

# Time For Change

Time For Change Trade School (TFCTS)

## CATALOG

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

## Table of Contents

Purpose & Mission	1
Proposed program offering versus purpose;	1
History and Development of School	1
Description of Facility and Equipment	2
Academic Resources	3
List of Programs offered	3
Credentialed and Conferred by	3
TFC(TS) Educational Activities	3
Online Campus and Clinical Labs	3
School Hours and Operations	4
School Calendar	4
Nursing Assistant Cohorts	4
Pharmacy Technician Cohorts	4
Emergency Medical Technician Cohorts	4
Security Cohorts	4
Holidays	4
<i>Holiday Schedule</i>	4
Campus Security Act	4
Admission Policy and Admission Requirements	4
<i>Enrollment Process/ Payment Options</i>	4
Nursing Assistant Application Deadlines for Enrollment periods	6
Pharm Tech Application Deadlines for Enrollment periods	6
Emergency Medical Tech Application Deadlines for Enrollment periods	6
Security Application Deadlines for Enrollment periods	6
Statement of Notification of Acceptance	6
Provisional Acceptance	7
No transfers credits accepted by other institutions;	7
No other institutions will accept Time For Change Trade School (TFCTS);	7
Policy in Granting credits for life; Transcripts;	7
Grading and Progress System	7
<i>Course of Action when Satisfactory is not met...</i>	8
<i>When do you get grades?</i>	8
Student Rights, Privileges, and responsibilities	8
<i>Students' Rights</i>	8
<i>Students' Responsibilities</i>	8
Procedure for handling student complaints/grievances	9
<i>Student Complaint and Grievance Policy and Procedures</i>	9
General Statement of Policy	9
Procedures	9

Student Complaint and Grievance Procedures	9
Probation, Dismissal and Readmission	11
<i>Probationary Period</i>	11
Specific Criteria for Probation	11
<i>Academic Probationary Period</i>	11
Course of Action when Satisfactory is not met	11
<i>Behavior Probationary Period</i>	11
Absenteeism	12
Absent Policy	12
<i>Individual course prices for Make-ups ( Nursing Assistant)</i>	13
Length Probationary Period	13
Criteria for cleaning Probation status	14
Criteria for Re-admission for unsatisfactory grades	14
Conditions for non-readmittance	14
Student Records Confidentiality Policy	14
Obtain records policy	14
<i>Outstanding bill and Records</i>	14
Student Conduct/Policy	14
Violations of Conduct will be handled accordingly	15
First Warning	15
Second and Final Warning	15
Dress Code	15
Code of Ethics	16
<i>Organizational Ethics</i>	16
Time For Change Student Ethics	16
Attendance/Leave of Absence Info	18
Excused absences	18
Qualifications of excused absences	18
Unexcused Absences	19
Late Arrival	19
Early Dismissal	19
Recording of Absences	19
Definition of Absent due to Tardiness	19
Maximum # of absences per session	19
<i>Hybrid Education policies</i>	20
<i>Enrollment Process/ Payment Options</i>	20
Admission Policy and Admission Requirements/Enrollment Process/ Payment Options	21
<i>Payment options</i>	22
<i>Chart 1.1 Nursing Assistant Tuition payment options</i>	23
<i>Other Applicable Fees list</i>	23
<i>Chart 1.2 Pharmacy Technician Tuition Payment Plan Options</i>	24

<i>Chart 1.3 Emergency Technician Tuition Payment Plan Options</i>	25
<i>Chart 1.4 Security Tuition Payment Plan Options</i>	25
<i>Other Applicable Fees list</i>	26
Refund Policy	27
Financial Assistance	28
Cancellation Policy	28
Rules of Installment payments	28
Educational Objective	28
Curriculum and Completion expectations	28
Program Evaluation	28
<i>Evaluation</i>	28
<i>Evaluation of Scores</i>	28
Faculty Accessibility for Support	29
<i>Library</i>	29
<i>Day Sessions</i>	30
<i>Evening sessions</i>	30
Tutoring	30
Graduation Requirements	30
<i>Grading for Nursing Assistant Program</i>	30
<i>Grading for Pharmacy Technician Program</i>	30
<i>Grading for Emergency Medical Technician Program</i>	31
<i>Grading for Security Program</i>	31
Graduation	31
Career Advancement	32
Non-Discrimination Policy: CERTIFICATE OF NON-DISCRIMINATION	32
Ownership and Faculty Information	32
<i>Board of Directors for TFC</i>	32
Tonya Ridley LPC CRC CWIC	32
Chief School officers	33
Tonya Ridley LPC CRC CWIC CESP	33
Pamela Herbert MD	33
Jessica Thompkins BSN, RN, CPN, PhD Candidate	33
Tomika White	33
Britaney Jackson PHT	33
Doreen Vines	33
Figure 1.1 <i>Organization Chart</i>	33
Nursing Assistant Program Instructors	35
Emergency Medical Technician	36
Pharmacy Technician Instructor	36
Support Staff	37



