



EXCELSIOR HEALTHCARE ACADEMY
ACADEMIC CATALOG & HANDBOOK

Excelsior Healthcare Academy

EXCELSIOR HEALTHCARE ACADEMY
523 S. Halsted, Chicago Heights, Illinois 60413, USA

Table of Contents

Welcome to Excelsior Healthcare Academy (EHA)	3
History & Ownership	3
Mission Statement	4
Educational Philosophy	4
Approval	4
Accreditation	5
Transfer of Credit	5
Description About Facility	5
Core Values and Principle	6
Admission Requirements	6
*Background checks	7
Students With Special Needs	8
Code of Ethics	8
Academic Support Services	9
Academic Advising	9
Wellness Center.....	9
Academic Programs	10
PROGRAM / COURSE NAME: BASIC NURSE ASSISTANT	10
Duration:	11
PROGRAM / COURSE NAME: BASIC PHLEBOTOMY TECHNICIAN	13
Duration:	13
PROGRAM / COURSE NAME: BASIC ELECTROCARDIOGRAM TECHNICIAN (EKG)	15
Duration:	16
PROGRAM / COURSE NAME: PATIENT CARE TECHNICIAN (PCT)	18
Duration:	19
PROGRAM / COURSE NAME: PATIENT CARE TECHNICIAN (PCT11)	20
Duration:	23
Other Core Information & Policies	25
Homework.....	25

Student Record Policy	25
Normal Business Hours.....	25
Holiday Policy	26
Academic Calendar	26
Non-Discrimination Policy.....	26
Excelsior Healthcare Academy Security Information & Right to Know	27
Academy Employment Assistance	27
Graduation Requirement	28
Conferring of Educational Credential	28
Grading & Marking System	28
Safety & Health Plans	29
Financing Your Education	30
Cancelation & Refund Policy	30
Satisfactory Progress Policy	32
Conduct	35
Disciplinary Procedure.....	35
Academy Complaint Procedure	46
Disclosure	48
Right To Cancel.....	48
Student Acknowledgments	49
Addendum: Institutional Disclosure	51
Certification Statement	52

Welcome to Excelsior Healthcare Academy (EHA).

The administration and staff look forward to working with you during your educational studies. The Excelsior Healthcare Academy Catalog and the Handbook were developed to provide you with general information about the Excelsior Healthcare Academy and its program(s) and to outline the policies of Excelsior Healthcare Academy. You are responsible for the information contained herein. Read it carefully and ask questions. Along with your enrollment agreement, this Catalog will govern our expectations of each other. We are excited that you have chosen EHA and strive to provide you with a positive and beneficial educational experience.

Sincerely,

Bola Macarthy
Excelsior Healthcare Academy Director

History & Ownership

Ms. Bola Macarthy founded Excelsior Healthcare Academy in 2007, as a not-for-profit entity chartered in the state of Illinois to provide health-related, postsecondary education.

Over the subsequent fourteen-plus years, Excelsior Healthcare Academy has emerged as a leader in nursing assisting education in the Greater Chicago area of Illinois.

Excelsior Healthcare Academy (EHA) program(s) are designed and delivered in accordance with its mission and with the guidelines of the [Illinois Board of Higher Education Division of Private Business and Vocational Schools](#) and the Illinois Nurse Practice Act.

Mission Statement

EHA's mission is to offer high-quality, nursing, and related educational programs that lead to entry-level employment and, where appropriate, state licensure.

Educational Philosophy

Excelsior Healthcare Academy's educational philosophy is to offer hands-on, interactive career training in a simulated workplace environment.

To meet this Excelsior Healthcare Academy:

- Offers basic allied nursing and related training so that students can achieve their career, educational, and personal goals.
- Provides training using actual on-the-job situations so graduates have the skills and competencies needed for entry-level employment.
- Ensures only relevant equipment and materials are used in the training of students; and
- Hires qualified instructors and staff.

Approval

Excelsior Healthcare Academy EHA is approved by the [Illinois Board of Higher Education Division of Private Business and Vocational Schools](#). Additional information may be obtained by contacting the Illinois Board of Higher Education Division of Private Business and Vocational Schools, 1 N. Old State Capitol Plaza, Suite 333, Springfield, Illinois

IDPH is the licensing agency for the [Basic CNA program](#) and the [Basic Phlebotomy](#) program has no licensing Agency.

Accreditation

Excelsior Healthcare Academy does not have accreditation with the U. S. Department of Education.

Transfer of Credit

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

Description About Facility

Excelsior Healthcare Academy is located in a one and one-half story building on a major road in Chicago Heights. There is ample off-street, paved parking. The Excelsior Healthcare Academy is equipped with a simulated examination room and equipment. The facility includes a large classroom equipped with desks and a whiteboard. There is also a clinical demonstration room equipped with a bed, washbasin, and toilet. The Excelsior Healthcare Academy has a student break area and restrooms.

The building complies with all Federal, State, and Local regulations. Excelsior Healthcare Academy Director assures IBHE that the institution will continue to be maintained and operated in compliance with all appropriate ordinances or laws.

Core Values and Principle

Respect, Responsibility, Trust, and Dialogue. These core values are fundamental to the success of the healthcare profession and Excelsior Healthcare Academy community. These values are the foundation for our work, how we interact with one another, and help guide the strategies we employ to fulfill our vision, mission, and strategic goals. We are supportive of one another efforts, loyal to one another, and care for one another both professionally and personally. We embrace, own, and are energized by these core values.

Admission Requirements

Excelsior Healthcare Academy EHA does not discriminate in student admissions or student decisions, or all other segments of the Excelsior Healthcare Academy community based on race, sex, age, national or ethnic origin, religion, disability, ancestry, political affiliation, marital status, or unfavorable discharge from military service, in the educational programs and activities which it operates. Excelsior Healthcare Academy is prohibited from discrimination in such a manner by applicable laws.

All prospective students have a one-on-one Career Planning Session with an admissions representative to determine the prospect's awareness and suitability for their chosen field of study. Because of legal and ethical factors impacting nursing and nursing education, additional standards and requirements are placed on the nursing student that may not be typical of other academic majors. Therefore, applicants must meet the following requirements:

- Be at least 18 years of age or, if not, have parental permission in writing

- Have a high Excelsior Healthcare Academy diploma, GED, or successfully pass a Basic Skills Test with a minimum verbal score of 70% and minimum math score of 70%.
- Have a personal interview.
- Complete an Application for Admission
- Submit a signed enrollment agreement.
- Successfully pass tests in Vocabulary, Reading Comprehension, and Basic Math
- Produce proof of current and negative TB Skin Tests and negative Chest X-ray
- Submit a criminal background check application*.

***Background checks**

Backgrounds checks are required by law through the Illinois Department of Public Health and are the first step towards the certification process. Results of this background check will be sent to you. If the charges are listed as “pending” you may continue in the class. If after a more extensive investigation, the results show evidence of one or more of the criminal behaviors which would prohibit employers in the health care field, you will be advised in writing of what recourse you may have. Until the conclusion of the extensive investigation and possible hearing, you will not be permitted to take the certification exam. If you have had a criminal background check within one year of your expected exam date, you must bring a confirming document to the instructor.

