when concerns arise. AMERICAN INSTITUTE OF HEALTH (AI-OH) instructors, staff, and the Program Director are available to discuss any comments or complaints the student may have. All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the Program Director of the school.

Filing a Complaint with the State of Ohio Board of Career Colleges & Schools

Complaints may be directed to the Executive Director of the State Board of Career Colleges and Schools 30 East Broad Street, 24th Floor, Suite 2481 Columbus, OH 43215.

TUITION FEES FOR NON-CREDIT CERTIFICATE PROGRAMS

Schedule Fees, Charges for Student Tuition, Books, Student Activities, Clinical fees.

Certificate Programs of Study	Tuition & Lab Fees
American Red Cross – <i>Certificate Program</i> Basic Life Support for Health Care Providers (BLS)	\$:40.00
American Red Cross – <i>Certificate Program</i> Adult and Pediatric First Aid, CPR & AED Training	\$:60.00
Ohio Department of Health – <i>Certificate Program</i> Certified Nurse Assistant (CNA) Training/Home Health Aid (HHA) Training	\$: 445.00
State Test Nurse Assistant – License State Test Nurse Assistant (STNA) Exams	\$100.00

FORMS

AMERICAN INSTITUTE OF HEALTH

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