

# RAPP CENTER FOR EDUCATION ACADEMIC CATALOG

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<https://www.rappce.org/>

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## General Information

### Mission Statement

Rapp Center for Education provides residents of Rappahannock and nearby areas educational experiences that enhance knowledge, employability, and quality of life with the goal of building and sustaining a stronger community.

### History

RappU, Inc. was founded in 2015 to address two pressing needs in Rappahannock County - workforce training and lifelong learning. The nearest community college is located 45 minutes away and the nearest workforce training center is a half hour away, in Culpeper. There are no adult-education or avocational offerings at the local public-school system, so therefore a serious void in postsecondary education existed in the county. RappU, Inc has been approved to use the name and operate as Rapp Center for Education.

Rapp Center for Education began offering avocational, lifelong learning classes to local residents taught by volunteer instructors in 2015. Classes were held in churches, libraries, wineries and restaurants. In 2018, Rapp Center for Education relocated to the Sperryville Schoolhouse, where Rapp Center for Education renovated the four original Rappahannock High School classrooms.

To address the workforce training needs, as well as the shortage of local healthcare workers, Rapp Center for Education received approval from the Virginia Board of Nursing to offer the Nurse Aide and Medication Technician training classes. Rapp Center for Education maintains clinical relationships with Valley Health System and the Fauquier Health System. Our CPR and First Aid classes have been highly successful in the community, so much so that the public-school system is using Rapp Center for Education to provide this training to all the non-teaching employees.

As a not-for-profit organization, Rapp Center for Education is proud of its community partnerships. Rapp Center for Education allows Lord Fairfax Community College and Piedmont Regional Adult and Career Education Programs (PRACEP) to offer their classes in our facility rent free. Classes offered include such topics as US History, Public Speaking, and GED preparation.

### Ownership and governance of the school

RappU, Inc. is a Virginia non-stock corporation which has been approved by the Internal Revenue Service as a 501c3 non-profit entity. It is governed by an eleven-member Board of Directors.

### Powers, Duties and Responsibilities

**Board of Directors.** The Board of Directors have a fiduciary responsibility to the school. Their role is to serve as an approval body for major operational or fiscal decisions. The Board of Directors performs the annual performance evaluation for the President and CEO.

**President/CEO.** The President/CEO reports to the Board of Directors. The individual in this role prepares the financial and operational reports and presents them to the Board on a regular basis. The CEO/President is responsible for ensuring that the school is operating compliantly and completing the responsibilities as a 501c3 corporation.

**School Administrator.** The School Administrator is responsible for managing the daily operations at the school. The person in this role is responsible for hiring and managing school staff and faculty. The School Administrator also serves to resolve student concerns.

Students. Students are encouraged to participate in the governance of the school through participation in events and by providing feedback on student surveys. Administrators have an open door policy and welcome student feedback.

### Location and Facilities

Rapp Center for Education is located at 12018 Lee Highway, Sperryville Virginia. Rapp Center for Education currently occupies four classrooms. Two of the classrooms are for general use, one is the health care training lab, and one is for multi-use. Each classroom contains 25 chairs and 9 -12 conference style tables. The school also has an office space in the building where the administrators, faculty, and student records are housed.

### Approvals

The State Council of Higher Education for Virginia has certified the school to operate in Virginia. Nurse Aide and Medication Technician programs are approved by the Virginia Board of Nursing. Rapp Center for Education is not accredited.

### Administration and Faculty

#### Administration:

Doug Schiffman, President and CEO. He holds a BA in Political Science. In addition to his business and management experience, he worked in public education for ten years with a focus on higher education access and readiness programs.

Kathleen Grove, Board Chair and School Administrator. She holds a Master's degree as well as 40 years of public and private school administrative experience, including as Assistant Superintendent of Arlington Public Schools

Ms. Lindsay Sonnett, Director of Admissions and Student Records. She has a BA in Political Science and Urban Planning, was a former Peace Corp Volunteer, and has managed membership and volunteer functions for several organizations prior to her current position.

#### Program Director and Faculty:

Dr. Jennifer Matthew, Healthcare Program Director who is responsible for managing the faculty. She holds a Ph.D., MSN, BSN and a Master's in Business Management, and has been a professor in the Nursing School at Shenandoah University since 2000.

#### Our current Faculty include:

Robyn Murray                      Piedmont Virginia Community College Associates degree in Nursing, 2009  
Registered Nurse

Allison Jenkins                      Shenandoah University, Bachelor of Science in Nursing, 2010

#### Academic Calendar 2019 observed Holidays

New Year's Day   Jan 1	Memorial Day   May 25	Independence Day   July 4
Labor Day   Sept 7	Thanksgiving   Nov 26 and Nov 27	Christmas   Dec 24 - Dec 27

Please refer to Catalog addendum for program start dates.

### Method of instruction

All courses are face-to-face, taught in English in a traditional classroom and lab setting. The Limited Radiologic Technician program includes some computer-based modules that will be offered in the Rapp Center for Education computer lab. Internship/Clinical Hours are arranged for students at clinical sites and conducted in accordance with the school's affiliation agreement with the sites. All clinical sites are located within 50 miles of the school's location.

