

GENESIS MEDICAL TRAINING CENTER



**91-31 Queens Blvd, Suite 201
Elmhurst, NY 11373**

CATALOG

08-26-2020

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Introduction

In 2019 Genesis Medical Training Center opened doors to the community.

The Mission:

The Genesis Medical Training Center's Mission is to provide allied-health education comprising of clinical knowledge and clinical skills to all students, regardless of their backgrounds. Mission is to empower students to perform at entry level positions and who can presume leadership roles as healthcare professionals in the broad and varied field of health. Faculty and administration role in achieving this mission is to keep current with employer presumptions, and maintain their expectations based on academic caliber.

LOCATION:

91-31 Queens Blvd, Suite 201
Elmhurst, NY 11373

PROFESSIONAL ADVISORY BOARD:

Advisory Board is composed of qualified individuals working and/or graduated in the medical field. The Advisory Board is engaged in physical and mental capacity to assist the institution to ensure students acquire applicable training aimed at preparing them to enter the healthcare profession upon certification.

FACULTY:

Name	Position	Education/Credentials	Degree Granting School
Navjot Kaur	CEO/Agent	Associates of Basic science	Avalon University
Dr. Manpreet Singh	CBO	M.D.	Ross University
Dr. Rominder Singh	Director/Clinical Instructor	M.D./eMBA	Central America Health Sciences University and Hofstra University
Dr. Lakhwinder Singh	Clinical Instructor	M.D	Ross University
Mercedes Narcisse	CNA Instructor	Registered Nurse (RN)	NYC Technical College
Emilia Calderon	PCA/HHA/CNA Instructor	Registered Nurse (RN)	Central Michigan University
Dafina Naydenova	PCA/HHA/CNA Instructor	Registered Nurse (RN)	LaGuardia College/Hunter College

Holiday Calendar

2019

Date	Holiday
Tuesday, January 1	New Year's Day
Monday, January 21	Birthday of Martin Luther King, Jr.
Saturday, July 4	Independence Day
Monday, September 2	Labor Day
Thursday, November 28	Thanksgiving Day
Wednesday, December 25	Christmas Day

2020

Date	Holiday
Wednesday, January 1	New Year's Day
Monday, January 20	Birthday of Martin Luther King, Jr.
Friday, July 3	Independence Day
Monday, September 7	Labor Day
Thursday, November 26	Thanksgiving Day
Friday, December 25	Christmas Day

INSTITUTION POLICIES

ENROLLMENT:

Enrollment at Genesis Medical Training Center is open to eligible person with a desire to be trained for a career in healthcare. A High School Diploma or GED is required for all programs. All prospective students must be 17 years of age for entrance into the training programs.

A. Electrocardiogram Technician

Eligibility for entrance the following items are required of all applicants:

- Formal interview with administration
- Tour of the center in person
- Proof of High School Diploma or General Education Diploma (GED) High School Equivalency (HSE) or higher College Degree from an accredited school in the United States.
- Foreign country high school diploma or higher college degree (must be in English or translated into English with Evaluation)
- Payment of registration fee
- Pass an entrance assessment, if applicable.

B. Phlebotomy Technician

Eligibility for entrance the following items are required of all applicants:

- Formal interview with administration
- Tour of the center in person
- Proof of High School Diploma or General Education Diploma (GED), High School Equivalency (HSE) or higher College Degree from an accredited school in the United States.
- Foreign country high school diploma or higher college degree (must be in English or translated into English with Evaluation)
- Payment of registration fee
- Pass an entrance assessment, if applicable.

C. Nurse Aid/Assistant

Eligibility for entrance the following items are required of all applicants:

- Formal interview with administration
- Tour of the center in person
- Proof of High School Diploma or General Education Diploma (GED), High School Equivalency (HSE) or higher College Degree from an accredited school in the United States or student can take Ability to Benefit Test (ATB)
- Foreign country high school diploma or higher college degree (must be in English or translated into English with Evaluation)
- Payment of registration fee
- Pass an entrance assessment, if applicable.

D. PERSONAL CARE AIDE/ASSISTANT

Eligibility for entrance the following items are required of all applicants:

- Formal interview with administration
- Tour of the center in person
- Proof of High School Diploma or General Education Diploma (GED), High School Equivalency (HSE) or higher College Degree from an accredited school in the United States. Or can take in-school Ability to Benefit Test (ATB)
- Foreign country high school diploma or higher college degree (must be in English or translated into English with Evaluation)
- Payment of registration fee
- Pass an entrance assessment, if applicable.