After acceptance in the program, students must:

- Submit a completed physician’s report of a current physical examination, including information regarding vaccination status
- Submit a copy of the results from a current two-step Mantoux test
- Comply with additional lab diagnostics as need by affiliating agencies
- File all required documents with the Nursing Office before the first day of clinical rotations
- Submit a completed Certificate of Compliance attesting all required forms are submitted. Failure to submit the Certificate of Compliance will result in a clinical absence.

Students With Special Needs

In compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and with the Americans with Disabilities Act of 1990 (ADA), EHA recognizes that qualified students who have been diagnosed or identified as having a learning, physical, or emotional disability are entitled to reasonable accommodations. EHA is committed to making every effort to providing reasonable accommodations. Students with special needs should contact EHA's director who will assist in providing appropriate accommodations.

Code of Ethics

The primary objective of Excelsior Healthcare Academy (EHA) is to provide complete and outstanding training programs in basic nursing and related education. The objective is to provide quality training so that graduates will pass their licensure examinations, if applicable, and become employed in their respective fields. Specifically, the Excelsior Healthcare Academy:

- Strives to continuously improve operations to keep current with ever-changing developments and new technologies/equipment.
- Observes all rules and regulations of the Illinois Board of Higher Education Division of Private Business and Vocational Schools
- Encourages instructors to stay current with the latest teaching methods in their respective fields by reading educational books and magazines, and by attending teacher's advanced programs, workshops, and trade demonstrations.
- Utilizes acceptable teaching techniques and training aids, such as textbooks, workshops, films, and fieldwork, to provide the best possible training for its students.
- Purchases high-grade, standard nursing-related equipment.
- Advertises truthfully and makes honest representations.
- Refrains from acting in a manner that might reflect unfavorably on other Schools and the Nursing profession.

Academic Support Services

The Student Services team at Excelsior Healthcare Academy provides a broad range of services to support the achievement of students' academic, career, and life goals. We can also refer students to external support agencies when needed. Some of the many services offered by the Student Services team are listed below and are subject to change.

Academic Advising

Excelsior Healthcare Academy offers support for students from the first day of class through graduation. Excelsior Healthcare Academy has Excelsior Healthcare Academy Advisors on staff to help students chart an education plan toward success.

Advisors can assist students with setting goals, choosing which program or professional certificate to pursue, creating an education plan, selecting the appropriate classes, connecting with essential support services, planning for transfer to a four-year college, and finding extracurricular groups related to a chosen career field.

Wellness Center

Excelsior Healthcare Academy Wellness Center provides mental health and social services to support students' well-being and academic success. Staff offer support for personal challenges such as stress and time management, adjusting to being a college student, family issues, relationship conflict, veterans' re-entry, anxiety, and depression. Our range of services includes individual counseling, support groups, testing for learning disabilities, and presentations on a host of wellness topics.

In addition, the Wellness Centers provide referrals to community-based resources for childcare, emergency shelters, low-cost medical care, legal assistance, and food pantries. Students also benefit from assistance in applying for needs-based programs such as LINK, TANF, and health insurance under the Affordable Care Act.

Call services are free and confidential. You can email us to make an appointment, [call](#) or [walk into the Excelsior Healthcare Academy Wellness Center](#).

Academic Programs

The Excelsior Healthcare Academy currently offers the following certification program:

- **Basic Certified Nurse Assistant**
- **Basic Electrocardiogram Technician EKG**
- **Basic Phlebotomy Technician**
- **Patient Care Technician**
- **Patient Care Technician (11)**
- **First Aid (Adult)**
- **First Aid (Pediatrics)**

Click the link above to access the web pages.

PROGRAM / COURSE NAME: BASIC NURSE ASSISTANT

DESCRIPTION OF PROGRAM / COURSE: The Basic Nurse Assistant program presents the basics of bedside patient care under the guidelines of the federal and state requirements.

PREREQUISITE COURSES & OTHER REQUIREMENTS FOR ADMISSION TO THE PROGRAM / COURSE:

Because of legal and ethical factors impacting nursing and nursing education, additional standards and requirements are placed on the nursing student that may not be typical of other academic majors. Therefore, applicants must meet the following requirements:

- Be at least 18 years of age or, if not, have parental permission in writing
- Have a high Excelsior Healthcare Academy diploma, GED, or successfully pass a Basic Skills Test with a minimum verbal score of 70% and minimum math score of 70%.

- Have a personal interview.
- Complete an Application for Admission
- Submit a signed enrollment agreement.
- Successfully pass tests in Vocabulary, Reading Comprehension, and Basic Math
- Produce proof of current and negative TB Skin Tests and negative Chest X-ray
- Submit a criminal background check application*.

PROGRAM / COURSE OBJECTIVES: To prepare graduates to sit for the Illinois Department of Public Health Certified Nursing Assistant Examination

FINANCIAL AID

Excelsior Healthcare Academy does not provide financial Aid Assistance

TUITION & FEES

	Cost (\$)
Tuition	1000.00
Books & Supplies	100.00
Labs	100.00
Exams, Certification & Administration	200.00
Tuition Total	1400.00

Duration:

The program duration is four weeks. Check the link below for specific time schedules throughout the year, ([Excelsior Healthcare Academy School Calendar](#)).

PROGRAM	CODE	START DATE	END DATE
Basic Certified Nurse Assistant	CNA100	02/01/2021	02/27/2021
Basic Certified Nurse Assistant	CNA100	04/05/2021	05/01/2021
Basic Certified Nurse Assistant	CNA100	06/07/2021	07/03/2021
Basic Certified Nurse Assistant	CNA100	08/02/2021	08/28/2021
Basic Certified Nurse Assistant	CNA100	10/04/2021	10/30/2021
Basic Certified Nurse Assistant	CNA100	12/06/2021	12/31/2021

APPROVAL:

Excelsior Healthcare Academy is approved by the Illinois Board of Higher Education Division of Private Business and Vocational Schools. For more information contact IBHE at 1 N Old State Capitol Plaza, Suite 333, Springfield, IL 62701-1377.

ACCREDITATION

Excelsior Healthcare Academy does not have accreditation with the U. S. Department of Education.

PROGRAM / COURSE NAME: BASIC PHLEBOTOMY TECHNICIAN

DESCRIPTION OF PROGRAM / COURSE: At the completion of this course, the student will know the skills to enable him or her to functions as a certified phlebotomist nationwide in any healthcare organization. Training consists of proper venous sites, various vials, colors, and types of veins, and techniques for hematocrit (blood draw) withdrawal.

PROGRAM / COURSE OBJECTIVES: To prepare graduates to obtain his or her National Credentialing Certificate from the National Phlebotomy Association

TUITION & FEES

	Cost (\$)
Tuition	1200.00
Books & Supplies	100.00
Labs	100.00
Exams, Certification & Administration	200.00
Tuition Total	1600.00

Duration:

The Program duration is four weeks. Check the link below for specific time schedules throughout the year, ([Excelsior Healthcare Academy School Calendar](#)).

