

OIC TRAINING ACADEMY HANDBOOK

**(STUDENT HANDBOOK AND COURSE CATALOG)
2011-2012**

"OPENING DOORS TO YOUR FUTURE"

"HELPING THOSE WHO HELP THEMSELVES"

On behalf of the students, instructors, staff, and administration, I would like to welcome you to OIC Training Academy. We are all very excited that you have chosen OIC as a partner in your educational journey, and we are eager to help you achieve your goals! At OIC you will find a team of dedicated and caring professionals who will work hard to help you as you design your path to success. Whether you have been out of school for a while, have just graduated from high school, or are a returning student, please know that OIC is dedicated to providing you with opportunities to achieve your educational and career goals. I look forward to knowing each of you, and I wish you much success as you pursue this new professional challenge.

Best regards,
Philip M. Keith
Executive Director

Rev. July 2011

CORE SKILLS AND LEARNING OUTCOMES

OIC Training Academy advocates its core skills as critical competencies for student achievement and lifelong learning in today's global economy. These critical competencies will be supported with identified measurable learning outcomes and integrated into the school's instruction and activities.

Core Skills

Effective Communication
Professionalism
Information Literacy
Critical Thinking
Participation in Diverse Environments

To ensure the attainment of these core skills, OIC Training Academy has established the following Core Skills Learning Outcomes:

- Students will organize and express ideas clearly through oral and/or written communication in a manner appropriate for the intended audience.
- Students will demonstrate appropriate professional behavior in diverse environments.
- Students will apply the use of technology to access, organize, analyze, and communicate information.
- Students will apply the basic principles of interpretation and analysis to synthesize information.
- Students will apply the basic principles of mathematics and/or scientific inquiry to identify, interpret, evaluate, and solve problems.
- Students will apply the basic principles of individual or group behavior to current and future challenges of working and collaborating with others with respect to diversity.

OUR VALUES

- Integrity
- Respect
- Creativity and Innovation
- Dedication
- Teamwork
- Professionalism
- Open communication
- Service to community
- Continued learning

- Quality instruction
- Challenging and relevant courses
- Quality student services
- A learning environment that is safe and conducive for continued learning
- Student-centeredness
- Honesty
- Success

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ACADEMIC CALENDAR 2010- 2011: Day

Day School

Class Start	Class End	Holidays Student Off
July 11, 2011	August 19, 2011	None
August 31, 2011	October 12, 2011	September 5, 2011
October 14, 2011	December 2, 2011	November 11, November 21-25, 2011
December 5, 2011	January 31, 2012	December 9 - Graduation December 19 - January 2, 2012 January 16
February 2, 2012	March 15, 2012	February 20, 2012
March 19, 2012	May 4, 2012	SPRING BREAK APRIL 2-6
May 7, 2012	June 20, 2012	May 28, 2012 June 7 – Graduation June 8 – No Students
July 9, 2012	August 17, 2012	None
September 4, 2012	October 15, 2012	None
October 17, 2012	December 5, 2012	November 12, 2012 November 19 – 23
December 7, 2012		

ACADEMIC CALENDAR 2011- 2012: Evening

Evening School

Class Start	Class End	Holidays Student Off
August 22, 2011	February 1, 2012	September 5, 2011 November 11, November 21-25, 2011 December 19- January 2, 2012 January 16, 2012
February 13, 2012	July 12, 2012	February 20, 2012 Spring Break April 2-6 May 28, 2012 May 24 – Graduation July 4
	August 20, 2012	

WHY SHOULD I CHOOSE OIC?

For over thirty years OIC has been providing job training and education for employment. Our programs are designed to foster the growth and development of the individual student both professionally and academically. The goal of OIC is to produce self-reliant, confident individuals who are equipped to be successful in their chosen career paths. OIC's small class sizes offer an environment conducive to interactive learning.

In order to enhance the overall success of students, OIC offers a variety of workplace skills courses that assist our students in attaining their education and employment goals. We also provide counseling and guidance, as well as information and referral services. Each student is provided with case management services and are regularly monitored to ensure academic success and program retention. Every student is given individualized attention and the opportunity to develop intellectually, vocationally and emotionally.

PROGRAM HIGHLIGHTS

Enrollment Services (pre-enrollment, counseling and guidance)
Financial Aid Services
Workplace Skills
Counseling Services
Job Readiness Training
Job Preparation Services
Technical Education and Skills
Retention Services
Clinical and Externship Assignments
Job Placement Services
Certification Testing
Job Retention Services
Post-program Services

MISSION STATEMENT

The Opportunities Industrialization Center (OIC Training Academy) is a private nonprofit community-based career and job training facility that provides education, specialized training, and job placement assistance for the residents of North Central West Virginia. OIC Training Academy exists to "help people help themselves" by providing them with quality opportunities to develop the professional skills and attributes necessary to advance personally and professionally.

ACCREDITATION

OIC Training Academy is regionally accredited by the North Central Association Commission on Accreditation and School Improvement.

CERTIFICATION

OIC Training Academy is certified by the United States Department of Education as a Title IV institution.

OIC Training Academy is certified by the West Virginia Higher Education Policy Commission: Office of Veterans Education and Training Programs to accept Montgomery GI Bill benefits.

LICENSING

OIC Training Academy is permitted by the West Virginia Council for Community and Technical College Education.

ASSOCIATIONS

OIC Training Academy is an associate member of the National Association of Health Professionals.

EQUAL OPPORTUNITY STATEMENT

OIC recruits, selects, and admits students without regard to race, sex, religion, creed, color, national origin, ancestry, marital status, age, political affiliation, citizenship or disability. Applicants that qualify for OIC programs will be reasonably accommodated based upon disability status of each program participant's needs.

ADA POLICY

If you have a disability and feel that you need accommodations in a class, contact the Director of Student Services at 304-366-8142, to arrange an appointment.

OIC STAFF MEMBERS

Administrative

Philip Keith, Executive Director
Lisa Wiley, Director of Student Services
Micki Cutlip, Fiscal Manager
Alissa Wilmoth, Director of Academic Services
Charles Thurston-Snoha, Employment Specialist
Kristin Rife, Financial Aid Officer
Suzanne Kniceley, Project Coordinator
Ella Tate, Administrator/Instructor
Susan Price, Administrative Assistant
Heather Ketterman, Night Receptionist

Faculty

Lucilena Bourne, Instructor
April Bostic, Instructor
Cybil Moran, Instructor
Tara Rose, Instructor
Cindy Saloky, Instructor
Donna Yearsley, Instructor
Leigh Ann Boise, Instructor
JoAnn Gorman, Instructor
Jeremy Wentz, Instructor
Chrissy Terry, Instructor

ADMISSIONS REQUIREMENTS AND PROCEDURES

OIC's goal is to ensure the ultimate success of every student; therefore, individuals applying for admission into any of OIC's occupational training programs must have a minimum of a high school diploma or GED. Applicants must complete the admissions process that includes an application, personal interview, testing, and financial aid screening. Minimum education, aptitude, and scoring requirements are set for each program and must be achieved for acceptance. OIC reserves the right to select candidates based on the ability to benefit from the program, motivation to complete the program, and desire to obtain employment.

A student is anyone enrolled in a clock hour training program with an end result of a certificate or diploma.

Students enrolling in a medical/dental, phlebotomy or CNA program are required to receive a physical examination and TB test; medical/dental and phlebotomy students must also have the first series of the Hepatitis B vaccination within the first two weeks of classes.

If a student's health changes during the enrollment period, the student will be required to obtain and submit prior to resuming training another medical verification that they are capable of continuing in their occupational training program.

STUDENT ORIENTATION

OIC will conduct an orientation session the first week of enrollment in an OIC program. This period will allow students to experience being in the classroom, adjusting to structure and routine of day to day school life, develop study habits and complete all necessary financial aid paperwork. It will also allow students time to decide if they are

ready for the rigors of adapting to the fast pace of the school environment. During this period of five days from the first day of orientation each student will be assigned classes, receive books, school policies and procedures will be reviewed, health exams and shots recorded as required and review of rules and regulations for the classroom. The Financial Aid agreement must be signed by the end of the orientation period. Students who drop out during this orientation period prior to signing their financial agreement or the submission of enrollment papers will not be officially enrolled. They will not be charged tuition, however they will be responsible for paying the Registration Fee of \$60.00 and the Administrative Fee of \$100.00 plus the cost of the books. If the books are returned without any damage, abuse or written in, this cost will be deducted. OIC will make every effort to assist students who drop out with alternatives such as help with employment opportunities, other educational programs or referral to community based services.

COURSE OFFERINGS

OIC makes every effort to provide a positive and challenging learning environment that will promote a successful outcome for all students. Thus we are continually making changes in programs and course offerings to improve the outcomes for the future betterment of our students. On a regular basis OIC conducts a survey of the employer community to assess the academic and skill needs of our students in order to enhance their overall employability. Therefore, OIC reserves the right to determine when courses are offered and which students are assigned to each course. We also reserve the right to make adjustments, substitutions or changes in the courses contained in each program, the content of specific courses, the program title and/or objectives, graduation requirements or any other academic matter at anytime. Specific class schedules are determined by the overall scheduling requirements for the entire student population in each individual program. Therefore, a student who withdraws or takes a leave of absence probably will not complete their program within their originally scheduled time period.

TUITION COSTS AND FEES

We believe that a quality education should be affordable and we make every effort to keep our tuition costs low. It is our financial objective to assist the student with gaining the knowledge and information to pursue tuition support, but understand indebtedness in relation to earnings potential. As program costs increase, there may be a need to increase the tuition as well. Fees and book costs are assigned based on current prices and shipping fees at the time of ordering. Tuition and fees will be discussed at the time of the interview and are subject to change according to increased costs to OIC. We offer a variety of financial aid sources to assist students to defer the costs and prevent as much out of pocket expense as possible. OIC will provide guidance throughout the financial aid process and provide additional counseling throughout the program to promote financial responsibility.