E. HOME HEALTH AIDE/ASSISTANT (ENGLISH AND SPANISH)

Eligibility for entrance the following items are required of all applicants:

- Formal interview with administration
- Tour of the center in person
- Proof of High School Diploma or General Education Diploma (GED), High School Equivalency (HSE) or higher College Degree from an accredited school in the United States or can take In-School Ability to Benefit Test (ATB) and SLE Test for HHA-Spanish
- Foreign country high school diploma or higher college degree (must be in English or translated into English with Evaluation)
- Payment of registration fee
- Pass an entrance assessment, if applicable.

F. PATIENT CARE TECHNICIAN

Eligibility for entrance the following items are required of all applicants:

- Formal interview with administration
- Tour of the center in person
- CNA State Certification License/Certificate
- Payment of registration fee
- Pass an entrance assessment, if applicable

LEAVE OF ABSENCE:

In order to receive “leave of absence”, one or more of the following conditions may be considered.

- Medical emergency which also includes pregnancy
- Family emergency which also includes unexpected loss of childcare and medical care of family
- Jury duty
- Military duty.

In any of the scenarios mentioned above, Student who must take a leave of absence may do so, by submitting a letter to the Director stating:

- Reason for taking leave of absence.
- when applicable and/or requested by the administration, student must submit documented proof of said emergency.

After meeting said requirements, The Director will then decide whether the student will be granted a Leave of Absence or not. Documents of approval or disapproval will be signed by Director and students and a copy of documentation will be provided to student for record as well.

In case where the grade of course/s will be affected by leave of absence, A grade of Incomplete “I” will represent such course. Once student successfully retakes the course, the new grade will replace the “Incomplete Grade.

CLASS CUTS/ TARDINESS/ ABSENCE/MAKE-UPS:

Although students are encouraged to attend 100% of their scheduled course hours however they may miss up to 10% of their scheduled course hours due to class cuts and/or tardiness. In such scenario, students are responsible for all course work missed. Any missed time above 10 % of the total scheduled hours, the students will be required to make up time under the supervision of the instructor. A makeup session/class consist of 60 minutes instruction. Student must participate in class lesson or work assignment assigned by the instructor. After completing make-up hours, Instructor will sign/initial the make-up sheet.

GRADING STANDARD:

GRADING CHART			
GPA	GRADE	NUMERICAL EQUIVALENT	PROGRESS
4.00	A	97-100	Excellent
3.67	A-	95-96	
3.33	B+	91-94	
3.00	B	87-90	Above Average
2.67	B-	84-86	
2.33	C+	81-83	
2.00	C	77-80	Below Average, but passing
1.67	C-	74-76	Failure
1.00	D	65-73	Failure
0.00	F	0-64	Failure
0.00	I		Incomplete

STANDARDS OF PROGRESS:

- All students must maintain satisfactory academic progress in order to remain enrolled at the school.
- Students are issued a numerical grade for each program/ course which is based upon student performance in combination of classroom work, quizzes, tests and homework assignments.
- All classroom work, quizzes, tests and homework assigned during the program must be completed before the student graduates.
- A grade of “0” is given for work not completed by the end of the program, unless the incomplete work is the result of a leave of absence (refer to leave of absence).
- A student, who receives a final grade of “C -” “D” or “F”, will have to repeat the program/ course
- A student that repeats a failed program/ course must pay all program/ course costs
- A student must pass each program/ course in the curriculum with a minimum grade of 77%, “C” or 2.0 GPA.

PROBATION:

Academic probation will ensue if the student fails to maintain minimum grade requirements and/or has excessive absence as described under the following attendance section.

ATTENDANCE:

- Students in nurse aide program/course must attend 100% of their scheduled course hours in order to graduate. Failure to maintain will result in probation placement. Once on probation, a student will have the opportunity to make up hours/assignments in the same course.
- If the student fails to sustain 100% attendance of the scheduled curriculum hours, Genesis Medical Training Center has the right to dismiss the student for unsatisfactory progress.
- The student will be responsible for all fees, unless the Education Director has noted extenuating circumstances and approves a waiver of program/ course fees.
- All students must complete 100% of their clinical hours.
- Students are required to have their timesheet and all required attendance hours certified by their clinical supervisor and must provide signed timesheet documented complete hours for a week no later than Monday of the following week

DRESS CODE:

Students are required to dress professionally in scrubs at “Genesis Medical Training Center” and at affiliated clinical site for rotations. Students who violate the school’s dress code will not be permitted in the classroom, medical lab and clinical rotation. An absence will be noted upon dress code violation.

- Nurse Aide/ Assistant: White Scrubs.
- Electrocardiogram Technician (EKG): Burgundy Scrubs
- Phlebotomy Technician: Burgundy Scrubs

DEVICE POLICY:

- Use of electronic device on campus with respect to record audio, video and images are prohibited, unless have written authorization by campus president or director.
- If the person has written authorization to use electronic device, authorized person must also secure approval from the person they are recording.
- No personnel are to charge their personal electronic device at the campus.
- Cell phone use is prohibited in the classrooms, corridors or any part of the campus where it may cause disturbance to other students.