### Program Offerings

Rapp Center for Education measures its programs in clock hours. Each clock hour includes at least 50 minutes of instruction. The programs offered and hours of instruction are as follows:

<b>Program Name</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Clinical Hours</b>	<b>Total Clock Hours</b>
Clinical Medical Assistant	40	20	20	80
EKG Technician	40	20	0	60
Electronic Health Records Specialist	60	20	0	80
IT Fundamentals	30	0	0	30
Medical Billing and Coding Specialist	60	20	0	80
Medication Technician	30	18	20	68
Nurse Aide	30	55	40	125
Pharmacy Technician	40	20	0	60
Phlebotomy Technician	20	32	8	60
Virginia Limited Radiologic Technician	20	30	10	60

### Clinical Medical Assistant

#### Program Description

A Clinical Medical Assistant is a multi-skilled allied health care professional that specializes in procedures commonly performed in the ambulatory health care setting. Clinical Medical assistants perform clinical duties and assist a variety of providers including physicians, nurse practitioners and physician assistants. They typically work in medical offices, clinics, urgent care centers and may work in general medicine or specialty practices.

#### Program Outcomes

- Using medical terminology
- Interacting professionally as a member of an interdisciplinary healthcare team
- Taking patient vital signs
- Assisting providers with exams and procedures
- Administering injections or medications

- Recording information into electronic health records (EHR)
- Performing EKG
- Performing phlebotomy procedures
- Completing laboratory procedures

To complete the Clinical Medical Assistant Program, students must pass CMA100.

### Clinical Medical Assistant Course Descriptions

#### **CMA100 Clinical Medical Assisting Core** (Prerequisite: None)

In the Clinical Medical Assisting Core course, students will learn the fundamentals of medical terminology, as well as the skills necessary to function in a healthcare environment. The course includes both lecture and lab instruction, which enables students to practice the skills they are learning in class. Students will have the opportunity to interact with patients during the clinical component of the course. In addition to acquiring CMA knowledge, skills, and abilities, students will receive test preparation to help them prepare to take the National Health Careers CMA examination.

#### **EKG Technician**

##### Program Description

Heart rhythms provide important data for the diagnosis of heart conditions. An EKG Technician performs the critical tasks of administering EKGs, as well as Holter monitoring and stress testing. These tests can be performed during physical exams, when cardiovascular problems are suspected, or in preparation for surgery.

##### Program Outcomes

- Preparing patients for an EKG and stress tests
- Administering EKGs and stress tests
- Preparing patients for Holter or ambulatory monitoring
- Providing patient education related to the tests being administered
- Editing and delivering final test results to physicians for analysis
- Scheduling appointments
- General maintenance and cleaning of instruments used in testing

To complete the EKG Technician Program, students must pass EKG100.

### EKG Technician Course Descriptions

#### **EKG100 EKG Technician Core** (Prerequisite: None)

In the EKG Technician Core course, students will learn the fundamentals of medical terminology, as well as the anatomy and physiology of the cardiovascular system. The course includes both lecture and lab instruction, which enables students to practice the skills they are learning in class, including performing

EKGs. In addition to acquiring knowledge, skills, and abilities necessary to be an EKG Technician, students will receive test preparation to help them prepare to take the National Health Careers examination.

## Electronic Health Records Specialist

### Program Description

In the healthcare industry, Electronic Health Records Specialists serve an important role. Maintaining accurate and compliant files is essential.

### Program Outcomes

- Collecting patient demographic and insurance information
- Creating an electronic file for a patient
- Auditing patient records for compliance
- Performing basic coding to submit reimbursement claims
- Processing Release of Information (ROI) requests for medical records

To complete the Electronic Health Records Specialist Program, students must pass EHR100.

### Electronic Health Records Specialist Course Descriptions

#### **EHR100 Electronic Health Records Specialist Core** (Prerequisite: None)

In the EHR Specialist Core course, students will learn the fundamentals of medical terminology, as well as the legalities of interacting with electronic health records. The course includes both lecture and lab instruction, which enables students to practice the skills they are learning in class, including creating and editing electronic patient records. In addition to acquiring knowledge, skills, and abilities necessary to be an EHR Specialist, students will receive test preparation to help them prepare to take the National Health Careers examination.

## IT Fundamentals

### Program Description

Computer Technicians are essential in all types of businesses. The IT Fundamental program introduces the computer field and is appropriate for students that are contemplating a career in the IT field.

### Program Outcomes

- Using features and functions of common operating systems and establishing network connectivity
- Identifying common software applications and their purpose
- Using security and web browsing best practices

To complete the IT Fundamentals Program, students must pass ITF100.

### IT Fundamentals Course Descriptions

#### **ITF100 IT Fundamentals Core** (Prerequisite: None)

In the IT Fundamentals Core course, students will learn basic information about computer hardware, software, and networks. The course includes both lecture and lab instruction, which enables students to



practice the skills they are learning in class, including troubleshooting common IT problems. In addition to acquiring knowledge, skills, and abilities necessary to work in the IT field, students will receive test preparation to help them prepare to take the CompTIA certification examination.

### [Medical Billing and Coding Specialist](#)

#### Program Description

Medical Billing & Coding specialists are essential to hospitals, physician offices, surgery centers, nursing homes, dental offices, home healthcare agencies, mental health facilities and even insurance companies.

