



# Metropolitan Career School

School Catalog  
2017-2018

**“You Are Never Too Old To Learn”**



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## Mission Statement

Metropolitan Career School (MCS) recognizes the value of every student and is guided by our commitment to provide excellence and leadership. We demonstrate this by providing exemplary theory and practical training to individuals interested in a career change, continuing education in the medical field. We assist students through our continuous efforts in improving their personal and professional growth by strengthening our relationships with universities, colleges, hospitals, medical institutes and the community. Our mission prepares to maintain a presence of quality and continuing growth.

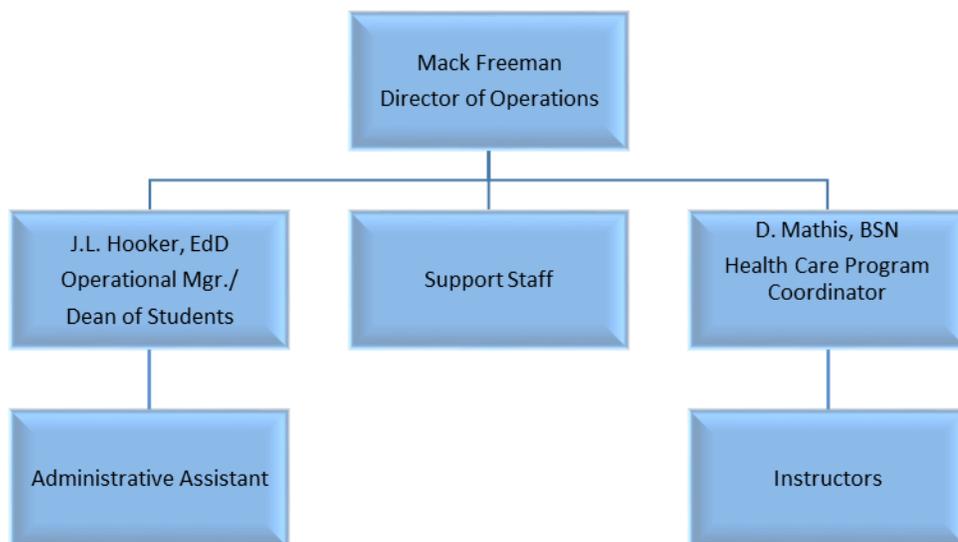
## Our Goals and Objectives

Metropolitan Career School will ensure access to academic excellence and educational opportunities for all students through:

- A commitment to apply knowledge of the important economic, psychological, environmental, social, and cultural factors that contribute to health, illness and injury when treating patients
- A commitment to utilize the knowledge of the epidemiology of common maladies within a defined population, and systematic approaches that reduce the incidence and prevalence of those maladies
- A commitment to know the various approaches to organizing, financing, and delivering health care
- A commitment to recognize and collaborate with other health care disciplines and specialties that contribute to the health of communities and populations
- The ability to identify factors that place individuals at risk for disease or injury, selecting appropriate tests for detecting patients at risk for specific diseases as well as determining strategies for appropriate responses.
- The ability to collect, process, and apply biomedical information for solving problems and making decisions that are relevant to the care of individuals and populations

In meeting these goals and objectives the Institute will hold itself accountable to the target population for the effective and efficient use of available resources.

## ORGANIZATION CHART



## **Advisory and Governance Committee**

**Mack Freeman, BSPN** – AHI Program Director

**J. L. Hooker, EdD** – Student Service Advisor, and Board Secretary

**D. Mathis, BSN** – Program Coordinator

*\*Instructors and board members are subject to change without notice.*

## **Purpose of Metropolitan Career School**

MCS is a special purpose institution. The purpose is to provide appropriate health related education for patient focused care in cross training of competent medical personnel in today's health industry of managed care. MCS strives to prepare students by professional instruction in a professional environment, therefore, enabling the students to become proficient in their chosen field. This will prepare a student to become productive, employable and a positive asset to the community and employer. Our credence is based on the simple fact, every human being is deserving of proper quality health care.

## **History**

Metropolitan Career School was started by a group of educators with the purpose of changing lives, minds, social and financial situations within the community and the nation as a whole. New Life Academy was the former name of the institution; however, the need to add a technical component to the training structure was inevitable. The founders then changed the name to Metropolitan Career School to keep up with the ongoing changes and technological advances.

When enrolling at Metropolitan Career School, students can be confident that they will graduate with the knowledge that will enable them to join a long-standing tradition of excellence in the medical career field.

Metropolitan Career School has made a conscious effort to continuously improve and reevaluate its programs, curricula, facilities, and staff so that students of every era can receive the very best that MCS as well as the surrounding area has to offer.

## **Authorization**

The Non-Public Post Secondary Education Commission authorized Metropolitan Career School. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety and fiscal responsibility.

The Georgia Department of Community Health has Authority over Metropolitan Career School Nurse Aide Program.

## **Description of Facility and Equipment**

The Institute is located at 1001 Virginia Avenue SW Atlanta, GA 30354. Courses will be delivered on campus of Metropolitan Career School and customer facilities to include, but not limited to Hospitals, Schools, Churches, Libraries, etc...and a combination of Internet and on-ground course structure.

The Institute consists of approximately 1,800 square feet for the training site consisting of classroom, administrative, supply and media space.

Sufficient equipment, visual aids, and materials are on campus to support the delivery of curriculum.

The Institute contains classrooms, the larger of which will accommodate over twenty-five students; the smaller room will accommodate 20 students. There is a lab equipped for phlebotomy, EKG and training as well as other medical equipment represented in a Physicians office. The CNA lab is set up to represent a nursing home room setting equipped with all the training equipment for the success of a Certified Nursing Assistant, CPR lab training room and a Processing Lab.

The Institute has doors that are locked by six p.m. to further protect the Institute. There is ample parking for students at no cost. The building has access available for the physically challenged and handicap parking.

The Institute is centrally located to apartment complexes, private homes, and banking, all with access to public transportation.

## **Welcome Message**

Dear Future MCS Graduate,

Congratulations on your decision to enroll in the Metropolitan Career School Program. You have taken an important first step toward success, and I am proud to welcome you to our student body.

This Student Catalog features general information about your MCS experience, and details on achieving your goal of a Career Diploma.

I wish you the best of luck with your studies, and I look forward to awarding you your Career Diploma!

*Mack Freeman*

## **Enrollment Agreement**

- Students enroll into MCS by entering into an agreement with the school. This Agreement explains the terms of enrollment and the Refund Policy. This catalog and any addendum to it are part of the enrollment agreement. Any student who has taken a course at MCS, and who received a copy of this catalog at the time of enrollment is legally bound to the official Refund Policy stated below, with or without a signed Enrollment Agreement.
- Students who wish to withdraw from the program must either complete a Student Withdrawal/Completion Form or Send a Certified Letter notifying MCS of withdrawal.
- MCS will make every effort to assist in employment of its graduates. The Institution upon does not guarantee employment upon completion of the program.
- Tuition is due upon signing the enrollment agreement and payable prior to Release. Students not completing his/her program in the duration determined on the Program Agreement may be terminated unless other arrangements are made with the school official.
- The school official will withdraw a student if the student is absent for three days. The official withdrawal date is 7 days from the last date of academic related activity.

