Student Handbook and Enrollment Agreement

v.09.2026– Published 11.2012

This document constitutes a Legal Agreement between the Student named on the Course/Program Enrollment/Registration/Application Form (or parent/guardian of the named student if student is a minor) and Allied Health Career Training (AHCT or Allied)

Table of Contents

General Information, page 2
Facility Description, page 2
Mission Statement, page 2
Faculty, page 2
Administration, page 2
Approvals and Affiliations, page 3
Enrollment Information, page 3
Academic Calendar, page 4
Financial Information, page 4
Policies, page 5-9
Course Price List, page 10
Course Catalog, page 11-18
Enrollment Agreement, page 19

General Information

Allied Health Career Training
Address: 1217 West Douglas Avenue, Wichita, Kansas 67213
Phone: 877-376-8593
Email: info@alliedhealthcareertraining.com
Website: www.alliedhealthcareertraining.com

Allied Health Career Training is owned by Connor Powell, email address: connor@alliedhealthcareertraining.com

Facility Description: Allied Health Career Training is a private technical training center specializing in healthcare-related career paths. Our facility includes 5 classrooms and a breakroom for staff and students. Our classrooms are furnished with modern equipment for educational and skills practice. Computer programs, charts, diagrams, videos, and a library are available to enhance classroom activities. The facility meets regulatory requirements for safety and disability accommodation.

Mission Statement: Allied Health Career Training provides quality education at an affordable price for the success of students to build lifelong learning skills that prepare the student to pursue meaningful careers in healthcare.

Faculty
Dianne Powell, BS, RN, LNHA (Friends University) – Director of Education
Danielle Kauffman APRN, MSN (Walden University) – LPN Program Administrator
Tasha Vela, BSN (Oklahoma Wesleyan University) – LPN Program Instructor
KC Steveson, BSN (American Public University) – LPN and KDADS Instructor
Manny Dimattia, BSN (Northern Essex Community College) – LPN and KDADS Instructor
DaLena Whipple, BS, RN (Wichita State University) – IV Therapy Program Instructor
Christina Rogers, LPN (WSU Technical College) – KDADS Instructor
Jessica Tibbott, BS (Fort Hays University) – LPN Prerequisite Instructor
Brandy Parker, LPN (Allied Health Career Training) – NHA Instructor

Administration
Connor Powell, Chief Executive Officer
Lisa Morse, Director of Operations
Mason Powell, IT Director, Systems Administrator
Alex Reazin, Administrative Assistant

Approvals and Affiliations

Allied Health Career Training is approved by the Kansas Board of Regents to operate a post-secondary educational institution.
Kansas Board of Regents (KBOR) - https://www.kansasregents.gov
1000 SW Jackson St. Suite 520, Topeka, KS 66612

Allied Health Career Training is approved by the Kansas Dept for Aging and Disability Services to offer state certification courses: Certified Nurse Aide, Certified Medication Aide, Adult Care Home Operator, Home Health Aide, CMA Update, Social Services Designee, Activity Director
Kansas Dept for Aging & Disability Services (KDADS) - https://kdads.ks.gov
503 S. Kansas Ave, Topeka, KS 66603

Allied Health Career Training is approved by the Kansas Board of Nursing to offer state certification courses: Licensed Practical Nurse, IV Therapy
Kansas Board of Nursing (KSBN) Website - https://ksbn.kansas.gov
Landon State Office Building, 900 SW Jackson St, Suite 1051, Topeka, KS 66612

Allied Health Career Training if affiliated with the National Healthcareer Association to offer national certification courses: Phlebotomy Technician, EKG Technician, Clinical Medical Assistant, Medical Administrative Assistant, Pharmacy Technician
National Healthcareer Association (NHA) - https://www.nhanow.com/

Allied Health Career Training if affiliated with Elsevier to offer LPN program content:
Elsevier - https://evolve.elsevier.com/cs/

Enrollment Information

To be admitted as a student at Allied Health Career Training, prospective students may enroll online at alliedhealthcareertraining.com. For course specific enrollment requirements, see the Course Catalog section of this Handbook. Seats are limited for each course and program schedule. Students may enroll in multiple courses if schedules do not conflict. Prospective students must pass an 8th grade reading level assessment given at the beginning of the course or at the time of enrollment at the prospective student's request. Prospective students must agree to the Enrollment Agreement when enrolling. Upon successful course enrollment, students will be given a course schedule and a copy of the Enrollment Agreement. For online and hybrid classes, prospective students must have access to a valid email address, a computer with internet access, and the technical skills necessary to operate the computer and online learning platform. Prospective students must be able to participate actively in all demonstrations, laboratory exercises, and clinical experiences, all of which will require the functional use of motor, visual, auditory, and somatic sensations. Some physical requirements of skills class and clinicals may include bending, kneeling, squatting, and lifting.