PROGRAM	CODE	START DATE	END DATE
Basic Phlebotomy Technician (PT)	PHL100	01/04/2021	01/30/2021
Basic Phlebotomy Technician (PT)	PHL100	03/01/2021	03/27/2021
Basic Phlebotomy Technician (PT)	PHL100	05/03/2021	05/29/2021
Basic Phlebotomy Technician (PT)	PHL100	07/05/2021	07/31/2021
Basic Phlebotomy Technician (PT)	PHL100	09/06/2021	10/02/2021
Basic Phlebotomy Technician (PT)	PHL100	11/01/2021	11/27/2021
Basic Phlebotomy Technician (PT)	PHL100	01/03/2022	01/29/2022

APPROVAL:

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ACCREDITATION

Excelsior Healthcare Academy does not have accreditation with the U. S. Department of Education

PROGRAM / COURSE NAME: BASIC ELECTROCARDIOGRAM TECHNICIAN (EKG)

DESCRIPTION OF PROGRAM / COURSE: This comprehensive EKG Technician certificate program provides hands-on training. Students will learn to take and interpret EKG readings. Topics cover anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contacts, and the use of the EKG monitor

PREREQUISITE COURSES & OTHER REQUIREMENTS FOR ADMISSION TO THE PROGRAM / COURSE:

Because of legal and ethical factors impacting nursing and nursing education, additional standards and requirements are placed on the nursing student that may not be typical of other academic majors. Therefore, applicants must meet the following requirements:

- Be at least 18 years of age or, if not, have parental permission in writing
- Have a high Excelsior Healthcare Academy diploma, GED, or successfully pass a Basic Skills Test with a minimum verbal score of 70% and minimum math score of 70%.
- Have a personal interview.
- Complete an Application for Admission
- Submit a signed enrollment agreement.
- Successfully pass tests in Vocabulary, Reading Comprehension, and Basic Math
- Produce proof of current and negative TB Skin Tests and negative Chest X-ray
- Submit a criminal background check application*.

PROGRAM / COURSE OBJECTIVES: To prepare graduates to obtain his or her National Credentialing Certificate from the National Phlebotomy Association

FINANCIAL AID

Excelsior Healthcare Academy does not provide financial aid at this time.

TUITION & FEES

	Cost (\$)
Tuition	1200.00
Books & Supplies	100.00
Labs	100.00
Exams, Certification & Administration	200.00
Tuition Total	1600.00

Duration:

The Program duration is four weeks. Check the link below for specific time schedules throughout the year, ([Excelsior Healthcare Academy School Calendar](#)).

Basic Electrocardiogram (EKG)	EKG100	1/4/2021	1/20/2021
Basic Electrocardiogram (EKG)	EKG100	3/1/2021	3/27/2021
Basic Electrocardiogram (EKG)	EKG100	5/3/2021	5/29/2021

Basic Electrocardiogram (EKG)	EKG100	7/5/2021	7/31/2021
Basic Electrocardiogram (EKG)	EKG100	9/6/2021	10/2/2021
Basic Electrocardiogram (EKG)	EKG100	11/1/2021	11/27/2021
Basic Electrocardiogram (EKG)	EKG100	1/3/2022	1/29/2022

APPROVAL:

Excelsior Healthcare Academy is approved by the *Illinois Board of Higher Education Division of Private Business and Vocational Schools*, For more information contact IBHE at 1 N Old State Capitol Plaza, Suite 333, Springfield, IL 62701-1377.

ACCREDITATION

Excelsior Healthcare Academy does not have accreditation with the U. S. Department of Education.

PROGRAM / COURSE NAME: PATIENT CARE TECHNICIAN (PCT)

DESCRIPTION OF PROGRAM / COURSE: A Patient Care Technologist (PCT) is an individual who has completed the course of CNA, Phlebotomy, and EKG. This individual will be able to take the Patient Care Technician Examination offered by various related licensed agencies in the United States of America. This, therefore, is a combined three-part program, which consists of the Nurse Assistant (CNA) Certificate program, the EKG Technician program, and the Phlebotomy Technician program. This allows the PCT to learn the knowledge and skills of a nurse assistant to give direct patient to his/her clients along with the advanced knowledge and skills of EKG and phlebotomy.

PREREQUISITE COURSES & OTHER REQUIREMENTS FOR ADMISSION TO THE PROGRAM / COURSE:

Because of legal and ethical factors impacting nursing and nursing education, additional standards and requirements are placed on the nursing student that may not be typical of other academic majors. Therefore, applicants must meet the following requirements:

- Be at least 18 years of age or, if not, have parental permission in writing
- Have a high Excelsior Healthcare Academy diploma, GED, or successfully pass a Basic Skills Test with a minimum verbal score of 70% and minimum math score of 70%.
- Have a personal interview.
- Complete an Application for Admission
- Submit a signed enrollment agreement.
- Successfully pass tests in Vocabulary, Reading Comprehension, and Basic Math
- Produce proof of current and negative TB Skin Tests and negative Chest X-ray
- Submit a criminal background check application*.

*Background checks are required by law through the Illinois Department of Public Health and are the first step towards the certification process. Results of this background check will be sent to you. If the charges are listed as "pending" you may continue in the class. If after a more extensive investigation, the results show evidence of one or more of the criminal behaviors which would prohibit employers in the health care field, you will be advised in writing of what recourse you may have. Until the conclusion of the extensive investigation and possible hearing, you will not be permitted to take the certification exam. If you have had a criminal background check within one year of your expected exam date, you must bring a confirming document to the instructor.

PROGRAM / COURSE OBJECTIVES: To prepare an individual to work at the Doctor's office; medical counters. Emergency room, hospital, or long-term care facilities as desired. This course in combination with Phlebotomy, EKG, and CNA will enable a student to become a Patient Care Technologist.

FINANCIAL AID

Excelsior Healthcare Academy does not provide financial aid at this time

TUITION & FEES

	Cost (\$)
Tuition	3680.00
Books, Supplies & Lab	720.00
Exams, Certification & Administration	700.00
Tuition Total	5100.00

Duration:

The Program duration is four weeks. Check the link below for specific time schedules throughout the year, ([Excelsior Healthcare Academy School Calendar](#)).

Patient Care Technician (PCT)	PCT100	1/4/2021	1/20/2021
Patient Care Technician (PCT)	PCT100	3/1/2021	3/27/2021

Patient Care Technician (PCT)	PCT100	5/3/2021	5/29/2021
Patient Care Technician (PCT)	PCT100	7/5/2021	7/31/2021
Patient Care Technician (PCT)	PCT100	9/6/2021	10/2/2021
Patient Care Technician (PCT)	PCT100	11/1/2021	11/27/2021
Patient Care Technician (PCT)	PCT100	1/3/2022	1/29/2022

APPROVAL:

Excelsior Healthcare Academy is approved by the *Illinois Board of Higher Education Division of Private Business and Vocational Schools*, For more information contact IBHE at 1 N Old State Capitol Plaza, Suite 333, Springfield, IL 62701-1377

ACCREDITATION

Excelsior Healthcare Academy does not have accreditation with the U. S. Department of Education.

