



CATALOG ADDENDUM TO
2014-2015
Official School Catalog
Volume V

7275 Estapona Circle
Fern Park, FL 32730
(407) 673-7406

EFFECTIVE JANUARY 1, 2014

REPLACE the following policy on page 33:

Immunization Requirements Prior to Beginning Clinicals

Students are required to receive a tuberculosis test (PPD), at least 2 of the 3 Hepatitis B inoculations, CPR (BLS) training, a four hour HIV training class, Varicella vaccination, and HIPPA training *prior* to beginning their clinical externships.

In addition, Dental Assistant students are required to have current proof of Tetanus immunization and MMR (Measles, mumps, rubella).

REPLACE the first sentence of the following policy on page 38:

REMEDICATION PROGRESS

If the student does not attain a minimum score on the third attempt the student will receive an “F” for the course. Students who do not successfully complete the remediation modules by the end of the term will be given an Incomplete for the course and allowed two weeks to complete the modules and retest.

EFFECTIVE APRIL 1, 2014

ADD the following approved Continuing Education Course to the Career Programs (see next page for course information)

EFFECTIVE JUNE 1, 2014

DELETE the Medical Assistant program from the Career Programs. Fern Park is no longer enrolling for this program.

Continuing Education

CERTIFICATE OF COMPLETION COURSES

FP Fern Park, Florida Campus

continuing education courses

Lincoln Technical Institute is offering Continuing Education courses on a broad range of topics to help advance your healthcare career. Upon successful completion of your chosen course of study, a Certificate of Completion or Continuing Education Units will be awarded.

To enroll, students must complete an Enrollment Agreement and pay the registration fee, if applicable.

course descriptions

CPR101 AHA BASIC LIFE SUPPORT FOR HEALTHCARE PROVIDERS

6 Contact Hours

Basic Life Support for the Healthcare provider (BLS/HCP) is the level of training and certification required of health care providers at any health care facility. The objective of this course is to provide students with the knowledge, training and opportunity to be certified in the American Heart Association (AHA) Basic Life Support for Healthcare Providers. Topics include adult, pediatric and infant CPR (both one-man and two-man), and AED use. This course includes lecture, hands on training/practice and certification examination.

In order to attain certification at the end of the course, students must:

1. Achieve a minimum grade of 85% on AHA BLS for Healthcare provider written examination.
2. Pass the CPR hands on examination
3. Attend all the required hours of lecture and hands on instructions

Students will be provided loaner copies of the text book for the course. Upon completion of the course, the student must return the book. If the book is not returned or damaged, the student will be charged the full price of the textbook.

Registration Fee: N/A

Tuition: \$50.00

Total Cost: \$50.00

EFDA101 EXPANDED FUNCTIONS DENTAL ASSISTING

32 Contact Hours

This course is designed to refresh Dental Assistants' knowledge and skills in Expanded Functions in accordance with the guidelines of the Florida State Board of Dentistry. These specialized skills enable assistants to perform additional functions with various levels of supervision. Upon completion of the course, the student will be able to demonstrate proficiency in the following Expanded Functions: coronal polishing, alginate impressions, application and removal of periodontal dressing, application of fluoride, pit and fissure sealant placement, base, liner, and temporary restoration placement, dental dam placement and removal, fabrication of temporary crowns, matrix and wedge placement and removal, placement and removal of retraction cord, and suture removal.

Students will be provided loaner copies of the text book for the course. Upon completion of the course, the student must return the book. If the book is not returned or damaged, the student will be charged the full price of the textbook.

Enrollment Requirements: Proof of graduation from an accredited dental assisting program, or a minimum of one year of employment under the supervision of a licensed dentist.

Registration Fee: \$75.00

Tuition: \$610.00

Total Cost: \$685.00

SPC30 STERILE PRODUCTS CERTIFICATION

40 Contact Hours, 4.0 CEUs awarded by the NPTA

This course has been accredited by the Accreditation Council for Pharmacy Education (ACPE), and is taught through a partnership with the National Pharmacy Technicians Association and STAT Educational Services.

NPTA's Sterile Products Certification Course has been designed to train pharmacy technicians and students on the topic of sterile product preparations and aseptic technique, including USP <797>. Most health-system pharmacy settings require IV certification and/or prior experience for employment consideration.

This course is designed to meet all applicable State Board of Pharmacy training requirements for IV Certified Pharmacy Technicians, and meets all applicable State Board of Pharmacy Training requirements.

Registration Fee: \$75.00

Tuition: \$850.00

Total Cost: \$925.00



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These courses are not included within the institution's grant of accreditation.

RAD101 DENTAL RADIOLOGY

15 Contact Hours

This course is designed to refresh Dental Assistants' knowledge and skills involved in properly and safely positioning, exposing, and developing dental radiographs in accordance with the guidelines of the Florida State Board of Dentistry. A certificate of completion will be awarded upon satisfactory completion of the course. Upon completion of this course, the student will be able to identify and describe parts of the x-ray tube head and beam, list and describe the characteristics of an x-ray beam, describe the production of x-rays, recognize the structure of an atom and describe the process of ionization, describe how film placement and development procedures affect radiograph quality, identify the importance of operator and patient safety, successfully expose, develop and mount an FMX (full mouth series of radiographs).

Students will be provided loaner copies of the text book for the course. Upon completion of the course, the student must return the book. If the book is not returned or damaged, the student will be charged the full price of the textbook.

Enrollment Requirements: Proof of graduation from an accredited dental assisting program, or a minimum of one year of employment under the supervision of a licensed dentist.

Registration Fee: \$75.00

Tuition: \$290.00

Total Cost: \$365.00

CP30 COMPOUNDING CERTIFICATION

40 Contact Hours, 4.0 CEUs awarded by the NPTA

NPTA's Compounding Certification Course has been designed to train pharmacy technicians on the topic of extemporaneous, non-sterile pharmaceutical compounding. Extemporaneous pharmaceutical compounding is both an art and a science. Advanced career path options are available for pharmacy technicians with a comprehensive knowledge of compounding and experience with the latest equipment, techniques and methods.

This course is designed to prepare Pharmacy Technicians for career opportunities in advanced pharmacy practice settings such as hospital pharmacy, clinical pharmacy and oncology.

This course has been accredited by the Accreditation Council for Pharmacy Education (ACPE), and is taught through a partnership with the National Pharmacy Technicians Association and STAT Educational Services.

Registration Fee: \$75.00

Tuition: \$850.00

Total Cost: \$925.00

BXCE100 BASIC X-RAY CERTIFICATION PREPARATION

55 Contact Hours

This course is designed to prepare the student to take the Florida Basic X-Ray certification test. Students will learn how to perform proper equipment maintenance while developing personal and professional competence with the necessary topics to prepare for the certification test.

Registration Fee: \$75.00

Tuition: \$1,200.00

Book: \$110.00

Total Cost: \$1,385.00

EKG100 EKG CERTIFICATION REVIEW

40 Contact Hours

This is an EKG certification preparation course. The contents are aligned to the most current test blue print of the Certified EKG Technician (CET). Test taking strategies are taught, implemented and practiced during multiple practice tests. Student's active participation is crucial to this course.

