



*Professional Hands*

---

**INSTITUTE**

**CATALOG  
2017**

**VOLUME XVII**

**Published by:**

PROFESSIONAL HANDS INSTITUTE, INC.

Main Campus

3383 NW 7<sup>th</sup>. Street, Suite 200

Miami, FL 33125

T: 305-442-6011

South Campus

14510 SW 8<sup>th</sup> Street

Miami, FL 33184

T: 305-442-6011

Webpage: [www.prohands.edu](http://www.prohands.edu)

© 2016 Professional Hands Institute All rights reserved.

Editor: Aimet Arias and Rony Peguero Jr

Cover Art: Cristina González

Printed by: Smart Graphic, Inc.

# CONTENTS

|   |           |
|---|-----------|
| Catalog Cover, Year, and Volume.....  | 1         |
| Publisher and Editor.....   | 2         |
| Table of Contents.....  | 3-4       |
| License, Accreditation, Approvals, and Memberships .....                      | 5         |
| Welcome Message .....   | 6         |
| Location / Facility Descriptions - Main Campus and South Campus.....          | 7,8,9,10  |
| Leadership/School Directors.....  | 10        |
| Advisory Board.....   | 10        |
| Ownership and Address.....  | 10        |
| History, Mission Statement, School Philosophy, and Objectives.....            | 11        |
| Non-Discrimination Policy.....  | 11        |
| General Information for prospective students .....                            | 12,13     |
| Holidays and Academic Calendar.....   | 13        |
| Legal Information for Prospective Students.....                               | 14-15     |
| School Admission/Procedures and General Requirements.....                     | 16        |
| Grading System .....  | 16,17     |
| Repeating Courses/ Grade Appeal Procedures/.....                              | 18        |
| Clock/Credit hour conversion/Academic Loan Period Determinants.....           | 18        |
| Standards of Academic Progress / Satisfactory Academic Progress.....          | 19-20     |
| Transfer Policy and Program Changes.....                                      | 21        |
| Family Educational Right and Privacy Act.....                                 | 22        |
| Drug-Free Workplace/ Student Health Services.....                             | 22        |
| Student Services.....   | 23,24     |
| Standards of Conduct / Sanctions.....   | 24-25     |
| School Rules and Regulations.....   | 25,26     |
| Student Rights and Responsibilities.....                                      | 26,27     |
| Student Grievance Policy / Complaint Procedures.....                          | 27        |
| Financial Information / Federal Financial Aid Programs.....                   | 27,28     |
| Graduation Requirements .....   | 28        |
| Transcripts.....  | 29        |
| Cancellation and Refund Policies/Standard Institutional Refund Policy.....    | 29        |
| Return of Title IV funds/Student Withdrawal/Student Failure to Return LOA.... | 30        |
| Administrative Staff Main Campus and South Campus.....                        | 31        |
| Faculty Main Campus .....   | 32-33     |
| Faculty South Campus .....  | 33,34     |
| <b>NON DEGREE PROGRAMS.....</b>   | <b>35</b> |
| Massage Therapy Program (Diploma).....  | 36        |
| ▪ Admission / Procedures and Requirements.....                                | 36        |
| ▪ General Information.....  | 37        |
| ▪ Curriculum and Course Description.....                                      | 38        |
| ▪ Course Numbering, Course Offerings and Cross-References.....                | 39        |
| ▪ Course Modules.....   | 39        |
| Medical Assistant Program (Diploma).....                                      | 40        |
| ▪ Admission Procedures and Requirements.....                                  | 40        |
| ▪ General Information.....  | 41        |
| ▪ Curriculum and Course Description.....                                      | 42,43,44  |

|  |                    |
|--|--------------------|
| ▪ Course Numbering, Course Modules and Cross-References.....   | 44                 |
| Skin Care Specialist Program (Diploma).....                    | 45                 |
| ▪ Admission / Procedures and Requirements.....                 | 45                 |
| ▪ General Information.....                                     | 46                 |
| ▪ Curriculum and Course Description.....                       | 46                 |
| ▪ Course Numbering, Course Offerings and Cross-References..... | 47                 |
| Nail Technician Specialist Program (Diploma).....              | 48                 |
| ▪ Admission Procedures and Requirements.....                   | 48                 |
| ▪ General Information.....                                     | 49                 |
| ▪ Curriculum and Course Description.....                       | 49,50              |
| ▪ Course Numbering, Course Offerings and Cross-Reference.....  | 50                 |
| Dental Assisting Expanded Duties ( Diploma ).....              | 51                 |
| ▪ Admission Procedures and Requirements.....                   | 51                 |
| ▪ General Information.....                                     | 52                 |
| ▪ Curriculum and Course Description.....                       | 55,54              |
| ▪ Course Numbering, Course Modules and Cross-References.....   | 54                 |
| <b>DEGREE PROGRAMS.....</b>                                    | <b>55</b>          |
| Massage Therapy Program (Associate in Science, AS).....        | 56                 |
| ▪ Admission / Procedures and Requirements.....                 | 56                 |
| ▪ General information.....                                     | 57                 |
| ▪ Curriculum and Course Description.....                       | 58,59,60           |
| ▪ Course Numbering, Course Modules, and Cross-References.....  | 61                 |
| Physical Therapist Assistant Program ( AAS ).....              | 62                 |
| ▪ Admission Procedures and Requirements.....                   | 62                 |
| ▪ General Information.....                                     | 63                 |
| ▪ Curriculum and Course Description.....                       | 64,65,66,67        |
| ▪ Course Numbering, Course Modules and Cross-References.....   | 68                 |
| <b>Continuing Education Courses for Professionals.....</b>     | <b>69,70,71,72</b> |
| Professional Hands Institute Academic Calendar.....            | 73                 |

## LICENSES AND ACCREDITATION

Professional Hands College is licensed by the:

- Commission for Independent Education
- Florida Department of Education

Licenses:      Main Campus # 3234  
                     South Campus # 4513

Additional information regarding this institution can be obtained by contacting the following:

### **Commission for Independent Education**

325 West Gaines Street, Suite 1414  
Tallahassee, FL 32399-0400  
Toll-Free Number: 1-(888) 224-6684



Professional Hands Institute is accredited by the:

### **Commission of the Council on Occupational Education**

7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
Ph: (770) 396-3898  
Toll-Free Number: 1-(800) 917-2081

These credentials are available in our school upon request.

## APPROVAL AND MEMBERSHIP

- Approved by the U.S. Department of Health - Florida Board of Massage
- Approved by U.S Department of Education to participate in its Title IV Financial Aid Programs
- Approved by the Florida Department of Health as a Continuing Education Provider
- Approved by the NCBTMB as a Continuing Education provider
- Member of the American Massage Therapy Association (AMTA)

## WELCOME MESSAGE

*Dear Student:*

*Professional Hands Institute, Inc. welcomes you to our student body.*

*You have taken an important step toward a new career opportunity, which may bring you success and a rewarding experience.*

*The program you have chosen requires hard work and dedication to master the professional skills you need to begin working as a Massage Therapist practitioner (Diploma, or A. S. Degree), as a Medical Assistant (Diploma), Dental Assisting (Diploma), as a Physical Therapist Assistant A.A.S.( Degree), or as Specialist in Skin Care & Nails (Diploma)*

*Our most important goal is your success on your chosen field, and our professional staff and instructors will care about you and your education, but you must personally commit to your desired career for a brighter outcome.*

*In this School Catalog you will find the general information you need about our school and programs, as well as the academic policies and procedures that ensure the efficient operation of our institute.*

*On behalf of the Board of Directors, administration, Faculty, and Staff of Professional Hands Institute, I thank you for your interest in our institution and look forward to welcoming you*

*Sincerely,*

*Mrs. Caridad Triana  
School Director*

## LOCATIONS AND FACILITIES



Main Campus: 3383 NW 7<sup>th</sup>. Street, Suite 200, Miami, FI 33125



South Campus: 14510 SW 8<sup>th</sup>. Street, Miami, FI 33184

## Facilities

Professional Hands Institute counts with two physical locations. Both main and south campuses provide adequate, safe, and clean environment with appropriate supporting utilities for classrooms, laboratories, lounge area, offices, restrooms, and parking.

### Main Campus

Main campus is located at 3383 NW 7 Street, Suite 200, Miami, FL 33125. The classrooms and administrative offices, which occupy an area of approximately 6,000 square feet, are located inside an air-conditioned, three-story building. The operational area is spacious and attractive, and there are plenty of parking spaces available for the students, visitors and staff.

### South Campus

This school branch operates in a shopping center located at 14510 SW 8th. Street, Miami, FL 33184. The facility has an operational area of 3,817 square feet of space, approximately, and is close to public transportation.

Both campuses are fully air-conditioned. They are centrally located in a well-known area of Miami, and have easy access to Interstates I95, 826 & 836 freeways, Metro bus and Metro rail lines. Nearby are found several fast foods, restaurants and shopping centers. Both campuses have adequate lighted parking for students, visitors and staff and provide free parking for student's convenience.

## Administrative Offices

Administrative offices at both campuses are open Monday through Thursday from 8:00 a.m. to 8:00 p.m. On Fridays the administrative offices are open from 9:00 a.m. to 5:00 p.m.

## Classrooms

Classrooms at both campuses are designed to meet the training needs of our students. Advance technologies for teaching are integrated in the classrooms, including computers networked to our institutional servers and video projectors.

Class Capacity: Typical programmatic enrolment is 30 students per instructor.

## Laboratories

Laboratories are equipped according to program's needs. The institution has the appropriate equipment that meets appropriate and required safety standards to support all programs

## Dress Code

It is mandatory for all students enrolled in any program to wear uniform (program specific colored/scrub form with embroidered logo), closed-toe shoes and school identification badge all times. If the student is doing make-up work on any day, the student must wear the uniform. Students will NOT be allowed to make-up tests or classes if they are not wearing the school uniform. NO EXCEPTIONS



The following articles are not allowed in school premises:

- Do-rags, stocking caps, skullcaps, and bandanas
- Baseball caps, hoods, and head coverings
- Midriffs or halter tops, mesh or netted shirts, tube tops or cut-off T-shirts
- Bare feet
- Shorts
- Clothing with derogatory, offensive, and/or lewd messages in either words or pictures
- Men undershirts of any color

## Computer Lab/Library

Students and faculty have access to the computer lab/ library Monday through Thursday from 9:00 to 8:00 p.m. and on Fridays from 9:00 a.m. to 4:00 p.m.

The library is equipped with computers with internet access where students can prepare assignments and complete research projects.

Textbooks currently used in the programs will be used only as reference materials. They may not be checked out of library. Students requiring resources or research assistance are encouraged to consult the staff.

## Lounge area

Both campuses have a lounge area available to students and faculty during hours of operation. It is forbidden to eat and / or take food in classrooms.

## Parking

Professional Hands Institute and its officers assume no liability for theft, collision, fire and/or damage of any kind to any vehicle or the contents of any vehicle located in the parking lot of our campuses.

## Lost and found

All items found on campus premises should be brought to the reception desk and may be reclaimed within 30 days.

## Housing

Professional Hands College does not provide housing.

## Continuing Education

Professional Hands Institute offers approved courses for career advancement and continued professional development. For information related to continuing education courses, please contact our admissions department. Continuing education courses offered at our institution are approved by NCBTMB Continuing education courses are not under the jurisdiction of the Commission for Independent Education (CIE) or the accrediting agency of Council on Occupational Education (COE).

## Smoking and alcohol policy

Professional Hands Institute's locations are smoke-free facilities. No smoking, eating, or drinking is permitted in classrooms/laboratories. This rule applies to all of the staff personnel, visitors, and students.

## Anti-Hazing Policy

The imposition or exercise of any conduct for institution into any organization that willfully or recklessly endangers the physical or mental health of any person is prohibited. Violation of this policy will result in disciplinary actions against the violator, which may include termination from our institution.

## LEADERSHIP

### Board of Directors

Caridad Triana, Bs

School Director

Aimet Arias, Bs

Executive Director

Eduardo Rodriguez, PT

Educational Director/PTA Program Director

### Advisory Board

The School Advisory Board for Professional Hands Institute, Inc. includes representation by business people, medical professionals, licensed physical therapy personal, and licensed massage therapists.

The role of our School Advisory Board is to provide advice and policy recommendations to help our institution continue a successful and steady expansion with the highest standards of academic excellence in the medical field.

The Advisory Board Committee helps in the development, expansion, and/or revision of study programs, and assists with decisions regarding techniques, curriculum, equipment, media services, and other activities in the school.

The Advisory Board meets formally twice a year to share ideas and make recommendations that will enable our school to continue providing a quality massage therapy education for a lifetime career and preparing our students as future leaders in this medical field.

## Ownership and Address

Professional Hands Institute, Inc. is a corporation formed under the laws of the State of Florida. The current owners are Caridad Triana, as President, and Noel Ruiz.

The name and corporate address of Professional Hands Institute, Inc. is:

PROFESSIONAL HANDS INSTITUTE, INC.  
3383 NW 7<sup>TH</sup> Street, Suite 200  
Miami, FL 33125

## **HISTORY**

Professional Hands Institute was founded in May, 2004 as a privately held corporation in the State of Florida with its main facility being located in Miami, Florida. In 2011 a new campus was opened in the SW area of Miami and both campuses are growing successfully. Our dedication and hard work has allowed us to gain recognition in recent years as an excellent school in South Florida with updated programs and modern technology. The quality of our programs is demonstrated by the fact that our graduates have one of the highest passing rates on the National Board Exam of Massage Therapy and Bodywork NCBTMB in the State of Florida. We are proud of our successful operation during these years, providing thousands of students with professional skills and the necessary practice and training in the fields of Massage Therapy, Physical Therapist Assistant, Medical Assistants, Dental Assisting Expanded Duties, Skin Care Specialist and as Nail Technician Specialist

On January 5, 2015, we began to offer the Physical Therapist Assistant Program as an Associate in Applied Sciences in the main campus.

On February 8, 2016, we began to offer the Physical Therapist Assistant Program as an Associate in Applied Sciences in the South campus.

## **MISSION STATEMENT**

Professional Hands Institute's mission is to provide quality education and training to all our students. Our aim is to help students acquire advanced skills to become confident, competent, and caring professionals. We are a fully accredited school that teaches in a supportive and ethical environment, providing personalized lessons in small, specialized classes taught by professional instructors. Our Institute is a dynamic and innovative school that provides a state-of-art education. Through a comprehensive curriculum, divided into theory, demonstration, and practical work, we keep the classroom experience exciting and teach our students how to combine knowledge and expert techniques with a caring presence.

## **SCHOOL PHILOSOPHY AND OBJECTIVES**

Our educational philosophy focuses on creating a superior learning environment for our students, while providing our faculty with opportunities for continued professional development and growth. We care for professional excellence, and we firmly believe that a solid educational foundation and the mastery of the newest techniques and acquired skills, followed by years of practice and continued learning, will allow the students to gain enough confidence to develop their individual styles and improve their ability to customize services and succeed in their profession. In addition to the program classes, we also have a Student Clinic, supervised by an instructor, which brings more benefits to our students through a hands-on, practical experience.

This additional practice empowers our students by developing their skills while gaining the confidence they need to become exceptional health care professionals.

We also dedicate time to foster community awareness and appreciation of the healthcare professions through volunteering for community activities and participation in local events and health fairs.

## **NON-DISCRIMINATION POLICY**

Professional Hands Institute does not discriminate regarding age, race, sexual preference, gender, color, creed, religion, veteran's status or ethnic origin in providing educational programs, activities, and employment opportunities. We firmly believe in Equal Rights and Opportunities.

## **GENERAL INFORMATION FOR PROSPECTIVE STUDENTS**

As a prospective student, Professional Hands Institute offers you a unique opportunity to transform your life with a high level of health care education and training for a successful and rewarding career.

Becoming a health care professional requires patience, determination, and a desire to help others. As a student, you must acquire a deep knowledge and understanding of the human body before you can learn how to effectively treat a patient. Ethics, law, and pathology are also taught in our school as part of the curriculum. A combination of the subject matter techniques and disciplines will teach you how to treat a patient professionally in a therapeutic setting.

In order to become licensed, you must meet the educational requirements dependent upon where you choose to practice. School programs vary in length and the hours needed to become certified change according to State regulations.

The textbooks, study materials, and classes are taught in English by instructors who are fully bilingual in English and Spanish and able to assist the students as needed. The course provides an excellent foundation for a successful, long-term career, as a health care professional.

Note: Completing a course or program in a language other than English may reduce employability where English is required

### **HOURS OF OPERATION**

|                        |                          |  |
|------------------------|--------------------------|--|
| <b>Business Hours:</b> | Monday through Thursday: | 8:00am to 8:00pm                         |
|                        | Friday:                  | 9:00am to 3:00pm                         |
| <b>Class Hours:</b>    | Monday through Friday:   | 8:00 am to 12:00pm<br>6:00 pm to 10:00pm |

### **CLOCK-HOURS DEFINITION**

Professional Hands Institute utilizes a regular 60 minute clock hour system, which breaks down to 50 minutes of instruction and a 10 minute break.