#### Program Outcomes

- Processing essential patient information
- Verifying required documentation before patient information is released
- Performing auditing of the billing
- Assigning codes for diagnoses and procedures
- Submitting claims for reimbursement

To complete the Medical Billing and Coding Specialist Program, students must pass MBC100.

#### Medical Billing and Coding Specialist Course Descriptions

##### **MBC100 Medical Billing and Coding Specialist Core** (Prerequisite: None)

In this course, students will learn the fundamentals of medical terminology, as well as the legalities of ethical considerations of interacting with patient records and completing patient billing. The course includes both lecture and lab instruction, which enables students to practice the skills they are learning in class, including filing mock medical insurance claims. In addition to acquiring knowledge, skills, and abilities necessary to be an MBC Specialist, students will receive test preparation to help them prepare to take the National Health Careers examination.

### [Medication Technician](#)

#### Program Description

Students who have already completed an approved nurse aide course are eligible to take this course. Students are expected to take and pass the Virginia Medication Aide Board of Nursing certification exam. Exam preparation is included in the course.

Objectives of the Medication Technician program include, but are not limited to:

- Using basic pharmacology terminology
- Describing the five rights of medication administration
- Properly administering oral and topical medications.
- Performing blood glucose tests and administering insulin.

To complete the Medication Technician Program, students must pass MED100.

#### Medication Technician Course Descriptions

## **MED100 Core** (Prerequisite: Successful completion of Nurse Aide Program)

In this course, students will build upon the fundamentals learned in the Nurse Aide program, while focusing on the skills necessary to function in a healthcare environment as a Medication Technician. The course includes both lecture and lab instruction, which enables students to practice the skills they are learning in class, including safely distributing medications. Students also interact with patients in a clinical setting during the clinical component of the course. In addition to acquiring knowledge, skills, and abilities related to the distribution of medication, students will receive test preparation to help them prepare to take the Virginia Board of Nursing Medication Technician licensure examination.

### Nurse Aide

#### Program Description

Nurse Aides provide a critical function by providing direct patient care. They are responsible for assisting nurses and other medical staff. In addition to the classroom portion of the program, students receive hands-on training in a lab environment and complete a clinical component. Students successfully completing the program will be prepared to take the Virginia Board of Nursing certification examination

Objectives of the Nurse Aide program include:

- Recognizing changes in body functioning & the importance of reporting such changes to a supervisor.
- Measuring & recording routine vital signs.
- Measuring recording height & weight.
- Caring for the client's environment.
- Measuring recording fluid food intake/output.
- Performing basic emergency measures.
- Caring for a client when death is imminent
- Bathing, grooming & oral hygiene
- Dressing & toileting
- Assisting with eating & hydration, including proper feeding techniques.
- Caring for skin, including prevention of pressure ulcers.
- Transfer, positioning turning
- Applying skills learned in individual client's needs, including mental health & social service needs.
- Skills supporting age-appropriate behavior by allowing the client to make personal choices, by providing and reinforcing other behavior consistent with the client's dignity.
- Providing appropriate clinical care to the aged disabled.
- Techniques for addressing the unique needs & behaviors of clients with dementia (Alzheimer's, etc.).
- Use of assistive devices in transferring, ambulation, eating dressing.
- Maintaining range of motion, turning positioning.
- Caring for using prosthetic orthotic devices.
- Application of skills in dealing with clients' rights
- Application of skills used in maintaining legal & regulatory aspects of practice as a certified nurse aide, including, but not limited to, consequences of abuse, neglect, misappropriation of client property & unprofessional conduct
- Occupational health & safety measures
- Application of skills used in the appropriate management of conflict

To complete the Nurse Aide Program, students must pass NUR100, which includes lecture, lab, and clinical instruction.

### Nurse Aide Course Descriptions

#### **NUR100 Nurse Aide** (Prerequisite: None)

In this course, students will learn the fundamentals of medical terminology, as well as the skills necessary to function in a healthcare environment as a Nurse Aide. The course includes lecture and lab instruction, as well as a clinical experience. Students have the opportunity to practice the skills they are learning in class, during the lab portion of the course, before applying those skills to patients in a healthcare setting. In addition to acquiring knowledge, skills, and abilities related to be a Nurse Aide, students will receive test preparation to help them prepare to take the Virginia Board of Nursing Nurse Aide licensure examination.

### Pharmacy Technician

#### Program Description

Pharmacy Technicians are sought-after professionals in pharmacies located in hospitals, drug stores, doctors' offices and grocery stores.

Objectives of the Pharmacy Technician program include, but are not limited to:

- Receiving and processing prescription requests from patients and doctors' offices
- Accurately measuring medication amounts
- Packaging and labeling prescriptions
- Maintaining patient records
- Accepting payment for prescriptions and process insurance claims
- Interacting with patients
- Managing inventory

To complete the Pharmacy Technician Program, students must pass PHT100.

### Pharmacy Technician Course Descriptions

#### **PHT100 Pharmacy Technician Core** (Prerequisite: None)

In this course, students will learn the fundamentals of medical terminology and anatomy and physiology as it relates to the effect of medications on the body. Pharmaceutical nomenclature and ethical considerations for Pharmacy Technicians are also addressed. The course includes both lecture and lab instruction, which enables students to practice the skills they are learning in class, including filling mock prescriptions. In addition to acquiring knowledge, skills, and abilities necessary to be a Pharmacy Technician, students will receive test preparation to help them prepare to take the licensure examination.