## **Placement**

While MCS is not a placement agency, we do provide ongoing employment assistance to our students.

## **Admissions Requirements**

- A. Students may visit our facility, inspect our equipment and are encouraged to ask questions during regular office hours, which are Monday-Saturday 8:00am- 5:00pm
- B. Students must submit proof of a high school diploma or GED, copy of Drivers License or Identification, pass interview with MCS staff member, and successfully complete admissions testing.
- C. Students must provide two written references prior to the first day of class.
- D. Each student will receive a catalog after the tour of MCS.
- E. Students must complete the Enrollment Agreement form and pay \$100 application fee (applied to tuition) to be considered enrolled.
- F. Students are encouraged to ask questions prior to enrollment.
- G. Background Check, Drug Screen, TB screen, for all allied health programs.
- H. Students must be at least 18 years of age and possess a GED or High School diploma or show proof of enrollment in a High School Completion program in order to enter the program.

### **Transferring Credits and Credit for Prior Education and/or Experience**

The program you are enrolling in is not for college credit therefore accreditation is not needed by this institution however this school is authorized by GNPEC for the allied health programs and GMCF for the Nurse Aide Program. It is highly recommended that students familiarize themselves with the transfer of credit policy of MCS and other educational institutions prior to executing an enrollment contract or agreement. All students will be evaluated to determine if prior education and/or experience will be granted.

### **Re-admission**

Each student is admitted and evaluated on an individual basis. The student may be re-admitted by an instructor or academy designee as the situation warrants. Extenuating circumstances will always be taken into consideration.

### **Attendance and Tardiness Policy**

All students are *strongly* encouraged to attend all classes promptly. The Non-Public Post Secondary Education Commissioners requires that students must attend 80% of all classes. MCS requires all students to attend 100% of clinical hours prior to receiving a certificate of completion. Students should notify MCS and Clinical site (while in clinical) if absences or tardiness is anticipated. A student who misses more than three days shall be considered to have excessive absences, and shall be subject to Dismissal. Individual instructors may establish more stringent and specific attendance expectations.

Students that are 15 minutes late for class is considered tardy, if more than 15 minutes late student will be considered absent. Make up work will be at the instructor's approval only and there may be an hourly charge for reteaching as scheduled.

### **Progress Reports**

Progress reports are issued at the mid-term of each program and a copy is given to the student. If the student is not making satisfactory progress, a warning notice will be issued. Should the student need any remedial assistance, it is suggested that the student consult with the instructor. The progress reports are reviewed and signed by the student, the instructor and the administrator.

### **Maximum Time Frame**

Students enrolled at MCS must complete their studies within certain time limits to be eligible for a Certificate of Completion.

**Note:** Each program/course may vary in length depending on which course it is. Observed holidays may cause program completion dates to vary.

<b>PROGRAM</b>	<b>NORMAL TIME FRAME</b>	<b>MAXIMUM TIME FRAME</b>
MEDICAL ASSISTANT	24WEEKS	35 WEEKS
ELECTRONIC HEALTH RECORD SPECIALIST	12 WEEKS	15 WEEKS
PATIENT CARE TECHNICIAN	12 WEEKS	15 WEEKS

### **Successful Course Completion**

In order to graduate from any program of study, a minimum ongoing GPA of 2.0 is required.

Each student must achieve a minimum cumulative GPA at each evaluation point above. A student whose cumulative GPA is below 2.0 at the 1 month evaluation point will be placed on probation. Students whose GPA is below 2.0 at midterm evaluation will be dismissed. A student who has been dismissed owing to a failure to maintain minimum academic standards may appeal the dismissal. See section on Appealing Dismissal.

### **Make-up Assignments**

It is at the instructor's discretion to allow students to make up missed assignments. The student must make arrangements with the instructor to make up the missed assignment to improve his/her grade prior to the instructor issuing a final grade to the Campus Director.

### **Academic Probation**

If at the end of an evaluation term a student fails to maintain a cumulative GPA of a 2.0 or fails to meet the Satisfactory Academic Progress requirement, the student may be placed on academic probation or offered an exam rewrite. A student may be allowed to continue on until the next evaluation if after a review of the student's progress, the consensus of the senior instructional staff is that there is a likelihood of the student achieving at the required level for success.

The student must achieve a GPA of a 2.0 before being placed on the Work Practicum Externship. When a student on academic probation, meets the minimum standards of Satisfactory Academic Progress, he or she will be removed from academic probation and will be deemed a "regular" student.

### **Dismissals**

While on probation, if a student fails to maintain a 2.0 GPA after any evaluation, the student will be terminated. Any refund is subject to the Refund Policy.

### **Appealing Dismissal**

Due to unsatisfactory academic progress, a dismissed student has the right to an appeal. The student must submit a letter of appeal to the Campus Director. The Campus Director will meet with the instructor(s) to consider reinstatement. It is at the sole discretion of MCS to decide if a student will be reinstated. A student who has been reinstated will be placed on probation under the same probationary conditions stated above. Dismissed students who have been reinstated may not be eligible for federal financial aid.

## **Emergency Drills and Evacuation**

Fire drills are required and held periodically. Fire extinguishers are located throughout the building, and fire exits are clearly marked above the doors. Severe weather is rare; however, when severe weather is in the area, you will be instructed by Faculty or management regarding the action to be taken while on the premises. In the case of a tornado warning, move as quickly as possible to an inside classroom with no windows or, to the middle of a room or hallway. Do NOT leave the building until instructed to do so. The Director or Faculty will direct you accordingly. An exit plan is posted in every classroom. Please be familiar with the evacuation plan.

## **Student Conduct**

The student must conduct him or herself in a professional manner at all times, including dress. Adverse behavior, which includes, but is not limited to: violation of Patient Rights, unfavorable notoriety, use and/or possess any mind-altering substances, gross/outrageous misconduct, disrespect toward instructor/administrator/owner/peers/, insubordination, profanity, violence of any kind or threats of violence, carrying dangerous weapons, (guns, knives, bombs etc.) chronic tardiness, chronic absenteeism, destruction of anything or anyone connected to the school, gambling, unfavorable attitude, vulgar and/or suggestive body language/ signs, and disobeying any school rule and/or regulation, may be grounds for **immediate dismissal**. Any adverse behavior could result in a Warning/Notice and/or termination from the school.

## **Dress Code**

Fingernails should be no longer than ¼ inch and free of outrageous polish. No artificial nails allowed. Jewelry should be kept to a minimum. Post earrings, a watch and a wedding band are acceptable. No nose, tongue, eyebrow or facial piercings are allowed. Hair should be clean, neat and off the collar. No bizarre hairstyles, colors or ornaments are allowed.