Academic Calendar: Class schedules vary by course. Enrollment period is ongoing. Late enrollments are not allowed. Classes will not be held on the following holidays: New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & the Friday after Thanksgiving, Christmas Eve, Christmas Day.

Financial Information: Students fall into two financial categories: Private Pay (self-pay) or Sponsored (by a third party). Students are financially responsible for any balance owing on their enrollment, whether they are Private Pay or Sponsored.

Private Pay (self-pay) students may enroll in most courses by paying at least the Registration Fee Deposit to hold their spot in a course. Registration fees are down payments and are applied to course tuition balances. Registration fees are non-refundable and are 25% of the course price. Private pay students must pay course balances in full by the course start date unless prior arrangements are made with administration. Payments can be made at any time on our website or within the student's enrollment account. Payments can also be made during business hours by phone or in person. We accept payments of cash, check, money order, credit card or debit card. Payments made by check that are returned by the financial institution as having non-sufficient funds available are subject to a returned-check fee of $50 added to the student's balance due. Registration fee deposits are non-refundable and are non-transferable to other people or course types, or course schedules. Registration fee deposits are 25% of the course price.

Sponsored students through a third party (which includes either a grant program such as through Kansas Workforce, Dept for Children and Families, or City of Wichita or through their employer) do not have to pay the nonrefundable registration fee at the time of enrollment, and they may begin a course without the balance being paid in full. Invoices will be sent to the billing email address that the student provides on their registration form. It is the student's responsibility to make sure that correct billing information is supplied and that their employer pays for the course within three months of the course start date. If a student registers as Sponsored by their employer, but their employer does not pay the invoice within three months, the student's account will revert to Private Pay status, and the student will be held responsible for all unpaid balances. Students sponsored through grant programs (such as DCF, Workforce, or City of Wichita) must be approved by the third-party payer at the time of registration/enrollment. All accounts listed as Sponsored are reviewed at three months past start date for past due balances.

Please Note:
Allied Health Career Training cannot accept any federal financial aid including FAFSA.
Allied Health Career Training does not qualify to send out 1098-T tax forms.
Allied Health Career Training does not offer job placement assistance or guarantee employment after course or program completion.

Policies

Accommodation Policy: Allied Health Career Training will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to participate in educational services. Students requesting special accommodations must make the request prior to enrolling, but no later than three business days before a scheduled course start date by emailing info@alliedhealthcareertraining.com. Please include the name, location, date and time of the service or program, your contact information and the type of aid, service, or policy modification needed. Please note: The ADA does not require Allied Health Career Training to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Attendance Policy: Students must attend all scheduled classes, skill classes, and clinical dates and times, and complete any online coursework within the timeframe of the course. If a student misses a scheduled class meeting, there is no guarantee the class date can be made up. If a student does not meet attendance requirements of their enrolled course, the student may be withdrawn from the course and subject to Cancellation and Refund policies.

Credit Transfer Policy: Allied Health Career Training does not accept transfers of articulated students. Any student that enters the program must start at the beginning. Allied Health Career Training accepts students transferring course credits for PN program prerequisites. Applicants must have completed all course prerequisites with a grade of 75% or higher. Because of various grading policies and scoring at different institutions, if a percentage score is not listed or cannot be obtained, a letter grade of "C" or better is considered acceptable. Transcripts are required if the class was taken anywhere other than Allied Health Career Training:

- Medical Terminology (or equivalent) – minimum 3 credit hour course
- Human Growth and Development (or equivalent) – minimum 3 credit hour course
- Anatomy and Physiology (or equivalent) within last five years – at least 4 credit hour course

If a student wishes to transfer course credits taken at Allied Health Career Training to another institution, the student will be provided with a course syllabus and a transcript that they may send to the institution. It is up to that institution if they are willing to accept credits earned by the student at Allied Health Career Training.

Code of Conduct

Students of Allied Health Career Training are expected to respect themselves, instructors, and other students, and conduct themselves as a healthcare professional at all times. Students are expected to show up on time for each scheduled class, clinical, and exam. Students are expected to pay attention and keep phones put away during any class, clinical, or exam. Students are expected to fully participate in all skills practice. Students are expected to stay alert and be aware of their surroundings.

Course Transfer Policy: Allied Health Career Training does not allow transfer of tuition payment from one course schedule or course type to another. If a student does not complete the scheduled course for any reason, the tuition payment does not transfer to

another course schedule. A student may enroll in a new course schedule and pay the entire course tuition for the new course schedule. There may be exceptions allowed due to extenuating circumstances. Students should contact their instructor if they have missed or are going to miss a scheduled class or clinical. The course instructor can submit a transfer request to Allied leadership on behalf of the student. Allied leadership meets weekly to review requests and make determinations on any request received. Students will be notified of approval or denial of their request via email. If the request is approved, students will be notified and will be able to enroll in a new course schedule, and the original tuition payment will be transferred to the new course schedule. A student may need to start the course from the beginning, or they may be granted credit for the portion of the course already completed. The student will be notified if any credit is granted for previously completed coursework and attendance. If the exemption request is denied, students will be notified by email. The student may then enroll in a new course schedule and pay the course tuition for the new enrollment, and they must complete the entire course regardless of any coursework or hours completed in a prior course.

