

# VIRTUE TECHNICAL INSTITUTE



## SCHOOL CATALOG 2024-2025

### Volume 2

Effective: 01/01/2025

**Virtue Technical Institute**

1299-G NW 40<sup>th</sup> Avenue

Lauderhill, FL 33313

(954) 530-9056

[www.virtuetechnicalinstitute.com](http://www.virtuetechnicalinstitute.com)

CIE#: 12756

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# GENERAL INFORMATION

## MISSION STATEMENT

The Virtue Technical Institute's mission is preparing competent and caring health care professionals to enter the workforce fully capable of providing comprehensive service to diverse individuals.

To support our mission our objectives are to:

- ❖ Provide an engaging and supportive learning environment that encourages the social and professional growth of each student.
- ❖ Instill independence and foster self-advocacy in students' personal and professional lives.
- ❖ Offer relevant program content that results in students earning certifications when applicable and meeting employers' expectations.
- ❖ Provide a culture that inspires students' self-esteem and gives opportunities for them to develop to their highest potential.
- ❖ Prepare students to meet industry demands for careers in medical field
- ❖ Provide qualified and caring faculty committed to the academic and professional success of each student.

## HISTORY

The Virtue Medical Staffing Services, LLC was established in 2012 by Dr. Winnifred McPherson, Ed.D and Nicole McPherson, RN, to provide and fulfill the demand for qualified, quality nursing care providers in the communities of Broward County, Florida. Located in Lauderhill, the Virtue Medical Staffing Services specializes in delivering multiple levels of expert care by qualified personnel in areas of pediatrics through geriatric nursing care and allied health care staffing solutions to hospitals, assisted living facilities, adult day care facilities, schools, correction facilities, and private clients within Broward County.

After gaining respect from the medical community and achieving a high quality of service, In 2016, VMS expanded its reach to Palm Beach Counties, including Lake Worth, Palm Beach, Okeechobee, and Glades, and opened its second location in Boca Raton.

In 2020, the devastating onset of COVID and the aftermath of the Corona Virus epidemic impacted the healthcare system and patient service. Shortage of medical staff in general and qualified personnel with a high level of training affected the health industry in providing quality service. Relying on her passion for education, Dr. Winnifred McPherson decided to open a school to aid the medical community and patients by educating and training qualified personnel to mitigate the shortage.

In 2023, upon gaining approval from the Commission for Independent Education/Florida Department of Education, the Virtue Technical Institute opened its door to provide quality training and education to support the medical community and its service to the patients.

## STATEMENT OF OWNERSHIP AND CONTROL

Virtue Technical Institute, is owned, operated and controlled by Virtue Technical Institute, LLC, a Florida Corporation formed on May 11, 2022 with principal address at 1299-G NW 40<sup>th</sup> Avenue Lauderhill, FL 33313.

Virtue Technical Institute, LLC (VTI) operates under the direction of the members; Dr. Winnifred McPherson

(majority owner) and Nicole McPherson (co-owner).

Winnifred McPherson, Ed.D., Campus President, and Chief Financial Officer  
Nicole McPherson, RN MSN, Director of Education, and Chief Operating Officer

## LICENSURE/APPROVALS

Virtue Technical Institute, LLC (# 12756) is licensed by the Commission for Independent Education, Florida Department of Education

Additional information regarding this institution may be obtained by contacting:

Florida Department of Education  
Commission for Independent Education  
325 West Gaines Street, Suite 1414  
Tallahassee FL 32399-0400  
(850) 245-3200, toll-free telephone number: (888) 224-6684.

## CAMPUS DESCRIPTION AND LOCATIONS

**Virtue Technical Institute, LLC** is located at  
1299-G NW 40<sup>th</sup> Avenue  
Lauderhill, FL 33313

Virtue Technical Institute is situated in the city known as The All-American City, enriched by countless diversity.

This over 1850 sq.ft. Storefront is located in the Lauderhill Mall, easily accessible from I-95, I-595, 441, and the Florida Turnpike. The campus is on the major bus routes, including the free City of Lauderhill Community Bus Shuttle, The LauderGO! Community Shuttle, as well as Broward County Transit. Ample parking is available for students, faculty, staff, and guests. The campus fully complies with the Americans with Disabilities Act (ADA).

The modern and professional space within the building houses classrooms, practical labs, a student resources area, a career services center, and administrative offices. In addition, the entire campus is WiFi accessible. Classrooms for all programs are multi-purpose; lectures and labs are outfitted with industry-standard teaching equipment.

The Student Resource Center provides access to tablets with internet access, as well as books and magazines that are industry related. Additionally, Virtue Technical Institute students have full, unlimited access to the Lauderhill Central Park Library, which is located 0.6 miles of walking distance from the campus.

Administrative offices include Academic, Admissions, Career Services, and Student Services Offices.

## NEEDS FOR SPECIAL ACCOMMODATIONS

Virtue Technical Institute complies with the Rehabilitation Act of 1973 (Section 504), requiring that no qualified handicapped person will be excluded by reason of the handicap from enrolling in the course

of instruction. Virtue Technical Institute does not discriminate based on disability in its programs and/or activities in violation of Section 504 of the Rehabilitation Act, as amended and implemented regulations (Section 504). Programs and/or activities subject to the nondiscrimination provisions of Section 504 include admissions and recruitment, treatment of students, specialized accommodations, academic adjustments (academic requirements, course examinations, auxiliary aids, etc.), internship, if applicable, and employment assistance, and other non-academic services provided by the campus.

Students wishing to avail themselves of special adjustments and/or specialized accommodations under the Americans with Disabilities Act must disclose special needs at the time of enrollment. Accordingly, every effort is made to make reasonable adjustments and/or accommodations. Please consult the Virtue Technical Institute Admissions Representative for further information. The Admission Representative (Section 504 Coordinator) coordinates accommodation efforts in compliance with Section 504.

New applicants, as well as current (active students), may apply for special accommodations. No restrictions or specific time frames are required to request such accommodations, academic or non-academic.

### **Request for Special Accommodations Process;**

1. Complete the Request for Special Accommodation form. This form may be obtained from the Admission Representative.
2. Provide necessary medical documentation supporting your request. Should the applicant/student request assistance from the Coordinator, the Request to Release of Secure Confidential Information to Section 504 Coordinator form should be completed.
3. The applicant accepted to the program and/or active student will meet with the Section 504 Coordinator to determine the details and level of specialized accommodations needed.
4. Upon the conclusion of the meeting, an Academic/Non-academic Adjustment Agreement will be completed. The agreement specifies a detailed description of the specialized accommodations for the applicant/student. The information contained in the agreement is confidential and will only be shared among faculty and staff directly involved in the student's education, career, and employment.

### **Grievance Resolution Process:**

Virtue Technical Institute prohibits discrimination against any individual based on disability. This policy extends to all rights, privileges, programs, and activities, including admissions and recruiting, treatment of students (general), academic and non-academic adjustments, housing, financial and employment assistance to students, and non-academic services (physical and/or athletic activities, counseling and placement services, and social organizations). It is also the policy of Virtue Technical Institute to provide reasonable academic and non-academic adjustments to persons with disabilities unless doing so would fundamentally alter the nature of the program and services being offered.

1. The investigation will include an interview with the complainant and the opportunity for the complainant to present witnesses and other evidence. The investigator may also choose to interview witnesses, meet with concerned parties, receive oral or written statements, and make other appropriate inquiries.
2. After completing the investigation, the investigator will forward a copy of a report and recommendation to the Director of Education.
  - a. If the complaint arises out of an academic department, the report will be forwarded to the Director of Education., unless he or she is the subject of the grievance. In such cases, the report will be sent to the Campus President.
3. Within thirty (30) days of the filing of the grievance, the Director of Education will render a decision on the merits of the student's complaint. If, due to extenuating circumstances, the resolution is not

possible within thirty (30) days, the Director of Education shall inform the student of the status of the investigation.

4. Copies of the decision by the Director of Education will be sent to the student. A copy may also be sent to the department and/or the persons whose actions (or inactions) are the subject of the grievance, as appropriate.
5. If the student is not satisfied with the resolution of the grievance, an appeal may be made. The appeal should be filed within 10 days with the Campus President, who will review and disposition within ten working days of receiving notice of the result of the investigation. Copies of the decision will be maintained in the Office of the Director of Education or designee.

These procedures shall constitute the grievance procedure mandated by regulations implementing Section 504 of the Rehabilitation Act. Questions about the Campus' Student Grievance Procedures in cases of alleged disability discrimination should be addressed with the Director of Education. Exceptions to these procedures may be granted by the Campus President. At any time, an applicant, student, and/or legal guardian may file a complaint with the US Department of Education, Office for Civil Rights, or other appropriate state agency.