Registration Fee: \$75.00

Tuition: \$800.00

Book: \$55.00

Total Cost: \$930.00

HIV100 HIV/AIDS IN HEALTHCARE

4 Contact Hours

This course meets the State of Florida 4 hour HIV/AIDS training requirement. Students learn about the history of the HIV virus, statistics in Florida, modes of transmission, and prevention of the disease. In addition to HIV/AIDS, students are taught other blood borne diseases as required by the CDC.

Registration Fee: \$20.00

Tuition: \$80.00

Total Cost: \$100.00

MAC100 MEDICAL ASSISTANT CERTIFICATION REVIEW

24 Contact Hours

This is a Medical Assistant certification preparation course. The contents are aligned to the most current test blue print of the Certified Medical Assistant (CMA) and Registered Medical Assistant (RMA). Test taking strategies are taught, implemented and practiced during multiple practice tests. Student's active participation is crucial to this course.

Registration Fee: \$75.00

Tuition: \$500.00

Book: \$90.00

Total Cost: \$665.00

PHL100 PHLEBOTOMY CERTIFICATION REVIEW

50 Contact Hours

This course reviews the basic principles of venipuncture, including collection procedures, infection control and universal precautions, specimen transportation, quality control procedures, and basic blood tests..

Registration Fee: \$75.00

Tuition: \$1,000.00

Book: \$70.00

Total Cost: \$1,145.00

REVISE the ADMISSIONS POLICIES found on page 27-28 with the following:

Admissions Procedures

Persons desiring to make application for admission should contact the School directly or one of its Admissions Representatives. Applicants must:

1. Be interviewed by an Admissions Representative or other member of the School staff.
2. Go on a tour of the campus
3. Complete the Admissions Application
4. Complete an Entrance Assessment
5. Submit other information, which may be required to determine qualifications.
6. Receive written acceptance into school by the Campus President or his/her designee.

International Students

International students must meet the same admission requirements as U.S. citizens or permanent residents. Students are also required to provide an official secondary school transcript. The School will evaluate the translated transcript to determine if the high school graduation from the school the applicant attended is equivalent to a high school graduation in the United States. The School recommends contacting the Admissions Office for additional information including immigration requirements such as student visas and financial requirements.

Admissions Requirements

- An applicant must provide proof of high school graduation or possess a state-approved high school equivalency assessment, including, but not limited to, a GED or HiSET examination in order to be enrolled at the School. Prior to start of class, the School must receive a copy of the high school diploma, an official high school transcript showing graduation date received directly from the high school, or proof of obtaining a GED or HiSET examination.
- Complete an Enrollment Agreement and pay the Registration Fee.
- All applicants must be capable of performing the duties of the Career Field, as defined in the U.S. Department of Labor publication, "Dictionary of Occupational Titles."
- Applicants to non-nursing programs will be subject to a background check as many certifying organizations will not allow students to participate in the certification exam unless their criminal background check is clear. Additionally most facilities do not allow students with positive background screenings into the clinical or externship area.
- Lincoln Technical Institute does not have advanced placement and does not give credit for experiential learning.
- Students requesting transfer credit from previously attended institutions must provide their transcript(s) to the registrar prior to class start for transfer credit evaluation.

Applicants must successfully pass the required entrance assessment as follows:

WONDERLIC MINIMUM SCORES

PROGRAM	MINIMUM SCORE
Medical Assistant	11
Medical Assistant with Basic X-Ray	11
Basic X-Ray Technician	11
Dental Assistant	11
Pharmacy Technician	11
Surgical Technology (Diploma)	17
Surgical Technology (AAS)	17

* Applicants who hold a degree from an accredited institution are exempt from completing the Wonderlic (SLE)*.

TEAS MINIMUM SCORES FOR EACH NURSING PROGRAM

PROGRAM	MINIMUM SCORE
Practical Nursing	44% Adjusted Individual Total Score
Nursing (Associate of Science)	64.3 Reading 53.3 Math 39.6 Science 60.0 English

- (1) If a Practical Nursing or Nursing applicant fails any section of the test, s/he must re-take and pass the section(s) failed in order to move forward in the admissions process.
- (2) Practical Nursing or Nursing Applicants may only take the test twice within a 12 month period.
- (3) Practical Nursing or Nursing Applicants must wait a minimum of one week to re-test

Additional Admissions Requirements for Nursing Programs

- 1) Applicants must complete a **Level 2** criminal background check to include the following: HHS/OIG/GSA clearance (Health and Human Services, Office of the Inspector General/General Services Administration); violent sexual offender and predator registry.
- 2) Applicants must complete a **10-panel** drug screening (with a negative result)
- 3) Acceptance by the Nursing Selection Committee. Acceptance is based upon a portfolio containing the documents listed below:
 - a. Work Experience
 - b. Certifications Earned
 - c. Essay
 - d. Professional References
 - e. Transcripts

Important Program Disclosures

All students must supply a physician's statement and a completed physical exam form prior to the start of class.

1. In addition, our programs have specific requirements for a student to be placed at a clinical/externship site. Therefore, as a condition of continued enrollment in the program, all students must fulfill the following requirements:
 - a. Students cannot register for a theory and/or clinical/externship course without documentation of the required health assessment and physical examination.
 - b. Students may not be accepted without documentation of immunizations, vaccinations, and verifications indicating freedom from contagious disease and does not otherwise present a potential health hazard to hospital patients, employees, volunteers or guests prior to his/her participation in the program.
 - c. Students must provide documentation of a negative two-step tuberculin skin test (within the last six months) or evidence that the applicant is free of symptoms of pulmonary disease if the skin test is positive, a chest x-ray following a positive TB test result.
 - d. Students must provide documentation of rubella (German Measles), rubeola (Measles) immunity by positive antibody titers or the recommended doses of MMR, evidence of immunity from Varicella (chicken pox), and evidence of completion of the Hepatitis B vaccination series. All applicants must be capable of performing the duties of the Career Field, as defined in the U.S. Department of Labor publication, "Dictionary of Occupational Titles."
2. Clinical/externship sites may require additional Level 2 background checks prior to the start of a clinical/externship. Students qualified to begin their clinical/externship(s) must provide, when applicable, the results of these Level 2 background checks. In addition to this, licensure may require additional Level 2 background checks prior to sitting for the exam.

REVISE the EXTERNSHIP REQUIREMENTS found on page 41:

Replace "*non-didactic*" with "*externship*"

EFFECTIVE JUNE 11, 2014

REPLACE the following program on page 11 in Career Programs (program sheet to follow):

Medical Assistant with Basic X-Ray

MAX544D – DIPLOMA PROGRAM

Medical Assistant with Basic X-Ray

MAX545D—DIPLOMA PROGRAM

DAY/AFTERNOON/EVENING PROGRAMS

CIP CODE: 51.0801 SOC CODE: 31-9092

FP Fern Park Campus

total instructional hours 1100
 quarter credit hours 80.0* quarter credits
 approximate program length 61 weeks (including holidays and scheduled breaks)

***The listing of credits is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.**

program description

This program is designed to prepare the student to assist the physician and function as a healthcare professional in a variety of medical settings. The administrative medical office courses provide the following administrative competencies: legal and ethical issues, communication, use of office equipment, patient records, mail & supplies, appointment scheduling and telephone techniques, medical billing, coding & insurance, patient education and collections and basic software skills. The clinical courses provide knowledge & skills that include: phlebotomy, EKG, assisting with radiology procedures and radiology, the effects of radiation, identifying radiograph equipment, positioning and procedures, pharmacology, minor lab procedures, assisting with minor surgical procedures, basic nutrition, assisting with patient examinations,

asepsis and infection control, and vital signs. The program is taught utilizing textbooks, workbooks, lab practice, videos, websites and models. Students are required to complete out-of-class assignments in each course, except externship.