### **Purpose & Mission**

Time For Change (Trade School) was founded on the principles of acknowledging the need seen in the most vulnerable and needy populations in the district. We identified these populations not having enough awareness or adequate access to vocational training programs. We also identified a community need for Time For Change to provide healthcare. Time For Change, is a non-profit agency whose mission is to eradicate crime and homelessness by way of Employment. We see a need to invest in the development of a Trade School hence, Time For Change Trade School (TFCTS). We wish to provide exceptional training in different trades and certifications to supply our most vulnerable clientele access to employability.

### **Proposed program offering versus purpose;**

Time For Change touches over 400 clients who are homeless who suffer from individuals who have mental and physical disabilities who are actively looking to pursue work but cannot successfully get connected to programs due to barriers involving physical health, crime invasion in certain neighborhoods and homelessness. Time For Change Trade School will be different due to the connectivity it will have with an agency that conducts street outreach, physical health assessments, community health counseling and vocational assessments all the time. Time For Change Trade School will be unique in educating individuals in a healthcare trade. We aim for these individuals who are homeless and or vulnerable to homelessness, to ensure employability. The need of this type of connectivity in programming is crucial to the epidemic of homelessness currently being solved by affordable housing versus employability, which is the mission of TFC(TS). Please bare in mind, as well, there is no other privately Healthcare Institution in Ward 8. This results in our younger people in ward 8 not being outwardly exposed to careers in the healthcare industry. We are called to action to solve this problem.

### **History and Development of School**

Time For Change was founded in 2016 for two major reasons; Family principles of giving back to the less fortunate and building out a trade for a Vocational Rehabilitation Counselor whom identified that Vocational Rehabilitation counselors had no way around social work for their line of work in non-profits in the district and in service government agencies other than Department of Disability services, which resulted in disgruntled emotions for Vocational Rehabilitation counselors in the DC area. Time For Change implemented the only Clinical Employment Agency in Washington DC, which serves as our first sector now. Our uniqueness allowed us to implement a set of services that all are dedicated to the ultimate goal of employment. Time For Change noticed the Clinical Employment Services where not getting the traction needed because of shortage in funded to support individuals thereafter they received a job. Time For Change acknowledge this by getting bonded by various insurance companies to provide psychotherapy services to trauma-informed clientele thereafter they were employed. Our second sector is our Therapy sector. Time For Change also recognized the trauma-informed populations between the

ages of 18 -24 struggled with the idea of long-term goals in education and that they will need a tier to get into the workforce. Then, Time For Change finally grew our third sector to meet the needs of our unique population, the Trade School. TFC(TS) noticed the suffering needs of United Medical Center hospital in WARD 8 DC where our founder grew up and participated as candy striper (volunteer) when it was Greater Southeast Hospital. The need was and still is support from the professions of Nursing Assistant Trade, Emergency Medical Technician and Pharmacy Technician. TFC(TS) took on to be the only Nursing Assistant Training in Ward 8 then and now will be the only standing Healthcare Institution with this much versatility in healthcare career options. TFC's CEO and Founder realized the economic deficiency in employability of the individuals having access to be a healthcare support provider. She also recognized the job deficiency in these healthcare trades are needed more now than ever due to the pandemic in the Washington DC area but especially in Ward 8.

Time for Change is approved to operate by the Higher Education Licensure Commission (HELIC). The institution operates in compliance with all applicable laws, regulations, and standards established by the Commission.

### **Description of Facility and Equipment**

Time For Change (Trade School) TFCTS is an approved Higher Education Licensure Commission. TFCTS is located at 101 Xenia St SW Suite 200 WDC 20032. The school is comprised of three spaces. One of which is an office for the Administrator, the other is an office for the Student Registrar and the eCASAS Testing, the third is the classroom with a clinical lab.

The Facility is equipped with:

Instructional and educational resources for implementing the programs, for the planned number of students and instructional staff, including:

- a) Current reference materials, related to the level of the curriculum
- b) Equipment in functional condition for simulating patient care, including:
  - A patient bed,
  - Overbed table and nightstand
  - Privacy curtains and call bell
  - Thermometers
  - Stethoscopes, including a teaching stethoscope, blood pressure cuffs
  - Balance-type scale for measuring height and weight
  - Hygiene, nail care, oral care supplies
  - Elimination equipment, drainage devices and ostomy supplies
  - Linens
  - Hand washing equipment and clean gloves
  - Dry dressing supplies

- Wheelchair, gait belt, walker, anti-embolic hose, and cane
- c) Audio-visual equipment and media (Projector, computers, and Printers)
- d) Designated space for didactic teaching and skill practice that provides a clean, distraction-free learning environment for accomplishing the educational goals of the program and is comparable to the space provided by a previously approved program of similar size and type, if any
- e) Faculty files – resume copy of license
- f) Student files – application, immunization record or physical form with immunization information, other classroom information.