The electronic device is, with respect to camera, is any device which is capable of recording sound and/or images. A disciplinary action will be taken upon violation of device policy, which may include dismissal from school.

CONDUCT/ DISMISSAL:

A student must always conduct themselves in a professional manner. Following conduct will be considered just cause for student disciplinary action, including dismissal of a student from Genesis Medical Training Center.

- Absolutely no profanity allowed at any time, or any place on or near the school premises.
- Unwarranted verbal or physical act of violence against any person, be they instructor, student, employee, or visitor
- Unauthorized use of electronic device to record audio, video and stills at any time on the premises
- Use or possession of illegal drugs, alcoholic beverages or firearms
- Theft may it be student or college property
- Any act of dishonesty, may it be cheating or plagiarism
- Intentional destruction or vandalism of student and college property

Following actions may be taken based on the nature of misconduct:

- Student will be asked to leave the school until further inquiry of the conduct
- Placed on probation for a term
- Dismissed permanently by the school.

Genesis Medical Training Center has the right to pursue and prosecute the student and or person involved, to the fullest extent of the law in the following situations.

- Violent acts or crimes resulting in mental or physical injury.
- Voluntary refusal of leaving the premises after being asked by school personal/administration

School may not issue completion certificate to dismissed student due to poor conduct. Subsequent academic dismissal will be established on student's academic progress, attendance, nature of conduct, and probation policies.

A dismissed student has the right to appeal dismissal and may be considered for readmission on the Education Director or President's review of the reasons for the dismissal.

In order to be considered for readmission, student must provide the following in writing and present it to the Director or President.

- Reason for the appeal
- Unusual circumstances that contributed to their failure and resulted in violation of school policy
- How could they have handled the situation differently which led to the failure to adhere to the school policy
- what they have done or plan to do to alleviate the problem/s.

After exploring the issue thoroughly, the final decision will be taken by the academic board which is comprised off an Instructor, a Faculty member, a Director and a CEO

The academic board's decision is final whether it is readmission or permanent dismissal. In case of readmission, the academic board may impose and implement conditions for the student's continuation in the program or course.

PROGRAM/ COURSE DESCRIPTIONS:

NURSE AIDE/ ASSISTANT

Total Course Hours: 125

Externship Hours: 30

Class Hours: 95

Program	Certified Nurse Aide
Program Total Hours	125
School Tuition	\$735.00
Books Fee	Books Provided + online Access
Registration Fee	\$65.00
Total	\$800.00
Refund Policy	Described below

NURSE AIDE/ASSISTANT

125 Hours

Students will complete 95 hours of clinical knowledge in class room setting and 30 hours of clinical skills in an affiliated nursing home. Some of the job duties with respect to clinical knowledge and skills are as follows.

- Vital instructions to students concerning health, Well care, Nutrition and Mobility of the patient. Primary basis of the course is the fundamental of patient care techniques.
- Performing nursing procedures and tasks involved in the person's care. Learning basic nursing care skills which includes Communication, Infection Control, Safety and emergency procedures, resident's rights, basic nursing skills, personal care skills, elimination procedures, skin care, transferring, positioning, turning methods, dressing, ambulating the person, range-of-motion exercises, signs and symptoms of common diseases.
- Different tasks are performed by nursing assistants which vary from patient to patient. Students check on patients on a regular basis, making frequent rounds.
- Other vital responsibilities include observing patients and reporting problems, recognizing abnormal vital signs, administer patient care, respond to patient condition, assisting nurses with complicated treatment procedures.

Schedules:	Mornings	Evenings	Weekends
	9:00am- 2:30pm	5:15 pm-10:00pm	9:00am-6:00pm
	Mon-Fri	Mon-Fri	Saturday
	5 Weeks	6 Weeks	16 Weeks

Personal Care Aide
 Total Course Hours: 40
 Externship Hours: N/A
 Class Hours: 40

Program	Personal Care Aide
Program Total Hours	40
School Tuiton	\$370.00
Books Fee	Books will be provided
Registration Fee	\$30.00
Total	\$400.00
Refund Policy	Described Below

Personal Care Aide

40 hours

Personal care aides, also known as caregivers, personal attendants, homemakers, or companions, assist with the daily tasks of elderly, mentally disabled, chronically ill, or physically challenged clients, as well as hospice patients and those in various stages of rehabilitation or recovery. Aides might work at clients' homes, residential care or hospice facilities, adult day care centers, or senior centers. They might visit several clients a day or be assigned to one specific client.