### **SEMESTER CREDIT HOURS DEFINITION**

Professional Hands Institute utilizes a regular semester credit hours system in degree programs, which breaks down to 50 minutes of instruction and a 10 minute break.

One Credit hour theory = 15 clock hours

One Credit hour laboratory = 30 clock hours

One Credit hour work-based activities = 45 clock hours

### **CLASS MODULES**

The classes in the program are divided into sections or modules which are taught as a continuous learning cycle. Each module is further explained in each program.

The classes in the associate programs are divided by terms and scheduled per semester hours. Each module is further explained in each program.

## **CLASS STARTING DATES**

### **Massage Therapy Program, Medical Assistant Program, Skin Care Specialist, Nail Technician Specialist and Dental Assisting Expanded Duties:**

Students may enter the selected program at the beginning of any class module until the completion of the entire teaching/learning cycle. The date of entrance and the frequency of attendance determine the date of completion and graduation.

### **Massage Therapy Program ( AS ) and Physical Therapist Assistant ( AAS ):**

Students may enter the selected program at the beginning of any term until the completion of the entire teaching/learning cycle. The date of entrance and the frequency of attendance determine the date of completion and graduation.

### **HOLIDAYS:**

- |                              |                    |                          |
|------------------------------|--------------------|--------------------------|
| - New Year Day               | - Independence Day | - Thanksgiving Day       |
| - Martin Luther King Jr. Day | - Labor Day        | - After Thanksgiving Day |
| - Memorial Day               | - Veteran's Day    | - Winter Break           |

### **STUDENT RIGHT TO KNOW**

The Student Right-to-Know Act, passed by Congress in 1990, requires institutions eligible for Title IV funding, under the Higher Education Act of 1965, to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to current and prospective students. Every institution that participates in any Title IV program is required to disclose graduation/completion rates of all students. To read more about the Student Right-to-Know Act, please visit the National Center for Education Statistics website at <http://nces.ed.gov>.

Professional Hands Institute, acting in compliance with the Student Right to Know Act, is happy to post the following information on the graduation rates of our cohorts of full-time, first-time, degree-seeking undergraduates, that have received financial aid.

Retention and Graduation rates represent all of the students enrolled in the Massage Therapy Program.

Graduation rates do not include students who left school: To serve in the armed forces, to take part in official church missions or to help with a foreign aid service of the federal government.

Graduation rates do not include student who have died or become totally disabled.

Students who withdrew for personal or medical reasons are included in the original headcount.

**PERIOD:07-01-15 to 06-30-16**

**Student Body Diversity: 136**

**Male: 63**

**Female: 74**

**Hispanic: 136**

**Graduation Rate: 74.5 %**

**Placement Rate: 71.5**

## **ACADEMIC CALENDAR**

Exhibit A. Page. 73

## **LEGAL INFORMATION FOR PROSPECTIVE STUDENTS**

### **Florida Statutes and Licensure**

**Section 456.0635, F.S. – Effective July 2009 – Students that are affected by this Florida Statute may not be eligible for licensure. Please read the Florida Statute listed below and answer the questions to determine if you are affected.**

#### **456.0635 Medicaid fraud; disqualification for license, certificate, or registration.—**

- (1) Medicaid fraud in the practice of a health care profession is prohibited.
- (2) Each board within the jurisdiction of the department, or the department if there is no board, shall refuse to admit a candidate to any examination and refuse to issue or renew a license, certificate, or registration to any applicant if the candidate or applicant or any principal, officer, agent, managing employee, or affiliated person of the applicant, has been:
  - (a) Convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under chapter 409, chapter 817, chapter 893, 21 U.S.C. ss. 801-970, or 42 U.S.C. ss. 1395-1396, unless the sentence and any subsequent period of probation for such conviction or pleas ended more than 15 years prior to the date of the application.
  - (b) Terminated for cause from the Florida Medicaid program pursuant to s. 409.913, unless the applicant has been in good standing with the Florida Medicaid program for the most recent 5 years.
  - (c) Terminated for cause, pursuant to the appeals procedures established by the state or Federal Government, from any other state Medicaid program or the federal Medicare program, unless the applicant has been in good standing with a state Medicaid program or the federal Medicare program for the most recent 5 years and the termination occurred at least 20 years prior to the date of the application.
- (3) Licensed health care practitioners shall report allegations of Medicaid fraud to the department, regardless of the practice setting in which the alleged Medicaid fraud occurred.
- (4) The acceptance by a licensing authority of a candidate's relinquishment of a license which is offered in response to or anticipation of the filing of administrative charges alleging Medicaid fraud or similar charges constitutes the permanent revocation of the license. History.—s. 24, ch. 2009-223.

**The following questions regarding your criminal history are listed on the Department of Health's Application for Massage Therapist:**

#### **6. CRIMINAL HISTORY (Review Questions & Answers section in instructions)**

A. Have you EVER been convicted of, or entered a plea of guilty, nolo contendere, or no contest to, a crime in any jurisdiction other than a minor traffic offense? You must include all misdemeanors and felonies, even if adjudication was withheld. Driving under the influence (DUI) or driving while impaired (DWI) is not a minor traffic offense for purposes of this question.

B. Have charges ever been brought against you by any branch of the United States Armed Services?

**7. Pursuant to Section 456.0635 (2), Florida Statutes**, the following questions are being asked. If you answer “Yes” to any of the following questions, explain on a separate sheet providing accurate details and submit copies of supporting documentation.

1.
  - a. Have you been convicted of, or entered a plea of guilty or nolo contendere, regardless of adjudication, to a felony under Chapter 409, Chapter 817, or Chapter 893, Florida Statutes; or 21 U.S.C. ss. 801-970 or 42 U.S.C. ss. 1395-1396? (If “No”, do not answer 1b.)
  - b. Has it been more than 15 years prior to the date of this application since the sentence and completion of any subsequent period of probation for such conviction?
2.
  - a. Have you ever been terminated for cause from the Florida Medicaid Program pursuant to Section 409.913, Florida Statutes? (If “No”, do not answer 2b.)
  - b. If you have been terminated but reinstated, have you been in good standing with the Florida Medicaid Program for the most recent five years?
3.
  - a. Have you ever been terminated for cause, pursuant to the appeals procedures established by the state or federal government, from any other State Medicaid Program or the Federal Medicare Program? (If “No”, do not answer 3b and 3c.)
  - b. Have you been in good standing with a State Medicaid Program or the Federal Medicare Program for the most recent five years?
  - c. Did the termination occur at least 20 years prior to the date of this application?

If you answered YES, you are required to send a letter in your own words describing in detail the circumstances surrounding each offense; including dates, city and state, charges and final disposition.

You must submit documentation from the Clerk of Courts in the jurisdiction (state/county) in which the offense occurred, including disposition/final results. Your application will not be considered complete until these records are received. If the records are no longer available, you must obtain a letter of their unavailability from the county Clerk of the Court.

# SCHOOL ADMISSION

## PROCEDURES

To be admitted to Professional Hands Institute, Inc., a prospective student must have an interview with the admissions advisor and complete an Enrollment Agreement form for admission. The prospective student will be given an orientation on the program, entrance requirements, school policies, and a copy of the School Catalog. The admissions advisor or a staff member will give the prospective student a tour of the facility and the prospective student may audit a class for the day if he/she desires.

The entrance criteria include several requirements related to age, prior education, basic skills evaluation, and prior education performance. Based upon entrance criteria, approval for admission is granted or denied by the Executive Director. The copies of the required documents for admission to establish eligibility and acceptance will remain as school property. The school registration fee is \$100.00 (non-refundable).

## GENERAL REQUIREMENTS

1. Each applicant must be at least eighteen (18) years of age on the first day of classes. Documentation of age may be required.
2. Students must have a High School Diploma; hold a General Education Equivalent Development (GED) certificate, or provide other acceptable documentation of an approved post-secondary institution.
3. All applicants must receive an orientation on the program, entrance requirements, school policies and an explanation of the school's rules and regulations.
4. All accepted students must complete and sign an Enrollment Agreement Form.
5. Prospective students who were denied admission and would like to view their files may submit a written request. Access to view the file will be granted within 24 hours of request. Professional Hands Institute will keep records of prospective students denied admission for at least one year.

**Note:** A Catalog will be available to all students at the time of enrollment.

## GRADING SYSTEM

The officer responsible for academic records and the instructors will review monthly each student's academic progress and attendance record on a monthly basis. Academic Progress records are maintained for each student. All student reports are available for review and counseling by the Executive Director. The students are required to pass practical evaluation designed to prove their skills and ability associated with each program. Students are graded according to the following grading standards:



## **NON DEGREE PROGRAMS:**

| <b>Grade</b> | <b>Points</b> | <b>Interpretation</b> |
|--------------|---------------|-----------------------|
| A            | 90 -100       | Excellent-Outstanding |
| B            | 80 – 89       | Very Good             |
| C            | 70 – 79       | Sufficient            |
| D or F       | 69 – 0        | Insufficient/Fail     |

### **Methods of Evaluation:**

| <b>Program</b>                 | <b>Theory Exams</b> | <b>Practical Exams</b> |
|--------------------------------|---------------------|------------------------|
| Massage Therapy<br>(Diploma)   | 16                  | 2                      |
| Medical Assistant<br>(Diploma) | 14                  | 1                      |

### **Requirements for Successful completion:**

Student must complete lecture and practical exams with a minimum of a “C” to successfully complete this course.

## **DEGREE PROGRAMS:**

| <b>Grade</b> | <b>Points</b> | <b>Interpretation</b> |
|--------------|---------------|-----------------------|
| A            | 91 -100       | Excellent-Outstanding |
| B            | 81 – 90       | Very Good             |
| C            | 75 – 80       | Sufficient            |
| D            | < 75          | Insufficient/Fail     |

### **Methods of Evaluation:**

| <b>Evaluation Method</b>          | <b>Percentage</b> |
|-----------------------------------|-------------------|
| Participation/Homework/Attendance | 15 %              |
| Topic paper/Oral Presentation     | 25%               |
| Quizzes                           | 25%               |
| Final Exam                        | 35%               |

### **Requirements for Successful completion:**

Student must obtain a letter grade of 75 % or better to successfully complete degree programs.

## **REPEATING COURSES**

Students may repeat courses taken at Professional Hands Institute, Inc. if they received a "D" grade. State rule limits the number of repeat attempts to 2 per course. A third and final attempt may be granted based upon documented major extenuating circumstances such as death in the family, medical problems, etc. However, a student will not be permitted to withdraw during the third attempt. Normally, credit is given for the last grade earned when repeating a course. Repeated courses will appear on the student's transcript.

## **GRADE APPEAL PROCEDURES**

The responsibility for the academic evaluation and assignment of grades is that of the faculty member teaching the course. A student who believes that he/she has been unfairly graded should first appeal the grade to the faculty member.

If satisfaction is not received, the student may make an appointment to see the Education Director and discuss the appeal. If satisfaction is not received, the student may make an appointment with the Education Director to have 1 or 2 impartial instructors to hear the appeal. The student would then need to agree to abide by the decisions of the impartial instructors. This decision shall be final.

## **CLOCK/CREDIT HOUR CONVERSION**

Professional Hands Institute utilizes semester credit and the conversion in hours is as follows:

1 semester credit equals: 15 clock hours of lecture, 30 clock hours of laboratory, or 45 clock hours of work-based activities.

## **ACADEMIC LOAN PERIODS DETERMINANTS**

- Academic Year must be defined by the school
- Can differ per academic program
- The minimum definition for undergraduate students is 24 credits earned over 30 weeks of instruction or 900 clock hours in 26 weeks.
- In practice, the academic year is unique for each student based upon academic plan.
- Both the minimum credit hours and the minimum number of weeks must be met before a new academic year starts.

**EXCEPTION:** If the student has less credit hours remaining before earning their degree than the minimum definition of an academic year for that program of study, the remaining portion is their final academic year

## STANDARDS OF ACADEMIC PROGRESS

The “Standards of Academic Progress” is a formal process through which the administration and faculty of Professional Hands Institute, Inc. are able to identify and provide assistance to students who may be experiencing academic difficulties.

Through these standards, the students with academic difficulties are alerted of their weaknesses, so an appropriate correction can be implemented as early as possible in the course of their studies. The overall objective of the standards is to improve the performance of these students, and to increase public support for Professional Hands Institute, Inc’s efforts to provide sound educational programs of quality and excellence.

### SATISFACTORY ACADEMIC PROGRESS

Students must show satisfactory academic progress, achieve minimum academic standards, progress at a satisfactory rate toward program completion, and complete the program of study within 150% of the scheduled length of the program.

#### Maximum Program Length (MPL)

A student in a program of study must successfully complete that program of study within 150% of the standard length of the program measured in class hours. For example, if the student has contracted to complete the program within 30 weeks, he/she must complete the program within 45 weeks.

#### Evaluation Points

A student’s academic progress will be evaluated at the conclusion of each term up to the program’s maximum program length (MPL):

At the end of each term students must achieve a minimum completion rate of 75% and a GPA of 75%. Minimum completion rate is calculated as a percentage by dividing the number of hours successfully completed by the total number of hours attempted.

$$\text{Course Completion \%} = \frac{\text{Hours Earned}}{\text{Hours Attempted}}$$

Successful completion is defined as earning a grade A, B, C, or F. Withdrawing, failing, or repeating a course will result in a reduced percentage of course completion.

#### Grading Standards

| Letter Grade | Numeric/Percentage Grade |
|--------------|--------------------------|
| A            | 91-100                   |
| B            | 81-90                    |
| C            | 75-80                    |
| F            | <75                      |

Students must attend all scheduled classes, students who fail to maintain a 70% attendance will be placed on academic warning.

Students must achieve a minimum grade of “C” in all courses required in the curriculum, including general education courses.

Students who fail to achieve a minimum grade of “C” in any course that is required in the curriculum must see the program director to determine how that grade affects the student’s ability to proceed in the program.

Students who are in danger of failing to meet satisfactory academic progress standards will be placed on academic warning, or academic probation, as appropriate.

### **Academic Warning**

Class instructors will be responsible for maintaining class attendance. Any student who is in danger of falling beneath the 70% attendance threshold will be counseled to avoid falling beneath the threshold. A student who falls beneath the 70% attendance threshold will be placed on academic warning. Any student who receives a grade of “F” in any class will be placed on academic warning. A student placed on academic warning will be counseled in the hope that academic performance can be improved.

### **Academic Probation**

Any Student whose GPA falls below 75% or whose course completion percentage falls below 75% will be placed on academic probation. Academic probation will last for at least one term. Students may be removed from probation by raising their GPA and course completion percentage above the minimum levels described above. Students on academic probation are considered to be making satisfactory academic progress.

### **Academic Dismissal**

Academic Dismissal occurs after students that are placed on Academic Probation fail to raise their GPA and/or Course Completion Percentage by the end of the following month. Academic Dismissal represents a separation of students from Professional Hands Institute, Inc for at least 90 days- Three (3) months.

A student that withdraws voluntarily is called a “ Withdrawn” student. The last physical date of attendance is considered the student’s withdrawal date, whether the student is dismissed or withdraws.

Students are eligible to re-apply for enrollment at Professional Hands College, Inc. after the dismissal period. If petitioned. For enrollment approval, the petition must include evidence of some change in the student’s circumstances. A withdrawn student may re-enter anytime.

### **Mitigating Circumstances**

The Director of Education or Campus Director may waive satisfactory academic progress standards for mitigating circumstances outside the control of the student. The circumstance(s) must be documented, and the student must demonstrate that the circumstances had an adverse impact on the student’s satisfactory academic progress in the program. No waivers for graduation requirements will be provided.

### **Appeals Process**

A student who is subject to academic dismissal may appeal the decision to the Campus Director in writing. School officials must receive the appeal within five business days of the date the student is notified of the dismissal. All appeals will be responded to within ten business days of receipt by the school.

## **TRANSFER POLICY**

Professional Hands Institute, Inc. reserves the right to accept or deny the transferring in of clock-hours/credits received from another school. Professional Hands Institute, Inc. also has the right to modify and approve exceptions in the case that a specific situation were to arise where immediate action is required to be taken in regards to the transferring of credits.

The situation will be informed to Commission of Independent Education (CIE), and the accrediting agency Council on Occupational Education (COE ).

Professional Hands Institute shall have the option to waive the requirement of an entrance exam for transfer students who have been previously accepted at another school.