SATISFACTORY ACADEMIC PROGRESS

Section 668.34 of the Higher Education Act states that a student must make Satisfactory Academic Progress (SAP) to receive Title IV financial aid. Title IV aid includes Federal Pell Grants, Federal Supplemental Education Opportunity Grants, and Federal Stafford Student Loans.

The student's official academic record, maintained by the Director of Student Services, is reviewed at the end of each six weeks of training with this policy. Students that are not meeting requirements are placed on Academic Probation for 6 weeks. If the standards have not been met at the end of the probationary period, or any term thereafter, financial aid eligibility is denied. Students that are denied aid eligibility may appeal to the Financial Aid Office for an exception to this policy. (Note: All night school students will be reviewed at mid-term, rather than six week periods, and probation periods will last one half of a semester.)

SAP is comprised of two components; quantitative and qualitative. Students must meet both the quantitative and qualitative components of the policy to be considered making Satisfactory Academic Progress.

Qualitative Component

Students must maintain a cumulative "C" (2.0) grade point average or better to meet the minimum qualitative component of the Satisfactory Academic Progress Policy. If a student falls below the required minimum grade point average, he/she will be placed on academic probation.

Quantitative Component

Attendance

Students must maintain at least 80% cumulative attendance. Attendance will be reviewed at the end of each six weeks for day programs and at each mid-term for night school programs.

Maximum Time Frame

OIC Training Academy courses run consecutively. Students must be on track to complete his/her educational program within 150% of the published length of the educational program. For 900 clock hour programs, students must complete within 12 months and 1350 clock hours. For 600 clock hour programs, completion time must be within 9 months and 900 clock hours. Approved Leaves of Absence will not be included in the maximum time frame allowance.

Academic Probation

Students may be placed on Academic Probation for failing to meet the Qualitative

and/or Quantitative components of Satisfactory Academic Performance (SAP). A student who is on probation will receive a written probation letter stating reasons for the probation. The letter will clearly state the steps a student will need to take to re-establish SAP. Students on Academic Probation are still eligible for financial aid and will have six weeks to meet SAP. Failure to achieve SAP at the end of six weeks will lead to Financial Aid suspension and possible termination from OIC Training Academy.

Appeal Process

The student may submit a written appeal of his/her termination within five calendar days of their receipt of the notice. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. Before an appeal may be granted, a written academic plan must be provided to the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed. A committee, headed by the Executive Director, will assess all appeals, and determine whether the student may be permitted to continue in school on a probationary status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of the receipt of the appeal. The decision of the committee is final.

* All OIC Training Academy students, regardless of funding sources, are required to meet Satisfactory Academic Progress policy requirements.

TYPES OF FINANCIAL AID

Workforce Investment Act (WIA) - Students may be eligible to receive funding through this program based on eligibility requirements determined by the Region VI Work Force Investment Board. If eligible, the Work 4 WV Center will issue an Individual Training Account (ITA) to attend the approved training program of their choice. This is not a loan and does not have to be repaid. However, WIA will only pay the balance of tuition owed after PELL, HEAPS, etc. Therefore, the WIA grant may be adjusted so that grants do not exceed the total of tuition, fees and books.

PELL Grants - This program is funded through the U.S. Department of Education. New appropriations are made each year, and the amounts of the student awards may vary. This is a grant and does not need to be repaid. Awards are based on the eligibility requirements determined by the institution and the U.S. Department of Education's rules and regulations. The FAFSA application and results determine the amount of the Pell Grant award. This grant is only available to a student entering a program with a minimum length of 600 clock hours. A student who has a defaulted student loan is not

eligible to receive a PELL grant. Students who have obtained a Bachelor's degree are not eligible for this grant.

HEAPS- The Higher Education Policy Commission of WV awards this grant to eligible adult learners. Awards may vary according to eligibility requirements.

Federal Stafford Loans - These loans are available to eligible students to help pay for the cost of their education. There are two types of loans: subsidized and unsubsidized. The type of loan each student is offered is based on their individual need. Federal interest subsidiaries are available to eligible students. Repayment of the loan does not begin until after the student leaves school. The student has a six month grace period before they begin repayment. A student who is currently in default on a student loan is not eligible for Title IV funding.

Veteran's Educational Benefits - Persons eligible for veteran's benefits should make application to the nearest V.A. regional office. The admissions office will be glad to assist in providing information and processing the required forms. Monthly benefits are subject to change. Please consult the V.A. office for current information.

Vocational Rehabilitation Benefits - Persons who have been terminated from their jobs due to no fault of their own or receive services from the Vocational Rehabilitation office for a documented injury or disability may be eligible to receive funding for re-training programs. Individuals who fall under this category should check with their previous employer or the Vocational Rehabilitation Office to determine eligibility. Following approval of benefits, the student should submit the necessary documentation to the financial aid office for certification.

OIC Payment Plan Option- A student may contact the financial aid to make payment arrangements on their student account balance that may not be covered through financial aid.

Lost Student Aid Checks – In the event a student loses a student aid check, the financial aid officer and the fiscal manager must be notified immediately. Information on the lost check should be provided in writing and include name of student and date check was lost. A replacement student aid check will then be issued after the stop payment. The student is responsible for payment of bank stop check fees.

STUDENT VERIFICATION POLICY FOR TITLE IV FUNDS

Students may be required by the U.S. Department of Education to verify the information submitted on their FAFSA. The institution is required to verify this information on behalf of the U.S. Department of Education. Verification of the following will be placed in the file:

- Adjusted gross income for the base year in determining eligibility or income from work for non-tax filer
- Birth certificates for dependent children
- Number of people in household
- Earned income credit
- Child support
- TANF
- Social Security benefits
- Marital status
- Any other untaxed income or benefits

If a student fails to comply with the verification process within a ninety (90) day time frame, any funding received will be returned to the funding source.

FINANCIAL AID ATTENDANCE POLICY

Attendance is one of the most important requirements for success at OIC and in the workforce. We understand personal obstacles may, at times, hinder a student's capacity to strictly adhere to attendance policies, however, students are required to attend all scheduled classes. Students may copy notes or make-up an assignment, but you can never get back what's most important: the discussions, questions, explanations by the teacher and the thinking that make learning valuable. Your success in school depends on having a solid educational background, one that can only be gained through regular school attendance. We encourage students who experience personal problems that affect school to meet with the Director of Student Services for day students and the Program Coordinator for evening students. They are trained to provide counseling or information and referral services for help through community agencies. Additionally, we urge students to remember that emergencies such as weather or illness may require you to be off from school and affect your attendance, so use caution and limit unnecessary class absences.

OIC maintains that attendance is crucial to academic success and will ensure future job retention. Therefore, it is our policy to inform students when their attendance is at risk of falling below financial aid requirements. When the overall attendance of a student falls below the necessary percentage to maintain receipt of financial aid, the student will be notified by the Director of Student Services who will then arrange an appointment between the student and the Financial Aid Officer.

Failure to meet Satisfactory Academic Progress policy requirements for financial aid and/or WIA may lead to a student being placed on probationary status. This can affect draw down dates for receiving aid. Additional requirements and/or penalties will be explained during the meeting with the Financial Aid Officer.

Every effort will be made to inform the student of their attendance status. If the student is unavailable to receive the verbal or written warning, documentation will be placed in their file that an attempt was made to notify them.

RECORDS OF ATTENDANCE WILL BE CALCULATED BY THE FOLLOWING METHODS:

- Each classroom instructor will monitor attendance.
- Students will be required to sign in and out of each class on a daily basis.
- All partial and full absences per class will be totaled together to determine the amount of time missed.
- Tardies will be recorded by instructors and counted toward over-all attendance.

*It is important to note that attendance procedures and policies that determine Financial Aid eligibility may have different expectations and penalties from classroom attendance procedures and policies.

CLASS SCHEDULE

Day Classes

1st 8:30 a.m. to 10:20 a.m.
2nd 10:30 a.m. to 12:20 p.m.
3rd 1:00 p.m. to 2:50 p.m.

Night Classes

4:30 p.m. to 5:50 p.m.
6:00 p.m. to 7:20 p.m.
7:30 p.m. to 9:00 p.m.

* Breaks are scheduled with 10 minutes between classes. Additional time is scheduled during day classes from 12:20 p.m. to 1:00 p.m. to allow time for lunch. **Students should not be taking breaks during scheduled class time.**

TWO HOUR DELAY SCHEDULE

Two Hour Delay Schedule for Day Classes

1st 10:30 a.m. to 11:40 a.m.
Lunch 11:40 a.m. to 12:20 p.m.
2nd 12:20 p.m. to 1:40 p.m.
3rd 1:40 p.m. to 2:50 p.m.

MAKE-UP ASSIGNMENTS/TESTS

There will be no make-up assignments or tests unless extenuating circumstances are documented and approved by the instructor and Director of Academic Services.

ACADEMIC ASSISTANCE

Students experiencing academic hardship are offered the opportunity to receive additional explanation of subject matter. Study hall is scheduled following regularly scheduled classes Monday through Thursday, or an individualized time can be arranged with the instructional faculty.

GRADING SCALE/EVALUATION POLICY

Each instructor will provide grading criteria which may include attendance, class participation, daily assignments, tests, worksheets and attitude as a percentage of the total grade for individual classes. Progress evaluations will be scheduled at varying intervals throughout the program at which time the student will be advised as to their current academic progress as well as other factors, such as attendance, behavior and attitudes that effect success in the classroom. All students, regardless of funding sources, are required to meet Satisfactory Academic Progress policy requirements. Students must repeat any class in which they have not earned at least a "C" grade. Repeating courses will delay graduation and may affect a student's ability to maintain Satisfactory Academic Progress. Students that must repeat courses should meet with the Financial Aid Officer to ensure they will still complete the program within the maximum time frame allowed.