Personal care aides generally are responsible for light cleaning, cooking, running errands, and doing laundry, as well as assisting clients with bathing, showering, grooming, and other personal hygiene tasks. They also engage clients in activities like reading, talking, and playing games. Additionally, personal care aides might consult with a client's family members to address their concerns regarding the client's health, nutrition, and overall well-being

Morning	Afternoon	Weekends
9:00 am – 2:30 pm	2:30pm-5:15 pm	9:00am-6:00pm
Mon - Fri	Mon-Fri	Saturday
2 Weeks	4 Weeks	5 Weeks

Home Health Aide/Care-English

Total Course Hours: 83

Externship Hours: 8

Class Hours: 75

Program	Home Health Aide
Program Total Hours	83
School Tuition	\$410.00
Books Fee	Books will be provided
Registration Fee	\$40.00
Total	\$450.00
Refund Policy	Described Below

Home Health Care/Aide

83 hours

Home health aides are a valuable part of any health care team. If you have a desire to make a positive impact on the lives of the sick, disabled, and elderly, this could be a great position for you to consider. Home health aides (HHAs) assist patients with completing important personal tasks such as dressing, bathing and a variety of hygiene needs. Additional aspects of this position include assisting clients to remain safe in their own homes by providing a higher level of assistance with minor cleaning and instrumental activities of daily living (IADLs) such as cooking, light housekeeping, and laundry

Tasks may include written documentation of patient care performed, patient's condition, or problems to be reported to a supervising health care professional. In some instances, HHAs also assist by arranging transportation and planned leisure activities for clients. Some states allow home health aides to administer medications or check vital signs under the supervision of a health care practitioner, such as a registered nurse (RN)

Morning	Afternoon	Weekends
9:00 am – 2:30 pm	2:30 pm - 5:15 pm	9:00 am - 6:00 pm
Mon - Fri	Mon-Fri	Saturday
4 Weeks	7 Weeks	11 Weeks

Home Health Aide/Care-Spanish

Total Course Hours: 83

Externship Hours: 8

Class Hours: 75

Program	Home Health Aide
Program Total Hours	83
School Tuition	\$410.00
Books Fee	Books will be provided
Registration Fee	\$40.00
Total	\$450.00
Refund Policy	Described Below

Home Health Care/Aide

83 hours

Home health aides are a valuable part of any health care team. If you have a desire to make a positive impact on the lives of the sick, disabled, and elderly, this could be a great position for you to consider. Home health aides (HHAs) assist patients with completing important personal tasks such as dressing, bathing and a variety of hygiene needs. Additional aspects of this position include assisting clients to remain safe in their own homes by providing a higher level of assistance with minor cleaning and instrumental activities of daily living (IADLs) such as cooking, light housekeeping, and laundry

Tasks may include written documentation of patient care performed, patient's condition, or problems to be reported to a supervising health care professional. In some instances, HHAs also assist by arranging transportation and planned leisure activities for clients. Some states allow home health aides to administer medications or check vital signs under the supervision of a health care practitioner, such as a registered nurse (RN)

Morning	Afternoon	Weekends
9:00 am – 2:30 pm	2:30 pm - 5:15 pm	9:00 am - 6:00 pm
Mon - Fri	Mon-Fri	Saturday
4 Weeks	7 Weeks	11 Weeks

EKG TECHNICIAN

Total Course Hours:

60 Hours

Program	EKG
Program Total Hours	60
School Tuition	\$400.00
Books Fee	Online Access at No Cost
Registration Fee	\$25.00
Total	\$425.00
Refund Policy	Described below

EKG is one of the important modalities in diagnosing the cardiovascular disease. In this program the students will learn:

- Identify anatomical location of the heart and important structures which surrounds the heart, describe the major function of the cardiovascular system, including the important blood vessels of the cardiovascular system, Mechanism of the electrical conduction of the heart.
- Preparing patient to obtain EKG rhythm.
- Indications of performing Electrocardiogram, obtain a standard 12-Lead EKG rhythm strip and color coded five lead wire system, describe and identify EKG characteristics of Sinus Rhythms.
- Describe and Identify Electrocardiogram characteristics of various rhythms, which includes: Atrial Rhythms, Junctional Rhythms and Ventricular Rhythms.
- Calculate heart rate and various waves and segments from the EKG rhythm strip
- Identify and analyze EKG characteristics of various atrial and ventricular arrhythmias.
- Identify and analyze EKG characteristics of Atrioventricular Blocks
- Identify and analyze different components of Pacemaker Rhythm.
- Describe different interferences and trouble shootings and summarize various items of ECG interpretations

Mornings	Evenings	Weekends
9:00am-2:30pm	5:15 pm - 10:00 pm	9:00 am - 6:00pm
Mon-Fri	Mon-Fri	Saturday
3 Weeks	3 Weeks	8 Weeks