PROGRAM / COURSE NAME: PATIENT CARE TECHNICIAN (PCT11)

Patient Care Technician 11 same as the PCT course prepares the student to work in hospitals, nursing homes, rehabilitation centers, dialysis centers, emergency rooms, central laboratory units, and obstetrics and pediatric centers.

Patient Care Technicians provide services such as assisting patients with activities of daily living. PCT 11 just like PCT works directly under the supervision of registered nurses to provide care as assigned. A PCT 11 like PCT is responsible for the administration of vital signs, intake and output calculations, assistance with patients in restraints, assistance with urinary drainage catheter care.

CERTIFICATION

Excelsior Healthcare Academy will issue a Patient Care Technician Certificate (PCT) upon completion of the course. This certificate is sufficient for any candidate to seek and retain gainful employment just because the course of PCT at Excelsior Healthcare Academy is accredited by the Illinois State's Board of Higher Education.

The student in addition may attend a private but not mandatory national examination through agencies such as MEDCA, NHA, or AMT.

DESCRIPTION OF PROGRAM / COURSE

Students who are C.N.A.s already are taught the skill of venous blood drawing (Phlebotomy) and Basic Electrocardiogram. Students who are not C.N.A.s are taught the skill of C.N.A, Phlebotomy, and EKG.

In conclusion, Excelsior Healthcare Academy will offer such programs as, C.N.A, PHLEBOTOMY, EKG. PCT AND PCT 11.

PREREQUISITE COURSES & OTHER REQUIREMENTS FOR ADMISSION TO THE PROGRAM / COURSE:

All prospective students have a one-on-one Career Planning Session with an admissions representative to determine the prospect's awareness and suitability for their chosen

field of study. Because of legal and ethical factors impacting nursing and nursing education, additional standards and requirements are placed on the nursing student that may not be typical of other academic majors. Therefore, applicants must meet the following requirements:

1. Be at least 18 years of age or, if not, have parental permission in writing
2. Have a high Excelsior Healthcare Academy diploma, GED, or successfully pass a Basic Skills Test with a minimum verbal score of 75% and minimum math score of 75%.
3. Have a personal interview.
4. Complete an Application for Admission
5. Submit a signed enrollment agreement.
6. Successfully pass tests in Vocabulary, Reading Comprehension, and Basic Math
7. Produce proof of current and negative TB Skin Test and negative Chest X-ray
8. Submit a criminal background check application*.

PROGRAM / COURSE OBJECTIVES: To prepare an individual to work at the Doctor's office; medical counters. Emergency room, hospital, or long-term care facilities as desired. This course in combination with Phlebotomy, EKG, and CNA will enable a student to become a Patient Care Technologist.

TUITION & FEES

	Cost (\$)
Tuition	2500.00
Books, Supplies & Lab	720.00
Exams, Certification & Administration	380.00
Tuition Total	3600.00

Duration:

The Program duration is four weeks. Check the link below for specific time schedules throughout the year, ([Excelsior Healthcare Academy School Calendar](#)).

SESSIONS	PROGRAM	CODE	START DATE	END DATE	PRE-REQUISITE CERTIFICATION
Winter	Patient Care Technician (PCT11)	PCT200	1/4/2021	1/20/2021	Certified Nurse Assistant
Spring	Patient Care Technician (PCT11)	PCT200	3/1/2021	3/27/2021	Certified Nurse Assistant
Summer	Patient Care Technician (PCT11)	PCT200	5/3/2021	5/29/2021	Certified Nurse Assistant
Summer	Patient Care Technician (PCT11)	PCT200	7/5/2021	7/31/2021	Certified Nurse Assistant
Autumn	Patient Care Technician (PCT11)	PCT200	9/6/2021	10/2/2021	Certified Nurse Assistant

Autumn	Patient Care Technician (PCT11)	PCT200	11/1/2021	11/27/2021	Certified Nurse Assistant
Winter	Patient Care Technician (PCT11)	PCT200	1/3/2022	1/29/2022	Certified Nurse Assistant

APPROVAL:

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ACCREDITATION

Excelsior Healthcare Academy does not have accreditation with the U. S. Department of Education.

Other Core Information & Policies

Homework

Students should consider homework as an integral part of their training program. Students are expected to be prepared for upcoming course material and review previously learned information regularly. Homework may be assigned by individual instructors on an as-needed basis. Students should be prepared for homework assignments and allow time each day for homework.

Student Record Policy

In accordance with FERPA, students desiring to inspect their records should direct that request to the Campus Director. Students are allowed access to copies of items in their student files at any time during regular business hours. Graduates may also request copies of any information in their student files at any time by sending written notice to the Excelsior Healthcare Academy describing their request. [Transcripts](#) are also available to students upon request for \$10.

Normal Business Hours

Excelsior Healthcare Academy operates 12 months a year, holidays are taken by Excelsior Healthcare Academy excluded.

Regular office hours are
Monday – Saturday: 9:00 am – 5:00 pm,
Classes typically begin at 10:00 am with some scheduled classes in the evening.

Check the [Excelsior Healthcare Academy School calendar](#) for detailed and up-to-date information.

A ten-minute break will be taken every hour at ten minutes until the hour except for times when testing or course review is conducted.

The hours and Excelsior Healthcare Academy class schedules are subject to change by the administration, based on the needs of individual programs. A change in [Excelsior Healthcare Academy schedule](#) may extend graduation dates.

Holiday Policy

Excelsior Healthcare Academy observes New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, and the Christmas Holiday season (exact dates will be posted in the classroom).

Academic Calendar

For an up-to-date, calendar check [the Current Academic Calendar link](#) or call the Excelsior Healthcare Academy Office.

Non-Discrimination Policy

Excelsior Healthcare Academy (EHA) does not discriminate in student admissions or student decisions, or all other segments of the Excelsior Healthcare Academy

community based on race, sex, age, national or ethnic origin, religion, disability, ancestry, political affiliation, marital status, or unfavorable discharge from military service, in the educational programs and activities which it operates. Excelsior Healthcare Academy is prohibited from discrimination in such a manner by applicable laws.

Excelsior Healthcare Academy Security Information & Right to Know

Regarding Public Law 101-542, EHA, in accordance with the U.S. Department of Education Letter dated August 1991, consistently collects data on any Excelsior Healthcare Academy campus crime activity, which is available to interested parties. In addition, Excelsior Healthcare Academy tracks its completion/graduation and retention rates also available to interested parties. The Excelsior Healthcare Academy had no serious crime for the last reporting period. The **institutional disclosures** table is given as a supplement to the Catalog.

Academy Employment Assistance

The Excelsior Healthcare Academy's job placement service is available to assist graduates with finding employment. The Excelsior Healthcare Academy does not guarantee any of its graduates that they will become employed as a result of the training. Below are the different aspects of the Excelsior Healthcare Academy's service:

- Students are informed/reminded weekly regarding their job awareness and activities
- The healthcare facilities where students complete their clinical rotations are encouraged to hire graduates
- EHA continually builds relationships with area employers to be notified about job openings and getting feedback about EHA training
- EHA posts job openings as they become available.
- EHA works with each graduate in their placement efforts to identify areas where more assistance is required.