GRADING SCALE

A =	93 - 100%
B =	85 - 92%
C =	77 - 84%
D =	70 - 76%
F =	69 – below
CR =	Credit
P =	Pass 90% and above
F =	Fail
I =	Incomplete

ACADEMIC INTEGRITY

Should you, as a student at OIC Training Academy, choose to participate in an academic integrity violation, which includes but is not limited to cheating on tests, turning in homework completed by or copied from someone else, turning in documents from the Internet and claiming the work as your own, plagiarizing within papers, or performing or aiding others in activities that are academically dishonest, you will receive an "F" or "0" for that work. Your instructor will notify you in writing the details of the academic integrity violation and that an "F" or "0" has been given for the assignment. This grade must be included in the calculation of the final grade for the class. Detailed evidence and documentation of the violation will be reported to the Director of Student Services and the Director of Academic Services for further disciplinary action, which ranges from a reprimand to termination from the program. This documentation will be added to your permanent academic record.

OFFICIAL HOLIDAYS

MARTIN LUTHER KING'S BIRTHDAY	PRESIDENT'S DAY
SPRING BREAK	MEMORIAL DAY
FOURTH OF JULY	LABOR DAY
VETERAN'S DAY	THANKSGIVING and FRIDAY AFTER
CHRISTMAS EVE THROUGH NEW YEAR'S DAY	

INCLEMENT WEATHER

In the event of inclement weather, a decision may be made by the Administration to cancel or delay classes. The student is responsible for obtaining this information by listening to their local radio or television stations. The decision to cancel or delay classes will be made as early as possible. Students should use their own discretion regarding their safety and whether to travel to or from certain areas or distances. However, if school is in session, it will be counted as an absence thus we urge students to reserve absences for such occurrences as bad weather or poor road conditions.

SCHOOL CLOSINGS

OIC reserves the right to close the facility due to circumstances beyond our control such as equipment failure, construction or other incidents as deemed necessary by the Administration. Adequate notice shall be provided to students as soon as the decision to close has been made via the same resources as with inclement weather.

DRESS CODE

Learning how to dress appropriately for the workplace is part of your education at OIC Training Academy. The OIC dress code is designed to prepare you for expectations in the workplace. Students are required to adhere to the dress code at all times. **Any student who violates the dress code will be sent home, and time missed will be counted against the student's hours.** The student will be permitted back in the classroom when they are wearing appropriate attire. Students are required to wear clothing that is neat, clean and appropriate for the classroom environment. We encourage students to begin building their professional wardrobe while they are in training in preparation for work.

LABORATORY/CLINICALS

Dress requirements for Medical Assistant, Dental Assistant and Pharmacy Technician students is designed for work in an environment where infection control is a priority. These rules are for your **safety** as well as the safety of your classmates.

- Students must wear clean medical scrubs on days that they have medical/laboratory classes.

- The only jewelry permitted in the lab are plain wedding bands. No other jewelry is permitted.
- False fingernails of any kind are not permitted. Fingernails must be kept short and clean.
- Chipped fingernail polish must be removed or repaired.
- Clean white tennis shoes or nursing shoes are required.
- Undergarments and socks must be worn.
- Hair must be clean, out of the eyes, and pulled back off the collar during skills lab.
- Beards must be trimmed, clean shaven is preferred.
- **Good hygiene must be observed at all times.** Take care to maintain clean hair, teeth, and person.
- Wear deodorant every day.
- Keep perfumes and aftershaves to a minimum.

SUPPORT COURSES

There may be terms where students have all support courses, such as Medical Office Procedures, Law and Ethics, or Keyboarding, and do not have medical/lab courses. If this occurs, students are not required to wear scrubs, however, a standard of dress must be met.

- Clothing with inappropriate wording that could be considered profane, racial, drug related or of an offensive nature is not permitted.
- Shorts that hang just above the knee, no shorter, are permitted.
- Blue jeans are permitted.
- No extremely tight or form-fitting clothing.
- No excessively short or revealing clothing, including bare midriffs, low-cut tops, spaghetti straps, or strapless tops.
- No pajama bottoms.
- No sagging or extremely baggy pants that may allow undergarments to be exposed.

FRIDAYS

Fridays have been designated "dress down" days. This is a privilege granted by Administration and can be revoked if it is determined to be detrimental to the learning environment. If skills lab activities, field trips, or visitors/speakers are scheduled on Friday, professional attire will be required. Some events may require interview attire. You will be notified when interview attire is appropriate.

EXTERNSHIP

During their externship students will, at a minimum, be required to follow the OIC laboratory/clinical dress code. Students will be required to adapt to the externship site dress code, which may have additional restrictions and/or requirements.

GENERAL INFORMATION

STUDENT ID

Students will be provided an OIC Training Academy identification badge following the third week of enrollment. Students will wear the OIC Training Academy identification badge during classes, tours and externship placements (unless facility badge is provided at site). Student identification badge must be visible on top garment. If the identification badge is lost, misplaced or stolen, the student will have to pay a replacement fee of \$2.00 per incident.

DRIVERS LICENSE

Students are strongly encouraged to obtain their drivers license and reliable transportation arranged prior to completion of classroom training.

ELECTRONIC DEVICES POLICY

Use of electronic devices, including but not limited to cell phones, headphones, MP3 players, video games, etc., will not be permitted in the classroom. If brought to school these items must remain out of view. Students using these devices in the classroom will be given a verbal warning for the first offense. A written warning will be issued for the second offense. A one-day suspension will become effective at the time of the third offense and will be counted as an absence.

Classroom computers are to be used for academic and job search purposes only. Visiting FaceBook and other unapproved sites is not permitted.

OIC TELEPHONE USAGE

Students are permitted to use the telephone during breaks or lunch with prior permission from a staff member. No long distance calls may be made from OIC and ALL calls must be limited to 5 minutes or less. Students are not permitted to leave the classroom to make or receive phone calls. Messages will be taken for students and may be collected at the front desk after class. Students should discourage family members and friends from calling the school unless it is an emergency.

COPIER/EQUIPMENT USAGE

Students are not permitted to use office equipment for personal use. If a student needs to use the copier, fax machine or other office equipment for a classroom assignment they must have prior approval and seek assistance from OIC Staff in the front office.

RESOURCE CENTER

OIC has a resource center available to students that include a selection of materials such as pamphlets, books and reference guides on a variety of topics. Students may use these materials without permission from a staff person. Books are expected to be

returned in excellent condition in a reasonable period of time. Some of the resources are not permitted to be taken out of the facility.

VISITORS

All visitors must stop at the front desk and state their reason for visiting and the person who they wish to see. They will be required to wait in the lobby area unless prior arrangements have been made with OIC staff or an appointment has been scheduled. **Visitors are not permitted in the classrooms or labs.** Students are expected to arrange reliable childcare for their children and are not permitted to bring children to school with them. OIC will not be held responsible for any items left at the front desk for a student.

SMOKING POLICY

OIC Training Academy is a smoke-free campus. Absolutely no smoking is allowed on OIC property. Students must go off OIC property to smoke. **Students may not take smoke breaks during class time.**

NO WEAPONS POLICY

Absolutely no weapons of any kind are permitted on or in the OIC premises. Failure to comply with this policy will result in immediate termination.

SUPPORTIVE SERVICES AVAILABLE

PERSONAL COUNSELING

OIC encourages students to seek counseling for personal problems or issues that might affect or hinder their success in completing their education. OIC has experienced staff that can assist with information and referral services to professional counseling agencies.

CAREER COUNSELING & GUIDANCE

Guidance counseling is available to potential students who are contemplating their career goals. Career decision making assessment and exploration activities are provided to assist a student in determining his/her suitability for certain occupations and employment environments.

FINANCIAL AID ASSISTANCE

Financial Aid assistance is available to those students who qualify through WIA, Pell Grants, HEAPS, student loans, or other available funding sources. OIC's financial aid officer will assist students in determining eligibility.

STUDENT COUNCIL/COMMUNITY ACTIVITIES

OIC promotes social skill development and the development of positive attributes such as leadership, team building, cooperation, initiative and citizenship through student council participation and short term volunteer community activities. The opportunity

for networking and serving in assignments related to career goals are arranged by OIC staff. Examples are blood pressure clinics, career day activities and health fairs.

PROFESSIONAL DEVELOPMENT AND THE EXTERNSHIP PROGRAM

As part of each student's curriculum, a Professional Development Course must be completed. This course focuses on key elements, such as: redefining career goals, job search techniques, developing resumes and skills for interviewing. The externship will provide the student with an opportunity to develop specialized occupational skills and increased work ethic in a professional work environment. It is the overall integration of the student's classroom studies and employment experience. Students will be placed into an externship site only after completing the Professional Development course.

Prior to being placed into an externship site, each student must have completed all classroom assignments and have a "C" average in all classes, with a 2.0 GPA overall. Students receiving financial aid are to meet with a financial aid counselor before placement occurs and must pay any outstanding balances before a site is determined. Students must also have demonstrated that they possess the capabilities required to be successful in an externship site, such as: professionalism, good work ethic and good punctuality and attendance. Students must also have demonstrated the ability to manage life, such as balancing personal life problems or crises with school or work. Students must have transportation arranged to demonstrate the ability to get to and from a job site in order to be successful in an externship. Any student falling below 80% attendance in the classroom prior to externship must complete additional hours to bring overall % up to 80% before being placed into an externship.

The number of hours required for each student may differ, depending on the program of study. For the duration of the externship, students are required to complete a minimum of twenty (20) hours per week if attending night program, and (30) hours per week if attending day programs, but not to exceed forty (40) hours per week. It is strongly suggested that you complete your externship as soon as your schedule allows. It is also expected that each student will actively seek employment during his or her externship placement.