The granting of credit for prior learning or exams cannot exceed twenty-five percent (25%) of any program. Programs and tuition will be adjusted according to the number of hours/credits accepted by Professional Hands Institute, Inc. The criteria established by Professional Hands Institute regarding the transfer of credits earned at another institution are as follows:

A credit hour is equivalent to a minimum of each of the following:

1 semester credit equals: 15 clock hours of lecture, 30 clock hours of laboratory, or 45 clock hours of work-based activities

1 quarter credit equals: 10 clock hours of lecture, 20 clock hours of laboratory, or 30 clock hours of work-based activities.

Should a student withdraw or graduate from Professional Hands Institute, Inc. and attend another training facility, it is up to that facility to either accept or deny the transfer of clock-hours or credits.

Any student transferring from one program to another, within the school, will receive credit for the amount of hours attended.

## **PROGRAM CHANGES**

Professional Hands Institute, Inc. reserves the right to amend, add, or delete classes, programs, policies, equipment, tuition, fees, and/or facilities, with prior notice of scheduled changes. Reasonable accommodations will be made for students impacted by such a change.

## **FAMILY EDUCATIONAL RIGHT AND PRIVACY ACT**

Professional Hands Institute, Inc. complies with the confidentiality and student accessibility provisions of the Family Educational Right Act of 1974 (P.L. 93-380, Section 438), commonly known as the Buckley Amendment (FERPA). Confidentiality of student's records is strictly protected. Information on students is not available to anyone without:

- a. A written request/release from the student
- b. A court order
- c. Accreditation agency requirements.

However, parents of minor students and guardians of "tax dependent" students have the right to inspect and challenge the information contained within the records of a specific student.

Professional Hands Institute, Inc. is committed to the protection of students' rights and privacy of information. In accordance with Public Law 93380, Family Educational Rights and Privacy Act (FERPA), Florida Statute 5.229.782, the school allows students access to their educational records, to challenge records they believe to be inaccurate, incomplete, or misleading and to limit the release of such information. Records will not be released without the written consent of the student as mentioned above. The parent(s) of a dependent student as defined in the title 26 U.S.C.S. 152 (Internal Revenue Code) has the right to inspect records, which are maintained by the school on behalf of the student.

### **Drug-Free Workplace**

Professional Hands Institute, Inc. is a drug-free workplace for staff, faculty and students. Listed below are resources of drug prevention programs:

Dade Family Counseling Community Mental Health Center ( 305-774-9570)  
4343 W. Flagler Street-Suite 100-Miami, FL 33134  
The Center for Substance Abuse Prevention HOTLINE (1-800-662-4357)  
The Center for Substance Abuse Prevention HELPLINE (1-800-967-5752)  
U.S. Department of Health and Human Services (1-800-WORKPLACE)  
U.S. Department of Education Reg. Centers Drug-Free (1-502-588-0052)

### **Student Health Services**

Professional Hands Institute, Inc. is not legally or financially responsible for medical care and does not provide the services of a physician at any branch. The Fire Department Rescue Service provides first aid emergency health service.

At the time of enrollment, each student should provide the name of the individual to contact in an emergency on the appropriate line of the application form. Students should carry emergency information at all times, as well as any medical insurance card(s).

## STUDENT SERVICES

### **Mission:**

The mission of the Student Services staff is assist to students with career planning. Student Services has a campus wide function and serves as an intermediary between the institution and the student body concerning student activities and students concern.

The services also include assist in the cultural, social, professional, and intellectual development of students continuously improving effective learning environments for the lifelong educational needs of the divers community it serves.

### **Class Schedule:**

Professional Hands Institute, Inc. has open enrollment for the Massage Therapy program and the start dates for other programs are specified in the academic calendar. Course and class schedules will be given to students at time of registration.

### **Academic Advisement:**

Advisements begin with the admission application interview and continue thought the student course of study. Academic Advisement and assistance are available and program directors have an "open door" policy for all students.

### **Registration:**

Registration is held in a continuous basis. Students may register for courses in person or via the telephone.

### **Personal Advisement:**

The Educational Director or Executive Director will be available for students if they should need personal advisement.

**Financial Advisement:** The Business Office will inform students of all options regarding private funding or payment plans.

### **Job Placement Services:**

Job placement services are available to assist students with career placement assistance, interviewing techniques, resume writing assistant, professional appearance guidelines, time management skills, and job search techniques. This is a service available to active students and graduates in good standing. Students are strongly urged to maintain contact with Professional Hands Institute when they obtain employment, change jobs, need further assistance, or relocate to another area. We encourage all students to make use of the office of job placement.

### **Student Records:**

The Registrar's office is the designated custodian of all official student academic records. The office maintains official student transcripts, processes final grades at the end of each term, and updates student records with name, address and approved grade changes. It provides both official and unofficial copies of student academic records to students or other individuals, institutions or agencies upon request from students.

This office also provides official certifications of student enrollment and academic status to other agencies, such as insurance companies and financial institutions. Hard copy of Final Grade Reports is provided at the student's request from the Registrar's Office. The Registrar's Office is also responsible for processing applications for diplomas and certificates. The school will retain student records in a fire-proof file cabinet or a duplicate record shall be kept at a separate location and available to students upon individual request. Student records will be provided to potential employers only after the student has made a written request.

**Learning Resources:** Professional Hands Institute, Inc. has a Learning Resources Center where the students or faculty can go to do research, prepare for classes or homework. A copier is also provided. The Learning Resources Center has reference books, general books, magazines and other publications, journals and periodicals related to their field of study. The center is open to students, faculty, and staff during school hours. Information will also be provided to students regarding public libraries near the school and online resources that provide research services free of charge.

## STANDARDS OF CONDUCT

Students enrolling in Professional Hands Institute, Inc. assume an obligation to conduct themselves in a manner compatible with the school's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, Professional Hands Institute, Inc. retains the power to maintain order within the school and to exclude those who are disruptive of the educational process. Generally prohibited conduct for which a student is subject to discipline is defined as follows:

- Physical or sexual assault of any person on Professional Hands Institute, Inc. ground, or conduct which threatens the health or safety of any such person or the physical or sexual assault of any student, faculty member or employee.
- Substantial damage to Professional Hands Institute, Inc. owned or leased property, or to property of a student, employee, faculty member or visitor occurring on Professional Hands Institute, Inc. owned or leased property; or at the residence of any student, faculty member or employee or unauthorized entry into or occupation of Professional Hands Institute, Inc. facilities, which are locked, closed to student activities, or otherwise restricted as to use.
- Any activity that may be construed as hazing ("hazing" is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of Professional Hands Institute, Inc.).
- Unlawful possession, use, or distribution of drugs or alcohol on the school's property or as part of the school's activities.

## SANCTIONS

One or more of the following sanctions for prohibited conduct may be imposed by the Director depending upon the gravity of the offense:

1. **Admonition.** An oral statement to a student that he/she is violating or has violated institution rules.
2. **Warning Notice.** A written notice that continuation or repetition of wrongful conduct within the period of time stated in the warning may require be conducive to a more severe disciplinary action.



3. **Reprimand.** A written censure for the violation of the conduct standards as specified and placed in the student's academic record, including the possibility of more severe disciplinary sanctions, if another violation occurs within a stated period of time.
4. **Disciplinary Probation.** Exclusion from participation in privileged or extracurricular activities, as set forth in the notice of probation for a period of time not exceeding two academic terms.
5. **Restitution.** Reimbursement for damage to or misappropriation of property.
6. **Suspension.** Exclusion from classes and other privileges or activities, or from Professional Hands Institute, Inc., as set forth in the notice of suspension, for a definite period of time. Upon the student's request, any student suspended shall be entitled to preliminary review within 24 hours by the Director or designee. If the student is unavailable, such review may be postponed by the Director until he/she is able to attend, or for other good reason. Any student so suspended who thereafter enters upon those areas of the grounds denied him/her by the terms of the suspension, other than with the permission of, or at the request of, Professional Hands Institute officials for purposes of a hearing, is subject to further discipline and prosecution thereafter by civil authorities. A student that is suspended must be given the following warnings by the suspending official:

"You are hereby temporarily suspended and barred from (location—grounds or portion thereof or specified activities). You may not enter (area) without the permission of or upon the request of Professional Hands Institute, Inc. officials or of an authorized hearing body for purposes of a hearing. You are entitled to a review within 24 hours (or later for good cause) before the Director or his/her designee to determine whether this suspension is with good cause and may continue pending a hearing. It is your responsibility to request such review."
7. **Expulsion.** Termination of student status for any indefinite period. The condition of readmission, if any, shall be stated in the order of expulsion.

## **SCHOOL RULES AND REGULATIONS**

**General Dismissal:** A student may be dismissed, at the discretion of the Board of Director, prior to completion of the program. Reasons for termination include, but are not limited to. The following:

- Non-payment of tuition under terms agreed upon Professional Hands Institute and student
- Unauthorized possession or theft of school property
- Harassment, disrespect, and/or verbal abuse of students, staff, or instructors
- Dishonest academic conduct

**Attendance:** Students are expected to attend scheduled class meetings and to arrive on time. If you know ahead of time that you will be missing a class, let your instructor know. It is the responsibility of the student to make up work missed.

**Make-up Time:** Students who have been absent from class for any reason or tardy are required to make up time missed from classes. Students must speak with the Instructor to find out how they can make up the missed time.

**Tardiness:** A student arriving after attendance has been taken is considered late. The instructor will advise the student how he/she could make-up for the missed time.

**Leave of Absence (LOA):** Professional Hands Institute requires students to provide a written, signed and dated Leave of Absence (LOA) request in order to take it. However, if unforeseen

circumstances prevent a student from providing a prior written request, the school may grant the student's request for a LOA, and document its decision in the student's file. The school will collect the written request within 30 days.

Approved reasons for a subsequent LOA are jury duty, military reasons, unforeseen circumstances, and/or circumstances covered under the Family and Medical Leave Act of 1993 a student may be granted a Leave of Absence (LOA) up to 180 days in any 12-month period.

The number of days in a LOA commences the day after the last day of attendance of the student. The "12-month period" begins on the first day of the student's initial LOA. Upon the student's return from the LOA, the student will be permitted to complete the coursework that he/she began prior to the LOA without any penalties. A student may take a subsequent LOA if it does not exceed 180 days, and the institution determines that this second LOA is necessary due to unforeseen circumstances.

If a student does not resume attendance at the institution on or before the end of a LOA, the student will be treated as a withdrawal.

**Uniform Policy and Dress Code:** Professional Hands Institute requires students to wear the school's uniform at ALL times while they are on school grounds. Students will NOT be allowed in the classrooms without their uniform under any circumstances. If the student is doing make-up work on any day, the student must wear the uniform. Students will NOT be allowed to make-up tests or classes if they are not wearing the school uniform. NO EXCEPTIONS.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Professional Hands Institute, Inc. seeks to maintain an environment where students have the following rights:

**Expression:** Students can freely examine and exchange diverse ideas in an orderly manner inside and outside the classroom.

**Association:** Students can associate freely with other individuals, groups of individuals and organizations for purposes which do not infringe on the rights of others.

**Freedom from Discrimination:** Students can expect to participate fully in the Professional Hands Institute, Inc. community without discrimination, as defined by federal and state law.

**Safe Environment:** Students can function in their daily activities without unreasonable concerns for personal safety.

**Discipline:** Students can expect discipline to be implemented through established procedures containing all elements of due process for the adjudication of charges, and the opportunity for continued school involvement (as appropriate) until the resolution of the charges.

**Privacy:** Students are free of unreasonable intrusions into personal records and/or matters relevant to identity and well being.

**Grievance Process:** Students have access to established procedures for respectfully presenting and addressing their concerns/complaints to Professional Hands Institute, Inc.

**Education:** Students have access to excellent faculty, academic technology, classrooms, library, presentations and other resources necessary for the learning process.

**Personal Growth:** Students study in a setting that fosters personal growth.

**Prompt Responses from Administration:** Students have the right to expect prompt and courteous responses from Professional Hands Institute, Inc. academic and administrative departments.

**Academic and Administrative Policies:** Students can expect academic and administrative policies that support intellectual inquiry, learning, and growth.

## **STUDENT GRIEVANCE POLICY/ COMPLAINT PROCEDURES**

A student with a grievance should discuss the grievance with the person with whom the grievance occurs; we encourage students to resolve his/her complaint at the lowest possible level. If that doesn't satisfy the parties then the following steps should be followed:

Student must submit to the Director of Education a Student Complaint/Grievance Form within 15 days of the incident. The student will receive a response within 10 days.

If the problem has not been resolved a student appeal letter should be submitted to the School Director. The student will receive a response within 10 days.

In the event that the student has exercised the channels available within the institution to resolve a problem using the institution's formal student complaint procedure and the problem has not been resolved then the student may submit a complaint letter to the following Institutions

Commission for Independent Education  
Department of Education  
325 West Gaines Street, Suite 1414  
Tallahassee, FL 32399-0400  
Telephone: 1-(850) 245-3200  
Toll-Free Number: 1-(888)-224-6684  
Web Page: [www.fldoe.org](http://www.fldoe.org)

and/or

Commission of the Council on  
Occupational Education  
7840 Roswell Road, Bldg 300,  
Suite 325  
Atlanta, GA 30350  
Telephone: 1-(770) 396-3898  
Toll-Free Number: 1-(800) 917-2081  
Web page: [www.council.org](http://www.council.org)

## **FINANCIAL INFORMATION**

Professional Hands Institute, Inc. is accredited by the nationally recognized Council on Occupational Education and approved by the United States Department of Education to offer Title IV funding to those that qualify.

All students must apply for admission and be accepted prior to applying for Federal Financial Assistance. The students must maintain a satisfactory academic progress to continue to receive these funds. Financial Aid is based and awarded upon financial need, if the student qualifies. Please contact the financial aid office to obtain forms required to apply.

Discrimination is prohibited at Professional Hands Institute. No prospective student shall be excluded from participating in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance based on age, race, sexual preference, gender, color, creed, religion, veteran status or ethnic origin.

## FEDERAL FINANCIAL AID PROGRAMS

Professional Hands Institute is approved to participate in the following Title IV programs:

**Federal Pell Grant:** This is a grant awarded to assist undergraduates with their education expenses. This award does not have to be repaid by the recipient.

**Federal Direct Loan (Subsidized):** This is a low interest variable rate loan for independent and dependent students attending school at least half time. This loan must be paid back. Interest is non-bearing while students are attending school and during their grace period.

**Federal Direct Loan (Unsubsidized):** This is a low interest variable rate loan for an independent student attending school at least half time. This loan must be paid back. Interest will accrue on this loan and can be capitalized or paid quarterly while the student is in school.

**Federal Direct Loan (PLUS):** This is a low interest variable rate loan for parents who want to borrow to help pay for their child's education. This loan is available only to parents with good credit histories. This loan must be paid back.

## INSTITUTIONAL FINANCIAL AID PROGRAMS

Professional Hands Institute provides installment plans to pay for tuition. This payment plans is an academic year plans, which split the tuition bill into the number of months the student is attending school. There are no additional carrying charges, interest or service charges, for installment plans. Professional Hands Institute offers these installment plans to students at an interest rate of 0%.

## GRADUATION REQUIREMENTS

### NON-DEGREE PROGRAMS

The student must comply with the following requirements in order to receive a diploma:

- Complete the total number of hours required by the student's program.
- Pass all components (theory and practice) of selected program with a minimum average of 70%.
- Meet all financial obligations incurred with the institution.

Professional Hands Institute awards a Diploma to those students who have successfully met all the graduation requirements.

### ASSOCIATE DEGREE PROGRAMS

- Complete all required courses with cumulative grade point average of 70 % or higher.
- Pass all components (theory and practice) of selected program with a minimum average of 75 % or higher.
- Satisfaction of all financial obligations with the institution.

Professional Hands Institute awards an Associate in Applied Science (AAS) degree to those students who have successfully met all graduation requirements.

## **TRANSCRIPTS**

Professional Hands Institute will provide students with 2 complementary official academic transcripts for the state exam application and licensure application. There is a \$25.00 fee for each additional official academic transcript requested.

## **CANCELLATION AND REFUND POLICIES**

Any student shall be withdrawn from the program if he/she does not attend classes for a period of fourteen (14) calendar days without establishing an approved Leave of Absence (LOA).

A student can be dismissed for insufficient progress, failure to pay school fees on time, or failure to comply with the rules and regulations of the school. This decision is at the discretion of the School Governing Board. The last date of attendance by the student will be considered the termination date for all refund purposes.

If a program is cancelled subsequent to a student's enrollment, at the student's option the school shall fully refund all monies paid, or provide completion of the program. Should a student cancel his/her enrollment or be terminated for any reason, refunds will be made according to following guidelines:

1. Cancellation must be in person, by e-mail, or by certified mail.
2. All monies will be refunded if the school does not accept the applicant, or if the student cancels within three (3) business days, but before the first class after signing the Student Enrollment Agreement and making initial payment with the exception of the registration fee. Nonrefundable fees shall not exceed \$ 100.00.
3. Refunds for the first time student who has not received Title IV Financial Aid will be calculated according to the Standard Institutional Refund Policy.