Dismissal Policy: A student may be dismissed from Allied Health Career Training for violation of any policies contained in this agreement, failing to meet basic standards for academic or skills performance and/or attendance, or the student fails to make payment of tuition and/or fees in the manner, amount, and at the time agreed upon between student and AHCT. The following acts are not permitted and may result in immediate dismissal: academic dishonesty, falsification of student records, use of or perceived use of alcoholic beverages or illegal drug activity on AHCT or clinical property, harassment, assault, disrespectful conduct, disorderly or indecent conduct, damage or misuse of property, unauthorized entry, theft, failure to obey official orders or comply with official notification, possession or use of firearms/weapons, or fiscal misconduct. If AHCT elects to initiate an administrative dismissal, written notification will be sent via email to the student's email address on file. An administrative dismissal does not relieve students of their financial obligations to AHCT. All charges that are unpaid by students at the time of withdrawal become immediately due and payable. Refunds are issued in accordance with the Refund policy. AHCT reserves the right to refuse enrollment to anyone for any reason, including competitors.

Dress Code Policy: Admitted students must wear shoes with closed toes and closed heels for all in-person skills classes and clinicals. Students are to be clean and avoid strong fragrances or odors including body odor, perfume, cologne, or smoke. Street clothes are permitted for most skills classes at the school unless indicated in Course Catalog. Fingernails must be no longer than ¼ inch to attend clinicals for any course. For course specific dress code requirements, see the Course Catalog section of this Handbook.

Grievance Procedure Policy: This procedure provides students with a means of seeking an appropriate remedy for any alleged violation of their rights. Before filing a formal, written grievance, students should first attempt to resolve the issue with an informal conference conducted with the person against whom the grievance is directed, if the student is

comfortable with such a meeting, and the appropriate senior learning official. If a student's grievance has not been satisfactorily addressed at this meeting, or if the meeting is unable to occur, the student should then file a formal, written grievance with the Executive Director. Grounds for a student grievance include but are not limited to prejudiced or capricious decision in the academic evaluation of a student's performance, an act or threat of intimidation, harassment, or physical aggression, or arbitrary action without proper regard to due process as specified in school procedures. Attempting to resolve any issue with AHCT first is strongly encouraged. Should the student feel their grievance has not been resolved at the institutional level, they may contact the Kansas Board of Regents and file a formal complaint. KBOR website: https://www.kansasregents.gov/academic_affairs/private_out_of_state/complaint_process

Medical Clearance & Safety Policy:
Allied Health Career Training is committed to providing safe, equitable, and legally compliant educational experiences while protecting the safety of students, patients, clinical staff, and partner facilities. Students enrolled in Allied Health Career Training programs must be able to safely perform essential program functions, with or without reasonable accommodation, without fundamentally altering program requirements or creating a direct threat to the safety of the student, patients, staff, or clinical partners. Direct threat refers to a significant risk of substantial harm that cannot be sufficiently reduced through reasonable accommodation. Essential program functions include, but are not limited to, participating in classroom, skills, and clinical instruction, providing direct patient care, maintaining the physical, cognitive, behavioral, and emotional capacity necessary for safe participation, demonstrating sound judgment, situational awareness, and appropriate response under routine and emergency conditions, responding safely and effectively in routine and emergency patient care situations, following clinical safety standards and facility policies, protecting patients, staff, and self from foreseeable harm, and meeting attendance, punctuality, and participation standards. Students who cannot safely perform essential functions, even with reasonable accommodation, may be delayed from program participation, restricted from certain activities, temporarily removed from classroom, skills, or clinical settings, referred for additional medical evaluation, and subject to administrative review for continuation in the program. Students are responsible for notifying program administration of any current, new, or changed medical condition, injury, or functional limitation that may affect their ability to safely perform essential program functions at any point for the duration of their enrolled program. Examples may include, but are not limited to, temporary or permanent physical restrictions, conditions affecting mobility, responsiveness, judgment, or emergency participation, medical events impacting safe performance, and functional limitations affecting direct patient care activities. If a student experiences a significant medical event during classroom, skills, or clinical participation immediate safety and emergency procedures will be followed, including Emergency Medical Services being contacted if deemed appropriate, and participation may be paused pending further medical review. When a medical condition, injury, or functional limitation may impact safe participation, Allied Health Career Training may require medical provider documentation and/or clearance for participation, recommended accommodations, and updated medical evaluation following significant medical events. Medical documentation and provider recommendations are considered as part of the review process but do not independently