## Phlebotomy Technician

### Program Description

A Phlebotomy Technician is a critical member of the healthcare team. Hospitals, laboratories and other employers have an increasing demand for phlebotomists.

### Program Outcomes

- Verifying client identity
- Performing venipuncture
- Explaining blood-drawing procedure to patients and answer questions
- Performing basic point of care testing, such as blood glucose levels
- Preparing blood, urine and other specimens for testing
- Utilizing the proper test tubes based on the physician's orders
- Maintaining medical equipment such as needles, test tubes and blood vials

To complete the Phlebotomy Technician Program, students must pass PHL100.

### Phlebotomy Technician Course Descriptions

#### **PHL100 Phlebotomy Technician Core** (Prerequisite: None)

In this course, students will learn the fundamentals of medical terminology and anatomy and physiology as it relates to the blood and circulatory system. Identification of lab tubes and the maintenance of lab equipment are also addressed. The course includes both lecture and lab instruction, which enables students to practice the skills they are learning in class, including performing venipuncture. Students will have the opportunity to interact with patients in a clinical setting during the clinical component of the course. In addition to acquiring knowledge, skills, and abilities necessary to be a Phlebotomy Technician, students will receive test preparation to help them prepare to take the National Health Careers certification examination.

## Virginia Limited Radiologic Technician

### Program Description

Limited license x-ray technologists are expected to have a high degree of technical and interpersonal skills. A limited scope license holder cannot perform all radiology examinations, but rather can hold licenses to perform specific exams. Limited practice may include combinations of the following: chest, abdomen, genitourinary, skull, pelvis, chiropractic, extremities, dental, orthopedic, fluoroscopy, and podiatry.

### Program Outcomes

- Preparing patients for x-ray examinations
- Performing x-ray examinations
- Preparing and maintaining the x-ray equipment
- Submitting information about the patient to the physician
- Providing patient education about the procedures
- Taking safety precautions

To complete the Radiologic Technician Program, students must pass RAD100.

### Virginia Limited Radiologic Technician Course Descriptions

#### **RAD100 Radiologic Technician Core** (Prerequisite: None)

In this course, students will learn the fundamentals of medical terminology and anatomy and physiology. Radiation safety and maintenance of equipment are also addressed. The course includes both lecture and lab instruction, which enables students to practice the skills they are learning in class, including performing x-rays. Practice on patients in a clinical setting is completed during the clinical portion of the course. In addition to acquiring knowledge, skills, and abilities necessary to be a Radiologic Technician, students will receive test preparation to help them prepare to take the State of Virginia ARRT licensure examination.

#### Certification and/or licensure exams

Students successfully completing the Nurse Aide and Medication Technician programs will take the appropriate Virginia Board of Nursing certification exams.

Students successfully completing the Limited Radiology Technician program will take the Virginia ARRT licensing exam (<https://www.arrrt.org/about-the-profession/state-licensing/state-licensing-exam> )

Students successfully completing the other healthcare classes are encouraged to take the certification exams offered by the National Healthcareers Association, although certification may not be required to work in the field. Similarly, students successfully completing the IT fundamentals course are encouraged to take the certification exam from CompTIA.

### Admissions

To be eligible for admissions, students must have graduated from high school or received a GED. They must be proficient in English. Certain courses such as Nurse Aide, have additional requirements, including drug screens, criminal background checks, and U.S. citizenship.

#### Admission Requirements

- Minimum age of eighteen (18) years by the completion of course.
- Able to speak, read, write and understand English. Applicants who are from a non-English speaking country will be required to pass the TOEFL exam.
- Applicants must attest to having earned a high school diploma or successfully passed the general educational development (GED) test, and provide proof of HS Graduation or GED prior to starting the program.
- For All Healthcare programs:
  - Current American Heart Association Basic Life Support for the Health Care Provider (CPR) certification is required. Other CPR courses are not accepted.
  - Applicants must attest to be in good health and be able to lift 50 pounds throughout the entire class and clinical sessions.
  - Proof of the following immunization are required prior to program start:
    - 1. Two-Step Tuberculin Skin Test (TST) within the past twelve months.
    - 2. Flu vaccine
    - 3. Measles Mumps Rubella (MMR) two doses
    - 4. Varicella (chicken pox) two doses
    - 5. Tetanus Diphtheria (TDAP) recent booster

You may also present evidence of a “titer” or proof of immunity to a disease for which an immunization is required. Your doctor can use the form provided or another form or document with the required information.

- For Clinical Medical Assistant Program:
  - Successful completion of an approved Nurse Aide course. Proof of current placement on Virginia Nurse Aide Registry must be provided prior to start of course.
  - Complete the Rapp Center for Education’s Nurse Aide Preparation Student Handbook Sign-Off
  - Applicants will be required to pass a Virginia and National background criminal background check and a drug screen. You will also need to provide proof of a recent physical examination and specified immunizations.