program objective

Upon successful completion of this program, a diploma is awarded and the student is qualified to take the Registered Medical Assistant certification exam offered by American Medical Technologist (AMT) and the State of Florida Basic X-Ray Machine Operators' certification exam. The graduate will be prepared for entry-level work in a variety of healthcare settings including but not limited to doctors' offices, private practices, clinics, outpatient hospitals, and other healthcare related facilities. Students

must pass the Basic X-Ray Machine Operators' exam in order to work with basic x-ray equipment in the State of Florida.

other requirements

Prior to externship, students are required to complete all assignments, class work and have a grade of 70 or above. The externship will be conducted during daytime hours. Some limited weekend hours may be available. Tuition accounts must be satisfied prior to the start of externship and successful completion of externship-required hours is necessary.

graduation requirements

All graduation requirements must be met as noted in the catalog. Requirements include a minimum grade of 70.

program outline

number	course	lecture hrs	lab hrs	extern hrs	total hrs	total credits	prerequisites
BASIC COURSES							
GES104	College and Career Development	20	20	0	40	3.0	
BIO101AFP	Anatomy and Physiology I	40	0	0	40	4.0	
BIO102AFP	Anatomy and Physiology II	40	0	0	40	4.0	
TECHNICAL COURSES							
MED100	Patient Dynamics & Medical Ethics	40	0	0	40	4.0	
MED103	Diagnostic Techniques	30	20	0	50	4.0	
MED104	Phlebotomy Procedures	30	20	0	50	4.0	
MED105	Clinical Medical Assisting	40	40	0	80	6.0	
MED106AFP	Pharmacology	40	0	0	40	4.0	
MED117AFP	ICD Medical Coding	40	0	0	40	4.0	
SEC253	Medical Administrative Duties	40	0	0	40	4.0	
SEC254	Front Office Skills	30	20	0	50	4.0	
EHR101	Electronic Health Records	30	20	0	50	4.0	
XR101	Basic X-Ray Fundamentals	80	40	0	120	10.0	
XR201	Basic X-Ray Practices	60	60	0	120	9.0	XR101
MED208	Medical Assistant Practices	0	120	0	120	6.0	BIO101AFP, BIO102AFP, MED106AFP, MED103, MED104, MED105
MED209AFP	Medical Externship	0	0	180	180	6.0	Successful completion of all in-school coursework must be completed prior to externship.
TOTALS		560	360	180	1100	80.0	

(Maximum Time Frame (MTF): 120.0 Quarter Credit)

NOTE: Offered within the program:
 • Bloodborne Pathogens/HIV/AIDS Training
 • AHA Basic Life Support for Healthcare Providers

Note: Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending on scheduling.



FERN PARK CAMPUS

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For student consumer information, please visit: www.lincolnedu.com/consumerinfo

LOANS AND GRANTS AVAILABLE TO THOSE WHO QUALIFY

BASIC COURSES

GES104–COLLEGE AND CAREER DEVELOPMENT

40 Contact Hrs (20 Lecture, 20 Lab); 3.0 Qtr Credits

Students are introduced to tools, techniques, methods, procedures and skills needed for success in the classroom and in the business world. This class emphasizes interpersonal communication, work ethic, motivation, critical thinking and problem solving, as well as other skills necessary to enhance career success. Focus is placed on maximizing one's resources to enhance the learning process and to research chosen fields of study.

Prerequisite(s): None

BIO101AFP–ANATOMY AND PHYSIOLOGY I

40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits

This course provides the students, primarily in health-related programs, with an in-depth understanding of the anatomy and physiology and medical terminology of the human body. Biological principles, as well as the structural and functional relationships among several organ systems, are discussed.

Prerequisite(s): None

BIO102AFP–ANATOMY AND PHYSIOLOGY II

40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits

This course provides students with an in-depth understanding of the structure, function and medical terminology of the remaining organ systems. Interrelationships among organ systems are emphasized.

Prerequisite(s): None

TECHNICAL COURSES

MED100–PATIENT DYNAMICS AND MEDICAL ETHICS

40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits

This course is designed to teach the student the importance of maintaining a professional demeanor at all times along with knowledge of the law and the possible consequences of unprofessional behavior. The student will learn how to work as a valued member of a team, set measurable goals and develop good time management skills. The student will also develop essential communications skills, listening skills, and understand and develop skills necessary to handle conflict. They will also understand the grief process, be able to recognize their own defense mechanisms, and develop appropriate skills to manage their defense mechanisms. In addition, the student will be able to identify and process an ethical problem and to explain the differences between ethical issues and legal issues.

Prerequisite(s): None

MED103–DIAGNOSTIC TECHNIQUES

50 Contact Hrs (30 Lecture, 20 Lab); 4.0 Qtr Credits

This course introduces the student to techniques in performing routine laboratory tests commonly done in the physician's office including microbiological tests, urinalysis, and EKG's.

Prerequisite(s): None

MED104–PHLEBOTOMY PROCEDURES

50 Contact Hrs (30 Lecture, 20 Lab); 4.0 Qtr Credits

This course introduces the student to the basic principles of venipuncture, including collection procedures, infection control and universal precautions, specimen transportation, quality control procedures, and basic blood tests.

Prerequisite(s): None

MED105–CLINICAL MEDICAL ASSISTING

80 Contact Hrs (40 Lecture, 40 Lab); 6.0 Qtr Credits

Patient preparation, taking vital signs and patient history, injection techniques, instruments and sterilizing procedures, first aid, CPR, and pharmacology are studied and practiced by the student. Nutrition and X-ray procedures are also covered.

Prerequisite(s): None

MED106AFP–PHARMACOLOGY

40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits

This course will familiarize students with drug classifications, schedules, prescription abbreviations, the metric system, and dosage conversions. Common drugs in the medical office will be studied and the use of the PDR practiced.

Prerequisite(s): None

MED117AFP–ICD MEDICAL CODING

40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits

This course introduces students to medical coding and billing practices used in general medical practice.

Prerequisite(s): None

SEC253–MEDICAL ADMINISTRATIVE DUTIES

40 Contact Hrs (40 Lecture, 0 Lab); 4.0 Qtr Credits

This course is designed specifically for the students in the Allied Health programs. Students learn the basic functions of the medical office, including insurance forms and coding, patient billing, and the uses of specialized forms and reports.

Prerequisite(s): None

SEC254–FRONT OFFICE SKILLS

50 Contact Hrs (30 Lecture, 20 Lab); 4.0 Qtr Credits

This course instructs the student in the front office skills required of a Medical Assistant. Students will develop keyboarding skills and other proficiencies to manage the front office of a medical practice. Students will learn receptionist duties, telephone triage, confidentiality, OSHA requirements for the reception area and additional office management responsibilities.