## **INSTITUTIONAL AND PROGRAMMATIC ADVISORY COMMITTEE**

An advisory committee is a collection of industry professionals, field experts, employers, community partners, and individuals who bring unique knowledge and skills to make recommendations and/or provide key information and materials that will assist in the development and/or growth of the program, campus, and organization.

The advisory committee may evaluate the performance of a program, review/monitor/assess a specific program, serve as an advocate for the organization to the community it serves, gather input from/serve as a liaison with relevant constituencies, provide feedback to the organization from the community, provide technical expertise, provide an independent/unbiased sounding board, and assist staff in determining important activities. Other possible responsibilities of an advisory committee include determining the mission and purpose of a program, articulating the goals, means, and primary constituents to be served by a program, and ensuring effective planning, monitoring, and strengthening of programs and services.

## **CATALOG AND POLICIES**

All students of the Virtue Technical Institute are expected to be familiar with the information presented in the *Catalog*, any *Addenda to the Catalog*, and the *Enrollment Agreement*. The catalog, published annually, serves as an official handbook for the students. By enrolling in Virtue Technical Institute, the student agrees to abide by all the policies of the institution. If at any time there is a conflict between the Enrollment Agreement and the Catalog, including addenda, the Enrollment Agreement is the binding contract. Virtue Technical Institute reserves the right to change the schedule of hours or the courses of study that may be desirable upon approval of the Commission for Independent Education, Florida Department of Education.

### **Language**

All programs and/or courses are offered in English.



# ADMISSIONS POLICIES

## ADMISSIONS REQUIREMENTS

Admission into all Virtue Technical Institute programs of study is based on many factors. Once admitted to VTI, students enrolled in the Certificate Program will go through an orientation process. Voluntarily, each student, accompanied by respective family, friends, and close contacts, will engage as a team in a person-centered planning process. This aids in outlining the student's specific goals and the needed support to attain those goals.

### **Program Admission Eligibility.**

Candidate seeking admission must;

1. Be at least 18 years of age.
2. Provide proof of graduation by submitting one of the following:
  - a. Verification of high school graduation (transcript, diploma, special diploma, certificate of completion, etc.) showing/verifying date of completion.
  - b. Verification of GED completion (GED scores or GED diploma).
  - c. Proof of graduation from a foreign institution comparable to a United States secondary school. It is the responsibility of the applicant to arrange for the translation and/or educational evaluation agency to evaluate (if applicable) the documents and provide the translation to Virtue Technical Institute.
  - d. Florida Home Education graduation, including receipt of proper state credentials.
  - e. College transcript for an Associate Degree, Bachelor's Degree from a post-secondary institution recognized by the US Department of Education
  - f. Candidates that are non-high school graduates or cannot provide proof of graduation must take the entrance exam administered by the school. A minimum score of 70% is required
3. Provide proof of physical examination that has been conducted/written within the last 6 months that includes;
  - a. Proof of vaccinations PPD-TB. If positive, results of Chest X-RAY are required
  - b. A statement that the candidate is in good health and free of communicable disease: Tuberculosis.
  - c. Outcomes of physical examination statement
4. Provide proof of eligibility to work in the United States
5. Participate in personal interviews.

Note: If available, the applicant may also provide proof of current and valid (within 1 year) proof of professional certification/continuing education; CPR, First Aid, OSHA, HIV/AIDS training.

## Admission Disclosure

Although not required for admission or considered in the acceptance decision to the program, the following may be the requirements for successful procurement of employment in the chosen field of study;

### 1. Level II background check/Drug Screening

Under requirements set forth by the Joint Commission and the Jessica Lunsford Act, graduates applying for positions in the healthcare systems clinical environment of the hospital, nursing home, or other healthcare facilities must submit to a Level II criminal background check and a drug screening test. The graduate is responsible for paying the costs of both tests. The results of Level II criminal background checks and drug screening tests may prevent the graduate from successfully procuring employment. Therefore, upon completing the program and at the time of hire, the employer may ask for a Background Level II Screening and/or Drug Screening.

2. Aptitude requirements for Home Health Aide (HHA)
  - a. *Visual Aptitude:* With or without correct eyewear, an HHA must be able to discriminate among different shades of gray, red, blue, green, and yellow so that he or she can read medical equipment displays and differentiate the color of medication or other medically necessary devices or equipment.
  - b. *Auditory Aptitude:* With or without corrective devices, an HHA must be able to hear speech within the normal range in order to be able to monitor and assess patient needs.
  - c. *Physical Aptitude:* An HHA must possess the following motor skills:
    - Gross motor skills necessary to walk, crouch, stand for long periods, stoop, reach, push/ pull exert up to 20 pounds of force to transport equipment and patients or assist patients.
    - Fine motor skills are necessary to be able to use the keyboard or panel of a computer, tablet, cell phone, or medical device and write legibly.
  - d. *Cognitive Aptitude:* An HHA must possess the ability to organize responsibilities, make decisions, and think critically,
  - e. *Emotional Aptitude:* An HHA must have the emotional aptitude to demonstrate compassion for patients even when dealing with difficult patients, cooperate with staff, perform effectively during stressful situations, respond as trained during emergencies, and accept constructive criticism.
  - f. *Professional Aptitude:* An HHA must have the aptitude to demonstrate honesty and integrity, maintain patient confidentiality, be punctual, maintain a professional appearance, and establish appropriate language with staff, patients, and their families.
  - g. *Language Aptitude:* An HHA must have the aptitude to communicate effectively in written and oral English.
3. Valid Driver License

When working with private clients/patients, a valid driver's license may be required to perform assigned duties; transportation to and from a doctor's appointment, patient leisurely appointments, grocery shopping, daily outings, etc.

## ADMISSIONS PROCEDURES

### For First Time Applicants

All candidates are required to complete a personal interview with an admission representative. This interview will be conducted at the campus. The interview enables the Admission Representative to establish a candidate's eligibility for enrollment into the program. Also, this process allows the candidate, the candidate's parent(s)/legal guardian(s), or family to tour the facility and ask questions relating to the program's curriculum, course objectives, and career objectives and opportunities.

### Application and Enrollment Procedures.

1. **Complete and submit the Application for Admission** along with a \$50.00 non-refundable application fee. Application for Admission is also available online at [www.virtuetechnicalinstitute.com](http://www.virtuetechnicalinstitute.com)
2. **Provide the following documentation:**
  - a. Proof of Age (Student must be at least 18 years of age)
    - Copy of Driver's License, Driver's Permit, State ID, or Birth Certificate.
  - b. Proof of Eligibility to work in the United States
    - Copy of valid Social Security card, work permit, or other documentation determining eligibility to work in the United States.
  - c. Proof of Graduation
    - Verification of High School completion/graduation; transcript, diploma, special diploma, certificate of completion, etc. The date of completion/graduation must be shown.
    - Verification of GED completion; GED scores or diploma.

- Foreign Diploma: Applicant must provide a translated copy of the diploma along with evaluation through an educational evaluation agency attesting to equivalency to US High School Diploma.
  - Florida Homeschool (Home Education) Diploma, including receipt of proper state credentials.
- d. Documentation of Physical Examination that has been conducted/written within the last 6 months and must include;
- Proof of vaccinations PPD-TB. If positive, results of Chest X-RAY are required
  - A statement that the candidate is in good health and free of communicable disease: Tuberculosis.
  - Outcomes of physical examination statement
- The cost of the exam is the sole responsibility of the candidate
3. **Take Entrance Exam**  
**Only applicable** to non-high school graduates or applicants that cannot provide proof of graduation will be required to take the entrance exam administered by the school. A minimum score of 70% is required.
4. **Attend Personal Interview:**  
 This is the final step of the acceptance process.  
 All documents and requirements, as specified above, must be submitted **before** the interview can be scheduled.  
 The Admissions team will contact the applicant to schedule the interview. The personal interview may take up to one hour.

Once all the steps (1-5) are completed and all required documents are reviewed, the Campus will render its decision of acceptance or denial. Official notification will be mailed/e-mailed to the student.

The school reserves the right to reject applicants if the items listed above are not successfully submitted or completed.

Successful applicants are accepted for a particular program and start date. If the student is unable to start their chosen program as scheduled, the school will maintain the student's application and honor the decision for acceptance for up to 180 days from the acceptance date at no charge. Some documents from the original application may need to be resubmitted.

### **For Returning Students (Re-entry/Re-admission)**

Regardless of the reason for interruption, a student, who withdraws in good standing, may be re-admitted to the school provided that all required paperwork is completed and the student is current with his or her financial obligations to the school.