EHA utilizes an efficient placement follow-up procedure. Excelsior Healthcare Academy has excellent relationships with area long-term healthcare facilities. The Excelsior Healthcare Academy considers this relationship to be an extremely important part of its operation. The Excelsior Healthcare Academy maintains a placement file to track placement statistics, graduation rates, and withdrawal rates.

Graduation Requirement

Graduation requirements for EHA are that students must have:

1. Completed all designated work assignments required for the program of study in which enrolled.
2. Completed the number of hours required for the program of students in which enrolled.
3. Maintained a minimum grade of “C” or 78% in all areas.
4. Satisfactorily completed all clinical obligations.
5. Satisfied all financial obligations to the Excelsior Healthcare Academy

Conferring of Educational Credential

When any student meets all of the above requirements for graduation, Excelsior Healthcare Academy will confer upon the student the Certificate appropriate to the student’s completion of the program of study.

Grading & Marking System

Students are required to show progress during the program of study by maintaining not less than 78% to maintain satisfactory progress and remain in good standing. Those

students who fail to maintain at least a 78% average will be placed on academic probation for a period of 30 days. During the probationary period, students are encouraged to make every effort possible to improve and reach the minimal level of 78%. Students who fail to meet the requirements during the probationary period will be advised that their training is terminated.

- 100-93 A [Excellent]
- 92-86 B [Above Average]
- 85-78 C [Average]
- 77-70 D [Below Average]
- Below 70 F [Failing]

The purpose of the grading system is to establish policies and standards that are fair to all students and ensure that all courses include an effective and uniform policy for assessing and awarding grades. The grading system and course weights for each course are explained to students by the instructor at the beginning of the class.

Safety & Health Plans

The Excelsior Healthcare Academy has a certificate of occupancy to operate as an Excelsior Healthcare Academy and complies with all requirements as set forth by the city of Chicago Heights and the State of Illinois. The building meets all fire system requirements and maintains a satisfactory annual fire inspection. Exits ways are marked throughout the facility.

First aid kits are available for minor accidents. Excelsior Healthcare Academy staff will not administer or suggest any medication to students except by specific written and signed medical authorization agreements.

Upon enrollment, students complete an Emergency Contact Form, which provides essential accident and health emergency information. In case of sudden illness and/or accidents, the Excelsior Healthcare Academy will seek to contact the person[s] listed on this form. If the contact person[s] cannot be reached, or the emergency appears to

require immediate action, the Excelsior Healthcare Academy will summon the local medical emergency service for assistance. The sick or injured person[s] will be responsible for any financial obligations incurred.

If hazardous weather conditions, such as snow/ice storms occur during the school day, the Director may determine, based upon weather reports and/or visibility, that the students and all personnel be dismissed.

If hazardous weather conditions occur during the night, the Director will notify the media to include the Excelsior Healthcare Academy in the school closing broadcast.

In the event of a power failure, the staff assumes the responsibility for ensuring the safety of the students. The students should remain in their present locations until given directions and supervision to move to another location. A continued power failure could result in a structured dismissal of students and staff. The Director or designee will make this determination.

Financing Your Education

“Excelsior Healthcare Academy is not yet accredited by an accrediting body recognized by the U.S. Department of Education (for financial purposes).”

Information will be posted once our status changes.

Cancelation & Refund Policy

The student has the right to cancel the initial enrollment agreement until midnight of the 5th business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the

right to cancel the agreement at any time and receive a refund on all monies paid to date within 15 days of cancellation. Cancellation should be submitted to the authorized official of Excelsior Healthcare Academy in writing.

☒ When notice of cancellation is given after the midnight of the fifth business day following acceptance but before the close of business on the student's first day of class attendance, Excelsior Healthcare Academy will retain the application/registration fee.

☒ When notice of cancellation is given after the student's completion of the first day of class attendance, but before the student completes 5% of the course of instruction, Excelsior Healthcare Academy may retain the application/registration fee, 10% of the tuition, and the other instructional charges and the cost of any books or materials which have been provided by Excelsior Healthcare Academy.

☒ When a student has completed more than 5% of the course of instruction Excelsior Healthcare Academy will retain the application/registration fee, if applicable, but shall refund a part of the tuition and other instructional charges in accordance with the following:

☒ Excelsior Healthcare Academy will retain an amount computed pro-rata by days in class plus 10% of tuition and other instructional charges up to the completion of 60% of the course of instruction. When the student has completed more than 60% of the course of instruction, Excelsior Healthcare Academy will retain the application/registration fee and the entire tuition and other charges.

☒ The refund policy for short courses up to 20 clock hours shall refund pro-rata up to 60% completion of the course.

☒ Applications not accepted by Excelsior Healthcare Academy shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance is made.

Excelsior Healthcare Academy shall mail a written acknowledgment of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgment is not necessary if a refund has been mailed to the student within the 15 calendar days.

All student refunds shall be made by Excelsior Healthcare Academy within 30 calendar days from the date of receipt of the student's cancellation.

A student may give notice of cancellation to Excelsior Healthcare Academy in writing. The unexplained absence of a student from Excelsior Healthcare Academy for more than 15 Excelsior Healthcare Academy days shall constitute constructive notice of cancellation to Excelsior Healthcare Academy. For purposes of cancellation, the date shall be the last day of attendance.

Excelsior Healthcare Academy shall refund all monies paid to it in any of the following circumstances:

- *Excelsior Healthcare Academy did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin.*
- *Excelsior Healthcare Academy cancels or discontinues the course of instruction in which the student has enrolled.*
- *Excelsior Healthcare Academy fails to conduct classes on days or times scheduled, detrimentally affecting the student*

Excelsior Healthcare Academy must refund any book and materials fees when: (a) the book and materials are returned to Excelsior Healthcare Academy unmarked, and (b) the student has provided Excelsior Healthcare Academy with a notice of cancellation.

Click here to access the [Cancellation and Refund Policy online](#)

Satisfactory Progress Policy

A student must maintain satisfactory academic progress (SAP) to remain in training. SAP is cumulative in that it includes all periods of attendance, and all periods of attendance are counted toward the maximum time frame allotted. SAP is applied to all

students equally. To comply with the Excelsior Healthcare Academy's SAP policies, the student must:

1. Be enrolled in a program of study with a valid enrollment agreement
2. Complete his/her program within the maximum time allowed. The maximum time allowed is 150% of the published credit hour course length.
3. Students who do not achieve a passing score will be offered a re-examination opportunity.
4. Maintain satisfactory attendance

Grading Period:

The grading period begins on the first day of each course and ends upon the administration of the course exam.

Incomplete Grades:

An incomplete grade can only be given to students who are passing a course but who cannot complete the course for a good cause. These students will be awarded an incomplete, or "I" grade, and will be given an extension to complete the course. If the work is not completed within the agreed-upon time, the "I" grade will be automatically awarded an "F" grade for the course.