\*It should be noted that our facility is only used as a hybrid for performance of clinical labs. Our lectures are held online in a virtual learning experience.

### **Academic Resources**

Our potential students have access to being referred to appropriate tutoring supports if they are unable to pass the eCASAS exam at 5th grade reading and math levels. Time for Change Trade School TFC(TS) has access and partnership with United Medical Center, which gives our students the hands-on knowledge of medical hands-on practice for their practicums.

### **List of Programs offered**

Time For Change Trade School (TFC(TS)) offers currently Nursing Assistant Aid (NA), Pharmacy Technician, Emergency Medical Technician, and Security Program trainings.

### **Credentialed and Conferred by:**

Our CEO is credentialed by the Department of Health as a Licensed Professional Counselor. Our Medical Director is credentialed as a Medical Doctor (MD) by way of the DC Department of Health. The Nurse Educational Director and instructor is credentialed as a Registered Nurse (RN) by way of the DC Department of Health. Time For Change also has a Pharmacy Technician credentialed as a Certified Pharmacy Technician who teaches Pharmacy Tech Programming and as well as a EMT certified trainer to teach Emergency Medical Technician training. Time For Change is currently DC Nursing Board approved and Higher Educational Licensing Commission approved as a Higher Educational institution. DC Time for Change delivers a comprehensive Security Training Program facilitated by a qualified instructor certified in CompTIA Security+, ensuring instruction meets current industry and cybersecurity standards.

### **TFC(TS) Educational Activities**

Each trade has an explanation sheet rendered from the Student Registrar and all information can be found in the TFCTS student handbook.

**Online Campus and Clinical Labs**

101 Xenia St SW Suite 200 WDC 20032

**School Hours and Operations**

**Morning Classes**

9:00 am to 1:30 pm

**Evening Classes**

4:30 pm to 9:00 pm

**School Calendar**

TFCTS operates when allowable funding supports educational programming.

Time For Change offices will be closed in observance of the following holidays:

<b>Date</b>	<b>Day</b>	<b>Holiday</b>
January 1, 2026	Thursday	New Year's Day
January 19, 2026	Monday	Martin Luther King Jr. Day
February 16, 2026	Monday	Presidents' Day
May 25, 2026	Monday	Memorial Day
July 4, 2026	Saturday	Independence Day
September 7, 2026	Monday	Labor Day
November 11, 2026	Wednesday	Veterans Day
November 26, 2026	Thursday	Thanksgiving Day
December 25, 2026	Friday	Christmas Day

**Campus Security Act**

Time For Change Trade School (TFC(TS)) will inform students of the Campus Security Act by providing them the actual act handbook from <https://www2.ed.gov/admins/lead/safety/handbook.pdf>.

Time For Change students all will download applications to receive emergency notifications and closures as appropriated by the CEO and Director of School. This link can be found on [www.timeforchange-tfc.com](http://www.timeforchange-tfc.com).

## **Admission Policy and Admission Requirements**

### **Enrollment Process/ Payment Options**

Time For Change Trade School recruits our students by way of partnership agreement with Time For Change and or other non-profits and government funded agency in the city. A major requirement of our services is for the individual to be willing to engage, learn, and procure an opportunity as a healthcare worker.

All students who are interested in TFCTS's programs must have an ID, 18 years of age, two forms of proof of residency, and ability to be funded or pay the \$5,000.00 for either for Nursing Assistant or Pharmacy Technician and or \$8,000 for the Emergency Medical Technician Program. Our school gives the financial option through Square and or Paypal.

TFC administers the eCASAS exam prior to enrollment to ensure that the individuals have adequate skills and abilities to function at least a 5th grade reading and Math level. The eCASAS fee is \$35.00.

Thereafter, results and payment commitments are made, TFCTS will provide an offer letter to extend enrollment into the chosen healthcare program. Along with the results of their exam to support them in their educational growth for future endeavors. It should be noted, if the interested person is unable to score the score needed for enrollment, tenth grade reading and math level, they will be referred to local community partners for tutoring.

All students must have the below listed requirements for enrollment as well.