determine participation eligibility. All medical documentation, provider notes, accommodation records, incident reports, and administrative determinations related to student participation limitations will be maintained in accordance with applicable privacy, confidentiality, and record retention standards. Failure to provide required documentation may delay or prevent participation until administrative review is complete. Medical clearance documentation must demonstrate that the student can safely perform essential program functions, with or without reasonable accommodation. Provider recommendations requiring continuous individualized supervision beyond standard instructional practice, elimination of essential clinical responsibilities, or restrictions that prevent safe completion of program requirements may require further administrative review. Program administration may temporarily suspend classroom, skills, or clinical participation pending medical review when immediate safety concerns exist. Approval for classroom or skills participation does not guarantee eligibility for clinical participation. Clinical environments may impose additional safety, physical, or facility-specific participation requirements beyond classroom or skills settings. Clinical participation is dependent upon both Allied Health Career Training approval and clinical site approval. Final decisions regarding participation, return to class/clinical, accommodation feasibility, and program continuation are determined based on student safety, patient/resident safety, clinical site requirements, program standards, feasibility of accommodations, and legal compliance. These determinations are made on an individualized basis and are intended to ensure safe, fair, and legally compliant educational participation. Allied Health Career Training retains discretion to make interim and final safety determinations regarding participation eligibility.

Postponement/Cancellation Policy: If it becomes necessary to cancel a scheduled skills class or clinical due to inclement weather or scheduling conflicts, a makeup skills or clinical date will be offered. If a student is unable to attend on the designated makeup date, they may not be able to complete the course, and a refund is not due to the student on the basis of not being able to attend the makeup date. The student can request to transfer to a new course schedule. If the transfer request is denied, the student may purchase a new enrollment to complete the rest of their required time. If it becomes necessary to cancel or postpone an entire course schedule due to insufficient enrollment, scheduling conflicts, power failure, or technical issues, Allied Health Career Training will notify all enrolled students. If a scheduled course is cancelled, all tuition and fees are refundable to the student. If a scheduled course is postponed, the new course start date will be no later than 3 months from the original start date and students will receive a new schedule by email. Allied Health Career Training reserves the right to cancel or postpone any course schedule regardless of the advertised start date.

Privacy Policy: Student records will be kept confidential unless the student gives written permission for their release. Records will only be provided upon request. The following records may be disclosed to financially responsible third parties, such as Workforce, DCF, or Facility Employers for billing purposes: academic performance, attendance, class schedule, transcripts, and financial records.

Progress Measurement Policy: Students must complete all didactic coursework and receive passing scores within designated timeframes and meet program attendance requirements for

in-person skills and clinical classes. Students must demonstrate proficiency in any course that contains a Skills Competency Checklist. Students will receive a Certificate of Completion when all course requirements are met, including financial obligations.

Refund Policy: If the student wishes to cancel their enrollment agreement and withdraw from the enrolled course or program, they may email info@alliedhealthcareertraining.com. Refunds will not be processed until a cancellation request is made in writing. The registration/enrollment fee deposit for the enrolled course is nonrefundable and nontransferable to another course schedule. Refunds are calculated in accordance with state regulations. Each student will be reimbursed for any items for which the student was charged but did not receive, including textbooks and software. All advance monies, other than an initial, nonrefundable registration fee deposit, paid by the student before attending class shall be refunded if the student requests a refund, in writing, within three days after signing the enrollment agreement and making an initial payment. If 25 percent or less of a course has lapsed and a student withdraws, the student will be eligible for a pro rata refund based on the total number of calendar days in the course schedule and the total number of calendar days lapsed. In determining the official termination date and percentage of each course completed, the institution may consider the week during which the student last attended to be an entire week of attendance completed. For programs consisting of fewer than 100 clock-hours, refunds may be calculated on an hourly, pro rata basis. After 25 percent of the course has lapsed, tuition and fees shall not be refundable. All refunds will be made within 60 days from the last day of attendance or within 60 days from the receipt of payment if the date of receipt of payment is after the student's last day of attendance.

Right to Amend Policy: AHCT reserves the right to make programmatic, content, and scheduling changes as necessary to align with changing curricular requirements, industry standards, and to maintain compliance with Federal and State regulations. Changes in business and education practices may impact tuition and fee charges. AHCT reserves the right to amend its curriculum and modify tuition and fee charges with sufficient notice provided to students and appropriate agencies.

Vehicle and Parking Policy: AHCT assumes no responsibility for the care or protection of any vehicle or its contents during any time parked or operated on the grounds of any AHCT-leased property, or clinical facilities. Building owners reserve the right to remove, or have removed, any vehicle that is parked in such a way as to constitute a hazard; impedes vehicular or pedestrian movement; blocks the operation of emergency equipment; or hinders making essential repairs. Vehicles deemed abandoned may also be removed from the property. Owners of such vehicles are responsible for paying all costs involved in the removal, impounding, and storage of such vehicles.

Course Price List:

Allied Health Career Training reserves the right to modify tuition and fee charges with sufficient notice provided to students and appropriate agencies.