### Admissions Procedure

Applicants meeting the admission criteria may complete an application for admission on line or schedule an appointment to meet with an Admission Advisor at the school to complete the application. A \$25.00 nonrefundable registration fee must be submitted with each application for admission to a program.

The application for admission requires that the applicant attest to each of the following

- Applicant will be at the minimum age of eighteen (18) years by the completion of course.
- Applicant can speak, read, write and understand English. Applicants who are from a non-English speaking country will be required to pass the TOEFL exam\*.
- Applicant has earned a high school diploma or successfully passed the general educational development (GED) test (proof is required prior to student attending classes).
- Applicants for Healthcare programs must attest to be in good health and be able to lift 50 pounds throughout the entire class and clinical sessions.

Applicants to the Healthcare programs must also submit proof of the following prior to program start:

- Current American Heart Association Basic Life Support for the Health Care Provider (CPR) certification (Other CPR courses are not accepted).
- Proof of the following immunization:
  1. Two-Step Tuberculin Skin Test (TST) within the past twelve months.
  2. Flu vaccine
  3. Measles Mumps Rubella (MMR) two doses
  4. Varicella (chicken pox) two doses
  5. Tetanus Diphtheria (TDAP) recent booster

You may also present evidence of a “titer” or proof of immunity to a disease for which an immunization is required. Your doctor can use the form provided or another form or document with the required information.

Applicants to the Clinical Medical Assistant Program must also submit proof, prior to program start, of the following:

- o Current placement on Virginia Nurse Aide Registry.
- o Proof of a recent physical examination and specified immunizations.

Applicants will also be required to pass a Virginia and National background criminal background check and a drug screen.

Once the Application for Admissions, the \$25.00 non-refundable Registration Fee and any other documents required based on the program, as specified above, have been received an Enrollment Agreement will be prepared and reviewed with the applicant for acceptance into the program. The program, costs, cancellation and refund policy and the expected start date are all included on the Enrollment Agreement. The signing of an Enrollment Agreement serves as notification to the Applicant that they have been accepted into the program. Applicants to the Clinical Medical Assistant Program will also be required to review and submit the Nurse Aide Preparation Student Handbook Sign-off.

*\* International students must provide the institutional copy of scores from the Test of English as a Foreign Language (TOEFL) or equivalent record and have scored within the Intermediate level for Reading, Speaking and Writing within the past five years. Testing must be completed prior to signing the Enrollment Agreement. Exam scores such as the IELTS may be acceptable in lieu of this TOEFL requirement by the Director. Students who completed secondary and post-secondary education in a country where English is the primary language are exempt from this requirement.*

## Tuition and Fees

### Tuition and Fees by Program

Program Name	Total Clock Hours	Tuition	Books and Supplies	Registration Fee	Total Program Costs
Clinical Medical Assistant	80	\$900.00	\$74.00	\$25.00	\$999.00
EKG Technician	60	\$750.00	\$69.00	\$25.00	\$844.00
Electronic Health Records Technician	80	\$750.00	\$69.00	\$25.00	\$844.00
IT Fundamentals	80	\$500.00	\$59.00	\$25.00	\$584.00
Medical Billing and Coding	80	\$750.00	\$69.00	\$25.00	\$844.00
Medication Technician	68	\$500.00	\$0.00	\$25.00	\$525.00
Nurse Aide	125	\$650.00	\$0.00	\$25.00	\$675.00
Pharmacy Technician	60	\$900.00	\$69.00	\$25.00	\$944.00
Phlebotomy Technician	60	\$700.00	\$69.00	\$25.00	\$794.00
Virginia Limited Radiologic Technician	60	\$750.00	\$389.00	\$25.00	\$1,164.00

### Payment of Tuition and Books and Supplies

Students can pay prior to the start of a class or make payment arrangements with the school.

### Payment of Exam Fees for Certification

Once the student has successfully completed the program, the graduate will be eligible to sit for the certification exam and will pay the exam fee directly to the testing site.

### Tuition Assistance Grants

Rapp Center for Education offers a limited number of need-based grants. Students interested in applying must complete and file an application 6 weeks prior to the start of the program. Recipients of grants will be notified 2 weeks prior to the course start. All grants awarded are applied directly to the student's tuition and fees. Competitive scholarships are not available.

### Cancellation and Tuition Refund Policy

Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three (3) business days, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid.,

Other Cancellations: An application requesting cancellation more than three (3) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of all monies paid, less a maximum tuition fee of 15% of the stated cost of the course or \$100, whichever is less.

#### Withdrawal Procedure:

- A. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the School Administrator. The notice must include the expected last date of attendance and be signed and dated by the student.
- B. A student will be determined to be withdrawn from the institution if the student misses seven consecutive instructional days and all the days are unexcused.
- C. All refunds will be issued within 45 days of the determination of the withdrawal date.

Tuition refunds will be determined as follows:

<b>Proportion of Total Program Taught by Withdrawal Date</b>	<b>Tuition Refund</b>
Less than 25%	75% of program cost
25% up to but less than 50%	50% of program cost
50% up to but less than 75%	25% of program cost
75% or more	No Refund

A refund of the charges paid for books and supplies will only be issued in the event the student returns to the school, within 30 days of their withdrawal, the books and supplies issued in new condition. Books and supplies which have been used by the student will not be accepted for return.