Uniforms are to be clean and pressed at all times in classroom and clinical areas. Students are required to wear uniforms for all medical programs. Full uniform includes: matching top and bottom, lab coat, non-skid closed toe white shoes and name tag.

## **Cheating or Plagiarism**

Cheating is submission of someone else's work, submission of answers obtained through inappropriate measures, or providing answers to another student. Plagiarism is dishonestly using another person's ideas or finished work as your own without giving credit for the source. It includes copying or paraphrasing something and using it as if you had done the work yourself. If suspected disciplinary action can be applied up to and including termination of the student's enrollment.

## **Missed Exams**

If a student is absent for the exam, a valid excuse must be given prior to retaking an examination or a zero will be given. Valid excuses are sickness, personal injury, immediate family member sick or death, court, doctor's appointment, etc. All excused absences must be signed and dated on letter head from the providing agency.

## **Career and Student Services**

MCS provides students with one-on-one tutoring services, a cohesive, kinaesthetic learning environment and professional development classes.

### **Certificate of Completion or Diploma**

Each student will receive a Certificate of Completion or diploma after successful fulfillment of all program requirements, including clinical site hours or sticks. Students must demonstrate passing grades in academics and clinical skills. All fees must be paid in full prior to certificates being issued.

### **Warning Notices**

Warning Notices are issued according to the violation. If the student is **warned, he/she may be terminated, if the violation continues.**

### **Students with Learning and Physical Disabilities**

MCS complies fully with section 504 of the 1973 Vocational Rehabilitation Act and the Americans with Disability Act. Moreover, the Institute is committed to making all program services and Institute activities accessible to all students.

Students with Disabilities, who require special assistance for registration, class attendance, or parking, should contact the Director.

### **Library Resources and Media Center**

The library is a virtual library of online resources contained within the Student Resource Center. The center is open Monday through Friday during posted hours. The Student Resource Center offers on-line access to hundreds of periodicals through various resource search systems. A selection of printed materials and resource books are also available. Please contact the Administrative Office for assistance and training with research tools.

### **Testing Services**

MCS is an authorized testing center to proctor National and State examinations on site to better serve its students and surrounding schools.

### **Academic Advising**

Academic advising is available to applicants and students who are unsure of a career path. The process entails the following steps: Assessment of Goals, Previous Knowledge, Assessment of Employment Skills and Work Force Statistics.

Students are issued a Warning Notice when their grade point average falls within a 70-75% range. Students with a consistent grade point average that is below a 70% grade point average will be dismissed. Some courses and subjects may require higher scores at the discretion of the Instructor or Director.

### **Grading Scale**

A = 90-100	WP = Withdrawal Passing	I = Incomplete
B = 80-89	WF = Withdrawal Failing	EX = Exempt by Examination
C = 70-79	HW = Hardship Withdrawal	P = Pass
F = Below 70	IP = In Progress	TR = Transfer Credit

### **Books and Student Materials**

Books and other additional materials are required for each course. Additional materials such as pens, notebook paper, binders, organizers and other such items are the student's responsibility. Students who lose course materials will be charged an additional fee for replacement.

### **Remedial Courses**

MCS currently offers remedial classes for students needing extra help they are held once per week. Students must make an appointment with the Director for registration.

### **Employment Services**

MCS aims to provide quality services and programs specifically designed to facilitate the career development process for its students. This process teaches skills in self-assessment, career exploration, action planning and strategic implementation. These skills, paired with critical thinking will prepare certified graduates for a lifetime of career decision-making and job searching skills.

We seek to develop, sustain and nurture relationships with students and employers. These meaningful partnerships are designed to empower our students as they strive for career success. At the successful completion of a certification program, students have the opportunity to meet with the Career/Placement Services Coordinator to target potential job opportunities. Metropolitan Career School will provide to each student two hours of career consultation, which includes resume preparation, interviewing skills, information on how to effectively search for jobs, etc. Students are also provided with a listing of hiring companies. Additional workshops and job fairs may be conducted on the school's premises. The institution does not guarantee salaries or employment opportunities for students or graduates.

### **Statement of Business Practices/Advertising Policies**

The majority of students will obtain the school's name and telephone number from the internet search listings of authorized/approved schools for delivery of certification courses.

The second largest number of students is referred to the school from industry organizations, past graduates and currently employed industry trained individuals.

The next largest number of students is obtained from corporate referrals as a result of direct contact by school staff/faculty and related company employees.

Advertising will be placed in industry related association/medical magazines and Georgia newspaper and on the web.

**Note: It is our policy to limit advertising in general public magazines. Our target market are currently employed professionals wishing/needing to obtain certification in their or related fields to maintain or advance in their field of expertise.**

## **CANCELLATION REFUND POLICY**

An applicant rejected by the school is entitled to a refund of all monies paid.

The application fee and other stated non-refundable fees are not eligible for refunds. Students requesting a refund must submit a written request signed and dated to the Program Director by mail, walk-in or fax.

A student will receive a full refund if they cancel their contact with MCS within three (3) business days of signing the enrollment agreement/contract.

### **Withdrawal Procedure:**

*A Registration Fee of \$100 + Technology Fee of \$100 are nonrefundable. Any amount owed is due within 30 days of cancellation. No refunds made after 50% of completed lessons or enrollment. All students must complete program within 12 months of enrollment or re-enroll as a new student if accepted by the MCS*

*B. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to from the leave of absence but fails to do so.*

*C. A student will be determined to be withdrawn from the institution if the student misses seven consecutive instructional days and all of the days are unexcused. All refunds must be submitted within 30 days of the determination of the withdrawal date.*

Refunds are determined based on the proration of tuition and percentage of program completed at withdrawal, up until 50% of the program.

During the first (1st) week of class any drops or withdrawals processed by the student will result in 100% adjustment of the tuition charges and any money paid by the student will be refunded. The institution will consider a partial week as a whole when determining the number of weeks attended or completed by the student. After the first week and throughout fifty percent (50%) of the training period and financial obligation, the tuition charges will not exceed a prorata of the tuition portion for the periods completed. After fifty percent (50%) of the period of financial obligation is completed, the institution can retain the full tuition charges.

### **EXAMPLE:**

*Tuition for the Period = \$4,200.00*

*At \$350 per week*

*Number of Weeks Student Attended 5 weeks*

*Number of Weeks Financially Obligated 12 weeks*

$$\frac{5 \text{ weeks attended}}{12 \text{ weeks obligated}} = 40\%$$

*Prorated Portion Completed (40%)*

*Student Owes \$1750.00*

## **Externship Policy**

Upon successful completion of all coursework outlined in the Program Course Outline, a student will be eligible to be placed on his/her externship. Externships are designed to be instructional in nature by providing students with hands-on experience. Externships are a cooperative effort among the school, the students, and the externship facilities. Students do not replace existing clinical site personnel.