Course	Clock Hours	Credit Hours	Course Length	Course Type	Course Price
Adult Care Home Operator	45	0	2 weeks	Hybrid	$669.00
Certified Clinical Medical Assistant	295	0	20 weeks	Hybrid	$1897.00
Certified EKG Technician	70	0	7 weeks	Hybrid	$697.00
Certified Medical Administrative Assistant	215	0	16 weeks	Online	$1698.00
Certified Pharmacy Technician	300	0	20 weeks	Online	$1985.00
Certified Phlebotomy Technician	70	0	7 weeks	Hybrid	$1019.00
Certified Medication Aide (CMA)	75	0	4 weeks	Hybrid	$849.00
CMA Update	10	0	1 week	Online	$125.00
Certified Nurse Aide (CNA)	90	3*	4 weeks	Hybrid	$889.00
Home Health Aide (HHA)	20	0	1 week	Online	$389.00
IV Therapy	46	0	2 weeks	Hybrid	$897.00
Licensed Practical Nurse Program (LPN)	775	31	40 weeks	Hybrid	$16850.00
Pre-LPN Anatomy and Physiology	125	5*	14 weeks	Hybrid	$419.00
Pre-LPN Human Growth & Development	75	3*	10 weeks	Online	$319.00
Pre-LPN Medical Terminology	75	3*	9 weeks	Online	$197.00
Restorative Aide	30	0	2 weeks	Online	$397.00
Social Services Designee / Activity Director	75	0	3 weeks	Online	$397.00

***** for LPN Application Requirements

Course Catalog

Course/Program Name: Adult Care Home Operator

Course Description: Learn rules and regulations for operating an assisted living facility of less than 60 residents or a home plus facility in KS.

Enrollment Requirements: Students must be 21 years of age or older, have a HS Diploma/GED with Mgmt./Healthcare Experience or an Associate's degree in a healthcare related field or a Bachelor's degree.

Outcome: Upon successful course completion, students will be given a certificate of completion and will be able to apply as an Operator with the Kansas Dept. for Aging & Disability Services.

Course/Program Name: Certified Clinical Medical Assistant

Course Description: Medical Assistants perform a wide range of tasks, such as drawing blood, administering injections, measuring and recording vital signs, and other point-of-care testing. Students will learn how to assist physicians during exams, and interview and educate patients.

Enrollment Requirements: Students must have completed CNA, CMA, and Phlebotomy courses prior to enrolling in this course. Students must be 18 years of age or older. Students must have their high school diploma/GED to sit for the NHA certification exam.

Dress Code: Students must wear shoes with closed toes and heels for skills class.

Outcome: Upon course completion, students are eligible to sit for the certification exam through the NHA to gain CCMA credential. One attempt at the NHA certification exam is included in the course price.

Course/Program Name: Certified EKG Technician

Course Description: In many smaller hospitals, specialty hospitals, and clinics, a phlebotomist is also responsible to do EKG's. Having stacked credentials of CNA, CPT, and CET will greatly enhance the potential for job placement.

Enrollment Requirements: Students must be 18 years of age or older and have their high school diploma/GED to sit for the NHA certification exam.

Dress Code: Students must wear shoes with closed toes and heels for skills class. Street clothes are permitted for classes at the school.

Outcome: Upon course completion, students are eligible to sit for the certification exam through the NHA to gain CET credentials. The exam is optional and exam fees are not covered in the course price.

Course/Program Name: Certified Medical Administrative Assistant

Course Description: Medical administrative assistants (also called medical office assistants or medical secretaries) are critical in keeping healthcare offices running smoothly, and also play an important role in the patient experience. Tasks vary by setting, but may include reviewing and answering correspondence, operating computer systems, answering calls and scheduling appointments, greeting patients and updating electronic medical records, and updating and maintaining patient information.

Enrollment Requirements: Students must be 18 years of age or older. Students must have their high school diploma/GED to sit for the NHA certification exam.

Dress Code: Students must wear shoes with closed toes and heels for skills class. Street clothes are permitted for classes at the school.

Outcome: Upon course completion, students are eligible to sit for the certification exam through the NHA to gain CMAA credentials. One attempt at the NHA certification exam is included in the course price.

Course/Program Name: Pharmacy Technician

Course Description: Students will learn math used in calculating dosages, laws and regulations regarding medications, and general pharmacy guidelines.

Enrollment Requirements: Students must be 18 years of age or older and have their high school diploma/GED to sit for the NHA certification exam.
Optional Textbook for course: Mosby's Pharmacy Technician, 6th Edition. Link to Amazon: https://a.co/d/jjOCZyb, cost is about $100. This text is not required for course completion and may be purchased by the student at their own expense.

Outcome: Upon course completion, students will be eligible to sit for the national certification through the National Healthcareer Association (NHA - ExCPT) for the credentials of CPhT. One attempt at the NHA certification exam cost is included in the course price.