Students applying to re-enter must request re-admittance to the institution in writing. Such a request must be in the form of a letter accompanied by supporting documentation (if applicable) and must set forth valid reasons for granting the request. A Re-entry Committee will evaluate the student's written request and prior academic history, including behavior, in order to make a determination on whether to grant the student's request. The petitioning student may be requested to appear in front of the Re-entry Committee in person. The student will be notified in writing about the committee's final decision.

Because of the technical nature of Virtue Technical Institute programs, students who apply to re-enter more than a year after the interruption may be required to complete the program in its entirety. Many of our courses are building blocks for future courses; it is, therefore, essential that this knowledge be retained in order to progress satisfactorily.

A re-entering student may request a credit for previously completed courses or petition for a test-out from a course previously taken prior to withdrawal. All requests for either credit transfer or test-out must be made in writing and must be submitted to the Education Department for approval. Credit transfer or test-out eligibility requests will be reviewed on a case-by-case basis. All requests for credit transfer or test-out may be subject to skills assessment.

All students accepted for re-entry are subject to current charges and tuition fees.

## **INTERNATIONAL STUDENTS**

Virtue Technical Institute is not authorized under federal law to enroll non-immigrant foreign students.

## **TRANSFER OF ACADEMIC CREDIT FROM ANOTHER INSTITUTION**

The programs at Virtue Technical Institute are oriented toward job preparation and employment. The transferability of credits is always determined by the receiving institution. While Virtue Technical Institute is licensed by the Florida Commission for Independent Education, it is not accredited. Courses completed may not be transferable to other institutions. Each institution has its requirements regarding acceptance of transfer of academic credit; therefore, the student must contact the institution to which he or she is transferring. There is no guarantee of transfer of credit from one institution to another and specifically from Virtue Technical Institute to any other postsecondary school or college.

A request for transfer of credits earned at other institutions must be made in writing to the Academic Department. Credit transfer requests should be made during the admission process and prior to enrollment to the VTI. The applicant must provide an official transcript and catalog description from the institution where the course(s) was/were completed.

Students must complete at least **75%** of their coursework at Virtue Technical Institute in order to receive a certificate of completion.

The Virtue Technical Institute does not accept credits from other academic institutions located in other states. The requirements of states other than Florida may be different in hours, program content, or state regulations; therefore not applicable to the scope of practice in the state of Florida.

### **Process of Credit Transferability Assessment**

During the process of credit transferability assessment, Virtue Technical Institute uses the following criteria;

- ❖ Only grades of "C" or higher qualify for consideration.
- ❖ A course(s) with a final grade of "Pass/Fail" or "Satisfactory/Unsatisfactory" is non-transferable.
- ❖ Any course must be equal to or greater in clock hours to the subject(s) offered by the Virtue Technical Institute.
- ❖ The course(s) must be similar in contact hours and similar in format to the subject(s) offered by the schools in terms of the type of instructional delivery (e.g., theory, lab, internship, etc.).
- ❖ Core subject(s)/industry technical course(s) may not be older than three years to be considered for transfer credit. Practical skills assessment is required.
- ❖ Virtue Technical Institute does not accept foreign coursework or coursework from other states
- ❖ Partial credit will not be awarded for any course.
- ❖ Recognized certifications may be eligible for the transfer of credits when adequately supported by official documentation. In addition, it may be subject to additional skills assessment.
- ❖ No credit will be given for subject-related work experience.

# FINANCIAL INFORMATION

## TUITION AND FEES

The tuition and fees for all programs at Virtue Technical Institute have been calculated on a per-clock-hour basis and are subject to annual review and modification. Tuition is due based on the terms in the student enrollment agreement and any supplemental payment plan agreed to during the enrollment process. Tuition is due at the time of enrollment. Students may pay cash, check, money order, or credit/debit cards for educational costs. The institution is not authorized to participate in, or offer any federal or state financial aid and does offer tuition assistance.

PROGRAM	DEGREE	TUITION FEE	APPLICATION FEE*	TEXTBOOKS FEE**	LAB FEE	TOTAL PROGRAM COST
Home Health Aide	Diploma	\$ 530.00	\$ 50.00	\$ 100.00	\$ 20.00	\$ 700.00

**\*Application Fee is non-refundable.**

**\*\* Textbooks Fee is non-refundable unless returned to school in new condition (sealed/unopened)**

Students must purchase school uniforms (medical scrubs) before starting school. See Uniform Policy for details and specifications

All prices for programs are printed herein. There are no carrying charges, interest charges, or service charges connected or charged with any of these programs. Contracts are not sold to a third party at any time. If payment is returned due to insufficient funds, a \$35 fee will be charged.

## PAYMENT OPTIONS

### Pay In Full

Full payment must be made at the time of signing the enrollment agreement and prior to the first day of class. A \$35.00 fee will be charged for any payment that is returned due to insufficient funds.

### Pay By Installment

A total of 2 installments.

Installment	Required Amount	Due Date
1 <sup>st</sup> Installment	\$ 325.00	At the time of signing the enrollment agreement
2 <sup>nd</sup> Installment	\$ 325.00	Prior to or on the first day of class

The student who does not meet the financial obligations specified above will not be able to commence their program and may be deferred to the next class. Additional fees associated with fulfilling admission requirements may apply (e.g., cost of Physical Examination if not current, purchase of scrubs) – see Admission Procedure section of this catalog. A \$35.00 fee will be charged for any payment returned due to insufficient funds.

## CANCELLATION AND REFUND POLICY

Should a student's enrollment be terminated or canceled for any reason, all refunds will be made according to the following refund schedule:

- Cancellation requests must be in writing and can be made in person, by electronic mail, or by certified mail.
- Cancellation before the first day of class results in a refund of all monies paid, except for the

\$50.00 application fee and/or applicable fees within 3 working days from the student's signing an enrollment agreement.

- Cancellation after attendance has begun but prior to 60% completion of the program will result in a pro-rata refund computed on the number of hours completed to the total program hours. The application fee is non-refundable and will not be factored in the calculation of the refund. The textbook fee is non-refundable and will not be factored in the calculation of the refund unless returned to school in new condition (unopened/sealed)
- Cancellation after completing 60% of the program will result in no refund.
- Termination/Withdrawal Refund: The school uses the last day of actual attendance when calculating the refund due to a student unless earlier written notice from the student is received. The application fee is non-refundable and will not be factored into the calculation of the refund.
- Refunds will be made within 30 days of termination of student's enrollment or receipt of a Cancellation and/or Withdrawal Notice from the student.
- An applicant **rejected** by the school shall be entitled to all monies paid except the \$50.00 application fee.

## PROGRAM TERMINATION/CANCELLATION

In the event classes are permanently canceled by the school, the student will be entitled to a refund of any tuition monies already paid for their canceled classes, except a \$50.00 application fee.

## INSUFFICIENT FUNDS POLICY

There is a \$35.00 fee for any payments returned or refused due to insufficient funds. Non-payment or late payment(s) may be cause for suspension or dismissal from the program.

# ACADEMIC AND ATTENDANCE POLICIES

## ATTENDANCE POLICY

The technical nature of the training and graduate employability goals of the programs offered requires that students attend classes on a regular and consistent basis. The acquisition of the skills needed for success in courses can only be mastered with regular class attendance and participation. Furthermore, regular attendance and punctuality will help students develop the right habits necessary for a successful career. Consequently, listed below is the school's attendance policy;

1. Students in all certificate programs must attend 100% of the program hours to meet graduation requirements.
2. Students are encouraged to schedule medical, dental, or other personal appointments after school hours to avoid class/school absenteeism.
3. Attendance is recorded on a daily basis, and students will only receive credit for a time attended each day for each course. Students arriving to class late or leaving early will be considered tardy and marked absent for the time missed.
4. Make-up hours are permitted for all programs. The student must complete 75% of each course's hours to be eligible to receive a passing grade. The student will be permitted to make up the remaining 25% of missed hours prior to graduation. Students who do not complete 100% of the program hours (including makeup hours) will not be permitted to graduate.
5. Instructors monitor students' attendance on a daily basis. A student who demonstrates poor attendance performance may receive a verbal warning followed by written advisories, including

probation. Disregarding verbal warnings and/or written advisories and continuation of unsatisfactory attendance progress may result in dismissal from the program.

6. Any student absent for five (5) consecutive calendar days without a valid reason or prior approval will be dismissed from the program/school.

## Tardiness Policy

All students are expected to arrive to class on time and prepared to learn.

Tardy or Tardiness is defined as arriving late for class or leaving early from class. Classes begin and end promptly; therefore, arriving late to class or leaving class early may cause students to miss valuable material. If a student is tardy for class, as defined above, time missed will be counted towards the total hours missed.