Time of enrollment is defined as the time elapsed between the start date and the date of the student's last day of physical attendance in the school.

When situations of mitigating circumstances are in evidence, the school will adopt a policy wherein the refund to the student may exceed the minimum cancellation and settlement policy.

## **STANDARD INSTITUTIONAL REFUND POLICY**

1. Refunds will be issued on a Pro-Rata based approach, which means, that refunds will be computed on the number of hours completed by the student in relation to the total program hours.
2. No refund will be made if the withdrawal occurs after 60% of the period of financial obligation (the period of financial obligation is based on what the student is charged on their contract).
3. All refunds shall be made with or without request from the student within thirty (30) days from the date that the school determines as withdrawal date of the student.

## **RETURN OF TITLE IV FUNDS**

The calculation of the amount of Title IV aid that was earned is based on a payment period basis. Refunds will be calculated by the enrollment period.

The student will be obligated for any tuition, fees, books or equipment not covered by Title IV funds. The institution will determine the total amount of Title IV aid disbursed or that could have been disbursed.

## **STUDENT WITHDRAWAL AFTER COMPLETING 60% OF THE PAYMENT PERIOD**

When a student withdraws after having been in attendance for over 60% of the payment period, then she/he is treated under the Federal Financial Aid Regulations as having earned all of the Federal Financial Aid awarded for that payment period.

## **STUDENT FAILURE TO RETURN FROM AN APPROVED LEAVE OF ABSENCE**

If a student fails to return from an approved leave of absence (LOA), the Institution will determine that the student has withdrawn the next day.

Any refunds due to Title IV programs will be made within forty five (45) days from the date of the determination that the student had withdrawn.

Refunds due to the student will be made within fourteen (14) days from the date of determination. In the case of a prolonged illness or recovery from injuries sustained in an accident, death in the family or other circumstances that make it impossible or impractical for a student to complete the program, the Institution will make then a fair settlement with the student.

The Institution will provide the student with a copy of all documentation related to the calculation of any returned Title IV and any other refunds and the payment of such returns and refunds.

## ADMINISTRATIVE STAFF

### MAIN CAMPUS

|                          |   |
|--------------------------|---|
| <i>Caridad Triana</i>    | <i>School Director</i>                      |
| <i>Aimet Arias</i>       | <i>Executive Director</i>                   |
| <i>Eduardo Rodriguez</i> | <i>Educational and/PTA program Director</i> |
| <i>Jorge M. Martinez</i> | <i>IT Manager</i>                           |
| <i>Rony Peguero</i>      | <i>Receptionist</i>                         |
| <i>May Dufflar</i>       | <i>Admission Director</i>                   |
| <i>Yoryana Hernández</i> | <i>Financial Aid Officer</i>                |
| <i>Marta Gotay</i>       | <i>Financial Aid Officer</i>                |
| <i>Anisia Palma</i>      | <i>Academic Records</i>                     |
| <i>Mariela Díaz</i>      | <i>Accounting Clerk</i>                     |
| <i>Juana Perez</i>       | <i>Placement Coordinator</i>                |

### SOUTH CAMPUS

|                          |  |
|--------------------------|--|
| <i>Caridad Triana</i>    | <i>School Director</i>                                       |
| <i>Aimet Arias</i>       | <i>Executive Director/On-site Administrator South Campus</i> |
| <i>Eduardo Rodriguez</i> | <i>Educational /PTA Program Director</i>                     |
| <i>Jorge M. Martinez</i> | <i>IT Manager</i>  |
| <i>Yudith Bravo</i>      | <i>Admission Rep./Academic Records/ Accounting Clerk</i>     |
| <i>Tania Amboaje</i>     | <i>Financial Aid Officer/Placement Coordinator</i>           |

## FACULTY - MAIN CAMPUS

|                       |  |
|-----------------------|--|
| Eduardo Rodriguez     | Title: P.T.A. Program Director and Clinical Coordinator<br>Master of Science in Physical Therapy, Florida International University, Miami, Fl.<br>Bachelor of Health Science, Florida International University.  |
| Juan D. Hernandez     | Title: P.T.A. Instructor<br>Masters in Public Health, Universidad Autonoma Manizales, Caldas.<br>Bachelors of Science in Physical Therapy, Fundacion Universitaria Maria Cano, Medellin, Antioquia.  |
| Paula Diaz            | Title: Massage Therapy Instructor<br>Diploma Massage Therapy, The Praxis Institute<br>Bachelors in Science Physical Therapy and Rehabilitation, Havana University, Cuba  |
| Jorge M. Martinez     | Title: General Education Instructor<br>Bachelors of Science Geophysical Engineering<br>La Habana, Cuba   |
| Iris Molina           | Title: General Education Instructor<br>Masters in Educational Virtual Projects Design, Universidad Iberoamericana de Leon, Guanajato, Mexico.<br>Bachelor of Arts in Education Foreign Languages Teaching, Higher Pedagogical Institute "Felix Valera", Villa Clara, Cuba. |
| Niurka Garcia         | Title: General Education Instructor<br>Doctor in Medicine, "Carlos J. Finlay" University of Villa Clara Sciences, Camaguey, Cuba.<br>Residency training specialty in Physical Medicine and Rehabilitation, Camaguey, Cuba.   |
| Ruddy A. Lopez        | Title: CPR Instructor<br>Licensed Massage Therapy, Professional Hands Institute<br>Miami, Fl.<br>American Red Cross, Fort Lauderdale, Fl.  |
| Alexander D. Trujillo | Title: Dental Assisting & Expanded Duties Program Director<br>Doctor in Dental Surgery, New York University<br>College in Dentistry, New York, USA   |
| Kiara Miro            | Title: Dental Assisting & Expanded Duties Program Instructor<br>Doctor in Dental Surgery, New York University<br>College in Dentistry, New York, USA   |
| Virginia Garcia       | Title: Skin Care Instructor<br>Licensed Skin Care Specialist, Diploma, The Praxis Institute<br>Miami, Fl   |



Iliana Triana Title: Nail Technician Instructor  
Licensed Nail Technology , Diploma,  
Robert Fiance Beauty School, Miami, Fl

## **FACULTY - SOUTH CAMPUS**

Eduardo Rodriguez Title: P.T.A. Program Director and Clinical Coordinator  
Master of Science in Physical Therapy, Florida International  
University, Miami, Fl.  
Bachelor of Health Science, Florida International University.

Clara Velosa Title: P.T.A. Instructor  
Bachelors of Science in Physical Therapy, University of El  
Valle, Cali, Colombia.

Renan Leyva Title: P.T.A. Instructor  
Associates in Science Physical Therapist Assistant, Dade  
Medical College, Miami, Fl  
PhD in Science in Physical Education, University of Sciences of  
Physical Education and Sport, Havana, Cuba.  
PhD in Physical Activity Sciences, University of Las Palmas de  
Gran Canaria, Spain

Paula Diaz Title: Massage Therapy Instructor  
Diploma Massage Therapy, The Praxis Institute  
Bachelors in Science Physical Therapy and Rehabilitation,  
Havana University, Cuba

Gema Rodriguez Title: Massage Therapy Instructor  
Licensed Massage Therapy, Professional Hands Institute (Diploma).

Jorge M. Martinez Title: General Education Instructor  
Bachelors of Science Geophysical Engineering  
La Habana, Cuba

Iris Molina Title: General Education Instructor  
Masters in Educational Virtual Projects Design,  
Universidad Iberoamericana de Leon, Guanajato, Mexico.  
Bachelor of Arts in Education Foreign Languages Teaching,  
Higher Pedagogical Institute "Felix Valera", Villa Clara, Cuba.

Niurka Garcia

Title: General Education Instructor  
Doctor in Medicine, "Carlos J. Finlay" University of Villa Clara  
Sciences, Camaguey, Cuba.  
Residency training specialty in Physical Medicine and  
Rehabilitation, Camaguey, Cuba.

Ruddy A. Lopez

Title: CPR Instructor  
Licensed Massage Therapy, Professional Hands Institute  
Miami, Fl.  
American Red Cross, Fort Lauderdale, Fl.

## **NON-DEGREE PROGRAMS**

- Massage Therapy Diploma
- Medical Assistant Diploma
  - Skin Care Specialist
  - Nail Technician Specialist
- Dental Assisting Expanded Duties

# **MESSAGE THERAPY PROGRAM (Diploma)**

## **ADMISSION**

### **PROCEDURES**

To be admitted to the Massage Therapy Program, a prospective student must have interviewed with the admissions advisor and completed an Enrollment Agreement form for admission.

The entrance criteria include several requirements related to age, prior education, basic skills evaluation, and prior education performance. Based upon entrance criteria, approval for admission is granted or denied by the Executive Director. The copies of the required documents for admission into the Massage Therapy Program will remain as school property.

### **REQUIREMENTS**

1. Each applicant must be at least eighteen (18) years of age on the first day of classes. Documentation of age may be required.
2. Students must have a High School Diploma; hold a General Education Equivalent Development (GED) certificate, or provide other acceptable documentation of an approved post-secondary institution.
3. All applicants must receive an orientation to the school and an explanation of the school's requirements, rules and regulations.
4. All accepted students must complete and sign an Enrollment Agreement Form.
5. Prospective students who were denied admission and would like to view their files may submit a written request. Access to view the file will be granted within 24 hours of request. Professional Hands Institute will keep records of prospective students denied admission for at least one year.

**Note:** A Catalog will be available to all students at the time of enrollment.

**DISCLOUSE:** COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.

## GENERAL INFORMATION

### PROGRAM OBJECTIVE

The objective of the program is to prepare students to enter the workforce as an entry-level licensed Massage Therapist. The program provides the student with a career in the rapidly growing profession of massage therapy; which provides the student with an opportunity to gain satisfaction in helping clients to recover from injuries and improve overall wellness, as well as treat clients with chronic diseases.

The Massage Therapy Program is offered at both the Main and South Campuses. This course is taught in both English and Spanish.

### PROGRAM DESCRIPTION

This program has 600 hours of theory, practice, and clinical practicum. It includes 417 hours of theory and 183 hours of practice demonstration and clinical practicum. Some of the topics covered in this program include: legal aspects of massage therapy; allied modalities; anatomy & physiology, reflexology, HIV/AIDS, and medical errors.

### SERVICES

All students are required to complete at least 90 services and 183 hours of applied clinical practicum. The supervised clinical practicum ensures proper and professional hands-on massage practice. All services are conducted in campus.

### DIPLOMA, EXAM AND LICENSE

The student will complete the program in 30 weeks. Upon completion of 500 clock hours, the student is eligible to take the state approved exam and apply for licensing. Please visit [www.ncbtmb.org](http://www.ncbtmb.org) for more information.

### REGISTRATION AND TUITION

|                           |  |
|---------------------------|--|
| <b>Registration Fee:</b>  | \$ 100.00 (Non-refundable and non-taxable) |
| <b>Institutional Fee:</b> | 75.00 (Non-refundable and non-taxable)     |
| <b>Tuition:</b>           | \$ 9,950.00 (600 Clock-Hours)              |

All prices for the Massage Therapy program are printed herein. There are no carrying charges, interest charges, or service charges connected or charged with this program. Contracts are not sold to a third party at any time. Cost of credit is included in the price cost for the goods and services.

The Registration fee is due at the time of signing the application for admission and it is non-refundable. Payments are due on the first class day of each week. The student can pay the tuition in full prior to attending the first class, or pay the tuition cost in installments. These arrangements should be made with the Business Office prior to starting the classes. In addition to the Registration fee and tuition payment, a Student Payment Schedule will be given to the student by the Business Office and payments will be as stated in the Student Payment Schedule.

- **Note:** The total cost of the Massage Therapy Program includes tuition, Books, Application to State License, Uniforms, Supplies, State Exam Review, Transcript and the Application to the FSMTB – MBLEX,

**DISCLOSURE:** Students cannot serve the public until they are licensed by the Florida - Board of Massage Therapy.

## **CURRICULUM AND COURSE DESCRIPTION**

### **AAP101 - Anatomy and Physiology and Kinesiology**

In this course the students will acquire an understanding of anatomy and physiology, the various body systems, and how this course applies to Massage Therapy.

### **MTH101 - Basic Massage Theory and History**

In this course the students will learn the theories of basic massage strokes and techniques; the history of massage, and how it applies to them as Massage Therapists.

### **CLP101 - Bodywork assessment, theory and application- (Clinical Practicum)**

In this part of the program the students will be practicing on each other and the public under the supervision of a professional instructor.

### **AMO101 - Allied Modalities**

This course is designed to teach students the various types of massage or modalities, such as Shiatsu, Acupressure, Reiki, Reflexology, etc., and the different types of treatment depending on the client's needs.

### **BUS101 - Business**

This course is designed to teach how students should conduct a therapeutic massage business, the regulations, and the forms with which they need to comply.

### **TPH101 - Theory and Practice of Hydrotherapy**

This course is designed to teach students the different uses of hydrotherapy, especially ice and heat, and the different types of treatments.

### **FLR101 - Florida Law & Rules**

This course is designed for the students to understand Chapter 480 of the Florida Statutes, and how it applies to them as Massage Therapists.

### **PRE101 - Professional Ethics**

This course is designed for the students to understand the Code of Ethics and Scope of Practice, and how it applies to them in their work.

### **HAE101 - HIV/AIDS Education**

This course is designed to cover the different methods of infection, precautions, sanitation, preventive measures, and different types of treatments of AIDS and HIV.

### **MER101 - Medical Errors**

This course is designed for students to learn about medical errors and consequences, and how to minimize or eliminate them.

### **PAT101 - Pathology**

This course is designed for students to learn the mechanisms of injury to cells and tissues, as well as the body's means of responding to and repairing injuries.

## COURSE NUMERING, OFFERINGS AND CROSS-REFERENCES

Because Professional Hands Institute, Inc. is currently a clock-hour school, all courses will be considered as first level courses. The prefixes are usually the first letters of the title of the course or program and the numbering system will be 100.

| NUMERING | CODES  | COURSES                                     | CLOCK-HOURS |
|----------|--------|---|-------------|
| 1        | CLP101 | Bodywork assessment, theory and application | 183         |
| 2        | AAP101 | Anatomy , physiology and kinesiology        | 150         |
| 3        | PAT101 | Pathology                                   | 40          |
| 4        | PRE101 | Professional Ethics                         | 6           |
| 5        | BUS101 | Business                                    | 15          |
| 6        | MTH101 | Basic Massage Theory & History              | 100         |
| 7        | AMO101 | Allied Modalities                           | 76          |
| 8        | TPH101 | Theory and Practice of Hydrotherapy         | 15          |
| 9        | FLR101 | Florida Law & Rules                         | 10          |
| 10       | HAE101 | HIV/AIDS Education                          | 3           |
| 11       | MER101 | Medical Errors                              | 2           |
|          |        | <b>Total</b>                                | <b>600</b>  |

## COURSE MODULES

The Massage Therapy program classes are divided in 16 sections or modules, which are taught as a continuous learning cycle.

| COURSE MODULES |   |
|----------------|---|
| 1.             | Therapeutic Massage and Hygiene                 |
| 2.             | Hydrotherapy                                    |
| 3.             | Asian Energy Bodywork, Shiatsu                  |
| 4.             | Asian Energy Bodywork, Ayurveda                 |
| 5.             | Cells and Tissues, Integumentary                |
| 6.             | Skeletal System                                 |
| 7.             | Muscular System and Kinesiology                 |
| 8.             | Nervous and Endocrine Systems                   |
| 9.             | Circulatory, Urinary and Reproduction Systems   |
| 10.            | Respiratory and Digestive Systems               |
| 11.            | General Pathology Applications and Pharmacology |
| 12.            | Business  |
| 13.            | Florida Laws & Rules                            |
| 14.            | Professional Ethics                             |
| 15.            | HIV   |
| 16.            | Medical Errors                                  |

A student may enter the Massage Therapy Program at the beginning of any of the 16 class modules until the completion of the entire learning cycle.

# MEDICAL ASSISTANT PROGRAM (Diploma)

## ADMISSION

### PROCEDURES

To be admitted to the Medical Assistant Program, a prospective student must have interviewed with the admissions advisor and completed an Enrollment Agreement form for admission.

The entrance criteria include several requirements related to age, prior education, basic skills evaluation, and prior education performance. Based upon entrance criteria, approval for admission is granted or denied by the Executive Director. The copies of the required documents for admission into the Medical Assistant Program will remain as school property.