Course/Program Name: Certified Phlebotomy Technician

Course Description: Phlebotomists draw blood, perform point of care testing such as blood glucose levels, and prepare body fluid specimens for testing.

Enrollment Requirements: Students must be 18 years of age or older. To sit for the NHA certification exam, students must have their high school diploma or GED.

Dress Code: Students must wear shoes with closed toes and heels for skills class. Street clothes are permitted for classes at the school.

Outcome: Upon course completion, students are eligible to sit for the certification exam through the NHA to gain CPT credentials. The exam is optional and exam fees are not covered in the course price.

Course/Program Name: Certified Medication Aide (CMA)

Course Description: Students will learn basic techniques and safety in medication administration, commonly used drugs, their classifications, and side effects. CMAs pass medications and perform treatments.

Enrollment Requirements: Students must have an active KS CNA, students must be 18 years of age or older to gain certification, students must pass an 8th grade reading level assessment per state regulation.

Dress Code: Students must wear shoes with closed toes and heels for class and clinicals. Street clothes are permitted for classes at the school. To attend clinicals, students must wear black pants (slacks or scrubs), Allied t-shirt and nametag. Fingernails must be no longer than ¼ inch to attend clinicals.

Clinical Vaccination Policy: A flu vaccine is required for CMA students attending clinicals between October 1 and March 31. Students unable to receive the vaccine must wear a mask at all times while on clinical grounds, including Allied meeting rooms. Masks must fully cover the nose and mouth and may only be removed when actively eating or drinking. Students who cannot maintain proper masking will be dismissed from clinical. Students who provide proof of vaccination will receive a badge sticker indicating compliance, and masking will no longer be required. This policy does not allow exceptions.

Money-Back Guarantee for CNA, CMA, or HHA courses: AHCT will refund the student 100% of Tuition ONLY (not including other fees) if the student does not pass the state certification exam for the corresponding state certification course. To qualify for this the student must pass and complete the course and exhaust all allowable attempts to pass the state exam.

Outcome: Upon successful course completion, students will be given a certificate of completion and will be eligible to sit for the state exam.

Course/Program Name: CMA Update

Course Description: Learn updates on techniques, procedures, and/or new medications to fulfill state requirements of 10 hours continuing education every two years.
Enrollment Requirements: Kansas CMAs must be active on the Kansas Nurse Aide Registry or not lapsed by more than one year to take this course.

Outcome: Upon successful course completion, the student's CMA credential will be updated for two years on the KS Nurse Aide Registry.

Course/Program Name: Certified Nurse Aide (CNA)

Course Description: Basic nursing skills are taught in this course, such as taking vital signs and assisting with such things as dressing, bathing, ambulation, and more.

Enrollment Requirements: Students attending clinicals may need to provide proof of vaccinations, such as influenza, COVID-19, and others as required by clinical sites.

Dress Code: Students must wear shoes with closed toes and heels for class and clinicals. Street clothes are permitted for classes at the school. To attend clinicals, students must wear black pants (slacks or scrubs), Allied t-shirt and nametag. Fingernails must be no longer than ¼ inch to attend clinicals.

Clinical Vaccination Policy: A flu vaccine is required for CNA students attending clinicals between October 1 and March 31. Students unable to receive the vaccine must wear a mask at all times while on clinical grounds, including Allied meeting rooms. Masks must fully cover the nose and mouth and may only be removed when actively eating or drinking. Students who cannot maintain proper masking will be dismissed from clinical. Students who provide proof of vaccination will receive a badge sticker indicating compliance, and masking will no longer be required. This policy does not allow exceptions.

Money-Back Guarantee for CNA, CMA, or HHA courses: AHCT will refund the student 100% of Tuition ONLY (not including other fees) if the student does not pass the state certification exam for the corresponding state certification course. To qualify for this the student must pass and complete the course and exhaust all allowable attempts to pass the state exam.

Outcome: Upon successful course completion, students will be given a certificate of completion and will be eligible to sit for the state exam. One attempt at the state exam is included in the course price if the student takes the state exam at AHCT.

Course/Program Name: Home Health Aide (HHA)

Course Description: This course provides further training and knowledge to the CNA in providing safe, effective, and supportive personal care assistance in a person's home.

Enrollment Requirements: Students must have an active KS CNA, students must be 18 years of age or older to gain certification, students must pass an 8th grade reading level assessment per state regulation.

Money-Back Guarantee for CNA, CMA, or HHA courses: AHCT will refund the student 100% of Tuition ONLY (not including other fees) if the student does not pass the state certification exam for the corresponding state certification course. To qualify for this the student must pass and complete the course and exhaust all allowable attempts to pass the state exam.

Outcome: Upon successful course completion, students will be eligible to sit for the state exam. One attempt at the state exam is included in the course price if the student takes the state exam at AHCT.