PHLEBOTOMY TECHNICIAN

Total Course Hours:

60 Hours

Program	Phlebotomy
Program Total Hours	60
School Tuition	\$400.00
Books Fee	Online Access at No Cost
Registration Fee	\$25.00
Total	\$425.00
Refund Policy	Described below

In this course students will be able to demonstrate various methods of Phlebotomy such as;

- Venous blood draw using the Multi-sample needle and butterfly syringe.
- Demonstrate a sterile lancet capillary blood withdrawal, an Auto-let blood withdrawal for glucose level, the proper use of a Microhematocrit Centrifuge to differentiate plasma from serum.
- Different use of color-coded vacutainers
- In addition, students will learn the proper use of a Glucometer to obtain a blood glucose level
- Student will be exposed to various methods of discarding hazardous material according to OSHA guidelines.
- Proper techniques of disinfection with reference to infection control
- Identify and label the parts of the most common diagnostic laboratory equipment, use basic skills in context of therapeutic and laboratory procedures.
- Each student will have the opportunity to practice their phlebotomy skills on training arms and most importantly the students will have an opportunity to practice their technique on each other or volunteers under the supervision of their instructor.

Mornings	Evenings	Weekends
9:00 am - 2:30pm	5:15 pm - 10:00pm	9:00am-6:00pm
Mon-Fri	Mon-Fri	Saturday
3 Weeks	3 Weeks	8 Weeks

Patient Care Technician

Total Course Hours: 120

Students who are Licensed CNA can enhance their education and become PCT by getting Certified in EKG and Phlebotomy Technician Course

Program	EKG Technician (PCT)
Program Total Hours	60
School Tuition	\$400.00
Books Fee	Online Access at No Cost
Registration Fee	\$25.00
Total	\$425.00
Refund Policy	Described below

Program	Phlebotomy Technician (PCT)
Program Total Hours	60
School Tuition	\$400.00
Books Fee	Online Access at No Cost
Registration Fee	\$25.00
Total	\$425.00
Refund Policy	Described below

Electrocardiography

60 Hours

EKG is one of the important modalities in diagnosing the cardiovascular disease. In this program the students will learn to identify anatomical location of the heart and important structures which surrounds the heart. Preparing patient to obtain EKG rhythm by using a standard 12-Lead EKG and color coded five lead wire system. We will prepare students to interpret Various Sinus rhythms such as; Atrial Rhythms, Junctional Rhythms and Ventricular Rhythms.

Moreover, students will learn to calculate heart rate, various waves and segments from the EKG rhythm strip.

Phlebotomy

60 Hours

In this course students will be able to demonstrate various methods of Phlebotomy such as;

- Venous blood draw using the Multi-sample needle and butterfly syringe.
- Demonstrate a sterile lancet capillary blood withdrawal, the proper use of Centrifuge to differentiate plasma from serum.
- Student will be exposed to various methods of discarding hazardous material according to OSHA guidelines.
- Proper techniques of disinfection with reference to infection control
- Identify and label the parts of the most common diagnostic laboratory equipment, use basic skills in context of therapeutic and laboratory procedures.
- Each student will have the opportunity to practice their phlebotomy skills on training arms and most importantly the students will have an opportunity to practice their technique on each other or volunteers under the supervision of their instructor.

Mornings	Evenings	Weekends
9:00 am - 2:30pm	5:15pm - 10:00pm	9:00am - 6:00 pm
Mon-Fri	Mon-Thurs	Saturday
5 Weeks	6 Weeks	16 Weeks

FINANCIAL AID/FINANCIAL ASSISTANT:

Programs currently being offered at Genesis Medical Training center does not qualify for financial aid assistant as per federal and state laws due to the short duration of the program/courses. However, to simplify the student's Financial Burdon, school offers payment plan where student can use the ease of paying in installments. For further detail, see the payment section.

PAYMENT:

Payments are accepted via cash, credit card (MasterCard or Visa), money order, checks and/or grants. Student can make their payment in full on the first day of the class, however the school offers payment plans.

The final payment must be paid in full on or before the last day of the class.