Course Withdrawals:

A grade of W (withdrawn) will not be considered as course work completed but will be counted as course work attempted. W grades are not calculated into the SAP.

Remedial Work:

Remedial work is not provided nor required.

Failure to Meet SAP Standards:

If a student fails to meet the SAP standards, the Excelsior Healthcare Academy Director may place the student on academic probation.

Appeals:

Re-admission after termination for failing to meet SAP standards may be granted to an individual if a written appeal is made to the Excelsior Healthcare Academy and the individual substantiates that mitigating circumstances were involved and corrective measures have been taken to prevent a re-occurrence. Appeals must be made within 10 days of the date of SAP notification.

Reinstatement:

Students who have been dismissed for lack of SAP may apply to be re-admitted after a waiting period, to be determined by the Excelsior Healthcare Academy. Such students may be re-admitted under a probation status. Such students can re-establish SAP's good standing by completing one semester of course work while maintaining SAP.

Transferred or Re-admitted Students' Maximum Time Frame:

Transferred or re-admitted students will be allowed a maximum time frame of 150% of the portion of the program remaining at the point of re-entry.

Progress Reports:

Written progress reports are not provided to students in the certificate programs due to the short-term duration of each program. As progress issues emerge, they are addressed immediately with students through counseling with the instructor, Dean, or Excelsior Healthcare Academy Director.

Click here to access the [Satisfactory Progress Policy](#) online

Conduct

To maintain order and efficiency during training, the Excelsior Healthcare Academy requires students to abide by the rules. Any of the following will be cause for disciplinary action up to and including immediate dismissal of the student:

1. Bringing drugs or alcohol onto the Excelsior Healthcare Academy property.
2. Violating safe clinical practices.
3. Academic dishonesty.
4. Insubordination (failing to comply with the instructions of instructor or Excelsior Healthcare Academy employee).
5. Participating in illegal acts on or off Excelsior Healthcare Academy property, while in training.
6. Fighting or using vulgarity.
7. Being under the influence of intoxicating drugs or alcohol.
8. Disrupting instruction or training.

Disciplinary Procedure

EHA students are citizens of the state, local, and national governments, and of the academic community and are, therefore, expected to always conduct themselves as law-abiding members of each community. Generally, through appropriate due process procedures, Excelsior Healthcare Academy disciplinary measures shall be imposed for conduct that adversely affects EHA's pursuit of its educational objectives, that violates or shows a disregard for the rights of other members of the academic community, or that endangers property or people at the Excelsior Healthcare Academy or on Excelsior Healthcare Academy controlled property.

Individual or organizational misconduct that is subject to disciplinary sanction shall include but not be limited to the following examples:

- **Conduct dangerous to others.** Any conduct that constitutes a danger to any person's health, safety, or personal well-being, including any physical abuse or immediate threat of abuse.

- **Hazing.** Any intentional or reckless act in Illinois on or off the property of any higher educational institution, by one student, acting alone or with others, that is directed against any other student, that endangers the mental or physical health or safety of that student, or that induces or coerces a student to endanger such student's mental or physical health or safety.
- **Disorderly conduct.** Any individual or group behavior that is abusive, obscene, lewd, indecent, violent, excessively noisy, or disorderly, or that unreasonably disturbs other groups or individuals.
- **Obstruction of or interference with EHA activities or facilities.** Any intentional interference with or obstruction of any Excelsior Healthcare Academy activity, program, event, or facilities, including the following:
 - Any unauthorized occupancy of Excelsior Healthcare Academy or Excelsior Healthcare Academy-controlled facilities or blockage of access to or from such facilities. I
 - Interference with the right of any Excelsior Healthcare Academy staff member or other authorized people to gain access to any Excelsior Healthcare Academy or Excelsior Healthcare Academy-controlled activity, program, event, or facilities.
 - Any obstruction or delay of a staff member, authoritative agency firefighter, or any Excelsior Healthcare Academy official in the performance of his/her duty.
- **Misuse of or property damage.** Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring, or unauthorized use of property belonging to EHA including but not limited to heavy equipment, computers, fire alarms, fire equipment, telephones, Excelsior Healthcare Academy keys, resource center materials, and/or safety devices; and any such action against a member of EHA or a guest of EHA.

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Tel: (773) 297-2417. Web: www.excelsiorhealthcareacademy.com

- **Theft, misappropriation, or unauthorized sale of the property.** Any act of theft, misappropriation, or sale of EHA property, or any such act against a member of EHA or a guest of EHA.
- **Misuse of documents or identification cards.** Any forgery, alteration of, or unauthorized use of EHA documents, forms, records, or identification cards, including the giving of any false information or withholding of necessary information in connection with a student's admission, enrollment, or status at the Excelsior Healthcare Academy.
- **Firearms and other dangerous weapons.** Any possession of or use of firearms or dangerous weapons of any kind.
- **Explosives, fireworks, and flammable materials.** The unauthorized possession, ignition, or detonation of any object or article that could cause damage by fire or any other means to people or property, or possession of any substance that could be considered to be and used as fireworks.
- **Alcoholic Beverages.** The use and/or possession of alcoholic beverages is not allowed on EHA owned or controlled property.
- **Drugs.** The unlawful possession or use of any drug or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana), or sale or distribution of any such drug or controlled substance. Student and instructor safety is of utmost importance; therefore, all students are subject to random drug screening at any time as may be requested by the Excelsior Healthcare Academy.
- **Gambling. Gambling in any form.**
- **Financial irresponsibility.** Failure to promptly meet financial responsibilities to EHA, including but not limited to passing a worthless check or money order in payment to EHA or a member of EHA acting in an official capacity.

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- **Unacceptable conduct in hearing.** Any conduct at an EHA hearing involving contemptuous, disrespectful, or disorderly behavior, or the giving of false testimony or other false evidence at any hearing.
- **Failure to cooperate with EHA officials or staff members.** Failure to comply with directions of the Excelsior Healthcare Academy officials acting in the performance of their duties.
- **Attempts and aiding and abetting the commission of offenses.** Any attempt to commit any of the foregoing offenses or the aiding and abetting of the commission of any of the foregoing offenses (an “attempt” to commit an offense is defined as the intention to commit the offenses coupled with the taking of some action toward its commission)
- **Violations of state or federal laws.** Any violation of state or federal laws or regulations proscribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.
- **Violation of general rules and regulations.** Any violation of the general rules and regulations of EHA as published in an official EHA publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action.

Academic and Classroom misconduct.

The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct in violation of the general rules and regulations of EHA. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of EHA.

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from the material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but is not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one's work.
- Taking an exam for another student.
- Providing others with information and/or answers regarding exams, quizzes, homework, or other classroom assignments unless explicitly authorized by the instructor.

Upon discovery of a student's participation in academic misconduct, the student is immediately responsible to the instructor of the class, who will meet with the offending student with evidence of the misconduct. In addition to other possible disciplinary sanctions that may be imposed because of academic misconduct, the instructor has the authority to assign a failing grade.