EXTERNSHIP ABSENCE POLICY

Students in the Externship Program are permitted two (2) absences. Two (2) tardies are equal to one (1) absence. Exceeding the allowed number of days will result in the student being placed on externship probation and their grade will be affected. A second violation of this policy will result in termination from the program.

Being placed into an externship is a privilege; therefore, it should be entered into as though it were a job. Each externship site is a local employer who has agreed to partner with OIC to provide a valuable training experience for our students. Students will find

that if they are motivated, demonstrate their new skills and show good work habits, the externship can be a very rewarding experience.

At any point in the externship students who are unable to complete due to unforeseen circumstances could receive clock hour credit towards externship or professional development through related activities such as resume and application assistance, active job seeking, employment, volunteer training related experience. Activity must be documented and pre-approved by the Employment Specialist in order for the student to receive clock hour credit for time towards completion of program.

JOB PLACEMENT/CAREER ASSISTANCE

The role of OIC is to provide education, job training, professional development and job placement guidance in order to equip the student to pursue employment opportunities. It is the responsibility of the student to assume a pro-active role in obtaining employment in the field for which they were trained. Job placement services consist of the teaching of employer expectations, preparation of a resume, cover letter, thank-you letter, application, interview techniques, professional attitude and appearance, job search techniques and job retention strategies. The student will receive job search guidance for the purpose of developing a job search plan prior to graduation. OIC cannot guarantee employment for any graduate. Each student must prepare for his/her job search. It is expected that each student have a resume, make job contacts, attend scheduled interviews, and perform the necessary follow-up strategies with prospective employers. Graduates will be required to maintain a job search log that includes documentation of job leads and contacts, follow-up activity and the outcomes of these efforts.

Students are advised while in training how their attendance, attitude, conduct, appearance and grades all affect the probability of successfully obtaining employment. Every effort is made by OIC staff to guide the student in correcting any barriers that may hinder his/her ability to successfully obtain employment. A graduate of any of OIC's job training programs can reasonably expect to obtain an entry-level position in the occupation for which they were trained if they apply the learned job search techniques. Job retention and career growth are expected but it depends upon the success the student achieves in the workplace in such areas as dependability, work ethic, adaptability, eagerness to learn and professionalism.

The placement office at OIC will review all incoming job leads and attempt to successfully match the employers' needs with graduates. A graduate who meets the criteria provided by the employer will be referred by the placement office for an interview. It is the responsibility of the graduate to follow through with the lead and schedule the interview and ultimately earn the job offer. OIC reserves the right to withhold referral assistance from students/graduates who do not demonstrate professional work ethics or exhibit unprofessional conduct in the classroom that reflects negatively upon their training, fellow students and the institution.

CERTIFICATION TEST REQUIREMENTS AND PROCEDURES

The National Association for Health Professional Registry Exam for Medical Assistants, Dental Assistants and Phlebotomists.

- Each student will schedule for the N.A.H.P. registry exam as they complete the final phase of classes.
- If the total course of study is completed with clinical included, before the exam, a final transcript or diploma can be sent with the application or exam. If the student has not completed the program by the exam date, the documentation can be sent at any time after completion.
- A copy of the examination study guide to prepare for the National exam will be provided.
- If a student schedules to take the exam and misses that exam, a rescheduling fee of \$10.00 will be assessed.
- Exams are mailed to N.A.H.P. to be scored. The test must be passed with a minimum score of 70%. In the event that a student does not pass the certification exam they must reschedule for the test. The cost to retake the test is \$65.00.
- If a student chooses to take a second registry exam, the cost is \$65.00

The National Pharmacy Technician Certification for Pharmacy Technicians.

- OIC students schedule the test online upon completion of the Pharmacy Technician program.
- Instructions for scheduling the registry exam can be obtained by the Pharmacy Technician instructor.
- Upon passing the exam a pharmacy technician may use the designation of CPhT.

The Certified Coding Associate for Medical Coding Associate.

- OIC schedules the test upon completion of the Medical Coding Specialist program through AHIMA.

GRADUATION REQUIREMENTS

All training programs offered by OIC are certificate or diploma programs. It is required to have passed each course with a 77% or better, and have a grade point average of 2.0 overall in order to graduate. Transcripts are issued after program completion and includes externship hours. Transcripts and diplomas are sent together to students. A graduation ceremony is held annually in June. Students who have successfully completed their program are encouraged to attend.

REPORT CARDS

Report cards will be available for distribution fourteen (14) days after completion of the semester. Report cards are to be picked up at the Administrative office on the second floor.

TRANSCRIPTS

If you would like to obtain a copy of your transcript, please send your name, date degree granted (or dates of attendance), phone number, mailing address with your signature to:

OIC Training Academy
120 Jackson Street
Fairmont, WV 26554
Attention: Records Department

Transcript Rates

-Official Transcript via mail	\$5.00
-Faxed Transcript (unofficial)	\$6.00
-Official Letter of GPA	\$6.00
-Copy of Diploma via email	\$5.00
-Copy of Diploma via fax transmission	\$6.00

Additional requests for transcripts and/or certificates must be made three business days prior to the date they are to be picked up. Requests to have transcripts faxed or mailed to other institutions must be prepaid and a release of information form must be signed.

For additional information or questions, please contact OIC Training Academy at (304) 366-8142. Please note rates are current as of July 2003. All rates are subject to change.

STUDENT RECORDS: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Administrative office maintains student records. These files are confidential and made available only for approved purposes. A copy of the transcript will be provided at the time of completion. The diploma or certificate will be provided in December or June depending on the student's completion date.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day OIC Training Academy receives a request for access. A student should submit a written request to the Director of Student Services that identifies the record(s) the student wishes to inspect. The Director of Student Services will make arrangements for access and notify the student of the time and place where the records may be inspected. The Director of Student Services will make the necessary arrangements for the student to review the requested record(s) at a time and place agreeable to all parties involved. Such arrangements will be scheduled within the allotted time limit.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask OIC Training Academy to amend a record should write the Director of Student Services, clearly identify the part of the record the student wants changed, and specify why it should be changed. If OIC Training Academy decides not to amend the record as requested, the Director of Student Services will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before OIC Training Academy discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

OIC Training Academy discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by OIC in an administrative, supervisory, academic, or support staff position; a person or company with whom OIC Training Academy has contracted as its agent to provide a service instead of using OIC Training Academy employees or officials (such as an attorney, auditor, or collection agent, or externship provider); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for OIC Training Academy.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by OIC Training Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901**

A copy of the FERPA regulations can be found in the OIC financial aid office or through the Department of Education website, www.ed.gov. Students have the right to view their educational records. If you find any error with your educational record you have a right to ask they be amended.

PUBLIC NOTICE OF DIRECTORY INFORMATION

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a prior written consent. OIC Training Academy defines "directory information" as the following:

- **student's full name**
- **permanent address and telephone number**
- **local address and telephone number**
- **any OIC assigned student e-mail address**
- **state of residence**
- **date and place of birth**
- **marital status**
- **academic status**
- **class schedule and roster**
- **name of advisor**
- **major field of study**
- **participation in officially recognized activities**
- **dates of attendance and graduation**
- **degrees and honors & awards received**
(including selection to any honorary organizations, awards, the grade point average of students selected, etc)
- **photographic, video, or electronic images of students taken and maintained by OIC**

Please note that OIC Training Academy may disclose "directory information" without written consent unless the eligible student or parent has advised OIC Training Academy to the contrary in accordance with OIC procedures. The primary purpose of directory information is to allow OIC Training Academy to include this type of information from the student's education records in certain school publications. Examples include:

- **Honor roll or other recognition lists**
- **Graduation programs**

- **Staff and Board reports**

INCOMPLETE POLICY

Students will receive an incomplete for a course in which they have not completed all assignments, tests or skills required for that class provided that they are in compliance with the attendance policy. Students receiving an incomplete will have up to thirty (30) calendar days to complete all assignments, tests and skills required to pass that particular class thus, the incomplete will be converted into a letter grade. Failure to complete the necessary requirements within the allotted time will result in an F for the class.

WITHDRAWALS

Program withdrawals may be either voluntary or involuntary:

Voluntary:

If a student chooses to withdraw, an exit interview will be scheduled with the Financial Aid office. The student will be informed of any money being returned on his/her behalf, as well as final loan amount and loan repayment options.

Involuntary:

Failure to attend classes for ten (10) consecutive days will result in involuntary withdrawal from the program. The student will receive a certified letter notifying that he/she been withdrawn. Final loan information and exit counseling documents will be enclosed. A student that does not agree with his/her involuntary withdrawal may request an appeal. (See Code of Conduct and Appeal Procedure)

See the Re-Enrollment Policy for the required guidelines for re-enrolling after a withdrawal.

LEAVE OF ABSENCE

A leave of absence can be granted in the cases of illness, accident, death in the family, or other special circumstances that make attendance impossible or impractical. All leaves of absence are to be requested, in writing, and approved. Only one leave of absence per enrollment period will be granted. Applications for a leave of absence can be obtained through the Director of Student Services. Each case will be determined individually by the Administration.

RE-ENROLLMENT POLICY

OIC is committed to the successful enrollment, completion, and job placement of all students. However, in the event that a student does not complete a program or obtain employment, limited re-enrollment options are available.

Re-enrollment After Withdrawal:

All OIC staff are committed to assisting students in the successful completion of their job training programs. We do realize, however, that barriers sometimes exist in the lives of our students that may prevent them from successfully completing a program. OIC reserves the right to deny re-enrollment to any student; however, a student may be considered for re-enrollment after the following conditions have been met:

- Student must wait at least one calendar year from withdrawal date (date of determination) before being considered for re-enrollment.
- Student will be considered a new enrollment. The enrollment process must be repeated and the student will be required to complete all program coursework, regardless of what classes may have been previously completed.
- Student will be responsible for the full cost of the new program.
- Student must have a documented reason for previous withdrawal and a written corrective plan of action.
- Only one re-enrollment will be granted within a five year period.