## **Clinical Externship Assignment**

Students must be prepared to travel to their externship site assignments. The school will attempt to assign sites that are within a 60-mile radius of the School and that are convenient for the students; however, this may not always be possible. Based on clinical site availability, students may be required to complete their externships at more than one clinical site. Students who decline two sites may be required to withdraw from the program. In such an event, the School makes no assurances as to when or if other sites will be available.

Depending on the availability of externship sites there may be a period of up to 30 days between the scheduled end of the lecture and lab portion of the program and the date the students begin their externship program. This may extend a student's expected graduation date. In the event of a gap, students are expected to make use of labs and other MCS facilities a minimum of eight hours per week as scheduled.

Prior to beginning their externship assignments, students must have a current **CPR/First Aide certification, TB Screen, Drug Screen and Background Check** which must be valid for the length of the clinical rotation. Clinical sites may require additional medical information and/or inoculations for the student to begin their clinical program. The student is responsible for any costs associated with these additional requirements.

## **Externship Attendance Requirements**

Students must attend externship accompanied by an approved instructor/supervisor from MCS. Students must attend his or her externship on the days and hours designated by the site. Days or times of externship may not be rearranged without permission from the Campus Director and the Externship Site Instructor/Supervisor. In the event that the student will be absent for externship, the student must call the externship site and MCS in advance. If the externship site or MCS determines a student unreliable for any reason, including absences, the student may be removed from the site and terminated from the program. In any case, if a student misses two or more consecutive days of externship, the student will be dismissed as failing from MCS.

Students are required to attend 100% of required externship hours. The School's vacation and holiday schedule do not apply to students on externship. It is the responsibility of the student to provide the school with a signed time sheet by the externship site instructor/supervisor documenting externship hours completed for the week no later than Monday of the following week. If a student has missed any externship time, arrangements for makeup time must be made with the externship site instructor/supervisor. Students will not be considered to have completed their externship until the site instructor/supervisor has certified all required attendance hours and the Director has made a favourable recommendation of completion.

## **Code of Conduct**

The following Code of Conduct reflects the minimum requirements and, additional student policies will be given to students by an instructor in each section. All students are expected to follow all written and verbal student policies.

1. No food or drink is permitted in any area of the School except in designated break areas. Any student violating this policy/regulation will be cited for misconduct.
2. Smoking is not permitted in the School. Smoking of cigarettes if allowed in only designated smoking areas around the campus grounds. Students should take the necessary precautions to ensure that odor from smoke is not offensive to fellow students and staff.
3. Cell phones are not allowed to be on at any time during scheduled class hours or when a student is in the building on campus. Cell phones may be used outside during breaks. All Bluetooth or headphones/earphones must be removed during class and lab times.
4. The Staff at the front desk are not able take messages for students. In the case of an emergency, we will make every attempt to locate you in the building but will not confirm or negate a student's attendance or status at MCS. It is against Federal regulations to do so. Please inform family and friends of this policy.
5. Inappropriate language, profanity, yelling, physical fighting, gossiping, bullying another student or staff, verbal abuse and emotional outbursts will not be tolerated. Students are subject to a suspension and/or immediate termination should any of these occur. Physical altercation between students may result in immediate termination from the program. While an appeal process is in place, there is no guarantee students involved will be allowed to re-enter the program if terminated.
6. Firearms, knives or other weapons are forbidden from the premises.
7. No social visitors are allowed in the classroom.

## **Behavioral Policies/Grievance Policies**

### **Drug Policy**

MCS has a Drug-Free Environment Program. The purpose of this program, which includes drug testing, is to ensure that the school upholds exemplary standards. This letter is an official notice to new students and applicants that the following provisions are in force:

- A. Mandatory and voluntary testing is applicable and includes:
  - 1) Applicant testing
  - 2) Random testing of students
- B. Positive results verified by laboratory testing may only be disclosed to an employee, the management officials necessary to process an adverse action against the student, or to a court of law or administrative tribunal in connection with any adverse personnel action.
  - (1) Applicants are advised that a refusal to take a drug test or a verified positive drug test will result in immediate termination.
  - (2) Employees found to use illegal drugs, or refuse to submit to a scheduled drug test, will be subject to the full range of disciplinary actions authorized under appropriate school regulations.

## **Alcohol and Drug Testing**

**Purpose:** MCS promotes a safe, healthy, and productive learning and working environment free from the influences of drugs and alcohol. MCS ensures the safety and welfare of ALL. This policy, while in place to ensure safety, does not preclude criminal action by means of other Institutional policies and/or State law.

Any student, faculty member, or other Institute staff may be required to submit to drug and/or alcohol testing based upon reasonable suspicion, including, but not limited to:

- Direct observation of drug or alcohol use or possession
- Physical symptoms related to the influence of drugs or alcohol
- Abnormal or erratic behavior that is disruptive or a risk to others
- Arrest or conviction of a drug or alcohol related offense on- or off-campus
- Documented information from a credible source submitting a complaint
- Evidence that a previous drug or alcohol test was tampered with
- Possession of drug paraphernalia.

A positive drug test may be appealed and repeated within three days of the original test. Any student who fails the alcohol or drug test will be subject to disciplinary action as designated and described in the Student Policies and Procedures Handbook. Refusal to consent to testing may result in compulsory expulsion for patient, faculty, and/or student safety. All testing and results are confidential except for use by the Professional and Ethical Standards Board in cases where it is required for long term monitoring by the State.

Self-identification as a substance abuser will result in the student being offered an approved treatment program. The cost of treatment is the responsibility of the student. Monitoring of successful completion will be the responsibility of the human resource department. The student treatment records will be held in confidence except where required by the State.

## **Drug and Alcohol Abuse Prevention**

MCS prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the property or as part of any MCS sponsored activities. Information is distributed annually to students and faculty regarding the use of illicit drugs and the abuse of alcohol, including health risks and legal sanctions. Testing will be done by order of the Director. The use of alcohol or controlled substances will be reported to the local law enforcement MCS is a Drug Free Facility.

## **Resolution and Grievance Procedures**

The Institution recognizes the need for students to voice grievances and to seek resolution to problems related to disagreements with faculty/administrators, or interpretations of Institutional policy. The Institution also recognizes the responsibility of the student to express his/her concerns in a professional and ethical manner. Concerns may involve course grades, promotion, behavioral issues, financial concerns or issues related to accreditation standards and procedures.

All grievance material will be maintained on file in the Director's office and the specific student/employee/faculty file as appropriate to the grievance.

Each step of the Resolution and Grievance Procedures generally take two weeks to complete, unless otherwise noted. Extensions or waivers to this timeframe may be granted on a case-by-case basis. Notice of a request for an extension from a student shall be submitted within ten calendar days prior to the deadline. Decisions about granting or denying the request for extension shall be communicated to the student via letter within two

business days of receipt of the request for the extension. Likewise, if the Institute needs to extend a deadline, the Director shall provide said notice ten days before the due date.