Prerequisite(s): None

EHR101–ELECTRONIC HEALTH RECORDS

50 Contact Hrs (30 Lecture, 20 Lab); 4.0 Qtr Credits

This course will prepare the student to understand and use electronic records in a medical practice. Electronic Health Records is designed to train future users of EHR programs to document patient exams, diagnosis, disorders, and coding. By the completion of this course the student will have the ability to understand and implement the EHR software, including data entry at the point of care, electronic coding from medical records using the latest in Electronic Health Records, utilize advanced techniques to speed data entry, use the EHR to improve patient care, understand the privacy and security of health records, and use the EHR through different technology modes.

Prerequisite(s): None

XR101–BASIC X-RAY FUNDAMENTALS

120 Contact Hrs (80 Lecture, 40 Lab); 10.0 Qtr Credits

This course is designed to provide the basic instruction that meet the Florida objectives for a student embarking on a study of limited or practical radiography. This includes instruction in providing patient care, communication skills, patient instruction and positioning, and how to operate and maintain radiographic equipment. This course will also cover scatter radiation and its control, the formulation of x-ray techniques, radiobiology and radiation safety.

Prerequisite(s): None

XR201–BASIC X-RAY PRACTICES

120 Contact Hrs (60 Lecture, 60 Lab); 9.0 Qtr Credits

This course is designed to enhance understanding of patient care and operating radiographic equipment. Students will also learn how to process radiographic films and perform proper equipment maintenance while developing personal and professional competence with the topics presented in XR101.

Prerequisite(s): XR101

MED208–MEDICAL ASSISTANT PRACTICES

120 Contact Hrs (0 Lecture, 120 Lab); 6.0 Qtr Credits

This course will review Medical Assisting skills in a lab setting to prepare them for the externship experience. Topics include: medical terminology, anatomy, psychology, professionalism, communication, office legal guidelines, data entry, record management, scheduling, practice finance, third party billing, patient history interview, obtaining vitals, collecting and processing specimen, diagnostic testing, and patient preparation and assisting the physician.

Prerequisite(s): BIO101AFP, BIO102AFP, MED103, MED104, MED105, MED106AFP

MED209AFP–MEDICAL EXTERNSHIP

180 Contact Hrs (180 Externship); 6.0 Qtr Credits

This course is an externship experience for the Medical Assistant with Basic X-ray. The student gains hands-on knowledge of the functions and responsibilities of a Medical Assistant and Basic X-Ray Machine Operator by actually performing these functions in a medical work place.

Prerequisite(s): Successful completion of all in-school coursework must be completed prior to externship.

EFFECTIVE JUNE 17, 2014

REPLACE the following Attendance policy section on page 40:

NURSING AND SURGICAL TECHNOLOGY ATTENDANCE

Students are expected to attend classes and labs as scheduled, and to be in class on time. Violation of this policy may result in withdrawal.

1. The official record of attendance is maintained in Lincoln's CampusVue database. Actual minutes of presence and absence are entered daily by each course instructor.
2. Absences from any form of scheduled learning activity—lectures, seminars, skills laboratory, clinicals, [externship] or conferences—count toward the cumulative hours of allowable absences (see below).

Attendance: Lincoln Technical Institute assumes a student who registers for a course accepts responsibility for full participation in all course activities. Students are expected to attend all classes, clinicals, externship and lab sessions. The responsibility for work missed because of an absence rests with the student. There is an overall attendance philosophy which is applied as follows:

1. Absences may not exceed ten percent (10%) of scheduled didactic and/or lab hours per quarter.
2. Absences may not exceed ten percent (10%) of scheduled Clinical or externship hours per quarter.
3. Once a student reaches five percent (5%) absence in any course, she/he will receive a warning.
4. Once a student exceeds the allowed percentage, she/he will be withdrawn from the course. Student has right to appeal.
5. Students who miss five (5) consecutive calendar days without contacting the supervising faculty or Program Director will be automatically withdrawn from the program.

Withdrawal: Students withdrawn for attendance may seek readmission for the following quarter through the office of the Education Supervisor.

Lincoln Technical Institute will be honoring the following documented absences for Practical Nursing students; Jury Duty and Military Leave.

EFFECTIVE JULY 1, 2014

REPLACE the following policy section under Satisfactory Academic Progress on page 39:

**QUALITATIVE MEASURE OF PROGRESS
(GRADE POINT AVERAGE)**

All students (except those enrolled in Nursing) are required to meet the minimum cumulative grade point average (CGPA) shown on the chart below. Grades ranging from A to F will be included in the CGPA calculation.

The following Qualitative Measure of Progress chart is applicable to all programs except Nursing:

Program Intervals <i>(Based on Total Published Program Credits)</i>	Minimum Required Grade Point Average
Below 25%	1.50
25% to <50%	1.75
50% to <75%	2.00
75% and above	2.00

QUALITATIVE MEASURE OF PROGRESS FOR NURSING

The following Qualitative Measure of Progress chart is applicable to students enrolled in the Nursing programs:

Program Intervals <i>(Based on Total Published Program Credits)</i>	Minimum Required Grade Point Average
Below 25%	2.00
25% to <50%	2.00
50% to <75%	2.00
75% and above	2.00

EFFECTIVE NOVEMBER 1, 2014

ADD the following section under FINANCIAL INFORMATION on page 30:

Scholarships

LTI may provide up to four half tuition scholarships. These scholarships are awarded annually to winners of the Scholarship Awards Program. Preliminary scholarship competition includes aptitude testing at the campus with finalists invited to return for an interview with the Scholarship Committee comprised of volunteers representing employers, educators, and/or government officials not affiliated with LTI. Selection criteria includes: aptitude test results, professional appearance, verbal and nonverbal communication, enthusiasm, initiative, and commitment. To participate, the applicant must hold senior status current academic year high school graduating class. In order to receive the scholarship, the applicant must provide official proof of graduation in the year that the scholarship is awarded. Contact your High School Guidance Counselor or a LTI Admissions Representative for more information. LTI also participates in the Imagine America Scholarship program for high school seniors.

EFFECTIVE DECEMBER 1, 2014

REVISE the following section under ADMISSIONS POLICIES found on page 27 with the following:

Applicants must successfully pass the required entrance assessment as follows:

WONDERLIC MINIMUM SCORES

PROGRAM	MINIMUM SCORE
Medical Assistant	11
Medical Assistant with Basic X-Ray	11
Basic X-Ray Technician	11
Dental Assistant	11
Pharmacy Technician	11

* Applicants who hold a degree from an accredited institution are exempt from completing the Wonderlic (SLE)*.

Applicants for the Practical Nursing, Nursing (Associate of Applied Science), Surgical Technology, and Surgical Technology (Associate of Applied Science) programs are required to successfully complete the Test of Essential Academic Skills (TEAS) and must achieve one of the minimum scores as listed:

TEAS MINIMUM SCORES FOR EACH NURSING PROGRAM

PROGRAM	MINIMUM SCORE
Practical Nursing	44% Adjusted Individual Total Score
Nursing (Associate of Science)	64.3 Reading 53.3 Math 39.6 Science 60.0 English

TEAS ALLIED HEALTH MINIMUM SCORES FOR SURGICAL TECHNOLOGY PROGRAMS

PROGRAM	MINIMUM SCORE
Surgical Technology (Diploma and Associate of Applied Science)	60% Composite Score

- (1) If an applicant fails any section of the TEAS test, s/he must re-take and pass the section(s) failed in order to move forward in the admissions process.
- (2) Applicants may only take the test twice within a 12 month period.
- (3) Applicants must wait a minimum of one week to re-test.