### ADMISSION REQUIREMENTS

1. Each applicant must be at least eighteen (18) years of age on the first day of classes. Documentation of age may be required.
2. Students must have a High School Diploma; hold a General Education Equivalent Development (GED) certificate, or proof of a completed 12<sup>th</sup> grade; or provide other acceptable documentation of an approved post-secondary institution.
3. All applicants must receive an orientation to the school and an explanation of the school's requirements, rules and regulations.
4. All accepted students must complete and sign an Enrollment Agreement Form.
5. Prospective students who were denied admission and would like to view their files may submit a written request. Access to view the file will be granted within 24 hours of request. Professional Hands Institute will keep records of prospective students denied admission for at least one year.

**Note:** A Catalog will be available to all students at the time of enrollment.

**DISCLOUSE:** COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.



## GENERAL INFORMATION

### PROGRAM OBJECTIVE

This program is designed to prepare students to work as Medical Assistants. The student will be able to work at a doctor's office, clinic or hospital setting. The student will be able to assist the doctor in medical office procedures, schedule patient appointments, bill patients, and manage a medical office.

The Medical Assistant Program is offered only at Main Campus. This course is taught in both English and Spanish.

### PROGRAM DESCRIPTION

Medical Assistants are multi-skilled professionals who learn to perform their duties in all areas under the direction of a doctor in a medical office. Students learn clinical skills, ranging from vital signs, passing medication, performing phlebotomy and EKG. They also learn to perform basic nursing procedures under the doctor's supervision. They are trained in the areas of communications, legal and ethical responsibilities, administrative and clinical duties, health and illness concepts, anatomy and physiology, and use of medications. The students receive additional training as medical office managers, learning skills such as billing, basic accounting, filing, computers, and completing insurance forms.

### SERVICES

All students are required to complete 270 clock/hours in externship. The supervised clinical practicum ensures proper and professional hands-on patient care and clinical procedures practice.

### DIPLOMA

The student will complete the program in 1,050 hours/52 weeks. Upon completion of the program the student will receive a Diploma from Professional Hands Institute.

### REGISTRATION AND TUITION

|                           |  |
|---------------------------|--|
| <b>Registration Fee:</b>  | \$ 100.00 (Non-refundable and non-taxable) |
| <b>Institutional Fee:</b> | 75.00 (Non-refundable and non-taxable)     |
| <b>Tuition:</b>           | \$ 9,420.00                                |

All prices for the Medical Assistant program are printed herein. There are no carrying charges, interest charges, or service charges connected or charged with this program. Contracts are not sold to a third party at any time. Cost of credit is included in the price cost for the goods and services.

The Registration fee is due at the time of signing the application for admission and it is non-refundable. Payments are due on the first class day of each week. The student can pay the tuition in full prior to attending the first class, or pay the tuition cost in installments. These arrangements should be made with the Business Office prior to starting the classes.

In addition to the Registration fee and tuition payment, a Student Payment Schedule will be given to the student by the Business Office and payments will be as stated in the Student Payment Schedule.

**Note:** The total cost of the Medical Assistant Program includes Tuition, Books, Uniforms and Supplies.

## **CURRICULUM AND COURSE DESCRIPTION**

### **HLTWK01 - Healthcare Worker Basics**

Knowledge of the health care delivery system and health occupations, oral and written communications skills, professional ethics and legal responsibilities, understanding the concept of applying wellness and diseases concepts, emergency situations response, infection control, employability skills, resume writing, blood borne disease, four hour of HIV/AIDS training, basic math skills, critical thinking skills and leadership skills within the health team.

### **MAMT02 – Medical Assistant Medical Terminology**

The student will learn to identify word parts of medical terminology, build words, spell and pronounce them correctly. Learn the appropriate terms from word parts and their meaning. Spell and use medical abbreviations, recognize and identify terminology of hospital and clinic forms. Learn how to use basic medical terminology.

### **MAOF03 – Medical Assistance Office Skills**

The student will learn appropriate methods of preparing and organizing and maintaining medical records, select appropriate procedure and diagnostic codes, process insurance date and claims, develop and maintain billing and collection system, keyboards documents using Medical Office Software, perform various financial procedures, billing and collection procedure, and payroll procedures. Prerequisite – HLTW01 Healthcare Worker Basics

### **MAPH04 – Medical Assistant Phlebotomy**

The student will learn the relation of phlebotomy to the healthcare setting, the anatomic structure and function of body systems in relations to services performed by a phlebotomist, identify collection reagents supplies, equipment and interfering chemical substances, knowledge of skills to perform phlebotomy, practice infection control following universal precautions, the process of collecting specimens, quality assurance in phlebotomy, using the correct equipment for blood drawing, performing the correct procedure to collect a blood sample and making a blood smear. Prerequisite – HLTW01 Healthcare Worker Basics

### **MAEG05 – Medical Assistant EKG Technology**

This course will teach the student to identify the cardiovascular system, legal and ethical responsibilities of an EKG aide, maintain a safe environment, maintain the EKG equipment, three types of lead systems, proper lead placement, perform a 12 lead EKG, perform a rhythm strip, calculate the QRS complex and PR interval, trace and mount an EKG strip, recognize a cardiac emergency as seen on the EKG, verify the requisition order, prepare patient for EKG testing and use precautions required to perform an EKG.

Prerequisite – HLTW01 Healthcare Worker Basics

### **ANAP10 – Anatomy & Physiology I**

Describe the relationships of body systems in providing client care. Describe the structure and function of the various body systems. Understand the diseases that affect these body system. This course will teach the following systems: respiratory system, cardio-vascular system, muscular-skeletal systems, nervous system, skin, and sensory systems. Teaching the client how the body functions. Understanding the human development process and the different stages of human growth.

### **PHAM01 – Pharmacology I**

The student will learn the accurate dosage calculations, demonstrate the six rights of medication administration, observe and respond to the clients need for medication and monitor and document use of controlled substances. Prerequisite – HLTWK01 - Healthcare Worker Basics, ANAP10 Anatomy & Physiology I,

### **MAAS08 – Medical Assistant I**

Demonstrate communication skills used by medical assistant, use medical terminology, the role of the medical assistant, knowledge of the medical assistances legal responsibilities, distinguish the staff and physicians liabilities, how to prevent liability, understanding the anatomy and physiology of the human body, use proper sanitation, disinfection and sterilization procedures, sterilize and maintain instruments, wrap articles for autoclave, chemically disinfect articles, safely handle contaminated equipment and supplies, create and maintain sterile fields for dressing and minor surgery, hand washing, prepare for minor surgical procedures, practice quality assurance and safety, learn fundamentals of microbial control and use aseptic techniques, remove sutures, and disposing of contaminated materials.

Prerequisite – HLTWK01 Healthcare Worker Basics

### **MAAS08 – Medical Assistant II**

The student will learn to operate emergency equipment, perform occult blood test, prepare specimens for outside lab tests, test urine, instruct patients in how to obtain specimen of fecal, urine, and sputum test, perform urinalysis, do blood type for ABO and Rh, perform hematocrit and hemoglobin tests, perform serum cholesterol test, perform glucose testing, perform urine pregnancy slide agglutination test, assist the physicians with physical examination, measure and record vital signs, recognize abnormal and danger signs of vital signs, learn how to apply and use medical instrumentation modalities, record patient data, apply all types of roller bandages, perform visual and auditory screening and perform minor treatments as directed by the physician.

Prerequisite – HLTWK01 Healthcare Worker Basics, MAAS08 Medical Assistant I, MAC11L Medical Assistant Lab/Clinical I

### **PHAM02 – Pharmacology II**

The student will learn how to administer various type of medication such as topical medication, inhalants, oral medications, sublingual medication, rectal medication, vaginal medication, eye medications, ear drops, nose drops, intramuscular injection (including Z-tract), intra-dermal injection and subcutaneous injection.

Prerequisite – PHAM01 Pharmacology I, HLTWK01 Healthcare Worker Basics, ANAP10 Anatomy & Physiology I, ANAP11 Anatomy & Physiology II

### **MACL11 – Medical Assistant Lab/Clinical I**

The student will practice in the lab setting all the skills learned in MAAS08 – Medical Assistant I

Prerequisite – HLTWK01 Healthcare Worker Basics

### **MACL12 – Medical Assistant Lab/Clinical II**

The student will practice in the lab setting all the skills learned in MAAS08 – Medical Assistant I

Prerequisite – HLTWK01 Healthcare Worker Basics

### **MAPC14 – Pharmacology Clinical/Lab**

Demonstrate accurate dosage calculations, demonstrate the six rights of medication administration, observe and respond to the clients need for medication and monitor and document use of controlled substances. How to administer various type of medication such as topical medication, inhalants, oral medications, sublingual medication, rectal medication, vaginal medication, eye medications, ear drops, nose drops, intramuscular injection (including Z-tract), intra-dermal injection and subcutaneous injection. Prerequisite – HLTWK01 Healthcare Worker Basics, ANAP10 Anatomy & Physiology I, ANAP11 Anatomy & Physiology II, PHARM01 Pharmacology I, PHARM02 Pharmacology II

### **MABX15 – Basic X-Ray Theory**

This course will teach the student how to position patients for basic x-ray, how to process x-ray film and maintain film files, evaluate x-ray film quality, x-ray principles and safety practices, instruct

patients in x-ray preparation, provide appropriate protection for patients and staff in the presence of ionizing radiation and maintain a safe working environment in radiological work areas.

Prerequisite – HLTWK01 Healthcare Worker Basics

**MABX15L – Basic X-Ray Clinical/Lab**

This course will teach the student how to position patients for basic x-ray, how to process x-ray film and maintain film files, evaluate x-ray film quality, x-ray principles and safety practices, instruct patients in x-ray preparation, provide appropriate protection for patients and staff in the presence of ionizing radiation and maintain a safe working environment in radiological work areas.

Prerequisite – this course is to be taken with MABX15.

**COURSE NUMBERING, MODULES AND CROSS-REFERENCES**

The Medical Assistant program classes are divided in 15 sections or modules, which are taught in a continuous learning cycle. A student may enter the Medical Assistant Program at the beginning of any class module, until the completion of the entire cycle. It's a clock-hour program and will be considered as a first level course. The prefixes are usually the first letters of the title of the course or program and the numbering system will be 100. Professional Hands Institute course offerings and their description are in alphabetical order by prefix, then numerically within that prefix.

| <b>COURSE<br/>MODULES</b> | <b>CODES</b> | <b>COURSES</b>                        | <b>CLOCK<br/>HOURS</b> |
|---------------------------|--------------|---------------------------------------|------------------------|
| 1                         | HLTWK01      | Healthcare Worker Basic               | 90                     |
| 2                         | MAMT02       | Medical Assistant Medical Terminology | 40                     |
| 3                         | MAOF03       | Medical Assistant Office Skills       | 50                     |
| 4                         | MAPH04       | Medical Assistant Phlebotomy          | 50                     |
| 5                         | MAEG05       | Medical Assistant EKG Technology      | 50                     |
| 6                         | ANAP10       | Anatomy & Physiology I                | 90                     |
| 7                         | PHAM01       | Pharmacology I                        | 40                     |
| 8                         | MAAS08       | Medical Assistant I                   | 60                     |
| 9                         | MAAS09       | Medical Assistant II                  | 60                     |
| 10                        | PHAM02       | Pharmacology II                       | 70                     |
| 11                        | MACL11       | Medical Assistance Lab/Clinical I     | 50                     |
| 12                        | MACL12       | Medical Assistance Lab/Clinical II    | 50                     |
| 13                        | MAPC14       | Pharmacology Clinical/Lab             | 40                     |
| 14                        | MABX15       | Basic X-ray Theory                    | 20                     |
| 15                        | MABX15L      | Basic X-ray Clinical/Lab              | 20                     |
| 16                        | EXTSHI01     | Externships with Health Institutions  | 270                    |
|                           |              | <b>Total</b>                          | 1050                   |

# SKIN CARE SPECIALIST PROGRAM (Diploma)

## ADMISSION

### PROCEDURES

To be admitted to the Skin Care Specialist Program, a prospective student must have interviewed with the admissions advisor and completed an Enrollment Agreement form for admission.

The entrance criteria include several requirements related to age, prior education, basic skills evaluation, and prior education performance. Based upon entrance criteria, approval for admission is granted or denied by the Executive Director. The copies of the required documents for admission into the Medical Assistant Program will remain as school property.

### ADMISSION REQUIREMENTS

1. Each applicant must be at least eighteen (18) years of age on the first day of classes. Documentation of age may be required.
2. Students must have a High School Diploma; hold a General Education Equivalent Development (GED) certificate, or proof of a completed 12<sup>th</sup> grade; or provide other acceptable documentation of an approved post-secondary institution.
3. All applicants must receive an orientation to the school and an explanation of the school's requirements, rules and regulations.
4. All accepted students must complete and sign an Enrollment Agreement Form.
5. Prospective students who were denied admission and would like to view their files may submit a written request. Access to view the file will be granted within 24 hours of request. Professional Hands Institute will keep records of prospective students denied admission for at least one year.

**Note:** A Catalog will be available to all students at the time of enrollment.

**DISCLOUSE:** COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.

## GENERAL INFORMATION

**PROGRAM OBJECTIVE:** The purpose of this program is to prepare the student for employment as a licensed Skin Care Specialist. Instruction is designed to qualify students for employment upon obtaining a license by Registration from the State Board of Cosmetology

The Skin Care Specialist Program is offered at both the Main and South Campuses. This course is taught in both English and Spanish.

**PROGRAM DESCRIPTION:** The student will learn to: a) Identify career opportunities; b) Employ safe and proper laboratory practices; c) demonstrate knowledge of professional development – management skills; d) Demonstrate knowledge of Florida Law and State Board requirements; and e) Identify and perform facials, manipulation, make-up, hair removal and artificial lash application.

**PRE-REQUISITES:** None

This course has 260 hours of theory, practice and clinical training.

**Services:** All students are required to complete at least 40 services as part of their applied clinical training. The services are: Practical Applications – 35; Hair Removal - 5.

This program has continuous enrollment, whereby new classes begin every week. A full time student will complete this program in 7 weeks. A part-time student will complete this program in 10 weeks.

### REGISTRATION AND TUITION

**Registration fee:** \$100.00 (Non-refundable and non-taxable)

**Institutional fee:** 75.00 (Non-refundable and non-taxable)

**Tuition:** \$2,000.00

### OTHER FEES NOT INCLUDED IN PROGRAM:

- Specialty Registration Fee with the Department of business and Professional Regulation (BDBPR) of Board of Cosmetology \$60.00.

### CURRICULUM AND COURSE DESCRIPTION

FLR100- Florida Laws and Rules: Required course by the state of Florida so that students will become familiar with the laws and rules governing their field of study as licensed professionals.

AH100- AIDS/HI Education: Course is designed to cover the different methods of infection, precautions, sanitation, preventative measures, and different types of treatments of AIDS & HIV.

SS100 Sanitation & Sterilization: The course covers the theories of sanitation and sterilization, the different methods used for each, and how to practice these methods with clients.

HR100- Hair Removal: Course is designed to cover different theories and methods of hair removal, including the use of depilatories

HR100- Hair Removal: Course is designed to cover different theories and methods of hair removal, including the use of depilatories.

## COURSE NUMBERING, COURSE MODULES AND CROSS REFERENCES

The Professional Health Program classes are divided in 19 sections or modules, which are taught as a continuous learning cycle. A student may enter this program at the beginning of any class module, until the completion of the entire cycle.

Professional Health Program is a Diploma Program. The prefixes or courses title is usually the first letters of the title of the course or program and the numbering system will be 10. The course offerings and their description are in alphabetical order by prefix, then numerically within that prefix.

| CODE   | COURSE TITLE                  | CLOCK HOURS |
|--------|-------------------------------|-------------|
| FLR100 | Florida Laws and Rules        | 5           |
| MHA101 | HIV/AIDS Education            | 4           |
| SS100  | Sanitation & Sterilization    | 30          |
| HR100  | Hair Removal                  | 56          |
| PA100  | Practical Application         | 150         |
| SSM100 | Salesmanship/Salon Management | 15          |
|        | <b>Total</b>                  | 260         |

Upon completion of this program, the student will receive a diploma and will qualify to apply for a state license.

**DISCLOSURE: STUDENT CANNOT SERVE PUBLIC UNTIL LICENSED BY THE BOARD OF COSMETOLOGY.**

### REGISTRATION AND TUITION

**Registration fee:** \$100.00 (Non-refundable and non-taxable)

**Institutional fee:** 75.00 (Non-refundable and non-taxable)

**Tuition:** \$2,000.00

### OTHER FEES NOT INCLUDED IN PROGRAM:

- Specialty Registration Fee with the Department of business and Professional Regulation (BDBPR) of Board of Cosmetology \$60.00.