After the above criteria have been evaluated, OIC will inform the student in writing of their decision concerning reenrollment.

Re-enrollment After Successful Program Completion:

While job placement after graduation is OIC's ultimate goal, we do realize that occasionally the chosen field is unsuitable to the student. OIC reserves the right to deny re-enrollment to any student; however, a student who has successfully completed one program at OIC may be considered for re-enrollment in another program after the following conditions have been met:

- Student must wait at least one calendar year from program completion date to be a considered for re-enrollment.
- Student will be considered a new enrollment. The enrollment process must be repeated and the student will be required to complete all program coursework, regardless of what classes may have been previously completed.
- Student will be responsible for the full cost of the new program.
- Student must provide a documented reason for not obtaining employment in previously completed field of study

- Student will not be permitted to enroll in more than two programs in a five year period.

**Successful Program Completion is considered to be: fulfillment of all classroom training and externship requirements.*

CANCELLATIONS AND REFUND POLICIES

- Cancellation prior to the start of classes will result in a full refund minus the administration and registration fee. Fees will be refunded to the appropriate financial aid source on behalf of the student.
- For purposes of refund calculations, a student will be considered terminated by the school based on the last date of attendance.
- All refunds are required to be submitted to a student or appropriate agency within 30 days after notification of withdrawal. Refunds due to a student will be made first to satisfy SFAP liabilities to the US Department of Education.

REFUND AND REPAYMENT POLICY

All refunds due for students who withdraw from a program will be handled under the Title IV rules and regulations through the U.S. Department of Education unless the specific funding source has their own policy. The Refund to Title IV fund (R2T4) will be used to determine how much funding will be returned to the various funding sources.

STUDENT REFUND POLICY

The United States Department of Education allows a cost of living allowance that is calculated into the cost of attendance at OIC. Students may be entitled to a cost of living allowance through their financial aid award.

The United States Department of Education rules and regulations state that a school has 14 business days to process student refunds. A refund date will be predetermined based on the disbursement date. However it will not be disbursed prior to 7 days after the school receives the funds. That date will be posted outside of the Financial Aid Office.

If additional funding becomes available for a student such as WIA and HEAPS Grant, the amount of funds available for the cost of living may change. We will review your financial awards to make the necessary adjustments to remain within your cost of attendance. At this time additional loan funds may be made available on the next scheduled loan disbursement date.

COMPUTER LAB RULES

Technology accessibility is available for students during their enrollment period.

- No food or drink is permitted in any classrooms that have computers.
- Currently enrolled students may use the computer labs. No guests are permitted.
- Students are to ask permission from staff and must sign-in on the computer usage sheet in order to work in the computer lab after regular class hours.
- No copying of software is permitted.
- There will be no playing of games, music or sound effects unless approved by an instructor.
- No one is permitted to access their personal email account or chat lines.
- Students are prohibited from using computers or networks to compromise other computers or networks, commit crimes, unethical acts, downloading or viewing of pornographic web sites, receiving or sending chain mail, advertising or other activities that are personal/for-profit activities.
- Students are not to tamper with hardware. If equipment needs attention, notify an instructor.
- Computer settings (i.e. desktop icons, screensavers, background schemes, network settings and protocols) are not to be changed.
- Students are not to run any diagnostic or utility programs on any of the computers.
- Students are not to load software programs or download any software from the Internet on any of the computers.
- Students are prohibited from using jump drives or CD's that have been used in computers outside of OIC. Student CDs are provided by OIC.
- Students are not to waste computer time, paper, ink or other resources.
- Any student files saved on hard drives will be deleted at the end of each semester. It is recommended that students save all work on their CDs or jump drives.

It is everyone's responsibility to use equipment correctly and with consideration for others. Excessive damage due to misuse will not be tolerated. Students will be billed for the cost of restoring software, damage to computer hardware or other costs incurred by OIC as a result of misuse.

LABORATORY RULES

- Laboratory/Clinical dress code must be observed in all medical/lab classes.
- Maintaining a clean and sterile lab is the responsibility of everyone.
- Absolutely no eating, drinking or chewing of gum is permitted while working in the lab or during lab classes of any kind.

- Due to bacteria and the increased risk of fungal infection, no artificial nails are permitted. Nail polish is permitted, but not preferred. No nail jewelry.
- Students must wash and dry their hands thoroughly before and after class and as needed throughout.
- Personal hygiene is a must – this will be a factor in determining your grade. Hair should be clean and well groomed. If hair is longer than shoulder length, it should be tied back and off the collar. Hair should not be in the face and beards/mustaches should be trimmed short.
- Student should wash all clothes and shower after each lab courses, especially when working with bodily fluids.
- Never apply cosmetics, touch contact lenses, or take medications of any kind while in the lab. Simply ask your instructor to be excused if necessary.
- Gloves must be worn at all times when in contact with any bodily fluids. Hands must be kept away from your face at all times.
- Rings must be removed during aseptic and surgical hand washing and preferably during all lab activities.
- No talking is permitted while the instructor is speaking. Directions are **VERY** important and everyone needs to listen. If you have a question, please raise your hand and wait to be called upon.
- Students are not permitted to get supplies out of the cabinet at any time.
- Students are not permitted to take supplies out of the building.
- **Practicing of ANY lab procedures is NOT permitted without an instructor present.**
- Never start any type of invasive procedure until your instructor has made eye contact with you and told you to begin.
- Any incident or accident occurring in the lab must be reported to the instructor immediately.
- No one will be permitted to do any lab procedure with blood, injections, or venipunctures without the Hepatitis B vaccine. If you are unable to receive the vaccine for health reasons, a waiver must be signed by a physician.
- Sharps and biohazard garbage containers are to be used appropriately. No "regular" garbage is to be placed in either of these containers.

*Rules are subject to change at the instructor's discretion – students will be notified of any changes, deletions or additions. Any questions or problems regarding these rules should be directing to the instructor first. Students who cannot comply with these rules may not be permitted to participate in lab courses.

*Students who may be impaired in any way due to medication, sickness, poor health or any other factors determined by the instructor, will be asked not to participate in certain skill activities that would be detrimental to others or themselves.

EMERGENCY/DISASTER PROCEDURES

DISASTER EVACUATION PLAN

The following procedures are used in the event of a fire or other emergency evacuation, such as a chemical spill, gas leak, bomb threat or anything that endangers the lives of students or staff.

- Maintain a calm, reassuring manner at all times.
- In case of fire, pull the fire alarm.
- Identify threat to staff.
- Staff will call 911 to report the incident to the proper authority.
- Notify the Executive Director of the incident and report any known cause.
- Students and visitors must follow directions for safety.
- Students are to:
 - Walk silently, in single file, to the nearest clear exit.
 - Do not shove or push.
 - Take only personal items of value such as purses or billfolds.
 - Remain calm.
 - Go a safe distance from the building allowing space for everyone to be clear of danger.
 - Meet with your class and report to the instructor in front of the Marion County Library for a head count.
 - Do not wait for friends or slow down for discussions while evacuating.
- Staff are to:
 - Be the last to leave the room.
 - Bring the sign-in/sign-out sheets and First Aid kit.
 - Encourage everyone to walk and remain calm
 - Meet in front of the Marion County Library with class members and conduct a head count.
 - Report any missing students to administration.
- The following must be conducted by staff **on the second floor**:
 - Check bathrooms and other rooms to make sure they are clear
 - Turn off the lights and close doors in rooms that are unoccupied
 - Turn off the lounge lights
 - Turn off office lights and close the door
- The following must be conducted by staff **on the first floor**:
 - Check bathrooms and other rooms to make sure they are clear
 - Turn off lights and close doors in rooms that are unoccupied
 - Turn off the kitchen lights
 - Man the front door until everyone is out of the building
 - Turn off the main hallway lights
- Students are to return to the building **only** at the direction of the administrator or Fire Department.

- Decisions regarding transportation of students to an alternate safe location and/or dismissal from the safe location will be made by the executive director or authorized staff.
- If the building must remain closed for a period of time, students will be notified when they may return to school.

MEDICAL EMERGENCY

- In the event of a medical emergency one OIC staff person will notify the executive director and the appointed staff person will call 911.
- OIC staff will contact the student's emergency contact number to inform them of the student's emergency and location.
- In the event of a medical emergency OIC staff will wait for the arrival of experienced medical services unless the condition is life threatening and requires life assessment performing basic first aid or CPR under the guidance of 911.

SAFETY PROCEDURES

The security and safety of students and staff is of the utmost importance. Students should exercise safety and good sense in the cooperation and observation of school rules and regulations.

- Any suspicious or criminal activity should be reported to the administrative staff immediately. Staff will be responsible to notify the proper authorities.
- Unauthorized persons found in the building after hours will be subject to arrest.
- Students should protect their personal property by **leaving valuables at home**. Do not leave personal items unattended. The school is not responsible for loss or theft of personal items.
- Students should park in valid parking areas and lock their cars upon departure. Students attending classes at night should park in well-lit areas and never walk to or from the building alone.
- Students driving personal vehicles to OIC Training Academy or to their externship site must follow all state regulations and maintain appropriate insurance.
- Student should have health coverage and a physician or medical services to provide preventive health care needed.
- For safety do not run in the building or up and down stairs.
- No physical touching with another student is permitted.

Students are required to observe and obey all safety policies and regulations established by the school. Accidents on the premises must be reported within twenty-four (24) hours to the fiscal or administrative office.

COMMUNICABLE DISEASES

To assure the health and safety of students, OIC can ask any student who has a communicable disease to leave school and not return until it's determined by a physician statement that the student's condition has been treated and is no longer a health threat to others.