EFFECTIVE DECEMBER 3, 2015

REVISE the MISSION statement found on page 4 with the following:

Lincoln Technical Institute's mission is to offer career focused programs that prepare students for relevant careers in the communities it serves. The Institute supports a diverse, non-traditional student population while preparing them for employment. Faculty and Staff facilitate the development of technical expertise and the skill set required by the respective program of study through an experiential learning environment that combines theory and practice.

REVISE the last bullet of the REFUND POLICY found on page 31 with the following:

- These funds shall be refunded within thirty (30) days of the date of withdrawal, defined as the date on which the student notifies the school of the withdrawal, or of the date on which the school determines that the student has withdrawn.



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Official School Catalog
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EFFECTIVE FOR START DATES BETWEEN JULY 1, 2014 THROUGH DECEMBER 31, 2014

Add to the following policy on page 30:

Other Financial Aid

2014 Lincoln Advantage Scholarship Program

Purpose:

The Lincoln Advantage Scholarship is designed to provide financial assistance to students who meet the criteria established below and want to enroll in a qualifying program of study at one of the Lincoln Group of Schools* for start dates between July 1, 2014 through December 31, 2014. By offering the Lincoln Advantage Scholarship to future students who are interested in career fields such as automotive, allied health, skilled trades, culinary, or cosmetology, Lincoln continues to show its commitment to helping students reach their goals as it has done since opening its first school in 1946.

Eligibility Requirements:

In order to apply for the Lincoln Advantage Scholarship, an eligible student must:

- Complete the application process to enroll;
- Complete the Free Application for Federal Student Aid (FAFSA);
- Start the program of your choice by December 31, 2014; and
- Submit your Lincoln Advantage Scholarship application to the financial aid staff.

Scholarship recipients must attend the Lincoln Financial Literacy presentation within six weeks of enrollment. Only students that meet the qualifications listed above, and the admissions requirements in order to be considered an enrolled student, and who have demonstrated a financial need, can be awarded this scholarship.

Scholarship Award:

Each eligible student may apply for one scholarship with an award of up to \$5,000. The scholarship will be prorated over the entire length of his/her program. The Lincoln Advantage Scholarship Committee made up of faculty and/or staff will make the final decision regarding the award. The total scholarship amount will be calculated and awarded in installments at the completion of each term/semester subject to the student

maintaining good academic standings. Those students awarded the scholarship must maintain a 2.50 GPA and 80% attendance. Students enrolling in the Practical Nursing program must maintain 90% attendance and an overall minimum grade of 75%.

Any student can apply for the scholarship. However, only one Lincoln scholarship can be awarded per student. Applications can be submitted any time prior to enrollment periods established by the school of your choice. Winners of the scholarship will be notified in writing by school administration. The notification will include the amount being awarded and start date for the program.

Additional Scholarship Information:

In order to be eligible for the scholarship, a student must start between July 1, 2014 and December 31, 2014. Applications must be submitted on or before December 31, 2014. The scholarship will not be awarded to any student who defers their enrollment past the requisite time period. The amount and number of scholarships offered by each campus can vary based on the number of applications and the decisions made by the committee. This award is a scholarship and does not require any form of repayment to any of the Lincoln Group of Schools*.

This Scholarship program can be suspended at any time. There would be no adverse impact on those students who were awarded the scholarship in the event that the Scholarship program was suspended.

*The Lincoln Group of Schools includes those schools under the names of Lincoln Technical Institute, Lincoln College of Technology, and Euphoria Institute of Beauty Arts and Sciences. In Pennsylvania, only those students enrolling in the Practical Nursing program will be eligible for this scholarship.



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Add to the following policy on page 30:

Other Financial Aid

2015 Lincoln Advantage Scholarship Program

Purpose:

The Lincoln Advantage Scholarship is designed to provide financial assistance to students who meet the criteria established below and want to enroll in a qualifying program of study at one of the Lincoln Group of Schools* for start dates between January 1, 2015 through December 31, 2015. By offering the Lincoln Advantage Scholarship to future students who are interested in career fields such as automotive, allied health, skilled trades, culinary, or cosmetology, Lincoln continues to show its commitment to helping students reach their goals as it has done since opening its first school in 1946.

Eligibility Requirements:

In order to apply for the Lincoln Advantage Scholarship, an eligible student must:

- Complete the application process to enroll;
- Complete the Free Application for Federal Student Aid (FAFSA);
- Start the program of your choice by December 31, 2015; and
- Submit your Lincoln Advantage Scholarship application to the financial aid staff.

Scholarship recipients must attend the Lincoln Financial Literacy presentation within six weeks of enrollment. Only students that meet the qualifications listed above, and the admissions requirements in order to be considered an enrolled student, and who have demonstrated a financial need, can be awarded this scholarship.

Scholarship Award:

Each eligible student may apply for one scholarship with an award of up to \$5,000. The scholarship will be prorated over the entire length of his/her program. The Lincoln Advantage Scholarship Committee made up of faculty and/or staff will make the final decision regarding the award. The total scholarship amount will be calculated and awarded in installments at the completion of each term/semester subject to the student

maintaining good academic standings. Those students awarded the scholarship must maintain a 2.50 GPA and 80% attendance. Students enrolling in the Practical Nursing program must maintain 90% attendance and an overall minimum grade of 75%.

Any student can apply for the scholarship. However, only one Lincoln scholarship can be awarded per student. Applications can be submitted any time prior to enrollment periods established by the school of your choice. Winners of the scholarship will be notified in writing by school administration. The notification will include the amount being awarded and start date for the program.

Additional Scholarship Information:

In order to be eligible for the scholarship, a student must start between January 1, 2015 and December 31, 2015. Applications must be submitted on or before December 31, 2015. The scholarship will not be awarded to any student who defers their enrollment past the requisite time period. The amount and number of scholarships offered by each campus can vary based on the number of applications and the decisions made by the committee. This award is a scholarship and does not require any form of repayment to any of the Lincoln Group of Schools*.

This Scholarship program can be suspended at any time. There would be no adverse impact on those students who were awarded the scholarship in the event that the Scholarship program was suspended.

*The Lincoln Group of Schools includes those schools under the names of Lincoln Technical Institute, Lincoln College of Technology, and Euphoria Institute of Beauty Arts and Sciences. In Pennsylvania, only those students enrolling in the Practical Nursing program will be eligible for this scholarship.



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Add to the following policy on page 30:

Other Financial Aid

2014 American Hero and Single Parent Scholarship Program

Purpose:

Lincoln Scholarship Programs are designed to provide financial assistance to students who meet the criteria established below and want to enroll in one of the Lincoln Group of Schools* for start dates between July 1, 2014 through December 31, 2014. By offering the *American Hero* and *Single Parent* Scholarships to future students who are interested in career fields such as automotive, allied health, skilled trades, culinary, or cosmetology, Lincoln continues to show its commitment to helping students reach their goals as it has done since opening its first school in 1946.

Eligibility Requirements:

In order to apply for a Lincoln Scholarship, an eligible student must:

- Complete the application process to enroll;
- Complete the Free Application for Federal Student Aid (FAFSA);
- Start the program of your choice by December 31, 2014; and
- Submit your Lincoln Scholarship application to the financial aid staff.

American Hero Scholarship applicants must submit proof of military service.