EHA students accept full responsibility for the quality and authenticity of submitted coursework. When confronted with evidence of academic misconduct, students may admit their participation and accept the penalty imposed by the instructor. The

instructor will inform the Director of Education of the violation, and the Director of Education will forward written notice of the violation to the Excelsior Healthcare Academy Director, who will keep records of the incident.

If the student believes that he/she has been erroneously accused of academic misconduct and if his/her final grade has been lowered as a result, the student may appeal the case through the following procedures:

The student may discuss the case with the Dean.

If the student seeks further appeal, he/she may ask the Dean to contact the Excelsior Healthcare Academy Director, who will determine any additional steps to be taken.

Disciplinary Action.

Disciplinary action may be taken against a student for violations of the above regulations that occur on owned, leased, or otherwise controlled property or that occur off-campus when the conduct impairs, interferes with, or obstructs any Excelsior Healthcare Academy activity or the missions, processes, and functions of the Excelsior Healthcare Academy. In addition, disciplinary action may be taken based on any conduct, on or off-campus that poses a substantial threat to people or property within EHA.

For these regulations, a "student" shall mean any person who is registered for study at EHA for any academic period, including the time that follows the end of an academic period that the student has completed until the last day for registration for the next succeeding regular academic period, and during any period while the student is under suspension from EHA.

Disciplinary Sanctions. Upon a determination that a student or organization has violated any of the rules, regulations, or disciplinary offenses outlined in these

regulations, the following disciplinary sanctions may be imposed, either singular or in combination, by the appropriate EHA officials:

- **Restitution.** A student who has committed an offense against property may be required to reimburse EHA or other owners for damage or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.
- **Warning.** The appropriate EHA official may notify the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
- **Reprimand.** A written reprimand, or censure, may be given to any student whose conduct violates these regulations. Such a reprimand does not restrict the student in any way but does have important consequences. It signifies to the student that he/she is being given another chance to conduct himself/herself as a proper member of EHA, but that any further violation will result in more serious penalties. In addition, a reprimand does remain on file in the student's academic record.
- **Restriction.** A restriction upon a student's or organization's privileges for a period may be imposed. This restriction may include, for example, denial of the right to represent EHA in any way, operate equipment, loss of student ID.
- **Probation.** Continued enrollment of a student on probation may be conditioned upon adherence to these regulations. Any student placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Any conduct in violation of these regulations while on probationary status may result in the imposition of a more serious disciplinary sanction.
- **Suspension.** If a student is suspended, he/she is separated from EHA for a stated period, with conditions for readmission stated in the notice of suspension.

- **Expulsion/termination.** Expulsion entails a permanent separation from EHA. The imposition of this sanction does become a part of the student's permanent record and is a permanent bar to the student's readmission to EHA.
- **Interim or summary suspension.** Though as a rule, the status of a student accused of violations of Excelsior Healthcare Academy regulations should not be altered until a final determination has been made regarding the charges against the student. A summary suspension may be imposed upon a finding by the Excelsior Healthcare Academy Director or his/her designated representative that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused or any other member of the EHA or its guests; destruction of property; or substantial disruption of classroom or other campus activities. In any case of immediate suspension, the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension (in writing), and if there are disputed issues of the fact of cause and effect, the student shall be provided a hearing on the suspension as soon as possible.
- In cases involving second and/or third instances of academic misconduct, the student will be subject to further disciplinary action, including termination.
- Students found guilty of repeated academic misconduct may receive one of the following sanctions:

* Second offense: Probation

* Third offense: Expulsion from EHA

The Excelsior Healthcare Academy Director of EHA is authorized, at his/her discretion, to convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

Cases of Alleged Sexual Assault. In cases involving alleged sexual assault, both the accuser and the accused shall be informed of the following:

- Both the accuser and the accused are entitled to the same opportunity to have others present during a disciplinary proceeding.
- Both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding involving allegations of sexual assault.

Disciplinary Procedures.

Admission to EHA implies that the student agrees to respect the rights of others and observe civil laws. Conduct regarded as dangerous or threatening, which warrants response by local law enforcement officials, will carry an immediate temporary suspension of the student from the Excelsior Healthcare Academy. If the court convicts the student, EHA may expel the student solely on the findings of the criminal court. If EHA does not exercise this option, the student must begin the disciplinary process after the court proceeding concludes.

Due Process Procedures.

In cases that involve actions of misconduct that would cause the student or students to be subjected to disciplinary action, a hearing shall be afforded the student according to the procedures outlined below:

- All complaints of alleged misconduct of a student shall be made in writing to the Excelsior Healthcare Academy Director. The complaint shall contain a statement of facts outlining each alleged act of misconduct and shall state the regulation the student is alleged to have violated.
- The Excelsior Healthcare Academy Director shall investigate the complaint. If it is determined that the complaint is without merit, the investigation shall promptly cease. If it is determined that there is probable cause to believe a violation did occur, the process shall proceed as outlined.

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3. The student shall be notified in writing by the Excelsior Healthcare Academy Director that he/she is accused of a violation and will be asked to come in for a conference to discuss the complaint. At the conference, the student shall be advised of the following:
 1. He/she may admit the alleged violation, waive a hearing in writing, and request that EHA officials take appropriate action.
 2. He/she may admit the alleged violation in writing and request adjudication before the Excelsior Healthcare Academy Director.
 3. He/she may deny the alleged violation in writing and request adjudication before the Excelsior Healthcare Academy Director.
 4. The date, time, and place of the hearing.
 5. A statement of the specific charges and grounds that, if proven, would justify disciplinary action being taken.
 6. The names of witnesses are scheduled to appear.

The decision reached the hearing shall be communicated in writing to the student. It shall specify the action taken by the Excelsior Healthcare Academy Director. Upon the request of the student, a summary of the evidence shall be provided to the student.

The student shall be notified in writing of his/her right to appeal the decision of the Excelsior Healthcare Academy Director within five days of receipt of the decision. In cases of appeal, any action assessed by the Excelsior Healthcare Academy Director

shall be suspended pending the outcome of the appeal. A copy of the final decision shall be mailed to the student.

Reinstatement:

If an appeal is denied or if the student chooses not to appeal the decision, an application for reinstatement may be submitted to the Excelsior Healthcare Academy no earlier than 30 days from the date of termination. Students who did not pursue or win an appeal may be reinstated under special conditions.

Termination

Students can be terminated for unsatisfactory progress, unsatisfactory attendance, and/or breaking any Excelsior Healthcare Academy rules or conduct policies. Students may appeal the termination with the Excelsior Healthcare Academy Director based upon extenuating circumstances.