Tardiness and early departures are recorded in 15-minute increments and rounded to the nearest 15-minute increment as follows;

- 01 – 07 minutes of every 15 minute period is rounded down to the nearest 15-minute increment.
- 08 – 15 minutes of every 15 minute period is rounded up to the nearest 15-minute increment.

## GRADING SYSTEM AND POLICY

A final course grade is assigned at the end of each course and indicates a student's level of performance.

A final grade is determined by compiling a weighted average of grades awarded during the course and may include written tests/quizzes, projects, class participation, class attendance, assignments, and final examination. The criterion for how students' performance is evaluated is distributed to each student at the beginning of the program in the form of the syllabus. Upon completion of the course, instructors will notify students of their course final grade. The official grade report card will be issued at the end of each session/term.

The school uses the following grading system for its certificate program(s);

LETTER	GRADE AVERAGE RANGE	DESCRIPTION	GPA
A	90-100	Excellent	4.0
B	80-89	Above average	3.0
C	70-79	Average	2.0
D	65-69	Poor	1.0
F	Below 65	Fail	0.0
P	Pass	Pass	Not effected
W		Withdrawn	Not effected
I		Incomplete	Not effected
T		Transferred-In	Not effected
AU		Audit	Not effected

Grade "I" – may be issued at the instructor's discretion if the student is missing required coursework at the end of the course. The student will be given an opportunity to make-up or resubmit any missing work within a one (1) week period from the date of course completion. If the student fails to complete the required course work, the student will receive a grade "0" for missed assignments, and the student's final grade will

be calculated accordingly. Should final grade calculation result in an "F" grade, the student must repeat the course in its entirety. The student will be assessed an additional fee for the repeated course.

**Grade "W"** – will be issued if the student withdraws or is dismissed from the program prior to completing the course and/or session/term. Each course for which a student receives grade "W" must be repeated in its entirety. The student will be assessed an additional fee for the repeated course.

## Plagiarism

It is a Virtue Technical Institute policy that students assume responsibility for maintaining honesty in all work submitted and in any other work designated by an instructor of a course. Plagiarism must carry severe penalties because it is a form of theft and dishonesty that interferes with the goals of education. The penalties are as follows:

- The first occurrence of plagiarized material results in an automatic "F" for that assignment.
- The first occurrence of a student submitting an assignment containing plagiarized material and turning it in as their own work results in an automatic "F" for the class.
- The second occurrence of a student submitting an assignment containing plagiarized material and turning it in as their own work results in an automatic suspension from the school.
- The third occurrence of an assignment containing plagiarized material results in automatic dismissal from the school.

## Grade Point Average and Cumulative Grade Point Average (GPA and CGPA)

Grade Point Average (GPA) is calculated for each individual course completed using the grading system chart provided previously (see - Grading System and Policy section of the catalog).

Cumulative Grade Point Average (CGPA) is an average of individual course grades calculated upon completion of each course within the program. CGPA is tracked towards the successful completion of the program and graduation.

Grades such as "P", "W", "I", "T", "AU", are not included in calculations of GPA or CGPA.

## SATISFACTORY ACADEMIC PROGRESS (SAP)

All students are expected to maintain satisfactory academic progress (SAP) toward graduation. At the time a student begins his or her program of study, the student is considered to be making satisfactory academic progress (SAP). The satisfactory academic progress measures successful course attendance/completion (quantitative measures) and the course academic grade progress/GPA (qualitative measures). SAP is measured at the end of each session.

The chart below represents the SAP evaluation points for the diploma programs.

<b>SATISFACTORY ACADEMIC PROGRESS STANDARDS</b>			
#	EVALUATION PERIOD	QUANTITATIVE MEASURE <small>(Minimum Cumulative % of Hours Completed vs. Hours Scheduled)</small>	QUALITATIVE MEASURE <small>(Minimum Cumulative Grade Point Average on the Scale of 4.0)</small>
1	0 – 50 hours of the program	75%	1.5
2	51 -75 hours of the program	100%	2.0

Students who meet the minimum requirements for attendance and academic progress as outlined in the chart above shall be considered to be making satisfactory progress until the next evaluation period.



Students must meet both the attendance and academic progress requirements of at least one (1) evaluation period to be considered to be making satisfactory progress. Students who do not meet such requirements shall be determined to be making unsatisfactory progress and will be placed on written warning and/or probation.

### **Failure to Meet Progress Standards**

In the event that student fails to meet standards of progress, during class, upon course completion, or upon SAP evaluation, the following reproach system will be used;

Verbal Warning – a conversation between a school representative and the student. A verbal warning may be issued to address attendance and/or academic progress, student behavior, absenteeism, tardiness, and violation of any school policies. A verbal warning will be documented in the form of a note or memorandum of conversation and will become part of the student's permanent record.

Written Warning – a formal, documented conversation between a school representative and the student. A written warning is issued upon failure to mitigate insufficient academic and attendance progress, deficient behavior, or violation of policy previously discussed with the student (Verbal Warning). A written warning may include a specific time frame during which outlined improvement and/or conditions must be met. A written warning will become part of the student's permanent record.

Probationary Notice – is issued as a formal and final notice in an effort to assist the student in mitigating insufficient academic and attendance progress, deficient behavior, or violation of policy previously discussed with the student (Verbal Warning and Written Warning). Probation includes a specific period of time and enlists conditions that must be met. An Academic Improvement Plan (AIP) maybe denote details of the progress expected. A probation notice will become part of the student's permanent record. Failure to uphold the conditions of the Probationary Notice will result in dismissal from the program. The student has a right to appeal the school's decision to dismiss by following the "Appeal Procedure" listed in the School Regulation and Information section of this catalog.

## **GRADUATION REQUIREMENTS**

A diploma will be presented to a student who has:

- Successfully completed all required courses in their program of study
- Completed 100% of the program's required hours
- Earned a minimum of a 2.0 CGPA
- Fulfilled all financial obligations to the institution
- Completed any and all required graduation clearance processes

## **ACADEMIC GOVERNANCE POLICY**

The Virtue Technical Institute is committed to having its faculty engaged in multiple levels of academic policy implementation.

Faculty shall have a clear responsibility and authority to participate in administering and implementing policy pertaining to academic affairs. Such responsibilities and authority are itemized below:

1. Regarding the role of faculty in the development of the educational programs of the institution:
  - Faculty members participate in program-specific Advisory Committee Meetings in which they periodically review the curriculum, program delivery, and feedback from the community.

- Faculty members make recommendations to their Director of Education regarding improvements and enhancements following the completion of teaching assignments as well as throughout the session.
2. Regarding the role of faculty members in the selection of course materials:
    - Faculty members attend periodic meetings with book vendor representatives to examine new editions and offerings and offer suggestions and opinions on the best choices for new and/or existing courses.
    - Faculty members review desk copies of texts and other materials sent by book vendors or ordered by Director of Education and offer opinions/suggestions regarding these.
    - Faculty members make recommendations or suggestions at faculty meetings regarding the selection of course materials.
    - Faculty members may request course materials from their Director of Education.
  3. Regarding the role of faculty members in determining instructional equipment and other educational resources:
    - Faculty members make recommendations or suggestions at faculty meetings regarding the selection of instructional equipment and other educational resources.
    - Faculty members may request instructional equipment and other educational resources from their Director of Education.
  4. Regarding the role of faculty members in the systematic evaluation and revision of the curriculum
    - Faculty members may make suggestions regarding the revision of the curriculum to the Director of Education.
    - Faculty members will be part of the advisory board committees where the curriculum can be evaluated and reviewed and where suggestions for revisions can be made.
    - Faculty members may be part of discussions with members of other Virtue Technical Institute supportive staff in determining program or course revisions.
  5. Regarding the role of faculty members in the assessment of student learning outcomes:
    - Faculty members design and deliver formal summative assessments such as unit tests and final examinations.
    - Faculty members design and deliver formative assessments such as quizzes.
    - Faculty members design and deliver informal assessments such as question and answer sessions to test the students' knowledge base, as well as, student role-playing sessions to test the students' communication and critical thinking skills.
  6. Regarding the role of faculty members in the planning for institutional effectiveness:
    - Faculty members participate as members of the IEP (Institutional Effectiveness Planning) team.
    - Faculty members review the data and make recommendations for improvement.
    - Faculty members implement the improvements in their classroom delivery.