### **Academic Resolutions and Appeals**

An individual concern that is academic in nature should be first discussed with the immediate instructor or preceptor and must be done in a professional manner. This concern generally includes those that arise from personal conflicts or actions taken against a student individually. For individual concerns, if resolution cannot be reached, the student may, within two weeks of the failed resolution, appeal, in writing to the Director of MCS. The administrative officer may refuse the meeting if the appeal has not been presented in writing, in advance to the meeting.

A concern over Institute **policies and procedures** should be addressed through the Director. If through the normal processes for an acceptable and reasonable request, a resolution cannot be reached, the director may, within two weeks of the failed resolution, appeal in **writing**. If resolution cannot be reached from this appeal, the instructor may, within two weeks of the failed resolution, appeal in **writing** to the Director whose decision will constitute the final resolution. The administrative officer may refuse the meeting if the appeal has not been presented in **writing, in advance** to the meeting.

A **complaint related to standards and procedures** should be brought to the director who will address the complaint. If through the normal processes for an acceptable and reasonable request, a resolution cannot be reached, the director may, within two weeks of the failed resolution, appeal in **writing to the Director**. If resolution cannot be reached from this appeal, the student may, within two weeks of the failed resolution, appeal in **writing** to the Director. The administrative officer may refuse the meeting if the appeal has not been presented in **writing, in advance** of the meeting.

If the student has followed the complete appeals process, support is received by the President, and the student believes that the complaint provides evidence that the Institute is not following standards he/she may consult with the **State of Georgia Non-Public Post Secondary Education Commission**.

If the concern is financial or with other areas of the Institute, the student should follow the appropriate Chain of Command as defined by the Institute organizational chart.

**Reminder:** Course Assessment policies and test question challenges are not covered under student grievances.

### **Grievance Procedure for Harassment or Discrimination**

Students who feel they are being discriminated against on the basis of color, race, gender, religious affiliation, age, national origin, or handicap have the right to exercise the Grievance Procedure.

Students who are seeking assistance with a disability and do not believe they are being provided reasonable accommodations may also utilize the Grievance Procedure for resolution. However, in order to ensure disability accommodations are made, and in accordance with section: Assistance with Disabilities, students, who are seeking assistance with a disability, must first meet with the director. If the institute can provide reasonable accommodations which would allow student success in their program, the accommodation will be made. The accommodation takes in consideration the student meeting technical standards when accommodations are appropriate. This means that they do not require a significant change in the programs or functions of the institute.

**Retaliation against any individual who files a grievance or participates in the grievance process is prohibited.** In the event a student or anyone who participated in the grievance process believes they have been subjected to retaliation, the individual may use the Harassment Grievance procedures listed below.

## **The Resolution Process**

Students who meet the technical standards and feel they are being discriminated against on the basis of color, race, gender, religious affiliation, age, national origin, or handicap shall first meet with the to explain their grievance. The student must schedule a meeting with the director within two weeks from the date of the action being grieved or the date the student should have known about the action to initiate this discussion. The grievance complaint must be made in writing and signed by the person filing. The director shall investigate the grievance within a one-week period. In the case that the discrimination is in any way threatening, the director shall investigate the complaint.

After the investigation period of one week, the student shall meet with the director to discuss a peaceful and prompt resolution. If the grievant agrees, this meeting may include the person against whom the grievance was filed and other individuals as necessary. This meeting shall be scheduled within 14 calendar days of the initial filing of the grievance.

A letter confirming the mutual decisions of the resolution shall be distributed within ten calendar days of the meeting to all persons and kept within the permanent student and/or employee files for possible future issues which may arise with the resolution.

The director shall keep a record of his investigation, including a report of his findings. All material shall be filed as previously stated in this procedure.

Students who feel their disability needs are not being met may also file a grievance. In this case the Director shall meet with the person filing the grievance. The director shall complete the investigation of the complaint within two-weeks. The director may request the verification of disability by a health professional which includes all suggestions for accommodations which was obtained by the student under the "Requesting Assistance Policy."

The Director shall take charge of the area where the accommodations need to be made to see if a peaceful and prompt resolution can be made. Where the peaceful and prompt resolution can be made, the director will verify that the accommodation has been made and follow with written verification to all parties within that two-week timeframe.

If the director determines there is insufficient evidence to support the allegations, he/she may close the grievance and notify the student within a two-week timeframe of his/her findings and the student's right to request a grievance hearing.

The Director shall keep a record of his/her investigation, including a report of his/her findings. All material shall be filed as previously stated in this procedure.

If the student feels he/she is being discriminated against or that their disability is not being adequately accommodated, and for whom a peaceful resolution has not been successful, he/she may request the director of the Institute to call a Grievance Hearing. The student has 30 calendar days after receiving notice of denial of the grievance to request such a hearing.

# Student Grievances

**The formal complaint must be in writing, signed by the student, and include the following information:**

1. A clear and precise statement of the grievance;
2. State how the action is discriminatory or the decision unreasonable if it is a denial of a requested accommodation;
3. Name the respondent parties (the person(s) against whom the grievance is filed);
4. State how each respondent is responsible for the action or decision;
5. State the requested remedy; and
6. State whether a non-participating observer will be brought to the hearing.

This information must be sent by certified mail or delivered with signature of receipt to the Director.

**Upon receipt of the request for a Grievance Hearing the following processes shall be followed:**

The Director shall have seven calendar days to review the case to see if a peaceful and prompt resolution can be made between the parties. In cases where this cannot be accomplished, students with grievances or complaints against the Institute which have followed all steps for a resolution and a resolution has not been reached can contact:

**Georgia Nonpublic Postsecondary Education Commission**

2082 EAST EXCHANGE PLACE

SUITE 220

TUCKER, GEORGIA 30084-5305

Phone: 770-414-3300 Fax: 770-414-3309 Web: [www.gnpec.org](http://www.gnpec.org)

## **Honor Code of Professional and Ethical Behavior**

The Honor Code for students in the Institute is upheld by the student body. The Code embodies a spirit of mutual trust, intellectual honesty, and professionalism between the institute and the community. It is the highest expression of shared values among the community. The Code embodies the fundamental belief each student is worthy of trust and has the right to live in an academic environment that is free of injustice caused by dishonesty.

Students matriculating at the Institute are expected to conduct themselves in a professional and ethical manner befitting the honorable profession which they are entering. Students have an obligation upon entering to maintain the highest standards of integrity. Examples of academic and professional behavior which would be considered inappropriate, unprofessional, unethical, not in keeping with the standards expected of a student are included in the Student Policies and Procedure.