## Policies and Procedures

### Academic Integrity

When Rapp Center for Education awards a certificate, they must assume the absolute integrity of the work students have done; therefore, it is important that students maintain the highest standard of honor in their scholastic work.

Academic dishonesty will not be tolerated. Students who submit plagiarized work, or who cheat on assignments or tests, will receive a 0% for the assignment(s) and/or test(s) in question and face disciplinary action. In extreme cases, academic dishonesty may result in dismissal from the program. Academic dishonesty, as a rule, involves one of the following acts.

- Cheating on an examination or quiz, including giving, receiving, or soliciting information and the unauthorized use of notes or other materials during the examination or quiz;
- Buying, selling, stealing, or soliciting any material purported to be the unreleased contents of a forthcoming examination, or the use of such material;
- Substituting for another person during an examination or allowing another person to take the student's place;
- Plagiarizing, which means taking credit for another person's work or ideas. This includes copying another person's work either word-for-word or in substance without acknowledging the source;
- Accepting help from or giving help to another person to complete an assignment, unless the instructor has approved such collaboration in advance;
- Knowingly furnishing false information to Rapp Center for Education; forgery and alteration or use of Rapp Center for Education documents or instruments of identification with the intent to defraud.

### Attendance Policy

Attendance and class participation are a major part of the grade. Students must attend 100% of their classes. One remediation day will be offered for one lecture absence. The student must attend the remediation day to maintain 100% attendance. Clinical is 100% attendance with no remediation days offered. In the event a student cannot make a scheduled class or scheduled clinical hours, and provides notice to the school, the school will work with the student to reschedule the hours to allow for an extension up to 10% of the time in clock hours for completion of the program, as appropriate.

### Career Advising and Placement

The school offers career advising sessions once a month. During these sessions basic interviewing skills, resume preparation and how best to locate potential employers are reviewed. Placement services are not offered.

### Clinical Assignment

Students enrolled in courses with a clinical component will be required to perform the skills taught according to identified criteria. A satisfactory grade must be received to pass the course. Students will not perform any skills in the clinical setting in which they have not been trained and found to be

proficient. Programs with a clinical component utilize a clinical manual to ensure students understand and are prepared for successfully completing the hours required and are monitored by an instructor of record.

In the event a student believes the grade he or she is assigned is incorrect, the student is encouraged to follow the school's grievance procedure.

### Clinical Uniform Policy

The appearance of all medical program students must conform to the highest standards of cleanliness, neatness, good taste and safety. The Rapp Center for Education uniform consists of green scrub top and black pants. Students are responsible for purchasing their uniforms. Adherence to these standards is an essential part of providing high-level patient care and professionalism. Uniforms are required for all classroom and clinical days. Students that do not adhere to these standards may be required to leave the clinical area and/or be given an unsatisfactory grade. The Rapp Center for Education instructors retain the discretionary authority to determine whether a student's appearance complies with the dress code. The instructors also retain the discretionary authority to determine if the student may be subject to corrective action for failure to abide by the dress code.

1. Clothing must be modest, reasonably fitted, and allow comfortable ease of movement. Clothing must be clean, neat, stain-free, and in good repair. Hemlines and pants cuffs should not be frayed and/or dirty and must not drag on the floor.
2. No visible underclothing or transparent outer clothing is permitted. We suggest wearing an undershirt or camisole under scrub tops.
3. Hats, caps, bandanas and other head coverings are not permitted except for medical conditions, which have been approved by the student's health care provider, for safety purposes, for established religious customs that have been approved by Rapp Center for Education instructors or are part of a uniform required by the clinical site.
4. Student identification badges shall always be worn during class hours and in the following manner: prominently displayed with photograph visible; worn on the lapel.
5. Shoes are to be neat, clean and project a professional image. Shoes must have an enclosed back. Clogs must have a strap around the heel. Footwear must be liquid resistant and be able to be wiped clean.
6. Cosmetics may be used in moderation. The student should use the necessary precautions with regular bathing, deodorants and good dental hygiene to avoid offending patients and staff with body and breath odors.
7. Cologne, perfumes, scented powders, creams, and offensive odors are not permitted.
8. Visible body art will be required to be covered with the appropriate uniform, clothing, or material (e.g. skin-colored bandage or other dressing) unless such covering creates a safety or infection-control issue.
9. Hair (including facial hair) must be clean, neat, and contained in such a manner that it does not come in contact with patients. No unnatural hair color such as blue, fuchsia or green is permitted.
10. Fingernails must be kept short, clean, and manicured. Nail length should not extend beyond the fingertips. Artificial nails including acrylic, silk, gel, overlay and wrap are **prohibited**. Artificial nails harbor organisms and prevent effective hand antisepsis. Nail polish is not permitted.
11. Jewelry is limited to a watch, ring set, and 1 pair of stud-type pierced earrings in the lowest portion of the ear lobe. Rings harbor organisms that cannot be removed during hand washing. The risk of infection is raised exponentially in relation to the number of rings worn. Visible body piercing is not permitted and must be removed. Tongue piercings must be removed during class hours.