# NAIL TECHNICIAN SPECIALIST PROGRAM (Diploma)

## ADMISSION

### PROCEDURES

To be admitted to the Nail Technician Specialist Program, a prospective student must have interviewed with the admissions advisor and completed an Enrollment Agreement form for admission.

The entrance criteria include several requirements related to age, prior education, basic skills evaluation, and prior education performance. Based upon entrance criteria, approval for admission is granted or denied by the School Director. The copies of the required documents for admission into the Nail Technician Specialist Program will remain as school property.

### ADMISSION REQUIREMENTS

1. Each applicant must be at least eighteen (18) years of age on the first day of classes. Documentation of age may be required.
2. Students must have a High School Diploma; hold a General Education Equivalent Development (GED) certificate, or proof of a completed 12<sup>th</sup> grade; or provide other acceptable documentation of an approved post-secondary institution.
3. All applicants must receive an orientation to the school and an explanation of the school's requirements, rules and regulations.
4. All accepted students must complete and sign an Enrollment Agreement Form.
5. Prospective students who were denied admission and would like to view their files may submit a written request. Access to view the file will be granted within 24 hours of request. Professional Hands Institute will keep records of prospective students denied admission for at least one year.

**Note:** A Catalog will be available to all students at the time of enrollment.

**DISCLOSE:** COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.



## GENERAL INFORMATION

**PROGRAM OBJECTIVE:** The purpose of this program is to prepare the student for employment as a licensed Nail Tech Specialist. Instruction is designed to qualify students for employment upon obtaining a license by Registration from the State Board of Cosmetology.

The Nail Tech Specialist Program is offered at both the Main and South Campuses. This course is taught in both English and Spanish.

**PROGRAM DESCRIPTION:** The student will learn to: a) Identify career opportunities; b) Employ safe, sanitary and efficient work practices; c) Demonstrate knowledge of professional development – employability skills; d) Demonstrate knowledge of Florida Law and State Board requirements; and e) Describe and perform manicure, pedicure and nail extensions.

**PRE-REQUISITES:** None

This course has 240 hours of theory, practice and clinical training. **Services:** All students are required to complete at least 115 services as part of their applied clinical training.

This program has continuous enrollment, whereby new classes begin every week. A full time student will complete this program in 6 weeks. A part-time student will complete this program in 10 weeks.

### REGISTRATION AND TUITION

|                           |   |
|---------------------------|---|
| <b>Registration fee:</b>  | \$100.00 (Non-refundable and non-taxable) |
| <b>Institutional fee:</b> | 75.00 (Non-refundable and non-taxable)    |
| <b>Tuition:</b>           | \$ 1,500.00                               |

### OTHER FEES NOT INCLUDED IN PROGRAM:

- Specialty Registration Fee with the Department of Business and Professional of Regulation ( DBPR) of Board of Cosmetology \$60.00.

## CURRICULUM AND COURSE DESCRIPTION

FLR100- Florida Laws and Rules: Required course by the state of Florida so that students will become familiar with the laws and rules governing their field of study as licensed professionals.

AH100- AIDS/HI Education: Course is designed to cover the different methods of infection, precautions, sanitation, preventative measures, and different types of treatments of AIDS & HIV

SS100- Sanitation & Sterilization: The course covers the theories of sanitation and sterilization, the different methods used for each, and how to practice these methods with clients.

ET100- Ethics and Nail Techs: This course is designed to familiarize the students with ethical issues regarding their profession.

TI100- Theory and Instruction: This course is designed so that students will learn about theory regarding Nair Tech Specialist. Students will also practice with each other with the instructor overlooking students' techniques.

MN100 - Manicure (including hot oil): This course is designed so that the student will learn the different aspects of manicuring, including equipment, nail shapes, types of polish applications, and measures regarding hot oil manicures.

PE100 - Pedicure: This course is designed so that students will learn the proper techniques for pedicures, including learning the correct equipment to use and pre-service procedures.

TO100- Tips and Overlay: This course is designed so that students will learn techniques regarding nail tips and overlay, including types of tips, usage, maintenance and removal.

SC100- Sculpting Using a Form: This course is designed for students to learn nail sculpting using various forms.

NW100- Nail Wraps and/or Mending: This course is designed for students to learn about the various types of nail wraps, procedures and precautions and maintenance including crack repair and removal.

NF100- Nail Fills: This course is designed to teach students about nail fill applications and techniques.

AN100- Artificial Nail Removal: This course is designed for students to learn about the removal of artificial nails.

NA100- Polishing and Nail Art: This course is designed for students to learn about the techniques and methods of polishing and nail art applications.

### **COURSE NUMBERING, COURSE MODULES AND CROSS REFERENCES**

The Professional Health Program classes are divided in 19 sections or modules, which are taught as a continuous learning cycle. A student may enter this program at the beginning of any class module, until the completion of the entire cycle.

Professional Health Program is a Diploma Program. The prefixes or courses title is usually the first letters of the title of the course or program and the numbering system will be 10. The course offerings and their description are in alphabetical order by prefix, then numerically within that prefix.

| CODE   | COURSE TITLE                 | CLOCK HOURS |
|--------|------------------------------|-------------|
| FLR100 | Florida Laws and Rules       | 5           |
| MHA101 | AIDS/HIV Education           | 4           |
| SA100  | Sanitation                   | 4           |
| ET100  | Ethics and Nail Techs        | 2           |
| TI100  | Theory and Instruction       | 85          |
| MN100  | Manicure (including hot oil) | 20          |
| PE100  | Pedicure                     | 10          |
| TO100  | Tips and Overlay             | 37.5        |
| SC100  | Sculpting Using a Form       | 37.5        |
| NW100  | Nail Wraps and/or Mending    | 15          |
| NF100  | Nail Fills                   | 10          |
| AN100  | Artificial Nail Removal      | 5           |
| NA100  | Polishing and Nail Art       | 5           |
|        | <b>Total</b>                 | 240         |

Upon completion of this program, the student will receive a diploma and will qualify to apply for a state license.

**DISCLOSURE: STUDENT CANNOT SERVE PUBLIC UNTIL LICENSED BY DEPARTMENT THE BOARD OF COSMETOLOGY.**

# DENTAL ASSISTING & EXPANDED DUTIES PROGRAM (Diploma)

## ADMISSION PROCEDURES

To be admitted to the Dental Assisting & Expanded Duties Program, a prospective student must have interviewed with the admissions advisor and completed an Enrollment Agreement form for admission.

The entrance criteria include several requirements related to age, prior education, basic skills evaluation, and prior education performance. Based upon entrance criteria, approval for admission is granted or denied by the School Director. The copies of the required documents for admission into the Dental Assisting & Expanded Duties Program will remain as school property.

## ADMISSION REQUIREMENTS

- Each applicant must be at least eighteen (18) years of age on the first day of classes. documentation of age may be required.
- Students must have a High School Diploma; hold a General Education Equivalent development (GED) certificate, or proof of a completed 12<sup>th</sup> grade; or provide other acceptable documentation of an approved post-secondary institution.
- All applicants must receive an orientation to the school and an explanation of the school's requirements, rules and regulations.
- All accepted students must complete and sign an Enrollment Agreement Form. Prospective students who were denied admission and would like to view their files may submit a written request. Access to view the file will be granted within 24 hours of request. Professional Hands Institute will keep records of prospective students denied admission for at least one year.

**Note:** A Catalog will be available to all students at the time of enrollment.

**DISCLOSE:** COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.

## GENERAL INFORMATION

### PROGRAM OBJECTIVE

This program is designed to prepare students to work as Dental Assistant & Expanded Duties. The student will be able to work at a dental's office, clinic or hospital setting. The student will be able to assist the doctor in office procedures, schedule patient appointments, bill patients, and manage a dental office.

The Dental Assistant & Expanded Duties Program is offered only at Main Campus. This course is taught in both English and Spanish.

### PROGRAM DESCRIPTION

Dental Assistant & Expanded Duties students are multi-skilled professionals who learn to perform their duties in all areas under the direction of a dental office. Students learn clinical skills. They also learn to perform dental chair assisting, X-Ray, local anesthesia and pain control, and all basic dental assisting procedures under the doctor's supervision.

Also, they are trained in the areas of ethics and law.

### SERVICES

All students are required to complete 670 clock/hours in externship. The supervised clinical practicum ensures proper and professional hands-on patient care and clinical procedures practice.

### DIPLOMA

The student will complete the program in 1,230 hours/49 weeks. Upon completion of the program the student will receive a Diploma from Professional Hands Institute.

### REGISTRATION AND TUITION

|                           |  |
|---------------------------|--|
| <b>Registration Fee:</b>  | \$ 100.00 (Non-refundable and non-taxable) |
| <b>Institutional fee:</b> | 75.00 (Non-refundable and non-taxable)     |
| <b>Tuition:</b>           | \$ 14,900.00                               |

All prices for the Dental Assistant program are printed herein. There are no carrying charges, interest charges, or service charges connected or charged with this program. Contracts are not sold to a third party at any time. Cost of credit is included in the price cost for the goods and services.

The Registration fee is due at the time of signing the application for admission and it is non-refundable. Payments are due on the first class day of each week. The student can pay the tuition in full prior to attending the first class, or pay the tuition cost in installments. These arrangements should be made with the Business Office prior to starting the classes.

In addition to the Registration fee and tuition payment, a Student Payment Schedule will be given to the student by the Business Office and payments will be as stated in the Student Payment Schedule.

**Note:** The total cost of the Dental Assistant Program includes Tuition, Books, Uniforms and Supplies.

## **CURRICULUM AND COURSE DESCRIPTION**

### **DAP001- Introduction to Dental Assistant, Ethics and Law**

In this course the students will be exposed to the following subjects: History of Dentistry, Characteristics of a Professional Dental Assistant, The Dental Health Care Team, Dental Ethics, Dentistry and the Law.

### **DAP002- Dental Chair-side Assisting**

The following subjects will be taught in this course: General Anatomy, General Physiology, Oral Embryology and Histology, Head and Neck Anatomy, Landmarks of the Face and Oral Cavity, Overview of the Dentitions, Tooth Morphology, Dental Caries, Periodontal Disease, Preventive Dentistry, Nutrition, Oral Pathology, Microbiology, Disease Transmission and Infection Prevention, Principles and Techniques of disinfection, Principles and Techniques of Instruments Processing and Sterilization, Regulatory and Advisory Agencies, Chemical and Waste Management, Dental Units Waterlines, Ergonomics, The Patient Record, Vital Signs, Oral Diagnosis and Treatment Planning, The Special Need and Medical Compromised Patient, Principals of Pharmacology, Assisting in a Medical Emergency, The Dental Office, Delivering Dental Care, Dental Hand Instruments, Dental Hand pieces and Accessories, Moisture Control, Anesthesia, and Pain Control.

### **DAP003 - Dental X-Ray**

In this course the students will be exposed to the following subjects: Foundations of Radiography, Radiographic Equipment, and Radiation Safety, Digital Imaging, Dental Film, and Processing Radiographs, Legal Issues, Quality Assurance, and Infection Prevention, Intraoral Imaging, Extra-oral Imaging.

### **DAP004 - Dental materials and Laboratory Techniques**

This course will include the following subjects: Restorative and Esthetic Dental Materials, Dental Liners, Bases, and Bonding systems, Dental Cements, Impression Materials, Laboratory Materials and Procedures, General Dentistry. Matrix System for Restorative Dentistry, Coronal Polishing, Dental Sealants.

### **DAP005 - Specialized Dentistry**

The students will be exposed to the following subjects: Fixed Prosthodontics, Provisional Coverage, Removable Prosthodontics, Full (Complete) Denture, Dental Implants, Endodontic, Periodontics, Oral and Maxillofacial Surgery, Pediatric Dentistry, Orthodontics.

### **DAP006 - Administrative Procedures**

The students will be taught the following skills: Communication in the Dental Office, Business Operating Systems, and Financial Management in the Dental Office.

### **DAP007 - Dental Externship**

In this part of the program students will be exposed to a learning environment by participating as observers in an actual dental office where they will learn a wide variety of dental skills.

### **DAP008 - Preparation for employment**

The students will learn: How to market your skills, locating employment opportunities, and achieving career objectives.

## COURSE NUMBERING, MODULES AND CROSS-REFERENCES

The Dental Assistant program classes are divided in 8 sections or modules, which are taught in a continuous learning cycle. A student may enter the Dental Assistant Program at the beginning of any class module, until the completion of the entire cycle. It's a clock-hour program and will be considered as a first level course. The prefixes are usually the first letters of the title of the course or program and the numbering system will be 100. Professional Hands Institute course offerings and their description are in alphabetical order by prefix, then numerically within that prefix.

| <b>COURSE<br/>MODULES</b> | <b>CODES</b> | <b>COURSES</b>                                   | <b>CLOCK<br/>HOURS</b> |
|---------------------------|--------------|--|------------------------|
| 1                         | DAP001       | Introduction to Dental Assisting, Ethics and Law | 120                    |
| 2                         | DAP002       | Dental Chair-side Assisting                      | 160                    |
| 3                         | DAP003       | Dental X-Ray                                     | 100                    |
| 4                         | DAP004       | Dental materials and Laboratory Techniques       | 120                    |
| 5                         | DAP005       | Specialized Dentistry                            | 120                    |
| 6                         | DAP006       | Administrative Procedures                        | 80                     |
| 7                         | DAP007       | Dental Externship                                | 120                    |
| 8                         | DAP008       | Preparation for employment                       | 80                     |
|                           |              | <b>Total</b>                                     | 900                    |

## **DEGREE PROGRAMS**

- **Massage Therapy (AS)**
- **Physical Therapist Assistant (AAS)**

# **MESSAGE THERAPY PROGRAM (Associate in Science, AS)**

## **ADMISSION**

### **PROCEDURES**

To be admitted to the Massage Therapy (AS) Program, a prospective student must be interviewed by the Admissions representative, and complete an Enrollment Agreement form for admission.

The entrance criteria include several requirements related to age, prior education, basic skills evaluation, and prior education performance. Based upon entrance criteria, approval for admission is granted or denied by the Executive Director. The copies of the required documents for admission into the Massage Therapy (AS) Program will remain as school property.

### **REQUIREMENTS**

1. Each applicant must be at least eighteen (18) years of age on the first day of classes. Documentation of age may be required.
2. Students must have a High School Diploma; hold a General Education Equivalent Development (GED) certificate or proof of a completed 12<sup>th</sup> grade; or provide other acceptable documentation of an approved post-secondary institution.
3. Complete and sign an Enrollment Agreement Form.
4. Take Entrance Test (ET) and pass with a minimum score of 70 points.
5. All applicants must receive an orientation to the school and an explanation of the school's requirements, rules and regulations.
6. Prospective students who were denied admission and would like to view their files may submit a written request. Access to view the file will be granted within 24 hours of request. Professional Hands Institute will keep records of prospective students denied admission for at least one year.

**Note:** Catalog will be available to all students at the time of enrollment.



## GENERAL INFORMATION

### PROGRAM OBJECTIVE

Prepare students for employment after receiving a Massage Therapy (AS) Degree. Individuals working as massage therapists, who have completed the basic massage therapy training, may consider advanced training in this field. An advanced certificate in Massage Therapy builds upon basic skills through improved techniques and knowledge.

The Massage Therapy (AS) Degree Program is offered at Main Campus and South Campus. This course is taught in English.

### PROGRAM DESCRIPTION

This program has 70 semester credit hours of theory, practice and clinical practicum. It includes theory, practice demonstration and clinical practicum; legal aspects of massage therapy; allied modalities; anatomy & physiology, kinesiology, hydrotherapy techniques, advance techniques, pathology, Spa techniques, and medical errors.

### SERVICES

All students are required to complete 90 services as part of their applied clinical practicum.

### DEGREE

Upon completion of the program the student will receive a Degree as Associate in Applied Science in Massage Therapy.

### REGISTRATION AND TUITION

|                           |  |
|---------------------------|--|
| <b>Registration Fee:</b>  | \$ 100.00 (Non-refundable and non-taxable) |
| <b>Institutional fee:</b> | 75.00 (Non-refundable and non-taxable)     |
| <b>Tuition:</b>           | \$17,500.00                                |

All prices for the Massage Therapy (AAS) program are printed herein. There are no carrying charges, interest charges, or service charges connected or charged with this program. Contracts are not sold to a third party at any time. Cost of credit is included in the price cost for the goods and services.

The Registration fee is due at the time of signing the application for admission and it is non-refundable. Payments are due on the first class day of each week. The student can pay the tuition in full prior to attending the first class, or pay the tuition cost in installments. These arrangements should be made with the Business Office before starting the classes.

In addition to the Registration fee and tuition payment, a Student Payment Schedule will be given to the student by the Business Office and payments will be as stated in the Student Payment Schedule.