## STUDENT SERVICES

At Virtue Technical Institute, meeting the needs of our student population extends to situations outside of the classroom. Virtue Technical Institute endeavors to create an interactive, supportive, and nurturing learning environment by raising the bar of student service delivery. Virtue Technical Institute's primary objective is to assist its students in achieving their personal and career goals. Virtue Technical Institute provides specialized services that are vital to the school experience. Occasionally, students may have academic, social, or behavioral concerns that need to be addressed. Students can confidentially discuss areas of concern at any time with their instructors or any staff member. All staff members maintain an open-door policy in support of students. Our students, graduates, and alumni are provided with access to the campus and services during regular operating hours

Monday through Thursday from 9:00 AM to 9:00 PM.  
Friday from 9:00 AM – 5:00 PM  
Saturday and Sunday from 8:00 AM – 1:00 PM

## **CAREER ADVISEMENT**

Academic advisement ensures each candidate applying for admission to Virtue Technical Institute understands the programs offered and provides advice for program selection. Academic advisement also informs students about the types of employment open to graduates or opportunities for continuing education and growth in the chosen field of study.

## **ACADEMIC ADVISEMENT AND SUPPORT**

Academic advisement and support is provided to all students enrolled at Virtue Technical Institute at no additional cost. Academic support is customized to each individual student, their learning style, and their ability to learn. The faculty and staff are available to meet with students informally or by appointment. Students not meeting satisfactory academic progress (SAP) requirements must attend academic support sessions until they improve their academic progress.

## **MAKE-UP OF CLASS AND CLASSWORK**

At times extenuating circumstances arise that may result in missed class time. A student who misses class is extended an opportunity to make up the missed time, classwork, and assignments at no additional cost to the student. The faculty will work with the student to develop a specialized plan that will ensure the student is given an opportunity to understand a missed lesson and complete missed work and/or assignments.

## **INDUSTRY FIELD TRIPS AND GUEST SPEAKERS**

Due to each program's technical nature, connection to the industry and real-world experience is a part of the student's learning process for theory and practicum. Students will participate in industry field trips outside the classroom related to the course/program objective; however, they provide opportunities for connecting classroom theory and practice with workplace realities.

An industry guest speaker with extensive experience and practice in the field will often be invited to provide lectures and seminars that enhance students' learning and connection to the industry and workplace. In vocational education, guest speakers are a valuable asset to the educational process by contributing technically, intellectually, culturally, and otherwise to students' learning. Outlined and detailed presentations will prepare the students to benefit from the experience.

## **COURSE AUDIT**

Graduates may take advantage of complimentary enhancement training. Graduates preparing for new employment may find this a valuable opportunity to update and refine their skills since graduation. Graduates will be responsible for the cost of course material, if applicable, and must adhere to all classroom policies while auditing a course.

## **CAREER ADVISEMENT AND JOB PLACEMENT ASSISTANCE**

Career advisement and job placement assistance are provided to all enrolled students without additional charge. Instructional and career staff assist with résumé development and help identify future job opportunities.

Once students receive their certificate from Virtue Technical Institute, the Career Services Department will provide ongoing support to each graduate to obtain employment and get acclimated to their new position. No school can guarantee employment for its graduates, directly or indirectly implied; however, Virtue Technical Institute staff put forth every effort to help graduates obtain the right job. The school provides job search assistance for graduates in good standing. The school cannot and does not promise or guarantee employment upon graduation.

Job search and job placement assistance will be in the form of some or all of the following:

- Interviewing Skills Seminars
- Resume Preparation Seminars
- Interviewing Scheduling
- Job Search Techniques Seminars

Securing employment requires a cooperative effort between the graduate and the school. Attendance and participation at the seminars mentioned above and approaching job opportunities with a positive attitude are essential factors in finding employment. Maintaining weekly contact with the school's career services department is critical in the job search, as is an understanding that this search can take an undetermined period of time. Potential employers may consider attitude, grades, attendance, personal performance, and an interview in making a final hire decision. The programs at the school are designed to prepare students for entry-level positions. This typically entails additional training to further learn skills specific to that position. Graduates must understand and adopt a "foot in the door" approach by being flexible with starting salaries, hours, and location.

## **STUDENT LEARNING RESOURCE CENTER**

Virtue Technical Institute has established a Resource Center located on the campus as well as developed a partnership with the local public library (Lauderhill Central Park Library) within 0.5 miles from the campus at 3810 NW 11th Pl, Lauderhill, FL 33311

The Learning Resource Center contains supplemental books, manuals, audio-visuals, and other resources that directly support programs of study, training, and employment. The center is equipped with high-speed computers with internet access.

At Virtue Technical Institute, students are provided with open access to the center during regular operating hours of

Monday through Thursday from 9:00 AM to 9:00 PM.  
Friday from 9:00 AM – 5:00 PM  
Saturday and Sunday from 8:00 AM – 1:00 PM

At Lauderhill Central Park Public Library, the student may utilize global resources at no additional cost via EZ log-in (electronic library) eCard (eBooks, audiobooks, audio-visual, etc.), or library card (hard copy material). Hours of operations are;

Monday	12 noon – 8:00 pm
Tuesday	10:00 am – 6:00 pm
Wednesday	12 noon – 8:00 pm
Thursday	10:00 am – 6:00 pm
Friday	10:00 am – 6:00 pm
Saturday	10:00 am – 6:00 pm
Sunday	Closed

At the beginning of the program, each student will be provided with instructions and allowed to register for library access. The registration and access to resources are free of charge to the student.

The Lauderhill Central Park Public Library is a part of the Broward County Library system, providing students with access to extensive educational, technical, and profession-oriented resources. As a member and card holder, the student has access to and can search millions of books, eBooks, music, videos, other e-content and place holds/renew materials online.

### Card Types, Requirements, and Usage

#### **Instant eCard: Access online resources**

Provides immediate access to the complete online collection of eMedia, including eBooks, eAudiobooks, streaming movies and music, eMagazines, research sources, and more. The student can apply online for an instant eCard and access.

[https://broward.ent.sirsi.net/client/en\\_US/default/?rm=ONLINE+REGISTR0%7c%7c%7c1%7c%7c%7c0%7c%7c%7ctrue](https://broward.ent.sirsi.net/client/en_US/default/?rm=ONLINE+REGISTR0%7c%7c%7c1%7c%7c%7c0%7c%7c%7ctrue)

Eligibility requirements are to currently live, work, attend school, be visiting Broward County, or be born in Broward County (regardless of current residency).

#### **All-Access Card: Access online resources and physical collection**

Apply in person at Lauderhill Central Park Library. This type of membership provides the student with access to printed books and DVDs. This card also gives you access to our entire online collection of eMedia (eBooks, movies, music, etc.)

## SCHOOL REGULATION AND INFORMATION

### **DEFINITION OF CLOCK HOUR**

All programs at Virtue Technical Institute are offered in clock hours. Clock hours are the total number of actual hours per week a student spends attending class or other instructional activities that count toward completing a program of study. A clock hour is defined as follows:

- One Clock Hour per 50 - to 60-minute class, lecture, or recitation in a 60-minute period; or
- One Clock Hour per 50 - to 60-minute faculty-supervised laboratory, shop training, or internship in a 60-minute period.

Courses are taken sequentially and/or as offered. Each clock hour is defined as a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor, followed by a 10-minute break.

### **COURSE NUMBERING**

The course numbers are based on course codes established by the school and do not relate to state common course numbering systems. The course numbers were created by using the first few letters of the name of the program or course and then three numbers to indicate the level or sequence.

All courses are assigned at the time of registration for each session. The program of study selection determines course schedules.

### **DEFINITION OF ACADEMIC DELIVERY PERIOD**

The Virtue Technical Institute uses academic constructs to deliver the content of the programs. All certificate programs are delivered in the construct of two Sessions.

Session – is defined as generally a 1.5 - 2.5 week period of instruction. This period includes the delivery of one or more courses using various modes of instruction; didactic, lab, or practicum.

## CLASS SIZE

At Virtue Technical Institute, the average class size may vary by program and program requirements. However, due to the nature of our instructions and the service provided, we maintain small classes to ensure individualized attention and to ensure that program objectives are met. The student/teacher ratio for all program classes is typically 15:1.

## HOURS OF OPERATIONS

Regular school business hours are:

Monday through Thursday from 9:00 AM to 9:00 PM.

Friday from 9:00 AM – 5:00 PM

Saturday and Sunday from 8:00 AM – 1:00 PM

## NEW STUDENT ORIENTATION

Orientation is conducted prior to the beginning of each new start day of the program as a means of introducing new students to the school. At this time, faculty members and staff familiarize students with the facility, the scope of the program offered, academic and school policies, and various resources available to students with disabilities. Family or support systems are strongly encouraged to attend.