Course/Program Name: IV Therapy

Course Description: This KSBN-approved course is for Licensed Practical Nurses (LPN/LVN) or Registered Nurses (RN) that need certification in intravenous therapy.

Enrollment Requirements: Must be 18 years of age or older and must have an active KS Nurse License.

Outcome: Upon successful course completion, students will be given a certificate of completion and submitted to the Kansas Board of Nursing who will then add IV therapy certification to their KS Nurse License.

Course/Program Name: Practical Nurse (LPN)

Course Description: This is a comprehensive hybrid program made for focused and disciplined adults with only two to three days a week of in-house learning. Weekly online coursework of approximately 10 to 20 hours a week is done at home. Critical judgment skills are taught through various hands-on training methods including case studies, virtual reality goggles, simulation labs, and other techniques. Clinicals are held in various settings in the region preparing the student for numerous healthcare employment positions. Frequent NCLEX prep quizzing ensures the student will be ready and successful to sit for the NCLEX PN exam.

Enrollment Requirements:
Applicants must be 18 years of age or older
Applicants must have an active CNA in Kansas and if accepted, retain the active status for the duration of the program.
Applicants must have completed all course prerequisites with a 75% or C letter grade or better (see Credit Transfer Policy). Transcripts are required if the class was taken anywhere other than Allied Health Career Training. If applicant is currently enrolled in a prerequisite course at Allied Health Career Training during the open application period, the applicant must have a passing grade at the midterm of the course to be considered for the program.

Medical Terminology (or equivalent) – minimum 3 credit hour course,
Human Growth and Development (or equivalent) – minimum 3 credit hour course,
Anatomy and Physiology (or equivalent) within last five years – at least 4 credit hour course
Applicants must possess a High School diploma or GED equivalent.
Applicants must pass a Reading Assessment and essay in the Application to demonstrate English proficiency.
Applicants must complete an interview with the Admissions Team.
Applicants must provide government-issued identification.
Applicants must submit to, and pass, a criminal background check.
Applicants must possess a Basic Life Support (BLS) certification from the American Heart Association at the Healthcare Provider level prior to the first day of class and the certification must remain current for the duration of the program.
Submit proof of the following immunization/vaccination records by the start date of the program or accepted students may forfeit their enrollment: MMR (Measles Mumps Rubella): Two (2) doses vaccine or proof of immunity by titer, Chickenpox (Varicella): Two (2) doses vaccine or proof of immunity by titer, Tetanus (TDAP): One (1) dose vaccine taken less than 10 years ago, Hepatitis B (Hep B): complete series (this can be 2 or 3 injections depending on brand) or labs/titer that show immunity, influenza, Negative two-step TB test or chest x-ray within 6 months of program start date.
Applicants must be physically capable of performing all skills required by the program, including standing for long periods, pulling, and lifting.
Applicants must provide a valid email address to apply for this course. This course has an online component, and your email is used to register you for our online course delivery platform.
Applicants must have access to reliable transportation for the duration of the program.
Applicants must complete an application and pay a non-refundable $35 application fee.

Dress Code: Skills and In-house Classes: Two Allied T-shirts are given to students as part of the program cost. An Allied T-shirt along with black, grey, or red pants are to be worn each day the student is in class. This includes any make-up skills day but not for days students come in for tutoring or meet for study groups. Students may purchase additional T-shirts for $10 if desired. Clinical Uniform: Students are given a clinical uniform which is included in the program cost. This uniform including the name badge is to be worn at every clinical experience unless there is a specific uniform required by the clinical facility. Undershirts (either long or short sleeved) need to be solid white, black, gray, or red. It is required that the student arrives at the clinical site in a clean and non-wrinkled uniform. Additional uniforms may be purchased if desired. Shoes are to be clean closed-toed, non-skid shoes. Many clinical sites have policies which ban Croc-type clogs with holes, the student is required to stay in compliance with the clinical site requirements regarding shoes. A scrub jacket is included in the student package and may be worn to clinicals. No other hoodie or jacket or other top layer will be permitted on the clinical floor. Long hair is to be tied back away from the face. Students are to be clean and avoid strong fragrances. The student must be neat, clean, and wear appropriate attire. Contractual agreements with clinical sites require that students are dressed in a standard program uniform with an identifying name badge. All aspects of clinical attire (uniform, socks, shoes) should be clean, free of obvious stains and in good repair. Specific dress code policy from each clinical

agency will also be considered as mandatory requirements for students (hair color, piercings, tattoos, etc.) AHCT prepares graduates to be successful on the licensing exam and in practice; therefore, each clinical setting is considered critical to achieve this goal. Clinical agencies may require students to wear specific facility attire in some areas (for example Operating Room, Labor and Delivery, etc.). Students are required to abide by these agency requirements. A student who does not present themselves at a clinical site as required by the contractual agreement/policy/handbook may be denied access to clinical for that day.
Program Curriculum:
Foundations of Nursing, 4 credit hours
Pharmacology & Safe Medication Administration, 2 credit hours
Care of Aging Adults, 2 credit hours
Foundations of Nursing Clinical, 2 credit hours
Nursing Care of Adults I, 5 credit hours
Nursing Care of Adults I Clinical, 2 credit hours
Mental Health Nursing, 2 credit hours
Maternal Child Nursing, 2 credit hours
Maternal Child Nursing Clinical, 1 credit hours
Nursing Care of Adults II, 5 credit hours
Nursing Care of Adults II Clinical, 2 credit hours
Leadership, Roles, and Issues, 2 credit hours

Outcome: Upon program completion, students are eligible to sit for the NCLEX to gain a Licensed Practical Nurse credential in Kansas.