## **Sexual Harassment**

Sexual harassment at the institution is unacceptable behavior and will not be tolerated. Sexual harassment includes sexual advances, requests for sexual favors, and other intimidating verbal or written communications or physical conduct of a sexual nature. Sexual conduct including, but not limited to, sexual conduct between a student and employee, a supervisor and employee, or between a faculty member and a student. This may also apply to situations between two students or among more students in which the harassment interferes with the student's/students' success.

## **Notice of Nondiscrimination:**

The Institute recognizes, values, and affirms that diversity contributes richness to the Institute and enhances the quality of education. Students, faculty, staff, and administrators are valued for their diversity. The Institute is committed to providing an academic and employment environment in which students and employees are treated with courtesy, respect, and dignity. It is the policy of the institute that no student or employee shall be excluded from participating in, be denied the benefits of, or be subjected to discrimination in any program sponsored by the Institute.

The Institute's commitment to the principle of nondiscrimination includes and extends far beyond the federally protected classes of age, gender, race, color, national origin, religion or handicap. The Institute has a commitment to nondiscrimination against any individual or group of individuals. The Institute has a zero tolerance policy to hate crimes and other inappropriate behavior exhibited as an act of discrimination. This commitment extends to any individual or any group that may feel disadvantaged from a social perspective.



**METROPOLITAN CAREER SCHOOL**

## **Metropolitan Career School Programs**

### **Medical Assisting Program**

#### **Certificate**

The Medical Assisting program is designed to provide students with the knowledge, technical skills, and work habits for entry-level positions as medical assistants. During the Medical Assistant program of study, students are taught to administer injections, venipuncture, take vital signs, assist with minor office procedures, perform (cardiopulmonary resuscitation (CPR) and medical coding /billing.

The length of the program is 24 weeks. Prior to graduation, students are required to complete 160 –hour externship at a local clinic, physical’s office, hospital, or other allied health facility.

#### **Program Outcomes**

Upon successful completion of the course the student will be able to:

- Utilize appropriate written, verbal and non-verbal techniques with colleagues, patients and physicians.
- Utilize medical terminology and abbreviations common to medical assisting occupations.
- Demonstrate front office management, secretarial, financial accounting and receptionist procedures common to a medical office.
- Demonstrate tasks common to back office, patient preparation, laboratory procedures and assisting the physician.
- Demonstrate appropriate job search skills.

#### **Medical Assisting Curriculum**

##### **Module Name: Billing and Coding**

##### **Module # MA 101**

**Duration:** 48 hrs-4 weeks

**Skill sets:** In this course, students are introduced to the basics of insurance billing and coding processing. Topics and procedures presented include types of medical insurance plans, patient information sheets, abstracting from medical records, professional services, CPT and ICD-9 and ICD-10 coding, claims forms, and methods for keeping up to date on changes. Students practice the clerical aspects of processing claims with Medicare, workers’ compensation, Medicaid, group insurance, and private insurance. Students also develop their keyboarding skills in this course. Upon successful completion of the course, students should be able to distinguish between the three major classes of health insurance contracts and correct filing protocol for each with its corresponding diagnosis/procedural code.

**Module Name: Intro to Anatomy & Physiology**

**Module # MA201**

**Duration:** 48 hrs- 4 weeks

**Skill sets:** This course provides an introduction to the structure and functions of the human body. Upon completion, the student will be able to identify the human body systems and explain their functions.

**Module Name: Medical Terminology**

**Module # MA202**

**Duration:** 48 hrs- 4weeks

**Skill sets:** This course teaches students the medical terminology with regard to body planes and directional terms commonly used in the medical office.

**Module Name: Patient Care Procedures**

**Module # MA102**

**Duration:** 48 hrs

**Skill sets:** This course teaches students the preparation and maintenance of exam rooms and the following: 1) The positioning of patients for an examination, adhering to Occupational Safety and Health Administration (OSHA) guidelines; taking vital signs and recording the findings. 2) The nervous, sensory, and digestive systems and their pathologies. 3) The performance of procedure relating to the systems and disorders of each will be discussed. 4) Charting will be demonstrated. 5) The delivering general good-health guidelines to patients. Upon successful completion of the course, students should be able to deliver effective patient care and identify and chart findings relating to the nervous, sensory, and digestive system.

**Module Name: Computer Basics**

**Module # MA103**

**Duration:** 40 hrs

**Skill sets:** Introduction to keyboarding and knowledge of how to utilize the internet and computer programs in the medical field.

**Module Name: Professional Development**

**Module # MA 104**

**Duration:** 32 hrs- 4 weeks

**Skill sets:** This course introduces students to the basic concepts of the skills and strategies of writing an effective resume, conducting a successful job search, and interviewing effectively. Topics presented in the course include employer expectations, workplace dynamics, job readiness, developing professional attitudes, allied health professions, and credentialing. Upon successful completion of the course, students should be able to identify career opportunities using source leads and provide a professionally prepared resume.

**Module Name: Specimen Collection/Phlebotomy**

**Module #MA 105**

**Duration:** 48 hrs – 4 weeks

**Skill sets:** This course gives students the understanding of how the urinary system functions and how to perform urinalysis procedures, including a physical, chemical, and microscopic examination. Students will learn the procedures of hematology and phlebotomy. Topics presented include the collection of sputum, stool specimens and blood specimens.

**Module Name: Pharmacology****Module # MA106****Duration:** 48 hrs- 4 weeks

**Skill sets:** In this course the student will be introduced to the field of pharmacology. Topics covered include the muscular system, various medication classifications, calculating medication Directores, injections, prescriptions, and patient education. Also presented are medical terminology, charting, vital signs, and OSHA regulations. Upon completion, the student will be able to calculate the correct Directore of medication per physician's orders and determine the correct route, administer medications, and write and call in prescriptions.

**Module Name: Minor Medical Procedures****Module #MA 106****Duration:** 48 hrs- 4 weeks

**Skill sets:** In this course students will study minor office surgical techniques. The topics presented in this course include the following: minor medical procedures, sterilization and disease control, and diagnostic procedures. Upon completion of the course, students should be able to define the concept of aseptic technique, while handling instruments used in minor surgery.

**Module Name: Medical Law and Ethics****Module # MA 107****Duration:** 24hrs-4 weeks

**Skill sets:** This course is designed to introduce the student to medical office procedures while ensuring the concepts of medical law and ethics. Topics of study will include medical specialties and providers, medical law and ethics, patient medical records, record management and maintenance, filing and charting. Upon completion of this course, the student will be able to compare AMA and AAMA code of ethics, discuss pros and cons of bioethical issues, and triage patients while ensuring the proper management of medical records.

**Module Name: Office Emergencies and CPR/ First Aid****Module: #MA 108****Duration:** 48 hrs-4 weeks

**Skill sets:** This course will introduce students to the back office areas of office emergencies and cardiac care, as well as topics in anatomy and physiology. Topics presented in the course include EKG, CPR, basic first aid, cardiovascular system, respiratory system, medical terminology, vital signs, and blood pressure and OSHA regulations. Upon completion, the student will be able to sit for the American Heart Association Healthcare Provider CPR exam.