Failure to make payment will result in:

- Revocation of externship
- Student will not be given the final exam

Nurse Aide/Assistant

Total Hours 125

Fees	Upon % Hours completed	Total Payment	Remaining Payment
	0	\$800.00	\$800.00
Non-Refundable Registration Fee	Upon Registration	\$65.00	\$735.00
Cost of books	Before class start	\$0.00	\$0.00
Tuition	25%	\$183.75	\$551.25
	50%	\$183.75	\$367.50
	75%	\$183.75	\$183.75
Before the Final Exam Taken	100%	\$183.75	\$0.00

Personal Care Aide

Total Hours 40

Fees	Upon% hours Completed	Total Payment	Remaining Payment
	0	\$400.00	\$400.00
Non-Refundable Registration Fee	Upon Registration	\$30.00	\$370.00
Cost of books	Before class start	\$0.00	\$370.00
Tuition	25%	\$92.50	\$277.50
	50%	\$92.50	\$185.00
	75%	\$92.50	\$92.50
Before the Final Exam Taken	100%	\$92.50	\$0.00

Home Health Aide (ENGLISH & SPANISH)**Total Hours 83**

Fees	Upon % Hours completed	Total Payment	Remaining Payment
	0	\$450.00	\$450.00
Non-Refundable Registration Fee	Upon Registration	\$40.00	\$410.00
Cost of books	Before class start	\$0.00	\$410.00
Tuition	25%	\$102.50	\$307.50
	50%	\$102.50	\$205.00
	75%	\$102.50	\$102.50
Before the Final Exam Taken	100%	\$102.50	\$0.00

EKG Technician**Total Hours 60**

Fees	Upon % completed	Total Payment	Remaining Payment
	0	\$425.00	\$425.00
Non-Refundable Registration Fee	Upon Registration	\$25.00	\$400.00
Cost of books	Before class start	\$0.00	\$400.00
Tuition	25%	\$100.00	\$300.00
	50%	\$100.00	\$200.00
	75%	\$100.00	\$100.00
Before the Final Exam Taken	100%	\$100.00	\$0.00

Phlebotomy Technician**Total Hours 60**

Fees	Upon % completed	Total Payment	Remaining Payment
	0	\$425.00	\$425.00
Non-Refundable Registration Fee	Upon Registration	\$25.00	\$400.00
Cost of books	Before class start	\$0.00	\$400.00
Tuition	25%	\$100.00	\$300.00
	50%	\$100.00	\$200.00
	75%	\$100.00	\$100.00
Before the Final Exam Taken	100%	\$100.00	\$0.00

Patient Care Technician**Total Hours 120**

Students who are Licensed CNA can enhance their education and become PCT by getting Certified in EKG and Phlebotomy Technician Course

EKG Technician**Total Hours 60**

Fees	Upon % completed	Total Payment	Remaining Payment
	0	\$425.00	\$425.00
Non-Refundable Registration Fee	Upon Registration	\$25.00	\$400.00
Cost of books	Before class start	\$0.00	\$400.00
Tuition	25%	\$100.00	\$300.00
	50%	\$100.00	\$200.00
	75%	\$100.00	\$100.00
Before the Final Exam Taken	100%	\$100.00	\$0.00

Phlebotomy Technician**Total Hours 60**

Fees	Upon % completed	Total Payment	Remaining Payment
	0	\$425.00	\$425.00
Non-Refundable Registration Fee	Upon Registration	\$25.00	\$400.00
Cost of books	Before class start	\$0.00	\$400.00
Tuition	25%	\$100.00	\$300.00
	50%	\$100.00	\$200.00
	75%	\$100.00	\$100.00
Before the Final Exam Taken	100%	\$100.00	\$0.00

REFUND POLICY:

Refunds owed on a student account will be paid directly to the Student. Refunds, when due, are made without requiring a request from the student.

The institution shall have a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges in the event the institution cancels a class or if a student does not enter or does not complete the period of enrollment for which the student has been charged. All of the following are elements of a fair and equitable plan:

- A. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee.
- B. Refunds, when due, must be made without requiring a request from the student.
- C. Refunds, when due, will be made within 30 days:
 - (1) of the last day of attendance if written notification of withdrawal has been provided to the institution by the student. If a written notification is not submitted to the institution in a timely manner, then there can be a delay on the refund or
 - (2) from the date the institution terminates the student or determines withdrawal by the student.
- D. The student will be liable for:
 - The non-refundable registration fees
 - The cost of any textbooks or supplies accepted
 - Tuition liability as of the students last day of physical attendance in school. Tuition liability is calculated based on the percentage of the program offered to the student.:
- E. All refunds will be issued via check: Tuition and fees can be received via check, credit card, cash, and/or money order but refunds will only be issued via check.
- F. The institution must comply with the refund policies adopted by the Council of Occupational Education (COE).

As referenced in item “E” above, the refund policy adopted by the Council of Occupational Education is as stated below:

1. Refunds for Classes Canceled by the Institution:

If tuition and fees are collected prior to the start date of a program and the institution cancels the class, 100 % of the tuition and fees collected must be refunded. The refund shall be made within 30 days of the planned start date.
2. Refunds for Students Who Withdraw On or Before the First Day of Class:

If tuition and fees are collected prior to the start date of classes and the student does not begin classes or withdraw on the first day of classes, total collected money will be refunded. Appropriate refunds for a student who does not begin classes shall be made within 30 days of the class start date.
3. Refunds for Withdrawal After Class Commences:

A Non-refundable registration fee of applies to all withdrawal after class commences: -

- 1) Refund Policy for Programs Obligorating Students for Periods of 12 Months or Less:
 - After the first day of classes and during the first (0-15%) of the period of financial obligation, the institution shall refund at least 100 % of the

tuition.