**Note:** The total cost of the Massage Therapy AAS Program includes the Tuition, uniforms & supplies.

The total cost of the Massage Therapy (AS) Program does not include licensing or any other regulating agency fees.

### **DISCLOSURE:**

Students cannot serve the public until they are licensed by the Board of Massage Therapy.

## **CURRICULUM AND COURSE DESCRIPTION**

### **MTFD01 - Fundamental of Mathematic**

The student will learn whole numbers, fractions, decimals, ratios, rates, and proportions, percentages, units of measure, geometry, statistics, signed numbers, and introduction to algebra.

### **ENGC05 - English Composition**

This course will teach the student, the writing process, editing skills, problems with verb usage, verb agreement and consistency, paragraph creation, sentence creation, writing an essay, compound sentences, common sentences error, spelling errors, modifiers, mistakes with modifiers, and run on sentences.

### **PSYG08- General Psychology**

This well teach the science of psychology, the biological perception, learning, memory, cognitive psychology, thinking, intelligence and language, motives and emotions, sexuality and gender, stress and health, social psychology, theories of personality, psychological disorders, and psychological therapies.

### **COMP03 - Introduction to Computers**

This course will teach the student how to create and save a new document, navigate in word for windows, add a graphic to a document, how to use the spell check, use the Microsoft help system, format and organize text, change paragraph and text layout, create and modify list, insert and format headers, how to use graphic and tables, setting tab stops, how to modify text and boxes and shapes, how to create and format a table, cut and paste text and pictures, insert hyperlinks, creating mailing labels, create a merge mail list and create and insert columns..

### **COMM07 - Basic Communication**

The student will learn the following in this course, introduction to communication, communication confidence, ethical communication, listing and critical thinking skills, choosing topics, analyzing your audience, integrating supporting material, organizing ideas, outlining a presentation, using appropriate language, delivery a presentation, undersign persuasive principles, using arguments and using communication in the 21<sup>st</sup> century, speech outlines.

### **HLTWK01 - Healthcare Worker Basics**

Knowledge of the health care delivery system and health occupations, oral and written communications skills, professional ethics and legal responsibilities, understanding the concept of applying wellness and diseases concepts, emergency situations response, infection control, employability skills, resume writing, blood borne disease, four hour of HIV/AIDS training, basic math skills, critical thinking skills and leadership skills within the health team.

### **ANAP10 - Anatomy & Physiology I**

Describe the relationships of body systems in providing client care. Describe the structure and function of the various body systems. Understand the diseases that affect this body system. This course will teach the following systems: respiratory system, cardio-vascular system, muscular-skeletal systems, nervous system, skin, and sensory systems. Teaching the client how the body functions and an understanding of the human development process and the different stages of human growth.

### **ANAP11 - Anatomy & Physiology II**

Describe the relationships of body systems in providing client care. Describe the structure and function of the various body systems. Teaching the client how the body functions and an understanding of the human development process and the different stages of human growth.

This course will teach the following systems: reproductive system, urinary systems, digestive systems, and endocrine system. Teaching the client how the body functions understanding the human development process and the different stages of human growth. Prerequisite – ANAP10 Anatomy & Physiology I

### **MT110 - Massage Ethics & State Laws & Rule**

The course will teach the student the statues and rules of Florida Massage practice act and the rules of the Florida Board of Massage Therapy. The student will be able to state the purpose of the massage practice act, know the process of the licensure and renewal of the license, the function of the Board of Massage Therapy and the Department of Health, state requirements for massage therapy establishments and their inspections requirements, and learn and understand the grounds of which Board of Massage Therapy will take disciplinary actions.

### **MT112 - History of Massage Therapy**

This course will teach the students about the history of massage therapy and its original practitioners. It will teach the student how the practice of massage therapy has evolved along the years.

### **MT114 - Basic Massage Theory**

This course examines the scope of practice, profession requirements, certification and licensure, new developments, terminology, documentation, indications and contraindications, equipment, supplies, tools and products, hygiene, sanitation, and safety. The general principles for giving a massage are also discussed.

### **MT116 - Massage Pathology**

This course introduction the students to the most common disease and injuries a massage therapist encounters. In order to practice massage safely and effectively, students are taught to assess indications and contraindications for massage with regard to disease, surgery, trauma, pain and the issue of sanitation and hygiene surrounding these conditions. Students will learn to modify session plans to accommodate clients with certain conditions.

### **MT118 - Advance Massage Theory**

This course will teach advanced theories and techniques for massage therapy and education clients/patients in the use of various self care techniques and applications such as applying, ice, heat and stretching, this course will explain the way a faculty should be planned and maintained to promote health and safety. Will learn the process of personal health, appearance and cleanliness.

### **MT120 - Massage Therapy Techniques**

This course teaches student manual massage techniques focusing on relaxation and stress reduction by relieving tension with the use of Swedish Massage and chair massage. Techniques discussed include: gliding, kneading, friction, percussion, and shaking. Different variations of these techniques are covered in-depth in the course. The role of massage therapy in sports is also covered. The students are exposed to pre and post-event sports massage techniques. In this course students also learn proper body mechanics.

**MT122 - Massage Therapy Clinical**

This clinical course provides the student with an overall therapeutic massage experience, including the application of massage techniques. Students work on client intake, interviewing skills, assessment, documentation, planning, and designing treatment plans. Students practice by giving and receiving massage therapy in a clinical setting. Focus is placed on the care provided to the clients. This course also emphasizes proper body and table mechanics.

**MT124 - Allied Modalities Clinical**

Students in this course use the skills they have learned and practice them under the direct supervision of a Licensed Massage Therapist (clinical supervisor). Students are evaluated by the clinic supervisor and the clients. During this course, the students will interview clients, take chart notes, perform physical assessments, and give massages. Students should keep accurate records and complete 20 full-body massages.

**MT126 - Hydro & Spa Techniques**

In this course students learn how to incorporate hydrotherapy methods into the massage setting. This course allows the students to learn how to use water in its three forms (liquid, steam, and ice) as part of the healing and therapeutic process. This course also covers different spa systems, products and services. This course also covered different spa systems, products and services. This course trains the massage therapist in the application of spa techniques and services.

**MT128 - Hydro & Spa Techniques Clinical**

The students will practice all sequences learned in the MT126 Hydro & Spa Techniques course.

**MT130 - Oriental Modalities**

This course provides a basic foundation of the history, principles and training requirements of oriental massage therapy techniques and applications, including amma, acupressure, shiatsu, Chinese medicine, acupuncture, tuina, thai massage, and other oriental related modalities. The student will become familiarized with the five elements, twelve meridians, most common acupuncture points, and the most commonly used oriental massage techniques and procedures.

**MT132 - Oriental Modalities Clinical**

The students will practice all sequences learned in the MT132 Orientation Modalities Clinical course.

**MT134 - Western Modalities**

The course provides a basic foundation of the history, principles, and training requirements of western massage therapy techniques and applications, included trigger point therapy, myofascial release, lymph drainage, and neuromuscular therapy and other modalities.

**MT136 - Western Modalities Clinical**

Students will practice all sequences learned in the MT134 Western Modalities Clinical course.

**MT138 - Massage Business Practice**

The course examines state statutes and the rules for massage therapy practice, including licensing/certification and credentialing requirements, local and federal regulations, and business practices and considerations. Ethical guidelines discussed in this course include boundaries, HIPPA regulations, special needs clients, and sexual harassment. The following training courses are included: OSHA, HIV/AIDS education, and prevention of medical errors.

**MT139 - Combined Massage Modalities**

The students will practice all massage modalities learned.

## COURSE NUMBERING, COURSE MODULES AND CROSS REFERENCES

The Massage Therapy (AS) program classes are divided in 23 modules, which are taught as a continuous learning cycle. A student may enter this program at the beginning of any class module, until the completion of the entire cycle.

The prefixes are usually the first letters of the title of the course or program and the numbering system will be 100. Professional Hands Institute course offerings and their description are divided in General Education and Specific Courses of the program by prefix, then numerically within that prefix.

| COURSE<br>MODULES<br>PREFIX CODES |         | PREFIX TITLE COURSES               | CREDITS   |
|-----------------------------------|---------|------------------------------------|-----------|
| <b>GENERAL EDUCATION</b>          |         |                                    |           |
| 1                                 | MTFD01  | Fundamental of Mathematic          | 3         |
| 2                                 | ENGC05  | English Composition                | 3         |
| 3                                 | PSYG08  | General Psychology                 | 3         |
| 4                                 | COMP03  | Introduction to Computers          | 3         |
| 5                                 | COMM07  | Basic Communication                | 3         |
| 6                                 | HLTWK01 | Healthcare Worker Basics           | 2         |
| <b>PROGRAM COURSES</b>            |         |                                    |           |
| 7                                 | ANAP10  | Anatomy & Physiology I             | 4         |
| 8                                 | ANAP11  | Anatomy & Physiology II            | 4         |
| 9                                 | MT110   | Massage Ethics & State Laws & Rule | 3         |
| 10                                | MT112   | History of Massage Theory          | 2         |
| 11                                | MT114   | Basic Massage Theory               | 3         |
| 12                                | MT116   | Massage Pathology                  | 3         |
| 13                                | MT118   | Advance Massage Theory             | 4         |
| 14                                | MT120   | Massage Therapy Techniques         | 3         |
| 15                                | MT122   | Massage Therapy Clinical           | 3         |
| 16                                | MT124   | Allied Modalities Clinical         | 3         |
| 17                                | MT126   | Hydro & Spa Techniques             | 3         |
| 18                                | MT128   | Hydro & Spa Techniques Clinical    | 3         |
| 19                                | MT130   | Oriental Modalities                | 3         |
| 20                                | MT132   | Oriental Modalities Clinical       | 3         |
| 21                                | MT134   | Western Modalities                 | 3         |
| 22                                | MT136   | Western Modalities Clinical        | 3         |
| 23                                | MT138   | Massage Business Practice          | 3         |
| <b>Total</b>                      |         |                                    | <b>70</b> |

# PHYSICAL THERAPIST ASSISTANT PROGRAM

## Associate in Applied Science (AAS)

### ADMISSION

#### PROCEDURES

To be admitted to the Physical Therapist Assistant Program (AAS), a prospective student must be interviewed by the admissions representative, and complete an Enrollment Agreement form for admission.

The entrance criteria include several requirements related to age, prior education, basic skills evaluation, and prior education performance. Based upon entrance criteria, approval for admission is granted or denied by the Executive Director. The copies of the required documents for admission into the Physical Therapist Assistant Program (AAS) Program will remain as school property.

#### REQUIREMENTS

1. Each applicant must be at least eighteen (18) years of age on the first day of classes. Documentation of age may be required.
2. Students must have a High School Diploma; hold a General Education Equivalent Development (GED) certificate or proof of a completed 12<sup>th</sup> grade; or provide other acceptable documentation of an approved post-secondary institution.
3. Complete and sign an Enrollment Agreement Form.
4. Take Entrance Test (ET) and pass with a minimum score of 70 points.
5. All applicants must receive an orientation to the school and an explanation of the school's requirements, rules and regulations.
6. Prospective students who were denied admission and would like to view their files may submit a written request. Access to view the file will be granted within 24 hours of request. Professional Hands Institute will keep records of prospective students denied admission for at least one year.

**Note:** A Catalog will be available to all students at the time of enrollment.

## GENERAL INFORMATION

### PROGRAM OBJECTIVE

The Physical Therapist Assistant program has established specific goals and student learning outcomes that are closely evaluated and modified as needed to best serve the students, the community, and to comply with the standards of the American Physical Therapy Association (APTA).

The Physical Therapist Assistant (AAS) program is offered at Main Campus and South Campus. This course is taught in English.

### PROGRAM DESCRIPTION

Associate of Science in Physical Therapist Assistant (PTA) program is designed for students seeking entry level positions as Physical Therapist Assistants. This program has 74 semester credit hours and 1, 560 hours of theory, Laboratory practice and clinical externship. The students will learn Therapeutic Procedures, Neurological Rehabilitation, Physical Agents used in Rehabilitation, Physical Therapy Management, patients Education in Rehabilitation, Geriatric Rehabilitation, and Pathophysiology for PTA, Kinesiology, and therapeutic Exercises, orthopedic in Rehabilitation, Pharmacology, Physical Therapy Laboratory Practice, and Clinical Practice. All students are required to complete 11 credits hours/495 clock hours of externship as part of their applied clinical practicum.

### SERVICES

All students are required to complete 11 credits hours/495 clock hours of externship as part of their applied clinical practicum.

### DEGREE

Upon completion of the program the student will receive an Associate Degree in Applied Science as a Physical Therapist Assistant.

### REGISTRATION AND TUITION

**Registration Fee:** \$ 100.00 (Non-refundable and non-taxable)

**Tuition:** \$ 30,500.00

All prices for the Physical Therapist Assistant (AAS) program are printed herein. There are no carrying charges, interest charges, or service charges connected or charged with this program. Contracts are not sold to a third party at any time. Cost of credit is included in the price cost for the goods and services.

The Registration fee is due at the time of signing the application for admission and it is non-refundable. Payments are due on the first class day of each week. The student can pay the tuition in full prior to attending the first class, or pay the tuition cost in installments. These arrangements should be made with the Business Office before starting the classes.

In addition to the Registration fee and tuition payment, a Student Payment Schedule will be given to the student by the Business Office and payments will be as stated in the Student Payment Schedule.

**Note:** The total cost of the Physical Therapist Assistant AAS Program includes the tuition and Uniforms.

# CURRICULUM AND COURSE DESCRIPTION

## **HCOM07 - Human Communication**

The student will learn the following in this course, introduction to communication, communication confidence, ethical communication, listing and critical thinking skills, choosing topics, analyzing your audience, integrating supporting material, organizing ideas, outlining a presentation, using appropriate language, delivery a presentation, undersign persuasive principles, using arguments and using communication in the 21<sup>st</sup> century, speech outlines.

## **ENGC05 - English Composition**

This course will teach the student, the writing process, editing skills, problems with verb usage, verb agreement and consistency, paragraph creation, sentence creation, writing an essay, compound sentences, common sentences error, spelling errors, modifiers, mistakes with modifiers, and run on sentences.

## **CALG01 – College Algebra**

The student will learn whole numbers, fractions, decimals, ratios, rates, and proportions, percentages, units of measure, geometry, statistics, signed numbers, and Applying basic algebraic procedures to solve problems from daily life.

## **PSYG08- General Psychology**

This well teach the science of psychology, the biological perception, learning, memory, cognitive psychology, thinking, intelligence and language, motives and emotions, sexuality and gender, stress and health, social psychology, theories of personality, psychological disorders, and psychological therapies.

## **ANAP10 – Anatomy & Physiology I**

Describe the relationships of body systems in providing client care. Describe the structure and function of the various body systems. Understand the diseases that affect this body system. This course will teach the following systems: Cells and Tissues, Basic Chemistry, muscular-skeletal systems, nervous system, skin, and sensory systems. Teaching the client how the body functions, understanding the human development process and the different stages of human growth.

## **ANAP11 - Anatomy & Physiology II**

Describe the relationships of body systems in providing client care. Describe the structure and function of the various body systems. Understand the diseases that affect this body system. This course will teach the following systems: respiratory system, cardio-vascular system reproductive system, urinary systems, digestive systems, and endocrine system. Teaching the client how the body functions, understanding the human development process and the different stages of human growth.



### **MOFF03 – Microsoft Office Advanced 2010**

This course will teach the student how to create and save a new document, navigate in word for windows, add a graphic to a document, how to use the spell check, use the Microsoft help system, format and organize text, change paragraph and text layout, create and modify list, insert and format headers, how to use graphic and tables, setting tab stops, how to modify text and boxes and shapes, how to create and format a table, cut and paste text and pictures, insert hyperlinks, creating mailing labels, create a merge mail list, and create and insert columns.

### **PHT1010 - Introduction to Physical Therapist Assistant**

The student will learn about the development of the physical therapy profession, the physical therapist assistant as a member of the healthcare team, physical therapy practices, musculoskeletal physical therapy, neurological and cardiopulmonary physical therapy, pediatric, geriatric and integumentary physical therapy, ethical and legal issues, and communication as a physical therapy assistant, patient care, and proper body mechanics.

### **PHT1011- Pathophysiology for PTA**

The student will be able to define and describe terminology related to Pathophysiology, including impact on patient's ADL's and how it relates to physical therapist interventions, identify and understand pain and standardized pain scale, describe the structure and function of the major body systems, identify and understand assessment and diagnostic tools that are commonly used to identify injuries and impairments in physical therapy, such as X-ray, MRI, CT scans and EMG.

### **PHT1012 - Patient Education in Rehabilitation**

The student will learn the significance of patient education in the healthcare and rehabilitation field, predictors of effective patient education, patient education variables, teaching and learning theories, ethical and legal and cultural variables in patient education, and adult learning.