Those students awarded a scholarship must maintain satisfactory academic progress and also must attend the Lincoln Financial Literacy presentation within six weeks of enrollment. Only students that meet the qualifications listed above, and the admissions requirements in order to be considered an enrolled student, and who have demonstrated a financial need, can be awarded this scholarship.

Scholarship Award:

Each eligible student may apply for one scholarship with an award of \$1,000. The scholarship will be prorated over the entire length of his/her program. The Lincoln Scholarship Committee made up of faculty and/or staff will make the final decision regarding the award.

Only one Lincoln scholarship can be awarded per student. Applications can be submitted any time prior to enrollment periods established by the school of your choice. Winners of the scholarship will be notified in writing by school administration. The notification will include the amount being awarded and start date for the program.

Additional Scholarship Information:

In order to be eligible for the scholarship, a student must start between July 1, 2014 and December 31, 2014. Applications must be submitted on or before December 31, 2014. The scholarship will not be awarded to any student who defers their enrollment past the requisite time period. The amount and number of scholarships offered by each campus can vary based on the number of applications and the decisions made by the committee. This award is a scholarship and does not require any form of repayment to any of the Lincoln Group of Schools*.

These Scholarship programs can be suspended at any time. There would be no adverse impact on those students who were awarded a scholarship in the event that the Scholarship program was suspended.

*The Lincoln Group of Schools includes those schools under the names of Lincoln Technical Institute, Lincoln College of Technology, and Euphoria Institute of Beauty Arts and Sciences. These scholarships are currently not available to students attending campuses in Pennsylvania.



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Add to the following policy on page 30:

Other Financial Aid

2015 American Hero and Single Parent Scholarship Program

Purpose:

Lincoln Scholarship Programs are designed to provide financial assistance to students who meet the criteria established below and want to enroll in one of the Lincoln Group of Schools* for start dates between January 1, 2015 through December 31, 2015. By offering the *American Hero* and *Single Parent* Scholarships to future students who are interested in career fields such as automotive, allied health, skilled trades, culinary, or cosmetology, Lincoln continues to show its commitment to helping students reach their goals as it has done since opening its first school in 1946.

Eligibility Requirements:

In order to apply for a Lincoln Scholarship, an eligible student must:

- Complete the application process to enroll;
- Complete the Free Application for Federal Student Aid (FAFSA);
- Start the program of your choice by December 31, 2015; and
- Submit your Lincoln Scholarship application to the financial aid staff.

American Hero Scholarship applicants must submit proof of military service.

Those students awarded a scholarship must maintain satisfactory academic progress and also must attend the Lincoln Financial Literacy presentation within six weeks of enrollment. Only students that meet the qualifications listed above, and the admissions requirements in order to be considered an enrolled student, and who have demonstrated a financial need, can be awarded this scholarship.

Scholarship Award:

Each eligible student may apply for one scholarship with an award of \$1,000. The scholarship will be prorated over the entire length of his/her program. The Lincoln Scholarship Committee made up of faculty and/or staff will make the final decision regarding the award.

Only one Lincoln scholarship can be awarded per student. Applications can be submitted any time prior to enrollment periods established by the school of your choice. Winners of the scholarship will be notified in writing by school administration. The notification will include the amount being awarded and start date for the program.

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In order to be eligible for the scholarship, a student must start between January 1, 2015 and December 31, 2015. Applications must be submitted on or before December 31, 2015. The scholarship will not be awarded to any student who defers their enrollment past the requisite time period. The amount and number of scholarships offered by each campus can vary based on the number of applications and the decisions made by the committee. This award is a scholarship and does not require any form of repayment to any of the Lincoln Group of Schools*.

These Scholarship programs can be suspended at any time. There would be no adverse impact on those students who were awarded a scholarship in the event that the Scholarship program was suspended.

*The Lincoln Group of Schools includes those schools under the names of Lincoln Technical Institute, Lincoln College of Technology, and Euphoria Institute of Beauty Arts and Sciences. These scholarships are currently not available to students attending campuses in Pennsylvania.



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EFFECTIVE DECEMBER 15, 2014

Administration and Faculty Catalog Addendum

Campus President	Weninger, Debra, MS	BS from Centenary College, NJ MS from Rosemont College, PA
Education		
Director of Education	Ali, Khaliff, MD	MD from American University of the Caribbean, Montserrat
Education Supervisor	Sierra, Maria-Ana	
Librarian	Lundi, Barbara, MS	MS from San Jose State University, CA
Admissions		
Director of Admissions	Ferlisi, Nicholas, BBA	BBA from American Intercontinental University, IL
Assistant Director of Admissions	Zampella, Dominic, BA	BA from York College of Pennsylvania, PA
Admissions Representative	Rivera-Melendez, Judy, MBA	MBA from the University of Phoenix
Admissions Representative	Afrasiabi, Anessa	
Business Office		
Director of Administrative Services	Rager, Amy	
Business Office Manager	Fabrizio, Laura, AS	AS from Farmingdale State College, NY
Administrative Services Coordinator	Femia, Yolanda	
Receptionist	Orr, Unita	
Financial Aid		
Director of Financial Aid	Gaviria, Catalina, BBA	BBA from Strayer University
Financial Aid Advisor	Colacicco, Susan	
Career Services		
Director of Career Services	Cologero, Sharon	CMA from Brooksdale Community College
Career Services Advisor	Keith, Toralonda	
Dental Assistant Program		
Dental Assistant Program Director	Gacek, Melissa, BA, CDA, CPFDA, CRFDA, EFDA	BA from the University of Central Florida, FL Dental Assisting Diploma from Americare School of Nursing, FL CDA, CPFDA, CFRDA from the Dental Assisting National Board EFDA and Radiology Certification from Americare School of Nursing, FL
Dental Instructor/Clinical/EFDA	DeJesus, Katherine, CDA, EFDA	Dental Assisting Diploma from NY Medical & Dental Assisting School, NY EFDA and Radiology Certification from Americare School of Nursing, FL
Dental Lab Instructor	Overchuck, Natacha, CDA. EFDA	Orlando Vo Tech, FL