**Module Name: Externship****Module # MA 110****Duration:** 160 hrs

**Skill sets:** This course allows the student to gain invaluable training in their area of study. By shadowing and participating in all levels of training in a pre approved medically recognized environment. The student gains confidence and participates in an on-the- job experience.

**Assessment**

A student's final grade will be based on test scores, case studies, and additional work assignments. The final exam will count as 20% of the total grade, chapter tests 60%, and all other scores 20%.

## **Electronic Health Record Specialist Program**

### **Certificate**

This course will cover the usage and management of health information and the Electronic Health Record (EHR). This course will introduce the students to the use of health information and the electronic health record for any setting within the health care industry from acute, ambulatory, long term, home health, specialty, population health, and personal health, which compasses the continuum of care. This course will provide students with a practical understanding of what an electronic health record specialist is, and how important they are in the job market. This course will enable the students to assemble the patient's health record and ensure all information is complete, properly identified, and authenticated.

EHR Specialist's duties will vary with size and specialty of the facility in which they may work. Many can specialize in varying areas or one aspect of the EHR such as entry-level coders, coding within a hospital setting, abstractors and or coding specialist, Health Insurance Portability Accountability Act (HIPAA) compliance Officers or HIM (Health Information Managers) and be over entire departments within larger health care organizations.

The length of the program is 12 weeks. Prior to graduation, students are required to complete a 100 –hour externship at a local clinic, physician's office, hospital, or other allied health facility.

### **Curriculum**

#### **Outcomes**

The course will also introduce the best practices for transition from a paper based record to an EHR. It addresses the current Health Information technology standards as well as the rules and regulations that govern the EHR Software.

#### **Upon completion of this course, students will be able to:**

- Describe the functions of electronic health records and explain the advantages they offer physicians and patients versus paper-based records.
- Recognize and discuss best practices for transition from a paper based record to an EHR.
- Create a workflow to demonstrate how electronic health records are used in physician practices and other outpatient settings.
- Create a workflow to demonstrate how electronic health records are used in hospitals.
- Identify and describe the functions of a Regional Health Information Organization (RHIO) and explain how the RHIO is dependent on the EHR.
- Identify and describe the functions of a Personal Health Record (PHR) and explain how the PHR is dependent on the EHR.
- Explain the importance of and define the clinical standards as well as the HIPAA standards in the development of interoperable electronic EHR.
- List the challenges the EHR information poses to the privacy and security of patients' health information.

## **Assessment**

A student's final grade will be based on test scores, case studies, and additional work assignments. The final exam will count as 20% of the total grade, chapter tests 60%, and all other scores 20%.

## **ERHS Curriculum**

### **Module Name: Medical Terminology**

**Module # MT 202**

**Duration: 48 hrs**

**Skill Sets:** This course teaches students the medical terminology with regard to body planes and directional terms commonly used in the medical office

### **Module Name: Medical Law and Ethics**

**Module # ML 107**

**Duration: 24 hrs**

**Skill Sets:** This course is designed to introduce the student to medical office procedures while ensuring the concepts of medical law and ethics. Topics of study will include medical specialties and providers, medical law and ethics, patient medical records, record management and maintenance, filing and charting. Upon completion of this course, the student will be able to compare American Medical Association (AMA) and American Association of Medical Assistants (AAMA) code of ethics, discuss pros and cons of bioethical issues and triage patients while ensuring the proper management of medical records.

### **Module Name: Basic Computers**

**Module # E401**

**Duration: 33 hrs**

#### **Skill Sets:**

In this course, students are introduced to computer basics. The laboratory assignments are designed to familiarize the student with using a personal computer. The student will have experience using an operating system, e-mail, the Internet, and Microsoft Word programs.

This computer literacy course provides a basic introduction to the principles of computers and information processing. Upon successful completion of this course, the student will gain an understanding of hardware and software concepts and how they are used in information systems.

**Module Name: Billing and Coding**

**Module # MA 101**

**Duration:** 48 hrs-4 weeks

**Skill sets:** In this course, students are introduced to basic insurance billing and coding processing. Topics and procedures presented include: types of medical insurance plans, patient information sheets, abstracting from medical records, professional services, CPT and ICD-9 and ICD-10 coding, claims forms, and methods for keeping up to date on changes. Students practice the clerical aspects of processing claims with Medicare, workers' compensation, Medicaid, group insurance, and private insurance. Students also develop their keyboarding skills in this course. Upon successful completion of the course, students should be able to distinguish between the three major classes of health insurance contracts and correct filing protocol for each with its corresponding diagnosis/procedural code.

**Module Name: Electronic Health Record Specialist**

**Module # EHR 105**

**Duration:** 48 hrs

**Skill Sets:** This course will cover the usage and management of health information and the EHR. This course will introduce the students to the use of health information and the electronic health record for any setting within the health care industry from acute, ambulatory, long term, home health, specialty, population health, and personal health that encompass the continuum of care.

**Module Name: Professional Development**

**Module # MA 104**

**Duration:** 32 hrs- 4 weeks

**Skill sets:** This course introduces students to the basic concepts of the skills and strategies of writing an effective resume, conducting a successful job search, and interviewing effectively. Topics presented in the course include employer expectations, workplace dynamics, job readiness, and developing professional attitudes. Upon successful completion of the course, students should be able to identify career opportunities using source leads and provide a professionally prepared resume.

**Module Name: Externship**

**Module # Ext 110**

**Duration:** 100hrs

**Skill sets:** This course allows the student to gain invaluable training in their area of study. By shadowing and participating in all levels of training in a pre approved medically recognized environment. The student gains confidence and participates in an on-the- job experience. All learning materials are provided, and the school will assist in the procurement of an externship.

# Patient Care Technician Program

## Certificate

The Patient Care Technician program is designed to provide students with the knowledge, technical skills, and work habits for entry-level positions as Patient Care Technician. During the Patient Care Technician program of study, students are taught to perform, venipunctures, take vital signs, and electrocardiogram (EKG).

The length of the program is 12 weeks. Prior to graduation, students are required to complete 60 –hour externship at a local clinic, physician’s office, hospital, or other allied health facility.

**Prerequisite** Certified Nurse Assistant and CPR card are required for admission into the PCT program

## Program Outcomes

- Upon successful completion of the course the student will be able to:
- Utilize appropriate written, verbal and non-verbal techniques with colleagues, patients and physicians.
- Utilize medical terminology and abbreviations common to medical assisting occupations.
- Describe the legal, ethical and confidentiality responsibilities of a patient care technician
- Demonstrate tasks common to back office, patient preparation, laboratory procedures and assisting the physician.
- Perform venipunctures and EKG’s

## PCT Curriculum

### Module Name: Specimen Collect Phlebotomy

#### Module # PS 105

**Duration:** 48 hrs

**Skill Sets:** This course gives students the understanding of how the urinary system functions and how to perform urinalysis procedures, including a physical, chemical, and microscopic examination. Students will learn the procedures of hematology and phlebotomy.