### **PHT1013- Kinesiology**

The student will learn to identify the origins, insertions, innervations, and muscle actions, assess and describe the type of muscle contraction ( eccentric, concentric, isometric, isotonic, isokinetic, etc), identify and describe the difference between agonist and antagonist muscles, identify end feels of each major joints, and explain the probable cause for any alteration, apply basic biomechanical principles to functional movement and anatomical structures, identify and demonstrate the influence of gravity in various movements, identify open–packed and closed-packed position for selected joints, demonstrated the use of open/closed kinetic chain exercises.

### **PHT1014- Therapeutic Exercises**

The student will be able to identify normal ROM in all planes of the major joints, demonstrate knowledge for indications, precautions, and contraindications of exercises techniques such as stretching activities, joint mobilizations, proprioceptive neuromuscular facilitation, closed and open kinetic chain exercises, passive, assisted, and resisted exercises, plyometric exercises, balance training, identify and demonstrate therapeutic exercises for the preparation of gait activities, the student should be able to follow therapeutic exercises using sample protocols.

**PHT1015- Musculoskeletal Assessment**

Describe and demonstrate the various patient positions during goniometric measurement and manual muscle testing, palpate and identify the bony landmarks utilized for goniometric measurements, identify the axis, stationary arm and moveable arm of a goniometry during ROM, describe and demonstrate normal range of motion and functional ranges for major joints, recognize muscle atrophy and hypertrophy, recognize normal and abnormal muscle length, identify indications, precautions, and contraindications for manual muscle test and range of motion assessment, list and describe each MMT grade from 0-5, identify and describe common joint deformities.

**PHT1016 - Physical Therapist Laboratory Practice I**

The student will practice basic physical therapy assistant skills in the laboratory setting like, goniometric measurement and manual muscle testing, palpate and identify the bony landmarks utilized for goniometric measurements, identify the axis, stationary arm and moveable arm of a goniometric during ROM, describe and demonstrate normal range of motion and functional ranges for major joints, recognize muscle atrophy and hypertrophy.

**PHT1017 - Clinical Practice I**

This course consists of a 20 hours per week clinical experience course and provides a setting for the students to use all of their prior course experience. The student will work under the supervision of a CI (Clinical Instructor), which must be a licensed Physical Therapist and/or a licensed Physical Therapist Assistant, with the assistance/guidance of the ACCE (Academic Clinical Coordinator of education).

**PHT1018 - Physical Agents used in Rehabilitation**

This course will teach the approach of physical agents such as the skin, the circulatory system, wound management, edema, pain, electromagnetic spectrum, the thermal agents, electrotherapy, mechanical agents, photochemical agents, additional clinical applications and clinical cases and laboratory experiments.

**PHT1019 - Therapeutic Procedures**

The student will be able to demonstrate competence in wound management procedures and interventions, identify and demonstrate competence in implementing functional training with assistive, orthotic, and prosthetic devices, identify basic components of assistive devices, orthotics, and prosthetics, define indications, precautions, and contraindications in the use of assistive device, orthosis, and prosthesis, recognize normal and abnormal response to therapeutic interventions, demonstrate and instruct breathing exercises and coughing techniques.

**PHT1020- Orthopedic in Rehabilitation**

After completing this course the student should be able to identify the role of PTA in orthopedic assessment, identify techniques related to the theories of orthopedic rehabilitation, describe various stages in tissue healing in post-operative patients, identify various types of surgical interventions techniques commonly used to treat orthopedic injuries, demonstrate and explain appropriate treatment programs for patients with an orthopedic diagnosis.

### **PHT1021 - Physical Therapist Laboratory Practice II**

The student will practice intermediate physical therapist assistant skill in the laboratory setting how, functional training with assistive, orthotic, and prosthetic devices, identify basic components of assistive devices, orthotics, and prosthetics, define indications, precautions, and contraindications in the use of assistive device, orthosis, and prosthesis.

### **PHT1022 - Clinical Practice II**

This clinical course provides an opportunity for the student to apply knowledge and skills from all previous academic and clinical education, under the supervision of a clinical instructor at an assigned facility.

### **PHT1023 - Physical Therapist Management**

The student will learn the dynamic and nature of the management in healthcare organization, human resource management in physical therapist settings, physical therapist reimbursement and financial management, legal and ethical management issue, information, quality and risk management, and quality management.

### **PHT1024 – Pharmacology**

The student will learn the accurate dosage calculations, demonstrate the six rights of medication administration observe and respond to the clients need for medication and monitor and document use of controlled substances.

### **PHT1025 - Neurological Rehabilitation**

The student will learn basic concepts in neurology, what is normal motor control, abnormalities of muscle tone and movement, plasticity, motor neuron disease, brain injury, stroke, peripheral nerve injuries, Parkinson's disease, multiple sclerosis, spinal cord injury, disorders of childhood, cerebral palsies and motor learning disorders, spinal bifida and hydrocephalus, muscles disorders of childhood, muscle balance and specific treatment techniques.

### **PHT1026 - Clinical Practice III**

The student will practice advance physical therapist assistant skill in the external clinical setting. The student will learn how to write a resume and where to seek employment.

### **PHT1027- Physical Therapist Assistant Consolidation**

The end of the course students should be able to recognize pathological processes of different organs and systems, in addition to recognize signs and symptoms of specific diseases. Students must demonstrate knowledge in the application of various physical agents used in physical therapy using properly precautions and contraindications. Students must demonstrate general knowledge of therapeutic exercises, therapeutic activities, PNF, and different treatment modalities in Physical therapy. Students must pass satisfactorily the final exam of PTA consolidation.

**DISCLOSURE:** The Physical Therapist Assistant program is not approved by CAPTE. PTA students are not eligible for Title IV funds

## COURSE NUMBERING, COURSE MODULES AND CROSS REFERENCES

The Physical Therapist Assistant Program (AAS) classes are divided in 25 sections or modules, which are taught as a continuous learning cycle. A student may enter this program at the beginning of any class module, until the completion of the entire cycle.

Physical Therapist Assistant (AAS) is a credit hour program. The prefixes or courses titles are usually the first letters of the title of the course or program and the numbering system will be 100. The course offerings and their description are in alphabetical order by prefix, then numerically within that prefix.

| COURSE<br>MODULES<br>CODES/ PREFIX | COURSES/ PREFIX TITLE |  | CREDITS   |
|------------------------------------|-----------------------|--|-----------|
| <b>GENERAL EDUCATION</b>           |                       |  |           |
| 1                                  | HCOM07                | Human Communication                          | 3         |
| 2                                  | ENGC05                | English Composition                          | 3         |
| 3                                  | CALG01                | College Algebra                              | 3         |
| 4                                  | PSYG08                | General Psychology                           | 3         |
| 5                                  | ANAP10                | Anatomy & Physiology I                       | 3         |
| 6                                  | ANAP11                | Anatomy & Physiology II                      | 3         |
| 7                                  | MOFF03                | Microsoft Office Advanced 2010               | 2         |
| <b>PROGRAM COURSES</b>             |                       |  |           |
| 8                                  | PHT1010               | Introduction to Physical Therapist Assistant | 3         |
| 9                                  | PHT1011               | Phatophysiology for PTA                      | 3         |
| 10                                 | PHT1012               | Patient Education in Rehabilitation          | 2         |
| 11                                 | PHT1013               | Kinesiology                                  | 3         |
| 12                                 | PHT1014               | Therapeutic Exercises                        | 3         |
| 13                                 | PHT1015               | Musculoskeletal Assessment                   | 3         |
| 14                                 | PHT1016               | Physical Therapist Laboratory Practice I     | 3         |
| 15                                 | PHT1017               | Clinical Practice I                          | 3         |
| 16                                 | PHT1018               | Physical Agents used in Rehabilitation       | 3         |
| 17                                 | PHT1019               | Therapeutic Procedures                       | 3         |
| 18                                 | PHT1020               | Orthopedic in Rehabilitation                 | 3         |
| 19                                 | PHT1021               | Physical Therapist Laboratory Practice II    | 3         |
| 20                                 | PHT1022               | Clinical Practice II                         | 4         |
| 21                                 | PHT1023               | Physical Therapist Management                | 2         |
| 22                                 | PHT1024               | Pharmacology                                 | 3         |
| 23                                 | PHT1025               | Neurological Rehabilitation                  | 4         |
| 24                                 | PHT1026               | Clinical Practice III                        | 4         |
| 25                                 | PHT1027               | Physical Therapist Assistant Consolidation   | 2         |
| <b>Total</b>                       |                       |  | <b>74</b> |

# CONTINUING EDUCATION COURSES

## **Ethics Roles & Boundaries (8 hours)**

**Category:** Ethics-Includes Standard V

This general practice level course provides massage and bodywork professionals with a discussion of the major legal and ethical concepts and terms related to roles and boundaries, so that one may better understand how these concepts are applied in the health professions today. This course provides a short and concise review of the following aspects:

- definitions for assault, battery, sexual assault, false imprisonment, defamation, invasion of privacy and intentional infliction of emotional distress;
- examples of breach of confidentiality and the healthcare professional's obligations regarding the informed consent process;
- transference, counter transference and boundaries, and application in practice situations.

## **Overview and Update about the Florida Laws, Medical Errors, HIV/AIDS (12 hours)**

**Category:** Other

### **Florida Laws**

How do codes, laws, rules and regulations affect your practice of massage and bodywork? In this course you are presented with a detailed view of the laws and rules of the Florida Board of Massage Therapy, and how they apply to the massage therapy business. The course covers chapters 480, 456, and Rule Chapter 64B7 required per the continuing education rules, as presented by the Florida Board of Massage Therapy.

### **Medical Errors**

This course is designed to give a brief overview of medical errors and how they affect massage therapists. In this course we will cover the scope of problems regarding medical errors. The course will introduce the types of medical errors that commonly occur including medication errors, surgical errors, diagnostic errors and system failures. Recommendations for limiting or possibly eliminating these types of errors are also included.

### **HIV**

Learn about the modes of transmission, infection control procedures, clinical management, and prevention of human immune-deficiency virus and acquired immune-deficiency syndrome, as well as its impact on testing, confidentiality of test results and treatment. This continuing education course also covers information with regard to universal precautions for healthcare workers and implications for the massage therapist.

## **Application of Therapeutic Exercises for Specific Needs (12 hours)**

(This course is not currently approved by NCBTMB).

**Category:** Movement and exercises therapy

This course deals with different pathologies when diagnosed patients need to be treated with therapeutic exercises. The students will identify the different pathologies in order to analyze the therapeutic exercises suitable for speedy recovery. The therapeutic exercises may be done in a health care facility, a rehabilitation center, or at the patient's homes. The students will also try to correct indications and contraindications of therapeutic exercises, so that patients will not be injured.

### **Clinical Indication for Use of External Agents (12 hours)**

( This course is not currently approved by NCBTMB).

**Classification:** Other

Identification of the principles related with the properties of light, water, and temperature. Knowledge about the physical agents used in the practice. Develop the necessary ability to evaluate a client and assure an appropriate physical therapy. Develop the ability to explain the precautions, side effects, and reasons to use the selected physical agents. Discuss the clinical application of each one and familiarize with the procedures.

### **Chair Massages (12 hours)**

**Classification:** Chair Massage

This course provides key conceptual preparation and encouragement to seek additional hands-on training in seated massage, and reviews core elements that will benefit experienced seated massage practitioners. Through text, photos, case studies and sample forms, explore an expert's recommendations for equipment, communication, documentation and body mechanics.

### **Deep Tissue Techniques (12 hours)**

**Classification:** Deep Tissue Technique

This course clearly illustrates the core principles necessary to prepare the learner to seek hands-on training in deep tissue massage. It presents the author's safe, sensitive and efficient approaches to postural analysis, treatment and exercise with numerous photos and illustrations.

### **Health Care Massages for Pregnancy and Pediatric (12 hours)**

**Classification:** Health Care Massage

Review the benefits of massage for pregnant clients, their infants and children. Combining four articles written especially for the Institute's Massage Professionals Update E-newsletter, this brief program will provide insights into:

- Differentiating between a massage caution and massage contraindication when working with high-risk, pregnant clients.
- Providing parents with help for their colicky infant.
- Myofascial release providing ways to improve common childhood problems stemming from myofascial restrictions.
- How massage therapy can be used to reduce aggression.

In the brief Prenatal & Pediatric Massage program we've combined four articles written especially for the Institute's Massage Professionals Update. These four articles include:

- **High-Risk Pregnancy: Massage Caution or Contraindication** - Women with high-risk pregnancies is often deprived of bodywork, even though they can benefit the most. Differentiation between a massage caution and massage contraindication will guide therapists with a desire to work with high-risk pregnant clients.
- **Helping Clients Help Their Colicky Infant** - Appropriate for kids of all ages, learn how myofascial release can improve many common childhood problems stemming from restrictions in the body's elaborate web of connective tissue.

- **Pediatric Myofascial Release** - Appropriate for kids of all ages, learn how myofascial release can improve many common childhood problems stemming from restrictions in the body's elaborate web of connective tissue.
- **Massage Helps Aggressive Youths** - Even in young children, aggressive behavior can become problematic if not addressed early. Proven to reduce aggression in preschoolers and adolescents, massage therapy is emerging as a top choice for helping aggressive youths.

### **Reflexology (12 hours)**

**Classification:** Reflexology

Learn the ancient healing art of foot reflexology. This training will teach you a complete reflexology flows that stimulate points on the feet to support health and healing and includes:

- A brief history of reflexology, which dates back to 5000 BCE
- Observing and evaluating the condition of the feet and working with individual needs
- Relaxing massage techniques for the legs and feet
- Use of products to provide relaxation, stimulate circulation, exfoliate, and moisturize
- Intro to hand reflexology
- Proper body mechanics (ergonomics) and stretches for practitioners
- Contraindications and general health awareness
- How to support clients with intake-session protocol and closure
- Reflexology techniques, including a point map of the organs and systems, and zone
- Theory

### **Understanding the function of Lymphatic System (12 hours)**

**Classification:** Science

This course is about the lymphatic system and how this system aids the immune system in destroying pathogens and filtering waste, so that the lymph can be safely returned to the circulatory system. The students will also learn how to remove excess fluid, waste, debris, dead blood cells, pathogens, cancer cells, and toxins from these cells and the tissue spaces between them.

### **Understanding the Neuromuscular System (12 hours)**

**Classification:** Science

In this course, we strive to value the root which provide the structural formation of neuromuscular therapy and its application, as a efficient therapeutic procedure, that will provide the massage therapist with an effective tool, to utilize over the muscles injuries that our clients may present due to the physical and mental loads they experience; demos treating that, N.M.T is an efficient procedure within physical rehabilitation and still subject to the massage therapist scope of practice.

### **Self-Care & Body Mechanic Techniques (12 hours)**

**Classification:** Self Care

Self-Care and Body Mechanics - This course includes information regarding how massage therapists can make their work easier. Topics include body mechanics, basic self care, nurturing yourself while nurturing others, communication skills, centering techniques, setting your intention for the session, ethics, and healthy boundaries. This cognitive course does not show technique protocols.

**Spa Treatments (12 hours)****Classification:** Spa treatments

This course prepares you to enter the fastest growing area of the massage therapy job market: spa therapies. The course in spa therapy will teach you to develop individualized massage and spa treatment sessions. The spa therapy course also covers spa history, theories, and therapeutic benefits will be discussed along with promotion and pricing. You will learn to operate and care for spa equipment, develop treatment plans, and practice creating custom treatments and corresponding spa menus.

The spa therapy course includes hands-on labs conducted in our teaching clinic and is designed to train students in a comprehensive selection of body treatments. You will review indications, contraindications, therapeutic effectiveness, and treatment protocols for the most popular spa therapies offered in the United States:

- Exfoliation: Body Polish / Salt Glow
- Aroma wrap
- Body Masques: Thallasotherapy / Pelotherapy
- Back Treatment

Additional topic in Aromatherapy and Hydrotherapy round out the spa therapy course. Aromatherapy topic presents the art and science of using natural essential oils to aid health and beauty. You will examine the benefits, effects, and individual healing properties of each essential oil so that you can safely create custom-aromatic blends for calming or energizing effects. Hydrotherapy topic introduces the thermodynamics of heat and cold on body tissues and function. You will learn to appropriately apply water, ice therapies, and moist heat therapies.

**Sport Massage (12 hours)****Classification:** Sport Massage

Sports Massage is a collection of techniques used to enhance athletic performance and recovery after sports events. Pre-event massage is used to stimulate muscles and increase circulation. Post-event massage helps calm the nervous system and begin the process of eliminating toxins. Massage can also be used to improve the quality of healing after a sports injury.

**DISCLOSURE:** Continuing Education Courses are not licensed by the Commission for Independent Education (CIE).