- After the first 15% of the period of financial obligation and until the end of the first 30% of the period of obligation, the institution shall refund at least 75% of the tuition.
- After the first 30% of the period of financial obligation and until the end of the first 45% of the period of obligation, the institution shall refund at least 50% of the tuition.
- After the first 45% of the period of financial obligation and until the end of the first 60% of the period of obligation, the institution shall refund at least 25% of the tuition.
- After the first 60% of the period of financial obligation, the institution may retain all of the tuition.

Quarter Refund Policy:

1. A student who cancels within 7 days of signing the enrollment agreement or during the first week of instruction receives all monies returned with the exception of the non-refundable registration fee.
2. Thereafter the student will be liable for:
 - the non-refundable registration fee plus
 - the cost of any textbooks or supplies accepted plus
 - tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of quarters in the program. Total tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed.

a. First Quarter

IF TERMINATION OCCURS	SCHOOL MAY KEEP	STUDENT RECEIVES
Prior to or during the first week	0%	100%
During the second week	25%	75%
During the third week	50%	50%
During the fourth week	75%	25%
After the fourth week	100%	0%

b. Subsequent Terms

IF TERMINATION OCCURS	SCHOOL MAY KEEP	STUDENT RECEIVES
During the first week	25%	75%
During the second week	50%	50%
During the third week	75%	25%
During the fourth week	100%	0%

3. The student refund may be more than that stated above if the accrediting agency refund policy results in a greater refund.

Mini Refund Policy:

1. A student who cancels within 7 days of signing the enrollment agreement or during the first week of instruction receives all monies returned with the exception of the non-refundable registration fee
2. Thereafter, a student will be liable for
 - A. the non-refundable registration fee plus
 - B. the cost of any textbooks or supplies accepted plus
 - C. tuition liability as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.

IF TERMINATION OCCURS	SCHOOL MAY KEEP	STUDENT RECEIVES
0-15% of the program	0%	100%
16-30% of the program	25%	75%
31-45% of the program	50%	50%
46-60% of the program	75%	25%
After 60% of the program	100%	0%

3. The student refund may be more than that stated above if the accrediting agency refund policy results in a greater refund.

WEEKLY STUDENT TUITION LIABILITY CHART:

Nurse Aide/Assistant

Total 125 Hours

Quarter Refund Policy

Hours Completed	Tuition	School Keeps	Student Receives
0-16	\$735.00	\$0.00	\$735.00
16-32	\$735.00	\$183.75	\$551.25
32-48	\$735.00	\$367.50	\$367.50
48-64	\$735.00	\$551.25	\$183.75
More than 64	\$735.00	\$735.00	\$0.00

Nurse Aide/Assistant

Total 125 Hours

Mini Refund Policy

Hours Completed	Tuition	School Keeps	Student Receives
0.0 - 18.75	\$735.00	\$0.00	\$735.00
18.75 - 37.5	\$735.00	\$183.75	\$551.25
37.5 - 56.25	\$735.00	\$367.50	\$367.50
56.25 - 75	\$735.00	\$551.25	\$183.75
75.0 - 125	\$735.00	\$183.75.00	\$0.00

Personal Care Aide

Total 40 Hours

Mini Refund Policy

Hours Completed	Tuition	School Keeps	Student Receives
0.0 – 6.0	\$370.00	\$0.00	\$370.00
6.0 – 12.0	\$370.00	\$92.50	\$277.50
12.0 – 18.0	\$370.00	\$185.00	\$185.00
18.0 – 24.0	\$370.00	\$277.50	\$92.50
24.0 – 40.0	\$370.00	\$370.00	\$0.00

Home Health Aide

Total 83 Hours

Quarter Refund Policy

Hours Completed	Tuition	School Keeps	Student Receives
0.0 – 16.0	\$410.00	\$0.00	\$410.00
16.0 – 32.0	\$410.00	\$102.50	\$307.50
32.0 – 48.0	\$410.00	\$205.00	\$205.00
48.0 – 64.0	\$410.00	\$307.50	\$102.50
More than 64.0	\$0.00	\$410.00	\$0.00