DRUG FREE WORKPLACE POLICY

OIC Training Academy absolutely prohibits any use, consumption, sale, purchase, transfer or possession of any controlled substance by any student/employee while on duty or while on worksite or premises. In addition, enrollees/employees are strictly prohibited from being under the influence of any controlled substance while performing worksite assignments or while attending OIC sponsored training sessions or meetings. Legally prescribed medications are excluded from this prohibition, and permitted only to the extent that the use of such medications does not adversely affect the enrollee's/employee's work ability, job performance, or the safety of the enrollee/employee or others.

As a condition of participation in the program, students/employees agree to abide by the terms of the prior paragraph; and to notify OIC of any criminal drug statute conviction for a violation in the workplace, not later than 5 days after such conviction. OIC Training Academy is required by law to notify our federal funding source of any convictions.

A student/employee who violates this policy shall be subject to disciplinary action up to and including termination. Sanctions may include, but are not limited to, a requirement that the enrollee/employee participate in a drug abuse assistance or rehabilitation program.

EQUAL OPPORTUNITY POLICY

It is the policy of the State of West Virginia to afford equal opportunity in all aspects of employment and training regardless of race, color, religion, national origin, political affiliation, disability, citizenship, sex or age; and assure that Section 188(a) of the Workforce Investment Act, as stated below, is complied with:

Nondiscrimination

Section 188(a)

(1) For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et. Seq.), on the basis of disability under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), on the basis of sex under Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et. Seq.), or on the basis of race, color, or national origin under Title VI of the Civil Rights

Act of 1964 (42 U.S.C. 2000d et. Seq.), programs and activities funded or otherwise financially assisted in whole or in part under this Act are considered to be programs and activities and receiving Federal financial assistance.

(2) No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex (except as otherwise permitted under Title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.

(3) Participants shall not be employed under this title to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing services to participants).

(4) No person may discriminate against an individual who is a participant in a program or activity that receives funds under this title, with respect to the terms and conditions affecting, or rights provided to, the individual, solely because of the status of the individual as a participant.

(5) Participation in programs and activities or receiving funds under this title shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylums, and parolees, and other immigrants authorized by the Attorney General to work in the United States.

If you think you have been subjected to discrimination, you may file a written complaint within 180 days with the:

EO Officer
WV Bureau of Employment Programs
112 California Avenue, cc#5601
Charleston, WV 25305
Telephone: (304) 558-1600
TDD: (304) 558-1549

or Director
Civil Rights Center
U.S. Department of Labor
200 Constitution Ave., Rm N-4123
Washington, DC 20210
Telephone: (202) 219-7026

CODE OF CONDUCT

In every organization, where many people work together, some special rules and regulations are necessary to define acceptable conduct and to promote functioning of the organization as a whole. The purpose of these Rules and Regulations is to assure safety and fairness to all, rather than to place restrictions on any one individual. OIC feels that the majority of its students want to be fair and also to be treated in a similar

manner. For this reason, the following acts of misconduct are designated – any of which, if committed will result in an appropriate disciplinary action:

- Repeated tardiness or absence from class.
- Rude, abusive or offensive behavior or language.
- Inattention to duties, loafing, or wasting time during classes.
- Gambling, participating in lotteries or any other game of chance for money on OIC premises at any time.
- Soliciting or collecting money in the Center at anytime (not including student fundraising activities).
- Circulating petitions in the Center without the expressed consent of the Executive Director.
- Horseplay, disorderly conduct, or the use of abusive language.
- Encouraging a fight or any attempt to cause bodily harm or injury to a student or employee or on OIC premises.
- Creating a condition hazardous to any individual or fellow student.
- Destroying or defacing OIC property or the property of fellow students.
- Insubordination.
- Leaving OIC premises without proper permission during class hours.
- Refusing to participate in co-curricular or extra-curricular activities, such as field trips or student council meetings.
- Cheating on tests, assignments, worksheets, quizzes, and skill procedures.
- Habitual disregard for OIC's policies and procedures.
- Other acts deemed harmful by OIC administration.

The administrative staff will advise the student whenever disciplinary action will be taken. Discipline will be as follows:

- A formal documented warning that may place the student on probation for a two-week to one-month period.
- A one to three-day suspension.
- Termination.

Committing any of the following offenses will be grounds for immediate termination:

- Falsification of time records, student records, or any OIC records; or intentionally giving false information to anyone whose duty it is to make such records.
- Theft of any kind.
- Deliberate destruction or damage to private or OIC property or equipment.
- Possession of weapons on OIC premises.
- Immoral or repeated inappropriate actions or conduct toward a person(s) on OIC premises.
- Use, abuse or sale of alcohol or drugs or legal or illegal prescription drugs.
- Refusing to follow OIC's policies, rules or regulations.

APPEALS PROCEDURE

Appeal Process

It is the intent of OIC to provide a method for discussing and settling grievances fairly and expeditiously at the earliest possible level in the grievance procedure. In order to facilitate this process, it is OIC's policy that students, instructors, administrators, and staff should attempt first to resolve any issues or problems at the source of the problem. For instance, if a student has an issue with an instructor, that student should first attempt to resolve the problem by communicating with the instructor or vice versa. If the problem is not resolved at that level, then the individual should proceed to the next level in the appeals process.

A. Notice of Appeal: Conduct Violations

Level I.

A student who disagrees with the decision of the instructor on matters of any Student Code of Conduct violation may request a meeting with the Director of Student Services; this meeting should generally include the Director of Student Services, the student, and the instructor. The Director of Student Services will work with the student and instructor to informally resolve any conflicts if possible; when making decisions about conduct issues, the Director of Student Services will examine the case and evidence presented by the student, the case and evidence provided by the instructor, and the policies and procedures outlined by OIC Training Academy. The Director of Student Services will provide a decision about Conduct Violations within five (5) working days.

Level II

If the student does not feel the matter is sufficiently resolved after meeting with the Director of Student Services, then the student may request an appeal to the Disciplinary Review Committee. The student must deliver a written request for a hearing to the Executive Director within five (5) working days of receipt of the Director of Student Service's decision.

NOTE: for purposes of expediency, a student may waive his right of Level II appeal and move to Level III. The student must deliver a written request for a hearing to the Executive Director within five (5) working days of receipt of the Director of Student Service's decision.

1. Appointment of Disciplinary Review Committee

(1) Within five (5) working days after receiving the request for a hearing, the Executive Director shall appoint a 3-person Disciplinary Review Committee and send the chairperson of the committee a copy of the Director of Student Service's decision.

2. Procedures for Hearings Before a Disciplinary Review Committee

(1) Within five (5) days of the appointment of the Disciplinary Review Committee, the Disciplinary Review Committee shall conduct a preliminary

hearing to which the student shall be invited. During the preliminary hearing:

- (2) The Director of Student Services shall provide the committee and the student with a written statement of charges against the student;
- (3) The committee shall set a date and time for the hearing no later than five (5) working days from the date of the preliminary hearing;
- (4) The committee shall provide the student with a statement of his/her basic procedural rights;
- (5) The Director of Student Services and the student shall exchange any documents they expect to present to the Disciplinary Review Committee.
- (6) The Director of Student Services and the student shall exchange the names of their witness(es); and
 - (a) The student shall provide the Director of Student Services and the committee with a current address and telephone number.
 - (b) Members of the committee shall inform the parties of any facts, which could reasonably affect their ability to give the parties a fair hearing. If either party objects to the continued service of such member and any member of the committee concurs in that objection, then such member shall resign from the committee. Within one (1) working day, the Executive Director shall appoint a new member of the committee. The new committee member shall be subject to the same qualifications and obligations as the original committee members.
- (7) A Disciplinary Review Committee shall guarantee the student the following basic procedural rights (due process):
 - (a) The right to specific written notice of the charges.
 - (b) The right to present relevant evidences and witnesses in his/her defense.
 - (c) The right to a hearing before an impartial Disciplinary Review Committee.
 - (d) The right to know the identity of the person(s) initiating the charge(s).
 - (e) The right to hear the evidence and the right to cross-examine witnesses.
 - (f) The right to appeal.
- (8) The Conduct of the Committee Hearings
 - (a) Hearings before the committee shall be confidential and shall be closed to all persons except the following:
 1. The student;

2. The Director of Student Services;
3. Witnesses who shall:
 - a. Give testimony singularly and in the absence of other witnesses; and
 - b. Leave the committee meeting room immediately upon completion of their testimony.
- (b) The hearing will be tape-recorded. Tapes will become the property of OIC, and the Executive Director will determine access to them. All tapes will be filed in the office of the Executive Director.
- (c) The committee shall have the authority to adopt supplementary rules of procedure consistent with this policy.
- (d) The committee shall have the authority to render written advisory opinions concerning the meaning and application of this policy.
- (e) Within 24 hours of completion of a hearing, the committee shall meet in executive session to decide whether there has been a violation of the Student Code; and, if so, to recommend sanctions.
- (f) Decisions of the committee shall be based upon a preponderance of the evidence as determined by a majority of the committee.
- (g) The decision of the committee shall be in writing and contain at least:
 1. a statement of the specific provision of the Student Code that the student violated and a description of the facts supporting that conclusion; and
 2. a statement of recommended sanction which shall be no greater than the sanction imposed by the Director of Student Services; or
 3. a statement that the charges were not proved by a preponderance of the evidence.
- (h) Within three (3) working days of the decision of the committee, the chairperson of the committee shall deliver a copy of the decision to the Executive Director, the Director of Student Services and/ or the Director of Academic Services, and send a copy of the decision by certified mail, return receipt requested, to the student's last known address.

Level III.

An appeal by a student may reach Level III of the appeals process by the student either electing to waive his/her right to Level II of the appeals process or by electing to appeal any decision made by the Disciplinary Review Committee.

If a student elects to appeal a decision made by the Disciplinary Review Committee he/she must submit in writing a reason of appeal to the Executive Director no later than two (2) working days after the decision rendered by the Disciplinary Review Committee.