Medical Assistant with Basic X-ray Program		
MA Program Director	Wright, Camille, RMA, AS, BS	AA from Valencia College, FL AS from Florida Metropolitan University, FL BS from Florida Metropolitan University, FL
MA Externship Coordinator, ESE Coordinator	Carrion, Kimberly, CMA, CA	Diploma earned while working as a Chiropractor Assistant, FL
MA Instructor	King, Ruby, CMA, BS	AS from Florida Metropolitan University, FL BS from Florida Metropolitan University, FL
MA Instructor	Charles, Amanda, RMA, AS	Keiser University, FL
BMO Instructor	Hanneman, Mary, RT (R), CT, ARRT, AS	AS from Daytona State College, FL
Surgical Technology Program		
Surgical Tech Program Director	Jeffreys-Scholle, Linda, BA, CST	Diploma from Orlando Vocational Technical Institute, FL BA from the University of Central Florida, FL
Surgical Tech Externship Coordinator	Coulton, Carolina, CST	Diploma from Americare School of Nursing, FL
Surgical Tech Instructor	Ortiz, Luis, CST	Diploma from Long Island University, NY
Nursing Programs		
Associate of Science Degree in Nursing / Practical Nursing		
Regional Director of Nursing	Stokes, Ferquita, RN, MSN	MSN from Walden University, MN BSN from Bethune Cookman College, FL
Director of Nursing ADON	Smythe, Marcia, RN, MSN	MSN from the University of Phoenix, FL
Nursing Instructor	Armstrong, Mary, RN	Diploma from Orange Memorial Hospital School of Nursing
Nursing Instructor	Daly-Gordon, Edris, EDD	EDD from Walden University
Nursing Instructor	Gilleylen, Kamala, RN, MSN	BSN from Southern Adventist University, TN MSN from Grand Canyon University, AZ
Nursing Instructor	Greene, Cheryl, ADN, BSN, MSN	ADN fro Kennesaw State, GA BSN from Florida Southern College, FL MSN from the University of Phoenix, FL
Nursing Instructor	Newhard, Mary Etta, RN, BSN, MEd	BSN from East Strasburg University, PA MEd from Kurtztown University, PA
Nursing Instructor	Riley, Kevin, RN, BSN	BSN from Florida Hospital College of Nursing, FL
IT		
Network Administrator	Johnson, Delisha	
Facilities		
Director of Facilities	Schofield, John	
Security	Szpak, Robert	
Maintenance	Hanneman, George	
Maintenance	Kraus, John	



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**Academic Calendar for 2014
 Dental Assistant**

2014 Spring Quarter

Classes begin	February 3, 2014
Presidents Day	February 17, 2014
Classes end	March 3, 2014
Term Break	March 4-6, 2014
Classes begin	March 10, 2014
Classes end	April 10, 2014
Classes begin	April 14, 2014
Good Friday	April 18, 2014
Classes end	May 8, 2014

2014 Summer Quarter

Classes begin	May 12, 2014
Memorial Day	May 26, 2014
Classes end	June 9, 2014
Term Break	June 10-12, 2014
Classes begin	June 16, 2014
Independence Day	July 4, 2014
Classes end	July 17, 2014
Classes begin	July 21, 2014
Classes end	August 21, 2014

2014 Fall Quarter

Classes begin	August 25, 2014
Labor Day	September 1, 2014
Classes end	September 22, 2014
Term Break	September 23-25, 2014
Classes begin	September 29, 2014
Classes end	October 30, 2014

Page 2 – Dental Assistant

2014 Winter Quarter

Classes begin	November 3, 2014
Thanksgiving Day	November 27, 2014
Day after Thanksgiving	November 28, 2014
Classes end	December 1, 2014
Classes begin	December 8, 2014
Winter Break begins.....	December 22, 2014
Classes resume.....	January 5, 2015
Classes end	January 12, 2015
Term Break	January 13-15, 2015
Martin Luther King Day	January 19, 2015
Classes begin	January 20, 2015
Presidents Day	February 16, 2015
Classes end	February 24, 2015
Term Break	February 25-26, 2015

2015 Spring Quarter

Classes begin	March 2, 2015
Classes end	March 26, 2015
Classes begin.....	March 30, 2015
Good Friday.....	April 3, 2015
Classes end	April 23, 2015

Academic Calendar for 2014

Medical Assistant, Medical Assistant w/X-ray, and Basic Machine Operator

2014 Spring Quarter

Classes begin	February 24, 2014
Classes end	April 3, 2014
Classes begin	April 7, 2014
Good Friday	April 18, 2014
Classes end	May 15, 2014

2014 Summer Quarter

Classes begin	May 19, 2014
Memorial Day	May 26, 2014
Classes end	June 26, 2014
Classes begin	June 30, 2014
Independence Day	July 4, 2014
Classes end	August 8, 2014

2014 Fall Quarter

Classes begin	August 11, 2014
Labor Day	September 1, 2014
Classes end	September 19, 2014
Classes begin	September 22, 2014
Classes end	October 31, 2014

2014 Winter Quarter

Classes begin	November 3, 2014
Thanksgiving Day	November 27, 2014
Day after Thanksgiving	November 28, 2014
Classes end	December 12, 2014
Classes begin	December 15, 2014
Winter Break begins	December 22, 2014
Classes resume	January 5, 2015
Martin Luther King Day	January 19, 2015
Classes end	February 9, 2015
Term Break	February 10-13, 2015

Page 2 - Medical Assistant, Medical Assistant w/X-ray, and Basic Machine Operator

2015 Spring Quarter

Presidents Day	February 16, 2015
Classes begin	February 17, 2015
Classes end	March 30, 2015
Term Break	March 30 - April 3, 2015
Good Friday	April 3, 2015
Classes begin	April 6, 2015
Classes end	May 14, 2015

2015 Summer Quarter

Classes begin	May 18, 2015
Memorial Day	May 25, 2015
Classes end	June 29, 2015
Term Break	June 30- July 2, 2015
School closed in observance of Independence Day	July 6, 2015
Classes begin	July 7, 2015
Classes end	August 17, 2015
Term Break	August 18-21, 2015

2015 Fall Quarter

Classes begin	August 24, 2015
Labor Day	September 7, 2015
Classes end	October 5, 2015
Term Break	October 6-8, 2015
Classes begin	October 12, 2015
Classes end	November 20, 2015

2015 Winter Quarter

Thanksgiving Day	November 26, 2015
Day after Thanksgiving	November 27, 2015
Classes begin	November 30, 2015
Winter Break begins	December 21, 2015
Classes end	January 25, 2016

Academic Calendar for 2014

Pharmacy Technician Program

2014 Spring Quarter

Classes begin (PHA103).....	February 10, 2014
Presidents Day	February 17, 2014
Classes end (PHA103).....	March 31, 2014
Term Break	April 1-4, 2014
Classes begin (PHA104).....	April 7, 2014
Classes end (PHA104).....	April 10, 2014
Classes begin (PHA105, PHA101)	April 14, 2014
Good Friday.....	April 18, 2014
Classes end (PHA101).....	June 2, 2014
Term Break	June 3-5, 2014
Classes end (PHA105).....	June 6, 2014

2014 Summer Quarter

Memorial Day.....	May 26, 2014
Classes begin (PHA102).....	June 9, 2014
Classes begin (PHA101).....	June 16, 2014
Independence Day	July 4, 2014
Classes end (PHA102).....	July 24, 2014
Classes end (PHA101).....	July 31, 2014
Classes begin (PHA103).....	July 28, 2014

2014 Fall Quarter

Classes begin (PHA102).....	August 4, 2014
Classes end (PHA103).....	September 15, 2014
Term Break	September 16-18, 2014
Labor Day	September 1, 2014
Classes end (PHA102).....	September 22, 2014
Term Break	September 23-25, 2014
Classes begin (PHA104).....	September 22, 2014
Classes end (PHA104).....	September 25, 2014
Classes begin (PHA105, PHA103, PHA101)	September 29, 2014

Page 2 - Pharmacy Technician Program

2014 Winter Quarter

Classes end (PHA103, PHA101).....	November 14, 2014
Classes begin (PHA104, PHA102).....	November 17, 2014
Classes end (PHA105, PHA104).....	November 21, 2014
Term Break	November 24-26, 2014
Thanksgiving Day	November 27, 2014
Day after Thanksgiving	November 28, 2014
Classes begin (PHA105).....	December 1, 2014
Winter Break begins.....	December 22, 2014
Classes resume.....	January 5, 2015
Martin Luther King Day	January 19, 2015
Classes end (PHA102).....	January 20, 2015
Term Break	January 21-22, 2015
Classes end (PHA105).....	January 23, 2015
Classes begin (PHA103).....	January 26, 2015