## PROGRAM/COURSE SYLLABI

At the beginning of each program, students will receive a copy of the program syllabus. Each program syllabus will include;

- Program objective.
- List of courses within the program.
- Each course objective.
- Learning objectives for each course.
- Program expectation.
- Calendar of important dates (if applicable).
- Summary of academic and school policies.

## TRANSCRIPT; OFFICIAL AND UNOFFICIAL

A transcript of final grades will be retained with the student's permanent record. An official transcript bearing the school seal will be forwarded to other institutions, prospective employers, or other agencies at the request of a student. Institutions typically consider a transcript *official* only if it is forwarded directly from the sending institution. Students may obtain unofficial copies of their transcripts at the campus. A request for a Virtue Technical Institute transcript (official and unofficial) must be in writing and signed by the student a minimum of three (3) days before a transcript is required. The complete address of the person/place to which the transcript is being sent must be included. There is no charge for the student's first transcript request. All other transcripts will require a fee of \$5.00 to be paid with the request.

**Note:** All financial obligations to the school must be paid before transcripts are released. A student is not eligible to receive a transcript if he or she is not in good financial standing with the school.

## STUDENT DRESS CODE

Virtue Technical Institute maintains a professional dress code for all students for reasons of safety, as well as, appearance. The dress code is designed so that students convey a message of professionalism, discipline, and pride. All students are required to adhere to the dress code whenever attending classes, internship, and/or when participating in school activities unless notified otherwise by your instructor, administrator, or internship site supervisor. This includes all times when you are coming to school for scheduled classes, unscheduled tutoring times with or without instructor guidance, and academic support.

### Dress Code DO's

Acceptable dress code includes;

- Black solid color scrubs
- Jackets and/or sweaters
- Non-slip medical shoes or rubber-sole athletic shoes/sneakers

### Dress Code DON'T's

Inappropriate/unacceptable dress code;

- Other than black scrubs
- Scrubs with prints, logos, or graphics
- Jeans
- Shorts
- Tights, leggings, and jeggings
- Sweatshirts or hoodies
- Dirty, stained, sloppy, faded, or torn clothing
- Flip-flops
- Slip-on shoes
- Sandals
- Athletic shoes or sneakers with neon colors or graphic prints
- Open-toe shoes
- Tennis shoes

Any students found in violation of the dress code may be sent home. Students will be readmitted to the class upon displaying appropriate attire. A student sent home for violation of the dress code policy would be marked absent from the class.

## PARKING POLICY

Virtue Technical Institute is committed to accommodating its student with ample parking. Students should not park in areas designated for the handicapped (unless legally permitted/licensed), on sidewalks, other adjacent parking lots, or lots that are denoted "Reserved" or in "No Parking" zones or areas. Violators will be towed at the owner's expense without prior warning or formal notification.

## ELECTRONICS AND CELL PHONE USAGE POLICY

All electronic devices, cell phones, tablets, etc., are to remain in the "OFF" position during class time. Cell phones should be in "SILENCE/VIBRATE" mode and may be used during breaks only in the student union, lobby area, or any area outside the school. If you have a special circumstance that requires that you be reached immediately, please speak with your instructor.

## **DRUG POLICY**

Virtue Technical Institute complies with Federal Government Regulations for a Drug-Free Workplace for students and employees. Therefore, any student or employee caught in possession, use, or distribution of any illegal substances will be dismissed and/or referred to the appropriate agency for arrest.

## **PREGNANCY POLICY**

Pregnancy does not preclude attendance for any student unless her physician has advised the student otherwise.

## **COMMUNICABLE DISEASES POLICY**

Should a student contract a communicable disease, that information must be provided immediately to the Virtue Technical Institute administration. Depending upon the circumstances, the student may be administratively withdrawn from the program and then return upon resolution of the disease.

## **SMOKING POLICY**

Smoking cigarettes, tobacco, cigars, electronic cigarettes, or vaping is prohibited at all Virtue Technical Institute locations. Smoking will not be tolerated on campus and within 100 yards of the institution, offices, or building.

## **SEXUAL HARASSMENT AND ANTI-HAZING POLICY**

Virtue Technical Institute is committed to creating and maintaining a community where students, faculty, and staff can work together in an atmosphere free from harassment, exploitation, or intimidation. Sexual harassment, hazing, and any act of intimidation or discrimination will not be tolerated. Sexual harassment may include unwelcome sexual advances or offensive comments, gestures, or physical contact of a sexual nature between and/or among students and staff. Hazing includes any behavior that denigrates the integrity of another student.

Any report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. If any student feels that he or she has suffered a form of discrimination or harassment, the individual should immediately contact an administrator or supervisor. Violation of the policy can result in disciplinary action, up to and including withdrawal or discharge.

## **CAMPUS SAFETY POLICY**

The Virtue Technical Institute is located in the commercial office facility where the management company maintains an alarmed, monitored, and well-lit building with appropriately well-lit parking areas. Video surveillance of all exterior areas is monitored 24/7. All incidents, including damage to personal property or suspicious persons, should be reported promptly to the school administration. Virtue Technical Institute provides security information, assistance, and service to aid campus occupants in the protection process. Public safety personnel provided by the management company are not police officers and are not empowered as such. The safety officer works diligently to prevent and investigate criminal activity, providing for a safe flow of vehicle and pedestrian traffic and finding solutions to the issues affecting our students, faculty, and staff.

Access to Virtue Technical Institute is restricted to authorized students, staff members, employees, or their guests for reasonable and safe purposes. Virtue Technical Institute strives to limit or monitor access of non-employees and non-students to the premises as a security measure for the protection of students. Third-party non-family members of students (including guardians or extended family members not identified in the students' files) are not allowed on the Virtue Technical Institute premises without the prior written approval of student and the Campus President. Third parties may include but are not limited to legal,



health counselors, medical support personnel, personal/legal advocates, aides, or friends. Requests for third-party access must be made in writing at least one week ahead of time and submitted for review and approval.

**To File a Criminal Complaint, please contact:**

Lauderhill Police Department.

6279 W Oakland Park Blvd, Lauderhill, FL 33313

Emergency – Dial 911

Non-emergency – Dial 954-497-4700

## **STUDENT'S RIGHT TO PRIVACY POLICY AND ACCESS TO EDUCATIONAL RECORDS**

Family Educational Rights and Privacy Act (FERPA) (20 USC § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the US Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Students to whom the rights have transferred are "eligible students."

1. Each student enrolled at Virtue Technical Institute shall have the right to inspect and review the contents of his/her educational records, including grades, records for attendance, and other information. Students are not entitled to inspect and review the financial records of their parents if applicable. Third-party or family member access to a student's records may be granted with student's written consent. School is not required to provide copies of records unless, for reasons such as great distance, parents, family members, third party or eligible students cannot review the records. Schools may charge a fee for copies.
2. A student's educational records are defined as files, materials, or documents, including those in electronic format, that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student's education records is afforded to school officials with a legitimate educational interest. A school official is defined as a person employed or engaged by the school in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company (including its employees) with whom the school has contracted (such as an attorney, auditor, consultant or collection agent); a trustee serving on a governing board; or a person assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility or commitment to the school.
3. Students may request a review of their educational records by submitting a written request to the Director of Education. The review will be allowed during regular school hours under appropriate supervision.
4. Students may request that the institution amend any of their educational records if they believe the record contains information that is inaccurate, misleading or violates their privacy rights. The request must be made in writing and delivered to the Director of Education with the reason for the request. Grades and course evaluations can be challenged only on the grounds that they are improperly recorded. The instructor or the administrator involved will review the request, if necessary, meet with the student, and then determine whether to retain, change, or delete the disputed data. If the student requests a further review, the Director of Education will conduct a hearing, allowing the student/legal guardian to present evidence relevant to the disputed issues. The student/legal guardian will be notified of the final decision. Copies of student challenges and any written documentation regarding the contents of the student's records will be retained as part of the student's permanent record.

5. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interests;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with 3rd party financial funding (if applicable) to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations (if applicable);
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, according to specific State law.
5. Directory information is information on a student that the school may release to third parties without the student's consent. Virtue Technical Institute has defined directory information as the student's name, address(es), telephone number(s), e-mail address(es), birth date and place, program of study, dates of enrollment, attendance, and graduation, grades, honors, and award, as well as a credential, awarded. Suppose a student does not want his or her directory information to be released to third parties without the student's consent. In that case, the student/legal guardian must present such a request in writing to the Director of Education.
6. The written consent of the student/legal guardian is required before personally identifiable information from education records of that student may be released to the third party, except for those disclosures referenced above, disclosures to regulatory and government agencies, and other disclosures permitted by law.
7. A student, parent, or legal guardian who believes Virtue Technical Institute has violated his or her rights concerning the release of or access to his or her records may file a complaint with the US Department of Education.