At Level III of the appeals process, the Executive Director will review all information provided by the student and information presented during the lower appeals levels. The Executive Director will either elect to uphold the decision(s) made by the Director of Student Services and/or the Disciplinary Review Committee or come to some other decision based on the evidence presented. The Executive Director's decision is final.

B. Notice of Appeal: Academic Integrity Violations

Level I.

A student who disagrees with the decision of the instructor on matters of any Academic Integrity violation may request a meeting with the Director of Academic Services; this meeting should generally include the Director of Academic Services, the student, and the instructor. The Director of Academic Services will work with the student and instructor to informally resolve any conflicts if possible; when making decisions about conduct issues, the Director of Academic Services will examine the case and evidence presented by the student, the case and evidence provided by the instructor, and the policies and procedures outlined by OIC Training Academy. The Director of Academic Services will provide a decision about Academic Integrity Violations within five (5) working days.

Level II

If the student does not feel the matter is sufficiently resolved after meeting with the Director of Academic Services, then the student may request an appeal to the Disciplinary Review Committee. The student must deliver a written request for a hearing to the Executive Director within five (5) working days of receipt of the Director of Academic Service's decision.

NOTE: for purposes of expediency, a student may waive his right of Level II appeal and move to Level III. The student must deliver a written request for a hearing to the Executive Director within five (5) working days of receipt of the Director of Academic Service's decision.

1. Appointment of Disciplinary Review Committee

- (1) Within five (5) working days after receiving the request for a hearing, the Executive Director shall appoint a 3-person Disciplinary Review Committee and send the chairperson of the committee a copy of the Director of Academic Service's decision.

2. Procedures for Hearings Before a Disciplinary Review Committee

- (1) Within five (5) days of the appointment of the Disciplinary Review Committee, the Disciplinary Review Committee shall conduct a preliminary hearing to which the student shall be invited. During the preliminary hearing:

- (2) The Director of Academic Services shall provide the committee and the student with a written statement of charges against the student;
- (3) The committee shall set a date and time for the hearing no later than five (5) working days from the date of the preliminary hearing;
- (4) The committee shall provide the student with a statement of his/her basic procedural rights;
- (5) The Director of Academic Services and the student shall exchange any documents they expect to present to the Disciplinary Review Committee.
- (6) The Director of Academic Services and the student shall exchange the names of their witness(es); and
 - (a) The student shall provide the Director of Academic Services and the committee with a current address and telephone number.
 - (b) Members of the committee shall inform the parties of any facts, which could reasonably affect their ability to give the parties a fair hearing. If either party objects to the continued service of such member and any member of the committee concurs in that objection, then such member shall resign from the committee. Within one (1) working day, the Executive Director shall appoint a new member of the committee. The new committee member shall be subject to the same qualifications and obligations as the original committee members.
- (7) A Disciplinary Review Committee shall guarantee the student the following basic procedural rights (due process):
 - (a) The right to specific written notice of the charges.
 - (b) The right to present relevant evidences and witnesses in his/her defense.
 - (c) The right to a hearing before an impartial Disciplinary Review Committee.
 - (d) The right to know the identity of the person(s) initiating the charge(s).
 - (e) The right to hear the evidence and the right to cross-examine witnesses.
 - (f) The right to appeal.
- (8) The Conduct of the Committee Hearings
 - (a) Hearings before the committee shall be confidential and shall be closed to all persons except the following:
 - 1. The student;
 - 2. The Director of Academic Services;
 - 3. Witnesses who shall:

- a. Give testimony singularly and in the absence of other witnesses; and
 - b. Leave the committee meeting room immediately upon completion of their testimony.
- (b) The hearing will be tape-recorded. Tapes will become the property of OIC, and the Executive Director will determine access to them. All tapes will be filed in the office of the Executive Director.
- (c) The committee shall have the authority to adopt supplementary rules of procedure consistent with this policy.
- (d) The committee shall have the authority to render written advisory opinions concerning the meaning and application of this policy.
- (e) Within 24 hours of completion of a hearing, the committee shall meet in executive session to decide whether there has been a violation of the Academic Integrity policy; and, if so, to recommend sanctions.
- (f) Decisions of the committee shall be based upon a preponderance of the evidence as determined by a majority of the committee.
- (g) The decision of the committee shall be in writing and contain at least:
 1. a statement of the specific Academic Integrity policy violation that the student violated and a description of the facts supporting that conclusion; and
 2. a statement of recommended sanction which shall be no greater than the sanction imposed by the Director of Academic Services; or
 3. a statement that the charges were not proved by a preponderance of the evidence.
- (h) Within three (3) working days of the decision of the committee, the chairperson of the committee shall deliver a copy of the decision to the Executive Director, the Director of Student Services and/ or the Director of Academic Services, and send a copy of the decision by certified mail, return receipt requested, to the student's last known address.

Level III.

An appeal by a student may reach Level III of the appeals process by the student either electing to waive his/her right to Level II of the appeals process or by electing to appeal any decision made by the Disciplinary Review Committee.

If a student elects to appeal a decision made by the Disciplinary Review Committee he/she must submit in writing a reason of appeal to the Executive Director no later than two (2) working days after the decision rendered by the Disciplinary Review Committee.

At Level III of the appeals process, the Executive Director will review all information provided by the student and information presented during the lower appeals levels. The Executive Director will either elect to uphold the decision(s) made by the Director of Academic Services and/or the Disciplinary Review Committee or come to some other decision based on the evidence presented. The Executive Director's decision is final.

HARASSMENT/SEXUAL HARASSMENT POLICY

HARASSMENT OF ANY KIND WILL NOT BE TOLERATED. OIC recognizes its responsibility to all employees and students to maintain an environment free from all forms of discrimination and conduct which can be interpreted as harassment, abusive, coercive, intimidation or disruptive in regards to a person's sex, age, race, national origin, religion, sexual preference or disability. Harassment includes but is not limited to verbal abuse, suggestive comments, inappropriate gestures, or physical contact. Sexual harassment includes any unwelcome sexual advances, comments, gestures, conduct or physical contact.

Any student who believes that he/she has been discriminated against or harassed in any way should report the incident to the Equal Opportunity Officer immediately. Where investigation confirms the allegations, appropriate corrective action will be taken in accordance with the OIC schedule for disciplinary action. There will be no retaliation against applicants/enrollees and employees for reporting sexual harassment or assisting the Equal Opportunity Officer in the investigation of a complaint.

GRIEVANCE PROCEDURE

Each administrative entity, contractor and grantee under Title 128 STATE POST SECONDARY REVIEW PROGRAM shall maintain a grievance procedure for grievances or complaints about its programs and activities from participants, sub grantees, subcontractors, and other interested persons. Hearings on any grievance shall be conducted within thirty (30) days of filing of a grievance and decisions shall be made not later than sixty (60) days after the filing of a grievance. Except for complaints alleging fraud or criminal activity, complaints shall be made within one (1) year of the alleged occurrence.

GRIEVANCE: An actual or supposed circumstance regarded as just cause for protest or complaint.

If a grievance concerns discrimination based on race, color, national origin, citizenship, age, disability, sex, religion, political affiliation or belief, the complainant has the option of filing with the State or the USDOL Directorate of Civil Rights.

All discrimination complaints must be filed no later than one hundred-eighty (180) days from the date the incident occurred.

STEP ONE: The person having the complaint shall discuss it with his/her instructor within two (2) days of the alleged occurrence. If not resolved, the complaint/grievance must be written and presented to the immediate supervisor/instructor for a written response to the complainant/grievant within three (3) days.

STEP TWO: Grievant requests a review from the Administrator within two (2) days. The Administrator gives a written response to the grievant within five (5) days. Grievant accepts the decision or proceeds:

STEP THREE: Grievance form is forwarded within two (2) days to the Executive Director.

The Director may review and/or investigate the complaint in an attempt to reach an informal resolution. If an informal resolution cannot be reached, an informal hearing will be provided within thirty (30) days from filing of the complaint.

APPEAL: If a complainant does not receive a decision within sixty (60) days of filing the complaint or receives a decision unsatisfactory to the complainant, the complainant then has a right to request a review of the complaint by the Board of Directors. The request for review shall be filed within ten (10) days from the date on which the complainant should have received a decision. The Board shall issue a decision within thirty (30) days. The Board's decision is final.

COURSE CATALOG

The OIC Training Academy Course Catalog is a general source of information about course offerings, academic programs and requirements. In order to reach the goals and fulfill the mission of OIC, the courses and requirements herein are subject to continuing review and change. OIC therefore reserves the right to change, delete, supplement, or otherwise amend the information, course offerings and program requirements contained herein without prior notice.

ACADEMIC PROGRAM OFFERINGS

DENTAL ASSISTANT

Dental Assistants take on significant responsibility as a member of the dental health care team. Dental Assistants greatly increase the efficiency of the dentist in the delivery of quality oral health care and are valuable members of the dental care team. In addition to performing technical duties, they also play an important role in helping patients feel comfortable before, during and after dental treatment. The duties of a Dental Assistant are among the most comprehensive and varied in the dental office.

OIC's 600 clock hour Dental Assistant curriculum includes courses in:

Work Place Skills	30 hours	Keyboarding	30 hours
Professional Development	30 hours	Law & Ethics	30 hours
Dental Radiography I	60 hours	Medical/Dental Office Procedures	60 hours
Dental Assisting I	60 hours	Dental Assisting II	60 hours
Dental Assisting III	60 hours	Patient Communication	30 hours
Pharmacology	30 hours	Externship	120 hours

MEDICAL ASSISTANT

Medical Assistants are multi-skilled allied health professionals who assist doctors, nurses and licensed medical professionals in a variety of medical specialties. Medical Assisting is one of the nation's fastest growing occupations. With training in both clinical and administrative skills, Certified Medical Assistants have the background and skills necessary for employment as a Certified Medical Assistant, Medical secretary, Medical Laboratory Assistant, Phlebotomist and Medical Record Clerk.