Course/Program Name: Pre-LPN Human Growth & Development

Course Description: This course gives an overview of the human development from birth through later life focusing on social, cognitive, spiritual, and personality development and how these changes are influenced through the process of growth and development.

Enrollment Requirements: None

Outcome: Upon successful course completion, students will be given a certificate of completion.

Course/Program Name: Pre-LPN Medical Terminology

Course Description: Medical terminology is the language used in healthcare to communicate with one another. This course is organized by the human body systems, where students will analyze and interpret the root words and how prefixes and suffixes change those.

Enrollment Requirements: None

Outcome: Upon successful course completion, students will be given a certificate of completion.

Course/Program Name: Pre-LPN Anatomy & Physiology (Pre-LPN)

Course Description: This course is a study of the human structure, function, and interdependence of the body systems, including cells, tissues, and organs and how these functions are interrelated though the human body systems in regulating and maintaining homeostasis.

Enrollment Requirements: None.

Outcome: Upon successful course completion, students will be given a certificate of completion.

Course/Program Name: Restorative Aide

Course Description: Restorative Aides assist with restoring functional capacity to residents.
Enrollment Requirements: RA students must have an active CNA in KS and pass an 8th grade reading level assessment.

Enrollment Requirements: Must have an active CNA in Kansas

Outcome: Upon successful course completion, students will receive a certificate of completion.

Course/Program Name: Social Services Designee/Activity Director (SSD/AD)

Course Description: SSD/AD are separate KS certifications which have been combined into one course due to their short clock hour requirements and similar course material. Social Service Designees ensure resident's physical, psychological, and social needs are being met and implement plans of care. The Activities Director is responsible for creating an ongoing program of activities designed to meet the resident's interests and needs.

Enrollment Requirements: Must be 18 years of age or older.

Outcome: Upon successful course completion, students will be given a certificate of completion.

Enrollment Agreement

This document constitutes a Legal Agreement between the Student named on the Course Registration Form (or parent/guardian of the named student if a minor) and Allied Health Career Training, 1217 W. Douglas Ave. Wichita, KS 67213. This enrollment agreement becomes effective at the date and time of application/registration form submission. Students are responsible for compliance with the policies and procedures in this Agreement. Printed copies are available on request.

Acknowledgement of Student:

I acknowledge that I am the named student and of legal majority age and am enrolling or applying in a training program with Allied Health Career Training, or I am the parent/guardian of the named minor student enrolling in a training program with Allied Health Career Training, and agree to the following statements:

I acknowledge that there is a risk of bodily injury and exposure to pathogens may occur during my participation in Allied Health Career Training programs.

I voluntarily assume any and all risks of injury, death, and property damage related to my participation in Allied Health Career Training programs and knowingly agree to this waiver and release.

I agree to waive, release, discharge, and promise not to sue Allied Health Career Training and its officers, officials, employees, agents, and volunteers from and for any and all claims for damages for bodily injury, personal injury, death, or property damage that I may have, suffer or experience as a result of my participation in Allied Health Career Training programs, even though that liability may arise out of negligence on the part of Allied Health Career Training, its officers, officials, employees, agents, and volunteers.

I agree to indemnify, defend and hold Allied Health Career Training and its officers, officials, employees, agents, and volunteers harmless from any loss, liability, claim, damage, or expense that they may incur as a result of my participation in Allied Health Career Training programs.

I hereby consent to receive medical treatment which may be deemed advisable in the event of injury, accident, and/or illness during this activity.

I understand while participating in this activity, I may be photographed, and I agree to allow my photo, video, or film likeness to be used for any legitimate purpose by the producers, sponsors, and organizers.

By enrolling in any course, I am opting in to academic text message notifications from Allied Health Career Training.

I understand and agree that this waiver, release, and assumption of risk will bind my heirs, executors, administrators and assigns.

I understand this agreement contains all the terms of my enrollment and that no verbal or other written statements have been made contrary to what is contained in this agreement.

I understand that the registration fee deposit is non-refundable.

I attest I will complete all assigned coursework, quizzes, and tests with no outside help from anyone.

I understand this enrollment agreement becomes effective at the time of course registration form submission.

I have read and understand all aspects of this enrollment agreement and have received a copy.