2015 Spring Quarter

Presidents Day	February 16, 2015
Classes end (PHA103).....	March 16, 2015
Classes begin (PHA104).....	March 23, 2015
Classes end (PHA104)	March 27, 2015
Classes begin (PHA105).....	March 30, 2015
Good Friday.....	April 3, 2015
Classes end (PHA105)	May 22, 2015

Academic Calendar for 2014

Associate Degree Nursing, Practical Nursing and Surgical Technology

2014 Spring Quarter

Classes begin	February 18, 2014
Presidents Day	February 17, 2014
Good Friday	April 18, 2014
Classes end	May 2, 2014
Quarter break begins	May 5, 2014

2014 Summer Quarter

Classes begin	May 12, 2014
Memorial Day	May 26, 2014
Independence Day	July 4, 2014
Classes end	July 25, 2014
Quarter break begins	July 28, 2014

2014 Fall Quarter

Classes begin	August 4, 2014
Labor Day	September 1, 2014
Classes end	October 17, 2014
Quarter break begins	October 20, 2014

2014 Winter Quarter

Classes begin	October 27, 2014
Thanksgiving Day	November 27, 2014
Day after Thanksgiving	November 28, 2014
Winter Break begins	December 22, 2014
Classes resume	January 5, 2015
Classes end	January 16, 2015
Quarter break begins	January 19, 2015
Martin Luther King Day	January 19, 2015

Page 2 - Associate Degree Nursing, Practical Nursing and Surgical Technology

2015 Spring Quarter

Classes begin	January 26, 2015
Presidents Day	February 16, 2015
Good Friday	April 3, 2015
Classes end	April 10, 2015
Quarter break begins	April 13, 2015

2015 Summer Quarter

Classes begin	April 20, 2015
Memorial Day.....	May 25, 2015
Classes end	July 3, 2015
Quarter break begins	July 6, 2015
School closed in observance of Independence Day	July 6, 2015

2015 Fall Quarter

Classes begin	July 13, 2015
Labor Day	September 7, 2015
Classes end	September 25, 2015
Quarter break begins	September 28, 2015

2015 Winter Quarter

Classes begin	October 5, 2015
Thanksgiving Day	November 26, 2015
Day after Thanksgiving	November 27, 2015
Classes end	December 18, 2015
Quarter break begins	December 21, 2015
Winter Break begins.....	December 21, 2015



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2014 Fern Park Holiday Schedule

New Year's Day	Wednesday, January 1, 2014
Martin Luther King Day	Monday, January 20, 2014
President's Day	Monday, February 17, 2014
Spring Holiday	Friday, April 18, 2014
Memorial Day	Monday, May 26, 2014
Independence Day	Friday, July 4, 2014
Labor Day	Monday, September 1, 2014
Thanksgiving Day	Thursday, November 27, 2014
Day after Thanksgiving	Friday, November 28, 2014
Christmas Day	Thursday, December 25, 2014
Day after Christmas	Friday, December 26, 2014

**Students will be off for the Winter Break from Monday, December 22, 2014 to Friday, January 2, 2015*

2015 Fern Park Holiday Schedule

New Year's Day	Thursday, January 1, 2015
Martin Luther King Day	Monday, January 19, 2015
President's Day	Monday, February 16, 2015
Spring Holiday	Friday, April 3, 2015
Memorial Day	Monday, May 25, 2015
Independence Day	Friday, July 3, 2015
Labor Day	Monday, September 7, 2015
Thanksgiving Day	Thursday, November 26, 2015
Day after Thanksgiving	Friday, November 27, 2015
Christmas Eve	Thursday, December 24, 2015
Christmas Day	Friday, December 25, 2015

**Students will be off for the Winter Break from Monday, December 21, 2015 to Friday, January 2, 2015*

2016 Fern Park Holiday Schedule

New Year's Day	Friday, January 1, 2016
Martin Luther King Day	Monday, January 18, 2016
President's Day	Monday, February 15, 2016
Spring Holiday	Friday, March 25, 2016
Memorial Day	Monday, May 30, 2016
Independence Day	Monday, July 4, 2016
Labor Day	Monday, September 5, 2016
Thanksgiving Day	Thursday, November 24, 2016
Day after Thanksgiving	Friday, November 25, 2016
Christmas Eve	Friday, December 23, 2016
Christmas Day	Monday, December 26, 2016

**Students will be off for the Winter Break from Friday, December 23, 2016 through Monday, January 1, 2017*

Schedule of Fees Catalog Addendum
For all Enrollments on or after June 11, 2014

Basic X-Ray Technician	
<i>630 Hour Day, Afternoon, or Evening Program</i>	
Registration Fee	\$ 150.00
Tools	\$ 42.00
Certification	\$ 150.00
Commencement	\$ 60.00
Tuition	\$ 5,150.00
Total	\$ 5,552.00

Dental Assistant	
<i>1010 Hour Day or Evening Program</i>	
Registration Fee	\$ 150.00
Tools	\$ 42.00
Certification	\$ 375.00
Commencement	\$ 60.00
Tuition	\$ 15,965.00
Total	\$ 16,592.00

Pharmacy Technician	
<i>900 Hour Day or Evening Program</i>	
Registration Fee	\$ 150.00
Tools	\$ 42.00
Certification	\$ 129.00
Commencement	\$ 60.00
Tuition	\$ 14,317.00
Total	\$ 14,698.00

Medical Assistant with Basic X-Ray	
<i>1100 Hour Day, Afternoon, or Evening Program</i>	
Registration Fee	\$ 150.00
Tools	\$ 42.00
Certification	\$ 250.00
Commencement	\$ 60.00
Tuition	\$ 17,613.00
Total	\$ 18,115.00

Surgical Technology - Degree	
<i>1460 Hour Day or Evening Program</i>	
Registration Fee	\$ 150.00
Tools	\$ 42.00
Certification	\$ 240.00
Commencement	\$ 60.00
Tuition	\$ 25,740.00
Total	\$ 26,232.00

Nursing - Degree	
<i>1550 Hour Day, Afternoon, or Evening Program</i>	
Registration Fee	\$ 150.00
Tools	\$ 42.00
Certification	\$ 700.00
Commencement	\$ 60.00
Tuition	\$ 40,170.00
Total	\$ 41,122.00

Surgical Technology - Diploma	
<i>1255 Hour Day or Evening Program</i>	
Registration Fee	\$ 150.00
Tools	\$ 42.00
Certification	\$ 240.00
Commencement	\$ 60.00
Tuition	\$ 20,291.00
Total	\$ 20,783.00

Practical Nursing - Diploma	
<i>1350 Hour Day or Evening Program</i>	
Registration Fee	\$ 150.00
Tools	\$ 42.00
Certification	\$ 500.00
Commencement	\$ 60.00
Tuition	\$ 27,295.00
Total	\$ 28,047.00

Students may incur additional costs outside of required fees.

Examples of additional fees:

Immunization testing \$30-\$55*, Externship Drug Tests \$35*, Additional Uniforms \$11-\$12*, Lab Coats \$20-\$21*

*Price subject to change due to vendor costs.