## Dismissal/Withdrawal

A student may be withdrawn from Rapp Center for Education for any of the following reasons:

- Unsatisfactory Clinical Performance – Negligence in carrying out nursing skills due to improper technique and judgment as well as failing to use resources to ensure accuracy.
- Grades – Achieve an overall grade of less than 80% on the 4-unit tests and final exam.
- Breach of Confidentiality – Evidence that the student is inappropriately accessing and/or disseminating information gained in the clinical setting.
- Excess Absences – Missing more than 2 classroom lectures or any clinical.
- Dishonesty – Evidence of cheating or evasion of truth in classroom and clinical activities.
- Inappropriate Behavior – Repeated episodes of behavioral responses that do not correspond to acceptable or usual patterns of behavior.
- Substance Use – Evidence of possession or use of drugs that are not medically prescribed. Also, the possession or use of alcohol during classroom or clinical times is prohibited.
- Unacceptable Criminal Background Check

## Faculty Accessibility

Faculty are available for academic or course advising an hour after classes have been dismissed, once a week. Faculty office hours are posted on the door of the office.

## Grading Policy

Lab Skills –students will receive a pass or fail grade of skills demonstrated in the lab. If a student receives a failing grade, he or she may schedule extra review time with the instructor to achieve a passing grade. A failing grade will result in dismissal from the program.

Unit Tests/Final Exam –An overall grade of 80% must be obtained to pass the course. The instructor may give additional tests or final exams at his or her discretion.

## Graduation Requirements

To graduate, and receive a Certificate of Completion, the student must:

1. Complete all the hours in the program with a grade of 80% or higher and have successfully completed clinical training, where required.
2. Meet all tuition and fee obligations to the school.

## Grievance Policy

School faculty and administration work with each student to resolve any issues a student may have. Every student is encouraged to discuss his or her concerns or complaints with faculty or staff most able to assist the student in resolving the matter. If, however, the student is not satisfied with these efforts then the student may pursue a formal review by following the grievance procedure as follows:

- 1) Make a signed, written complaint to a school official describing the basis of the complaint in sufficient detail to allow the School Administrator to begin an investigation;
- 2) The School Administrator, or a designee, will schedule an appointment with the student within five (5) working days to discuss the complaint;
- 3) The School Administrator will confirm the completion of the investigation with a written report of the disposition of the complaint mailed to the student within five (5) working days of meeting with the student;

- 4) If the student is not satisfied with the School Administrator's report as to the disposition of the complaint, the student may appeal the result in writing to the President within ten (10) working days. The appeal letter must include a copy of the written disposition report and an explanation as to why the student is not satisfied with the outcome;
- 5) The President will review the written disposition report and the student's appeal letter and will conduct any further investigation necessary, including requesting additional information from the student;
- 6) When the complaint concerns a faculty member or administrator, the school will not complete its review and make a final decision regarding a complaint unless it assures that the faculty member or administrator has an opportunity to provide a response to the complaint.
- 7) The President will provide both the student and the School Administrator with a written decision within ten (10) working days of the receipt of the appeal letter. This written decision is the final disposition of the complaint;

Complaints, which cannot be resolved to the student's satisfaction by direct negotiation with the school in accordance the grievance policy, may, as a last resort, be filed with the State Council of Higher Education for Virginia, 101 N. 14th Street, 9th Floor, James Monroe Building, Richmond, VA 23219. All student complaints must be submitted in writing. The most efficient way to file a student complaint with SCHEV is via the website, at this link: [SCHEV.edu](http://SCHEV.edu)

A student will not be subject to unfair actions as a result initiating a complaint proceeding.

#### Library resources

Rapp Center for Education will provide each student with the textbooks and other hard and soft cover curricular materials necessary to complete the program. Students also have access to the County Public Library. As a not-for-profit school, Rapp Center for Education has a limited collection of supplemental reference books that have been donated or purchased and will be available in the classrooms. Students will be able to review the non-circulating reference material before or after class. Students also have access to laptops which have online capabilities to access varied resources.

#### Leave of Absence

Due to the length of the programs offered, Rapp Center for Education does not offer students a leave of absence. Students who due to extenuating circumstances are unable to complete their program will be withdrawn, and the school's tuition refund policy will be applied.

#### Records and The Family Educational Rights and Privacy Act (FERPA)

Rapp Center for Education maintains records on all enrolled students. These records include:

1. Each student's application for admission and admissions records documenting that the student met all criteria for admission to the program. Admissions records are maintained for a minimum of three years after the student's last date of attendance.
2. A transcript of the student's academic or course work at the school, is retained permanently in either hard copy forms or in an electronic database with backup.
3. A record of student academic or course progress at the school including programs of study, dates of enrollment, courses taken and completed, grades, and indication of the student's current status (graduated, probation, etc.) are retained permanently. Any changes or alterations to student records are accurately documented and signed by a school official.

4. A record of all financial transactions including payments from the student, payments from other sources on the student's behalf, and refunds. Fiscal records are maintained for a minimum of three years after the student's last date of attendance. When tuition and fees are paid by the student in installments, a clear disclosure of truth-in-lending statement is provided and signed by the student.