Home Health Aide

Total 83 Hours

Mini Refund Policy

Hours Completed	Tuition	School Keeps	Student Receives
0.0 – 12.45	\$410.00	\$0.00	\$410.00
12.45 – 24.9	\$410.00	\$102.50	\$307.50
24.9 – 37.35	\$410.00	\$205.00	\$205.00
37.35 – 49.8	\$410.00	\$307.50	\$102.50
49.8 – 83.0	\$410.00	\$410.00	\$0.00

Phlebotomy Technician

Total 60 Hours

Mini Refund Policy

Hours Completed	Tuition	School Keeps	Student Receives
0.0 - 9.0	\$400.00	\$0.00	\$400.00
9.0 - 18.0	\$400.00	\$100.00	\$300.00
18.0 - 27.0	\$400.00	\$200.00	\$200.00
27.0 - 36.0	\$400.00	\$300.00	\$100.00
After 36.0	\$400.00	\$400.00	\$0.00

EKG Technician

Total 60 Hours

Mini Refund Policy

Hours Completed	Tuition	School Keeps	Student Receives
0.0 - 9.0	\$400.00	\$0.00	\$400.00
9.0 - 18.0	\$400.00	\$100.00	\$300.00
18.0 - 27.0	\$400.00	\$200.00	\$200.00
27.0 - 36.0	\$400.00	\$300.00	\$100.00
After 36.0	\$400.00	\$400.00	\$0.00

Patient Care Technician

Total 120 Hours

Quarter Refund Policy

Hours Completed	Tuition	School Keeps	Student Receives
0-16	\$800.00	\$0.00	\$800.00
16-32	\$800.00	\$200.00	\$600.00
32-48	\$800.00	\$400.00	\$400.00
48-64	\$800.00	\$600.00	\$200.00
More than 64	\$800.00	\$800.00	\$0.00

Patient Care Technician

Total 120 Hours

Mini Refund Policy

Hours Completed	Tuition	School Keeps	Student Receives
0.0 – 18.0	\$800.00	\$0.00	\$800.00
18.0 – 37.5	\$800.00	\$200.00	\$600.00
37.5 – 54.0	\$800.00	\$400.00	\$400.00
54.0 – 72.0	\$800.00	\$600.00	\$200.00
72.0 – 120.0	\$800.00	\$800.00	\$0.00

OBTAINING TUITION REFUND:

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If the school closes while you are in attendance prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Educational Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the Bureau of Proprietary School Supervision, New York State Education Department, located at 116 West 32nd Street, 5th Floor, New York, NY 10001 or telephone (212) 643-4760. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

OBTAINING TUITION REFUND:

DISCLAIMER: The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the School Director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that you check with the School Director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

DISCLAIMER: "The failure of a student to immediately notify the school director in writing of the student's intent to withdraw may delay refund of tuition to the student pursuant to Section 5002(3) of the Education Law.

CREDIT GRANTING POLICY FOR PREVIOUS EDUCATION AND TRAINING:

Credit for training received prior to attending The Genesis Medical Training Center can be used as transfer credit towards completion of any program offered at the Training Center. All credit transferring must be reviewed by the director to be approved.

Accreditation:

New York State Education Department
MedCa: Medical Career Assessment

DESCRIPTION OF THE SPACE:

The school is located on the second floor of an office building. The school consists of four large rooms devoted to Medical Laboratory, Nurse Aide Lecture/Clinical Skills, EKG classroom and Phlebotomy classroom. It also has an office, storage and an open reception area. School is equipped with ADA approved bathroom with public bathroom in the building on the same floor.

CERTIFICATION EXAM:

Students for Nurse Aide/Assistant program are required to be certified by The New State Department of Health to become a Certified Nurse Aide/ Assistant.

Student of all other program/ courses are encouraged to take Certifications exams given by Medical Career Assessment (MedCA)

REGISTRATION OF SCHOOL:

The Genesis Medical Training Center is registered by The New York State Education Department.

COMPLAINT PROCEDURE

If you are or were a student or an employee of Genesis Medical Training Center and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

The steps you must take to file a complaint are:

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, transcripts, etc. An investigator from the Department will meet you and go through your complaint in detail.
2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.
3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible, delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that

violations of law have been committed and the school fails to take satisfactory and appropriate action, then the Department may proceed with formal charges.

4. In addition to filing a complaint with the Department, you may also try to resolve your complaint directly with the school. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you take to attempt to resolve your complaint.

CATALOG DISCLAIMER:

COLLEGE CREDIT:

Licensed Private Career School offer curricula measured in clock hours, not in credit hours. Certificates of completion. i.e., school diplomas are issued to students who meet clock hours requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

PLACEMENT ACTIVITIES:

The administration communicates with the students to arrange an internship site which could be a medical office, a hospital or a nursing home, depending on the program that the student has completed. Although placement service is provided by the institution, Genesis Medical Training Center clearly explains that employment is not guaranteed and reassures that the student understands it.