Topics presented include the collection of sputum, stool specimens and blood specimens. Upon successful completion of the course, students should be able to prepare a patient for examinations or procedures during specimen collection/blood. The training provides proper procedures in maintaining a medical examination room medical asepsis and observing OSHA guidelines.

### Module Name: ECG Basics

#### Module # PT 108

**Duration:** 48 hrs

**Skill sets:** This course will introduce students to the back office areas of office emergencies and cardiac care, as well as topics in anatomy and physiology. Topics presented in the course include EKG, CPR, basic first aid, cardiovascular system, respiratory system, medical terminology, vital signs, and blood pressure and OSHA regulations. Upon completion the student will be able to sit for the American Heart Association Healthcare Provider CPR exam.

**Module Name: Anatomy & Physiology****Module # AP 201****Duration:** 48 hrs

**Skill sets:** This course provides an introduction to the structure and functions of the human body to body system. Upon completion the student will be able indentify the human systems and explain their functions

**Module Name: Medical Law and Ethics****Module # ML 107****Duration:** 24 hrs

**Skill sets:** This course is designed to introduce the student to medical office procedures while ensuring the concepts of medical law and ethics. Topics of study will include medical specialties and providers, medical law and ethics, patient medical records, record management and maintenance, filing and charting. Upon completion of this course, the student will be able to compare AMA and AAMA code of ethics, discuss pros and cons of bioethical issues and triage patients while ensuring the proper management of medical records.

**Module Name: Patient Care Procedures****Module # MA102****Duration:** 40 hrs

**Skill sets:** This course teaches students the preparation and maintenance of exam rooms and the following: The positioning of patients for an examination, adhering to Occupational Safety and Health Administration (OSHA) guidelines; taking vital signs and recording the findings. Charting will be demonstrated. The delivering general good-health guidelines to patients. Upon successful completion of the course, students should be able to deliver effective patient care and identify and chart findings relating to the nervous, sensory, and digestive system.

**Module Name: Professional Development****Module # MA 104****Duration:** 32 hrs- 4 weeks

**Skill sets:** This course introduces students to the basic concepts of the skills and strategies of writing an effective resume, conducting a successful job search, and interviewing effectively. Topics presented in the course include employer expectations, workplace dynamics, job readiness, developing professional attitudes, allied health professions, and credentialing. Upon successful completion of the course, students should be able to identify career opportunities using source leads and provide a professionally prepared resume.

**Module Name: Externship****Module # Ext 110****Duration:** 60hrs

**Skill sets:** This course allows the student to gain invaluable training in their area of study. By shadowing and participating in all levels of training in a pre approved medically recognized environment. The student gains confidence and participates in an on-the- job experience.

**300 Hours Total**

NOTE: Students must fully complete a Nurse Aide Course with certification before entering this program.

## Financial Services

### PAYMENT PLANS

Metropolitan Career School provides payment plans to students. Generally a down payment is required and low monthly payments are available depending on the amount financed, WIA funding through the Department of Labor, Funding through the Department of Rehabilitation Services Department and AIG Financing Company.

### Tuition and Fees

Program	Tuition	National Exam Fees	Books	Technology Fee	CPR/First Aide Fee	Uniform Fee	Graduation Fee	Drug Screen & Background Check Fee
Medical Assistant	4500.00	170.00	160.00	100.00	130.00	120.00	140.00	90.00
Electronic Health Records Specialist	1400.00	170.00	160.00	100.00	130.00	120.00	140.00	90.00
Patient Care Technician	3200.00	170.00	160.00	100.00	130.00	120.00	140.00	90.00
Nurse Aide	950.00	170.00	160.00	100.00	130.00	120.00	140.00	90.00

\*\*\*Non-refundable Application fee \$100.00\*\*\*

### **Schedule of Classes and Closed Holidays**

Metropolitan Career School has frequent monthly intakes. For information on the next start date for your program of interest, please call: 404-684-0111

Metropolitan Career School operates 12 months of the year. The admissions office and the instructors are available Monday through Friday from 9:00 a.m. to 3:00 p.m. E.T.

The school is closed for 8 holidays during the year. The holidays usually include:

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, and Christmas Day. The other days may vary. The school's phones will have a "closed" message on these holidays.

### **Equal Employment Opportunity Statement**

Metropolitan Career School and its subsidiary companies are equal employment opportunity employers. The Company recruits, hires, trains, and promotes for all positions without regard to race, color, religion, sex, age, national origin, disability, veteran status or any other category protected by federal, state or local law. It is the objective of the Company to provide equal opportunity for employment.

The Company is committed to the principles of tolerance and respect, fair treatment, equal access and consideration, and recognition for contributions. All management personnel are accountable and share in the responsibility for adherence to the policy.

Metropolitan Career School is guided by the principle of equal opportunity and respect for others. The Company philosophy is based on the recognition of and value for the unique attribute brought to the Company by each person. By keeping with these principles the Company will successfully meet its corporate goals.

### **Office of Diversity**

A core belief at MCS is that diversity underpins good business practices. MCS's diversity initiatives integrate with human resource initiatives to achieve business success. MCS is fortunate to have a level of diversity within its family that sets it apart from other institutions, and has set in motion a number of initiatives to ensure that the goals and purposes of the Diversity Mission Statement are achieved.

The Metropolitan Career School is committed to ensuring an inclusive environment and will continue to explore diversity initiatives that will create greater value for the organization and our community.

## FERPA

Various rights are accorded students pursuant to the Family Educational Rights and Privacy Act (FERPA). This Act accords students and parents the right to be informed about the following:

1. *Right to Inspect* – All student records will be open to parents and students.
2. *Right to Prevent Disclosures* – You have the right to prevent disclosures of educational records to third parties.
3. *Right to Request Amendment* – You have the right to a hearing to seek to change any part of educational records which you believe to be inaccurate.
4. *Right to Complain to FERPA Office* – You have the right to file a complaint with the following agency:  
Family Educational Rights and Privacy Office  
Department of Education  
400 Maryland Avenue SW  
Washington DC 20202.
5. *Right to Obtain Policy* – You have a right to obtain a copy of Metropolitan Career School's Policy to comply with FERPA.
6. It is at the individual post secondary institution's discretion as to whether credits earned at MCS are transferable and/or accepted according to their particular academic affiliations and policies.
7. *Notice of Directory Information*- It would include:
  - A. Name
  - B. Address
  - C. Program Study
  - D. Dates of attendance
  - E. Records of Attendance at Other Institutions (such as Joint Enrollment)

**ALL OF MY QUESTIONS HAVE BEEN ANSWERED, AND I FULLY UNDERSTAND AND AGREE TO THE ABOVE POLICIES.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
MCS Representative

\_\_\_\_\_  
Date