Student Complaint Procedure

Most problems or complaints that students may have can be resolved through a personal meeting with staff. Grievances related directly to training must be submitted to the Excelsior Healthcare Academy Dean. Any grievance remaining unresolved after a review by the Dean can be submitted in writing to the Director. Non-training-related grievances must be submitted to the Director. The Dean and/or Director will make every reasonable effort to resolve a grievance to the satisfaction of the student. Answers to grievances will be given no more than ten days after the submission of the grievance. The written complaint should contain (1) the nature of the problem(s), (2) approximate date(s) that the problem(s) occurred, (3) the name(s) of the individual(s) involved in the problem(s) - staff and/or other students, (4) copies of important information regarding

the problem(s), (5) evidence demonstrating that the institution's complaint procedure was followed before this point in time, and (6) student signature. If a student's questions or concerns are not resolved to the student's satisfaction, students may make complaints to

Illinois Board of Higher Education Division of Private Business and Vocational School, 1 N. Old State Capitol Plaza, Suite 333, Springfield, Illinois 62701, or through the IBHE website (www.ibhe.org) and the IBHE Complaints website (www.complaints.ibhe.org)

Phone: (217) 782-2551

Fax: (217) 782-8548

TTY: (888) 261-2881

Academy Complaint Procedure

Most problems or complaints that students may have can be resolved through a personal meeting with staff. Grievances related directly to training must be submitted to the Excelsior Healthcare Academy Dean. Any grievance remaining unresolved after a review by the Dean can be submitted in writing to the Director. Non-training-related grievances must be submitted to the Director. The Dean and/or Director will make every reasonable effort to resolve a grievance to the satisfaction of the student. Answers to grievances will be given no more than ten days after the submission of the grievance. The written complaint should contain

- (1) the nature of the problem(s),
- (2) approximate date(s) that the problem(s) occurred,
- (3) the name(s) of the individual(s) involved in the problem(s) – staff and/or other students,
- (4) copies of important information regarding the problem(s),

- (5) evidence demonstrating that the institution's complaint procedure was followed before this point in time, and
- (6) student signature.

If a student's questions or concerns are not resolved to the student's satisfaction, students may make complaints to:

ILLINOIS BOARD OF HIGHER EDUCATION DIVISION OF PRIVATE BUSINESS AND VOCATIONAL SCHOOLS,
1 N OLD STATE CAPITOL PLAZA, SUITE 333,
SPRINGFIELD, IL 62701-1377.

Phone: (217) 782-2551

Fax: (217) 782-8548

TTY: (888) 261-2881

Web: <https://ibhe.org/> or <http://complaints.ibhe.org>

Disclosure

Notice to Student

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument and is only binding when the agreement is accepted, signed, and dated by the authorized official of the Excelsior Healthcare Academy or the admissions officer at the Excelsior Healthcare Academy's principal place of business. Read all pages of this contract before signing.
3. You are entitled to an exact copy of the agreement and any disclosure pages you sign.
4. This agreement and the Excelsior Healthcare Academy catalog constitute the entire agreement between the student and the Excelsior Healthcare Academy.
5. Any changes in this agreement must be made in writing and shall not be binding on either the student or the Excelsior Healthcare Academy unless such changes have been approved in writing by the authorized official of the Excelsior Healthcare Academy and by the student or the student's parent or guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.
6. The Excelsior Healthcare Academy does not guarantee the transferability of credits to another Excelsior Healthcare Academy, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness, and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

Right To Cancel

The student has the right to cancel the initial enrollment agreement until (midnight) of the (fifth) business day after the student has been admitted.

If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within (30) days of cancellation.

Cancellation should be submitted to the authorized official of the Excelsior Healthcare Academy in writing.

Student Acknowledgments

1. I hereby acknowledge receipt of Excelsior Healthcare Academy's catalog, which contains information describing programs offered, and equipment or supplies provided. Excelsior Healthcare Academy catalog is included as part of this enrollment agreement, and I acknowledge that I have received a copy of this catalog.

Student Initials _____

2. I have carefully read and received an exact copy of this enrollment agreement.

Student Initials _____

3. I understand that Excelsior Healthcare Academy may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the Excelsior Healthcare Academy catalog. While enrolled in Excelsior Healthcare Academy, I understand that I must maintain satisfactory academic progress as described in the Excelsior Healthcare Academy catalog and that my financial obligation to Excelsior Healthcare Academy must be paid in full before a certificate or credential may be awarded.

Student Initials _____

4. I hereby acknowledge that Excelsior Healthcare Academy has made available to me all required disclosure information listed under the Consumer Information section of this Enrollment Agreement.

Student Initials _____

5. I understand that Excelsior Healthcare Academy does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution. In cases where transferability is guaranteed, [Excelsior Healthcare Academy] must provide me copies of transfer agreements that name the exact institution(s) and include agreement details and limitations.

Student Initials _____

6. I understand that Excelsior Healthcare Academy does not guarantee job placement to graduates upon program completion.

Student Initials _____

7. I understand that complaints, which cannot be resolved by direct negotiation with Excelsior Healthcare Academy in accordance with its written grievance policy, may be

filed with the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333,
Springfield, Illinois 62701 or at www.ibhe.org.

Student Initials _____

Addendum: Institutional Disclosure

Institutional Disclosures Reporting Table

July 1, 2018 through June 30, 2019 (past fiscal year)

Per Section 1095.200 of 23 Ill. Adm. Code 1095:

Institution Name: EXCELSIOR HEALTHCARE ACADEMY

The following information must be included with the enrollment agreement, catalog, and posted on the institution's website.

Disclosure Reporting Category	Program Name CIP* SOC*	Basic Nurse Assistant (CNA)	Basic Phlebotomy Technician	Basic Electrocardiogram	Patient Care Technician (PCT)	Patient Care Technician (PCT11)
		51 29-20000	51.9999 29-2000	50.0902 29-2000	51.3902 29-2000	
A) For each program of study, report:						
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.		43	3	2	49	0
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:						
a) New starts		0	0	0	0	0
b) Re-enrollments		0	0	0	0	0
c) Transfers into the program from other programs at the school		0	0	0	0	0
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).		43	3	2	49	0
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:						
a) Transferred out of the program or course and into another program or course at the school		0	0	0	0	0
b) Completed or graduated from a program or course of instruction		41	3	0	48	0
c) Withdrew from the school		2	0	0	1	0
d) Are still enrolled		0	0	0	0	0
5) The number of students enrolled in the program or course of instruction who were:						
a) Placed in their field of study		27	0	0	10	0
b) Placed in a related field		6	0	2	25	0
c) Placed out of the field		0	0	0	0	0
d) Not available for placement due to personal reasons		8	0	0	13	0
e) Not employed		0	0	0	0	0
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.		41	3	2	48	0
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.		41	3	2	48	0
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		7	3	2	0	0
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		\$12.00	\$15.00	\$15.00	\$17.00	#VALUE!

*CIP--Please insert the program CIP Code. For more information on CIP codes: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?i=55>

*SOC--Please insert the program SOC Code. For more information on SOC codes: <http://www.bls.gov/soc/classification.htm>

*A course of instruction is a stand-alone course that provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation; or in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

) In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

) If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.

Certification Statement

I, Bola Macarthy, Excelsior Healthcare Academy Director, do hereby certify that all statements included in this catalog are true and correct to the best of my knowledge and belief.

Bola Macarthy

EHA Director & Principal

Email (1): admin@excelsiorhealthcareacademy.com

Email (2): <mailto:bolamacarthy@yahoo.com>

Web: www.excelsiorhealthcareacademy.com

****END****