5. The documents referenced above are available to the student upon request. Academic transcripts are provided upon request if the student is in good financial standing.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS  
AMENDED (FERPA)

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

- 1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will plan for access and notify the student of the time and place where the records may be inspected. All record reviews will be scheduled during regular school hours under appropriate supervision. If the records are not maintained by the official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- 2) The rights to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write to the School Registrar, clearly identify the part of the record the student wants changed and specify why it should be changed. If the School decides not to amend the record as requested, the School will notify the student in writing of the decision within 14 days of receipt of the written request and the student's right to appeal the School's decision regarding the request for submit a request for appeal in writing to the School Registrar providing all reasons and supporting documentation why amendment. The student must further consideration should be made. The School will notify the student in writing of the appeal decision within 14 days of receipt of the written request. This decision is final.
- 3) The right to provide written consent before the School discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The School discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests, such as:

- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- A person or company with whom the School has contracted as its agent to provide a

service instead of using School employees or officials (such as an attorney, auditor, or collection agent).

- Appropriate parties regarding financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- Judicial orders or lawfully issued subpoenas.
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific

State law.

- A student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Each third-party request for educational records requires the student's written consent be provided to the School Registrar and include the following:

- Specify the records to be disclosed.
- State the purpose of the disclosure.
- Identify the party or class of parties to whom the disclosure is to be made;
- The date.
- The signature of the student whose record is to be disclosed.
- The signature of the custodian of the educational record.

4) Within the School the following directory information may be disclosed without student consent:

- Student Name (first name, last initial) or Student ID.
- Program of Attendance.
- Honors, Awards and/or Recognitions. If a student does not want the School to disclose directory information without prior written consent, the student must notify the Registrar in writing by the fifth business day after the start of the program. **Rapp Center for Education** does not release student directory information to the public.

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

**Family Policy Compliance Office**

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

There are some records to which the student has no access. These are:

- (1) financial records of parents

- (2) confidential letters and recommendations written prior to January 1, 1975
- (3) confidential letters and recommendations for which a waiver of rights to access has been assigned, provided the student is given the names of those writing letters (there are three areas in which a waiver may be signed - admissions, employment, and honors)
- (4) doctors' and psychiatrists' records - which, however, may be reviewed by the students' own physicians.

To protect students, a record will be kept of those granted access, other than Rapp Center for Education officials. Such records will be maintained for each file reviewed.

### Student Code of Conduct

By enrolling in Rapp Center for Education, a student accepts its policies and procedures and acknowledges the right of RAPPCE to take action, up to and including suspension or expulsion in response to misconduct. It is a student's responsibility to become familiar with the student code of conduct. Lack of awareness is no excuse for noncompliance with RAPPCE's policies and procedures.

Students enrolled in the course assume an obligation to conduct themselves in a manner that is civil, professional and compatible with Rapp Center for Education's function as an educational institution. As a member of the Rapp Center for Education's student body, each student is considered to be a responsible adult. Here are examples of disruptive student conduct for which a student may be subject to disciplinary action including but not limited to the following:

- Talking during lectures and disrespectful conduct to instructor
- Cell phone use during class, labs or in the clinical setting
- Arriving to class late or no show
- Arguing or debating with other students in the class
- Speaking rudely to instructor or classmates
- Sleeping in class
- Text messaging in class
- Unprofessional, gender-condescending or racial slurs
- Shouting out answers and classroom sabotage

The credibility of a healthcare professional is based, to a large extent, on maintaining a high degree of trust between the professional and the individuals he or she serves. Each health profession has a code of professional conduct administered by a professional organization or regulatory agency that prescribes and imposes high standards of conduct and principles of professionalism upon its members. Students must understand and adhere to these standards during their education in preparation for careers in which they must conduct themselves in the manner expected by their profession. Students in health care programs have an obligation to conduct themselves at all times in a manner that reflects appropriate professional, moral and ethical character.

If a student is in violation of conduct or behavior policy, he or she will receive a Disciplinary Warning: A warning to a student that his/her conduct was questionable and/or inappropriate and that further misconduct will result in more severe disciplinary action. Disciplinary warnings may include a behavior agreement or contract.

If a student receives a second violation, he or she will be dismissed from the program.

A student may appeal a disciplinary action through the school's grievance procedures.

### Student Rights and Responsibilities

Students enrolled at the school have the following rights and responsibilities:

1. Students have a responsibility to abide by the school's code of conduct.
2. Students have a responsibility to attend and participate in class.
3. Students have a responsibility to attend and participate in the clinical training hours assigned and to adhere to the site's requirements.
4. Students have the right to meet with the faculty regarding issues that are impacting the student's performance and/or success to complete the program.
5. Students have the right to withdraw from their course and, in accordance with the school's refund policy receive a refund within 45 days if a refund is due.
6. Students have the right to request a copy of documents contained in their student file (FERPA).
7. Students have the right to appeal a grade issued for an assignment or course.
8. Students have the right to file a grievance regarding any action in accordance with the school's Grievance Policy.

### Transferability and Acceptance of Credits/Hours Earned

Rapp Center for Education does not guarantee the transferability of credits/hours to a college, university or other institution. Any decision on the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the receiving institution.

Rapp Center for Education does not accept any transfer credits or hours previously attended at another institution, nor are credit/hours awarded for life or work experience.

### Transportation

Each person is individually responsible for his or her own transportation to the classroom and clinical facilities.