FERPA violations can be reported at the following address:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

## **STANDARD OF CONDUCT**

Upon acceptance to the school, each student agrees to demonstrate professional behavior and maintain a professional appearance, enabling the school to recommend him or her to prospective employers as a professional, courteous, considerate, and well-mannered individual.

Virtue Technical Institute maintains policies and rules consistent with its announced educational objectives and related to the accomplishment and protection of these objectives. Any student unable or unwilling to abide by the school's policies and rules may expect disciplinary action from Virtue Technical Institute. In addition, Virtue Technical Institute may dismiss any student whose conduct is unsatisfactory and shall be under no liability for such action. Degrees of disciplinary action at Virtue Technical Institute include reprimand, probation, and dismissal.

The general policy of the Virtue Technical Institute is that for a first offense, the instructor will determine an appropriate penalty. For a second offense, the instructor and Director of Education will determine an

appropriate penalty, up to and including dismissal from the School. Depending on the nature and severity of the offense, the school reserves the right to impose the maximum penalty, even in the case of a first offense.

**Virtue Technical Institute defines the following as disciplinary offenses:**

1. Academic Dishonesty: submission of false records of academic achievement; cheating on assignments or examinations; plagiarizing; altering, forging, or misusing any school academic record; taking, acquiring, or using test materials without faculty permission; acting alone or in cooperation with another to falsify records or to obtain grades, honors, and awards dishonestly.
2. Falsification: willfully providing school offices or officials with false, misleading, or incomplete information; intentionally making a false report of a bomb, fire, natural disaster, or other emergencies to a school official or an emergency service agency; misusing, altering, forging, falsifying, or transferring to another person school-issued identification; forging, or altering without proper authorization, official school records or documents or conspiring with or inducing others to forge or alter without proper authorization school records or documents.
3. Identification and Compliance: willfully refusing to or falsely identifying one's self, willfully failing to comply with a proper order or summons when requested by an authorized school's official.
4. School's Facilities and Services: acting to obtain fraudulently – by deceit, by unauthorized procedures, by bad checks, by misrepresentation – goods, services, or funds from school departments or student organizations or individuals acting on their behalf; misuse, alteration, or damage of fire-fighting equipment, safety devices, or other emergency equipment or interference in the performance of those specifically charged with carrying out emergency services; wrongful use of school properties or facilities.
5. Disorderly Conduct on the Campus: threats to, physical abuse of, or harassment which threatens to or endangers the health, safety, or welfare of a member of the Virtue Technical Institute community; breach of the peace; physically assaulting another; fighting; obstructing or disrupting teaching, administrative, or public service functions; obstructing or disrupting disciplinary procedures or authorized school activities; vandalism.
6. Theft and Property Damage: theft or embezzlement of, destruction of, damage to, unauthorized possession of, or wrongful sale or gift of property belonging to Virtue Technical Institute, a member of the Virtue Technical Institute community, or a campus guest.
7. School's Rules: violating school's policies and rules, which have been posted or publicized and announced, provisions contained in school contracts with students shall be deemed "rules" under this code.
8. Weapons on Campus: possession of firearms, incendiary devices, explosives, articles, or substances usable as weapons or means of disruption of legitimate campus functions, activities, or assemblies; or using firearms, incendiary devices, explosives, articles, or substances calculated to intimidate, disturb, discomfort, or injure a member of Virtue Technical Institute community.
9. Violations of Federal or State Laws of Special Relevance to Virtue Technical Institute: when the violation of federal or state law, including but not limited to those governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct, or arson occurs on campus, the offense will also constitute an offense against Virtue Technical Institute. If a student is suspected of being under the influence of alcohol or drugs while on campus or participating in a school-sponsored event, the student may be requested to submit to drug testing at their expense. Before resuming classes, the student must produce a drug test document that states the student tested negative for drugs. The student will not be permitted to return to class until this document is provided to the Director of Education.
10. Disruptive Noise: making noise or causing noise to be made in any manner which disturbs classes, meetings, office procedures, and other authorized school activities.
11. Attempt to Injure or Defraud: to make, forge, print, reproduce, copy, or alter any record, document, writing, or identification used or maintained by Virtue Technical Institute when done with intent to injure, defraud, or misinform.

12. Persistent Violations: repeated conduct or action in violation of the above code is relevant in determining an applicant's or a student's enrollment in Virtue Technical Institute.

The expectation of professionalism begins when the student applies to the Virtue Technical Institute for admission and carries through the program of study, including internship, if applicable. In addition, Virtue Technical Institute students are expected to conduct themselves at all times as professionals, mature ladies and gentlemen, and ethical in their actions, manners, and dress.

### **Disciplinary Standards**

The following are the various degrees of disciplinary standards that can be imposed on students. Students charged with disciplinary offenses have the rights of due process and appeal (see "Appeal Process").

1. Reprimand: An oral or written warning per the circumstances of the particular case. Immediate compliance with the policy in question or the discontinuance of wrongful behavior is required. Failure to comply can lead to Probation or Dismissal.
2. Probation: A special status with conditions imposed for a limited time after the determination of policy violation or behavioral misconduct. Immediate and permanent compliance with the policy in question or the discontinuance of wrongful behavior is required. Failure to comply can lead to dismissal.
3. Dismissal: An indefinite dismissal/suspension from school. If, after evaluating the evidence received, and considering the safety and well-being of students, faculty, internship site employees, and school/internship site property, the Director of Education and/or school administrator believes that there is an indication that a student's misconduct will be repeated or continued, or poses a serious threat to students, faculty and school property, he/she will immediately dismiss/suspend a student from school.

Note: Virtue Technical Institute will confiscate any goods used or possessed in violation of school regulations, rules, or policies or local, state, or federal laws.

## **GRIEVANCE PROCEDURES**

This grievance policy and procedures are intended to provide an orderly process by which a professional nature's grievances are examined or resolved within the institution's established structure. It is understood that this procedure is available to students voluntarily and that any student shall have the right to pursue a grievance through regular administrative channels.

### **DEFINITIONS:**

1. GRIEVANT – "Grievant" shall refer to a student.
2. GRIEVANCE – A "grievance" shall mean a written claim by a grievant that there has been a violation, misinterpretation, or an inequitable application of any existing policies, rules, or school regulations, which substantially affect a grievant.
3. PARTY IN INTEREST – A "party in interest" is the grievant, the instructor(s), or the administrator(s) who are involved in the examination and resolution of the claim.

The grievant may be present at any informal or formal meetings, hearings, or appeals.

### **INFORMAL PROCEDURES:**

1. LEVEL ONE – The Party in Interest

The parties in interest acknowledge that it is usually most desirable for a student and his/her immediately involved party to resolve problems through free and informal communications.

2. LEVEL TWO – Department Supervisor

If the grievant is dissatisfied with the response or solution provided in Level One, the grievant must present the grievance in writing to the Department Manager.

## **FORMAL PROCEDURES:**

### **1. LEVEL ONE – Director of Education**

If the grievant is dissatisfied with the informal procedure within 30 (thirty) days after he/she knew of the act or condition on which the grievance is based, the grievant may present the original written grievance to the Director of Education. A separate notation should be made of any attempts to resolve the grievance from submitting the first written grievance. A grievance filed must specifically state the existing policy, rule, or regulation, which has been violated, misinterpreted, or inequitably applied, and how the grievant is thereby affected. The Director of Education shall arrange a meeting to take place within five (5) working days of receipt of the grievance. The grievant and the Director of Education shall be present in the meeting. The Director of Education shall provide the grievant with a written answer to the grievance within five (5) working days after the meeting.

### **2. LEVEL TWO – Corporate Representative**

If the grievant is not satisfied with the disposition of his/her grievance at Level One, he/she may submit a written request to the Corporate Representative for review.

The Corporate Representatives for Virtue Technical Institute is;

Dr. Winnifred McPherson, Chief Executive Officer

1299-G NW 40<sup>th</sup> Avenue

Lauderhill, FL 33313

E-mail: [virtuemedicalstaffing@yahoo.com](mailto:virtuemedicalstaffing@yahoo.com)

The Corporate Representative shall provide a written response within five (5) working days of receipt.

## **STUDENT APPEAL PROCEDURES**

Virtue Technical Institute tries its best to formulate and enforce school policies that support the mission of the institution. At times, a student may be unable to meet the school's policy due to extenuating circumstances. A student who wishes to appeal the school's decision with regard to the application of a school policy must submit their request in writing within 10 days of receiving notification of the school's decision. A student should explain all mitigating circumstances that may have existed. The school will review a student's request and decide if the student will be reinstated to satisfactory status. The student will be notified in writing of the decision. The decision is final and may not be further appealed.