OIC's 900 clock hour Medical Assistant curriculum includes courses in:

Work Place Skills	30 hours	Keyboarding	30 hours
Pharmacology	30 hours	Medical Terminology/Anatomy I	60 hours
Professional Development	30 hours	Medical Terminology/Anatomy II	60 hours
Medical Assisting I	60 hours	Medical Assisting II	60 hours

Medical Assisting III	60 hours	Law & Ethics	30 hours
Phlebotomy	60 hours	Medical/Dental Office Procedures	60 hours
Word	60 hours	Patient Communication	30 hours
Electronic Medical Records	30 hours	Externship	210 hours

MEDICAL CODING ASSOCIATE

Pre-requisite for acceptance into Medical Coding Associate training are proof of demonstrated work ethics through viable work experience preferably in an office or medical setting or demonstrated completion of a training program related to obtainment of office skills or the health field. Must pass a typing test with at least 30 net wpm on 5 minute timed writing with no more than 5 errors.

OIC's 600 clock hour Medical Coding Associate curriculum includes courses in

Pharmacology	30 hours	Medical Terminology/Anatomy I	60 hours
Electronic Medical Records	30 hours	Medical Terminology/anatomy II	60 hours
HIMT	30 hours	Medical Office Procedures	60 hours
Reimbursement	60 hours	Coding CPT, HCPCS	60 hours
Coding ICD-9	60 hours	Professional Development	30 hours
Externship	120 hours		

Pre requisites for acceptance into Medical Coding Associate are proof of demonstrated work ethic through viable work experience preferably in an office or medical setting or demonstrated completion of a training program related to obtainment of office skills or the health field. Must pass a typing test with at least 35 net wpm on a 5 minute timed writing with no more than 5 errors. Upon completion the student will be eligible to take the CCA Certified Coding Associate test through AHIMA American Health Information Management Association.

PHARMACY TECHNICIAN

Students enrolled in the Pharmacy Technician program must have a high school diploma or a GED and have never been convicted of a felony. Upon completion of OIC's training program the student will be able to sit for the National Pharmacy Technician Certification Examination. After successfully passing the exam, the initials CphT can be used signifying Certified Pharmacy Technician.

OIC's 600 clock hour Pharmacy Technician curriculum includes courses in:

Work Place Skills	30 hours	Law & Ethics	30 hours
Keyboarding	30 hours	Pharmacy Technician II	60 hours
Word/Data Entry	60 hours	Dosage Calculation	60 hours
Pharmacy Technician I	60 hours	Professional Development	30 hours
Patient Communication	30 hours	Review for Certification	60 hours
Electronic Medical Records	30 Hours	Externship	120 hours

COURSE DESCRIPTIONS

Coding CPT, HCPCS 60 hour – Introduction to procedural coding.

Coding ICD-9 60 hour – Introduction to diagnostic coding.

Dental Assisting I 60 hour – Basics of dental assisting as a profession, ethics and legal aspects, dental anatomy, prevention of disease transmission and performing vitals.

Dental Assisting II 60 hour – Delivery of dental treatment, instruments, oral education and outreach.

Dental Assisting III 60 hour – Mixing for molds and dental cements and dental specialties.

Dental Radiography 60 hour – Basic principles of clinical radiology in dental assisting are learned. Review of x-ray generation, image formation, film mounting, effects of radiation, lesions, infection control, film processing and interpretation and patient management.

Dosage Calculation 60 hour – Skills and techniques to calculate medication, interpret physician orders and drug labels.

Electronic Medical Records 30 hour - Explores electronic systems used in health care settings for maintaining patient records.

Externship hours vary by program – Practical experience in a curriculum related work area.

HIMT 30 hour - Health Information Management Technology.

Keyboarding 30 hour – Development of basic keying skills, formatting skills and information processing skills. Introduction to computer terms, computer hardware and information regarding repetitive stress injury.

Law and Ethics 30 hour - The study of legal and ethical dilemmas encountered in the workplace.

Medical Assisting I 60 hour – Explores the foundation elements of medical assisting to include Infection Control, Vital Signs, and Special Examinations.

Medical Assisting II 60 hour – Continues with advanced Medical Assisting topics to include Assisting with Minor Surgery, Physical Therapy and First Aid.

Medical Assisting III 60 hour – The most advanced Medical Assisting class with

instruction in Pharmacology, Injections and Medical Lab Techniques.

Medical/Dental Office Procedures 60 hour – Knowledge in administrative, financial, and professional activities in a medical or dental office.

Medical Terminology/Anatomy I 60 hour – Explores the foundational elements of the unique language spoken and written in the medical environment. The study of body structure and function and interrelations among the organ systems.

Medical Terminology/Anatomy II 60 hour- Explores the foundational elements of the unique language spoken and written in the medical environment. The study of body structure and function and interrelations among the organ systems.

Patient Communication 30 hour – Communication skills related to interpersonal relations.

Pharmacology 30 hour- A health science course that is intended to provide the student with a basic understanding of pharmacology and dosage calculations utilizing dimensional analysis to function successfully in the role of practice assistant.

Pharmacy Technician I 60 hour – Exploring general pharmacy and body systems.

Pharmacy Technician II 60 hour – Exploring classification of drugs and basic sciences for pharmacy technicians.

Phlebotomy 60 hour – Explores the foundational elements, with hands-on applications, of venipuncture. These techniques include routine and special venipuncture, using butterflies and performing dermal punctures.

Professional Development 30 hour – This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, healthy lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

Reimbursement 60 hour – Skills and knowledge needed to perform the duties in the medical insurance arena.

Review for Certification Exam 60 hour – Preparation for the National Pharmacy Technician Certification by providing a comprehensive review.

Microsoft Word 60 hour - Developing word processing skills including Find and Replace, auto text entries, tabs, headers and footers and move and copy text.

Work Place Skills 30 hour – Introduction to the classroom setting and environment by encouraging the use of reading, writing, math, listening, speaking, responsibility, self-

esteem, sociability, self-management, time management and integrity/honesty.

DISCLOSURE

*This handbook is for informational purposes only and is in no way a binding contract between OIC and its students. OIC reserves the right to make changes to the tuition, fees, course requirements, curriculums, graduation requirements and academic policies and procedures governing student activities as deemed necessary by the Administration. Any information included in this handbook is subject to change without prior notice.

GAINFUL EMPLOYMENT DISCLOSURE

Medical Assistant	Dental Assistant	Pharmacy Technician
Occupation: Medical Assistant	Occupation: Dental Assistant	Occupation: Pharmacy Technician
Program Length: 900 Clock Hours	Program Length: 600 Clock Hours	Program Length: 600 Clock Hours
Current Tuition: \$11,271.00	Current Tuition: \$7,404.00	Tuition: \$7404.00
2009-2010 Tuition: \$10,920	2009-2010 Tuition: \$7,107	2009-2010 Tuition: \$7,107
*On-Time Completion Rate: 72%	*On-Time Completion Rate: 90%	*On-Time Completion Rate: 66%
**Job Placement Rate: 75%	**Job Placement Rate: 78%	**Job Placement Rate: 58%
***Cost of Attendance-	***Cost of Attendance-	***Cost of Attendance-
Off-Campus: \$19,217 (\$18,920 in 09-10)	Off-Campus: \$12,904 (\$12,607 in 09-10)	Off-Campus: \$12,904 (\$12607 in 09-10)
With Parent: \$15,217 (\$14,920 in 09-10)	With Parent: \$9,904 (\$9,607 in 09-10)	With Parent: \$9,904 (\$9607 in 09-10)
Median Loan Debt for 2009-2010	Median Loan Debt for 2009-2010	Median Loan Debt for 2009-2010
Title IV Loan Debt: \$8269.50	Title IV Loan Debt: \$5864	Title IV Loan Debt: \$6,083
Private Loan Debt: 0	Private Loan Debt: 0	Private Loan Debt: 0
Institutional Finance Plans: 0	Institutional Finance Plans: 0	Institutional Finance Plans: 0
SOC Code: 31-9092.00	SOC Code: 31-9091.00	SOC Code: 29-2052.00
O*NET Link-	O*NET Link-	O*NET Link-
http://www.onetonline.org/link/summary/31-9092.00	http://www.onetonline.org/link/summary/31-9091.00	http://www.onetonline.org/link/summary/29-2052.00

Medical Coding Associate
Occupation: Medical Records/Health Information
Program Length: 600 Clock Hours
Current Tuition: \$7404.00
2009-2010 Tuition: \$7,107
*On-Time Completion Rate: 36%
**Job Placement Rate: 0
***Cost of Attendance-
Off-Campus: \$12,904 (\$12607 in 09-10)
With Parent: \$9,904 (\$9607 in 09-10)
Median Loan Debt for 2009-2010
Title IV Loan Debt: \$2443.50
Private Loan Debt: 0
Institutional Finance Plans: 0
SOC Code: 29.2071.00
O*NET Link-
http://www.onetonline.org/link/summary/29.2071.00

Youth Services Worker
Occupation: Social and Human Services Assistant
Program Length: 600 Clock Hours
Tuition: \$7404.00
*On-Time Completion Rate: n/a
**Job Placement Rate: n/a
***Cost of Attendance-
Off-Campus: \$12,904
With Parent: \$9,904
Median Loan Debt for 2009-2010
Title IV Loan Debt: n/a
Private Loan Debt: 0
Institutional Finance Plans: 0
SOC Code: 21-1093.00
O*NET Link-
http://www.onetonline.org/link/summary/21-1093.00

* Completion rates reflect on-time completions vs. all completions for the program in the 2009-10 fiscal year
 **Job placement rates reflect job placements for graduates of the program in the 2009-10 fiscal year as of 6/30/2011
 ***Cost of Attendance includes tuition and estimated living costs based on the housing plan indicated on the FAFSA
 ****Median Loan Debt is calculated using Program Year 2009-2010