### **Failure to Appeal**

Should the grievant fail to appeal a decision within ten (10) working days, the decision will be deemed acceptable. If the appeal is approved due to mitigating or special circumstances, the student will be placed on probation and considered satisfactory academic progress.

All parties shall be given at least two (2) days' notice of scheduled meetings. The mutual consent of both parties may extend the periods within the above procedures.

### **Complain Procedures for the State Agency**

No reprisals of any kind shall be taken by either party or by any member of the administration against any party involved. A grievance may also be directed to the school's regulatory agency listed below:

Commission for Independent Education

Florida Department of Education

325 West Gaines Street, Suite 1414

Tallahassee, Florida 32399

Toll Free #: (888) 224-6684

Phone #: 850-245-3200

# PROGRAMMATIC INFORMATION

## DIPLOMA PROGRAM(S)

Diploma Program(s) are licensed by and under the preview of the Commission for Independent Education. The Diploma Program(s) are designed to prepare for entry-level employment in the technical field of study.

## HOME HEALTH AIDE

Program Length: 75 Clock Hours  
Credential: Diploma

The listing of clock hours is not meant to imply that it can be transferred to colleges or other private career school programs. Transfer credits/hours are the sole discretion of the receiving school.

### PROGRAM DELIVERY

Classroom-Based Delivery: All of the courses are delivered with instruction and interaction between the student and the instructor occurring primarily in a physical classroom.

### PROGRAM DESCRIPTION:

The Home Health Aide Program is designed to prepare students for entry-level employment as home health attendants. The program offers a sequence of courses that include relevant technical knowledge and skills that include, but are not limited to, legal and ethical responsibilities; communication skills; basic human needs; a safe, clean, and healthy home environment; the developmental process; nutritional needs; emergency care; personal care; special care and rehabilitation needs of the client; household management; record-keeping; pet facilitated therapy; and employability skills.

A Diploma is issued to students who have completed the program.

### PROGRAM OCCUPATIONAL OBJECTIVE:

Graduates of this program may find entry-level employment as home health aides with various home health services and staffing agencies, long-term and hospice care facilities, and private homes. The Home Health Aide Program prepares students for the healthcare profession, per the Agency for Health Care Administration (AHCA), with a high level of technical skills required for entry-level employment.

AREA OF STUDY	COURSE NUMBER	COURSE TITLE	CLOCK HOURS
PRINCIPLES OF HOME HEALTH CARE	HHA101	Legal and Ethical Aspects of Home Health Care	2
	HHA102	Anatomy, Physiology, and Basic Nutrition	8
	HHA103	Home Environment and Client's Needs	12
	HHA104	Principles of Infection Control	3
DIRECT PATIENT CARE AND PROCEDURES	HHA105	Home Care Procedures	25
	HHA106	Clients with Special Needs	25
<b>TOTAL PROGRAM HOURS</b>			<b>75</b>

# COURSE DESCRIPTIONS

**HHA101                      Legal and Ethical Aspects of Home Care                      2 Clock Hours**

This course is designed to assist students with acclimating to the scope of practice and profession of home health care. Within this course, the students will learn their role and the necessary qualities of being a member of a team of caregivers and medical professionals, proper and effective communication, legal and ethical boundaries, and requirements.

**HHA102                      Anatomy, Physiology, and Basic Nutrition                      8 Clock Hours**

This course provides an introduction to human anatomy and physiology to prepare students for a career in the medical field. Emphasis is placed on developing an understanding of the basic structure and function of the human body at the cellular, tissue, organ, and system levels. Additionally, this course discusses the importance of nutrition in maintaining health and meeting clients' nutritional needs.

**HHA103                      Home Environment and Clients Needs                      12 Clock Hours**

This course teaches students basic human needs, safety and security, and a healthy and clean living environment. Furthermore, students will understand the meaning and essential characteristics of illness and disability and their effect on clients' needs. Additionally, abuse and domestic violence are also discussed.

**HHA104                      Principles of Infection Control                      3 Clock Hours**

The course includes infection prevention and control practices, coronavirus (COVID-19) considerations, the chain of infection, standard and transmission-based precautions, barriers and use of personal protective equipment (PPE), and strategies for preventing the spread of infectious diseases to healthcare workers and clients.

**HHA105                      Home Care Procedures                      25 Clock Hours**

This course aims to teach students how to promote healthy client's activity levels by analyzing body mechanics while encouraging proper skin care and personal care. In addition, this course assists the student in developing the ability to monitor vital signs, check fluid balance, and collect specimens. Finally, the course explores the importance of special procedures, the concern for common diseases, and the necessity of emergency procedures

**HHA106                      Clients with Special Needs                      25 Clock Hours**

This course is designed to prepare students to assist clients with special needs. In addition, this course aims to teach students how to provide care for elderly adults, post-partum mothers, infants, and children, as well as clients with mental illness and at the end of life care. Finally, the course explores the importance of emergency procedures, including First Aid and CPR.

# SUPPLEMENT A

## PROGRAMS START DATES CALENDAR

ACADEMIC YEAR 2024-2025

### DAY SESSION

Program Length: 2 weeks  
Class Days: Monday – Friday  
Number of Hours per week: 37.5

START DATE	END DATE
1/6/25	1/17/25
1/27/25	2/7/25
2/24/25	3/7/25
3/10/25	3/21/25
3/31/25	4/11/25
4/21/25	5/2/25
5/12/25	5/23/25
6/2/25	6/13/25
6/16/25	6/30/25
7/7/25	7/18/25
8/4/25	8/15/25
9/8/25	9/19/25
9/22/25	10/3/25
10/6/25	10/17/25
10/27/25	11/7/25
11/3/25	11/17/25
12/1/25	12/12/25

### EVENING SESSION

Program Length: 2 weeks  
Class Days: Monday – Thursday and Saturday  
Number of Hours per week: 37.5

START DATE	END DATE
1/6/25	1/18/25
1/27/25	2/8/25
2/24/25	3/8/25
3/10/25	3/22/25
3/31/25	4/11/25
4/21/25	5/3/25
5/5/25	5/17/25
6/2/25	6/14/25
6/16/25	6/30/25
7/7/25	7/19/25
8/4/25	8/16/25
9/8/25	9/20/25
9/22/25	10/4/25
10/6/25	10/18/25
10/27/25	11/8/25
11/3/25	11/17/25
12/1/25	12/13/25



## **WEEKEND SESSION**

Program Length: 5 weeks  
Class Days: Saturday – Sunday  
Number of Hours per week: 15

<b>START DATE</b>	<b>END DATE</b>
1/13/24	2/11/24
2/17/24	3/17/24
3/23/24	4/28/24
5/4/24	6/9/24
6/15/24	7/28/24

## **2024-2025 HOLIDAYS CALENDAR**

<b>DATE(S)</b>	<b>HOLIDAY</b>
January 20, 2025	Martin Luther King Day (school closed)
February 17, 2025	President's Day (school closed)
May 24, 2025 - May 26, 2025	Memorial Day Weekend (school closed)
April 18, 2025 – April 20, 2025	Easter (school closed)
June 19, 2025	Juneteenth Day (school closed)
July 4, 2025 – July 6, 2025	Independence Day Weekend (school closed)
August 30, 2025 – September 1, 2025	Labor Day Weekend (school closed)
November 11, 2025	Veteran's Day (school closed)
November 24, 2025 - November 30, 2025	Thanksgiving Holiday (school closed)
December 22, 2025– January 4, 2026	Winter Break (school closed)

## SUPPLEMENT B

### STAFF AND FACULTY

**Winnifred McPherson, Ph.D. ED, MSM, BA**

*Campus President, Chief Financial Officer*  
Nova Southeastern University, Fort Lauderdale, Florida  
St. Thomas University, Miami, Florida

**Nicole McPherson, MSN, BSN, LPN**

*Director of Education, Chief Operating Officer*  
Chamberlain University, Chicago, Illinois  
Broward College, Davie, Florida  
Sheridan Technical Institute, Hollywood, Florida

**Vivette Ramsay, LPN, MA, CNA**

*Admission Representative, Students Services Coordinator*  
Touro College, New York, New York  
Carleen Home Health School, Plantation, Florida

**Gelia McLaughlin, RN, LPN, CNA**

*Lead Instructor, Program Coordinator*  
Grand Canyon University, Phoenix, Arizona  
Carleen Home Health School, Plantation, Florida  
Health Opportunity Technical Center, Miami, Florida  
Bells Education Center, North Miami, Florida

**Paulette Williams, LPN, CNA**

*Instructor, Adjunct*  
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**Nicole McPherson, MSN, BSN, LPN**

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