### **MINIMUM REQUIREMENTS:**

- Must be 18 years of age
- Provide Driver's License or ID card
- Complete Application/registration on site via student registrar (*\$35 non-refundable fee*) \*
- Eligible for ESL 8 or higher
- HS diploma or Equivalent

### **ADMISSION REQUIREMENTS:**

- Successfully pass eCASAS exam (5th grade Reading and math)  
(*\$35 non-refundable fee*)\*
- Provide evidence of physical exam
- Provide evidence of current Immunization, including Hepatitis B, MMR, Tetanus-Diphtheria (Td), PPD/Chest x-ray Varicella, flu vaccine and COVID vaccine
- Pass a 9-panel Drug Test

**Please Note:** All students must pass a drug test upon enrollment. If they do not pass, they will have 30 days after class starts to produce a negative drug test. If they do not, the student will forfeit their educational opportunity and the refund policy will be activated.

- Obtain a Criminal Background Check; TFC can use an online option with GoodHire.com cost (\$75.00) and or other options;  
***Please Note:*** The Board of Nursing requirements for certification and placement on the CNA registry include passing the written and skills certification exam and passing the DOH criminal background.

**B & W Stat Lab**

3104 Georgia Ave. NW Washington, DC

20010

Phone: (202) 726-0842

www.bwstatlab.com

Mon--Fri 7:00am to 3:00pm

*\*Not included in tuition cost. TFCTS  
Uniforms vary per program check with  
Admin for cost.*

***Nursing Assistant Application Deadlines for Enrollment periods***

TFCTS renders enrollment information upon funding of the cohorts.

***Pharm Tech Application Deadlines for Enrollment periods***

TFCTS renders enrollment information upon funding of the cohorts.

***Emergency Medical Tech Application Deadlines for Enrollment periods***

TFCTS renders enrollment information upon funding of the cohort.

***Security Application Deadlines for Enrollment periods***

TFCTS renders enrollment information upon funding of the cohort

***Statement of Notification of Acceptance***

Time For Change Trade School recruits our students by way of partnership agreement with Time For Change and or other non-profits and government funded agency in the city. A major requirement of our services is for the individual to be willing to engage, learn, and procure an opportunity in healthcare.

All students who are interested in TFCTS's programs must have an ID, two forms of proof of residency, and ability to be funded or pay the \$5,000.00 for the 5 or 6 week Nursing Assistant (NA) program, the \$5,000.00 for the 10 week Pharmacy Tech Program or the \$6,500.00 for the 16 week Emergency Technician Program. Students have the option to pay 30% up front and the rest of the payment sparse throughout the six weeks in a form of a payment plan. TFC administers the eCASAS exam prior to enrollment to ensure that the individuals have adequate skills and abilities to function at least a 5th grade reading and Math level. The eCASAS fee is \$35.00.

Thereafter results and payment commitments are made, TFCTS will provide an offer letter to extend enrollment into the NA program. Along with the results of their exam to support them in their educational growth for future endeavors. It should be noted, if the interested person is unable to score the score needed for enrollment, tenth grade reading and math level, they will be referred to local community partners for tutoring.

### **Provisional Acceptance**

Time For Change Trade School will give provisional acceptance to individuals who did not have the ability to pass the eCASAS. TFC(TS) will give the provisional student a total of 6 weeks to reapply and take the exam at no charge once. During this time, TFC(TS) expects that the student will consider tutoring by way. All individuals must pass eCASAS with a 5th grade reading and Math level.

**No transfers credits accepted by other institutions;**

**No other institutions will accept Time For Change Trade School (TFCTS);**

### **Policy in Granting credits for life; Transcripts;**

Time For Change Trade School has a certificate for each program of completion. Upon completion an official transcript is marked for completion of these three different sections of each program. All tests and quizzes are recorded as it is a requirement to be completed and turned in with a passing 75th percentile. These are recorded in the student transcripts. Time For Change will retain paper records for three years but will retain names of passing participants for life in an electronic database.

### **Grading and Progress System**

Grading reflects a composite of many factors: attendance, class participation, homework, the demonstration of skill competencies and content mastery. Assessments are made through exams, tests, quizzes, and projects (oral and written).

Classroom, Clinical Grading and Practicums

All Final Exams for each section must be passed with a 75%. Above 75% you will obtain a PASS. Below 75% you will receive a FAIL. 74% is considered a FAIL.

**P** Pass/Satisfactory

**F** Fail/Unsatisfactory

Quiz averages must be maintained at 75%. Exams and Quizzes are not the same. Exams must be passed with at least a 75% and Exams are needed to be passed in order to move on to Clinical Labs from Classroom and or Clinical Labs to Nurse Practicums. Students who fail any quizzes can be given the opportunity to learn from mistakes and retake to obtain a 75%, as Quizzes are learning tools.

### **Course of Action when Satisfactory is not met...**

Failure of Exams, with a grade below 75%, students will have to consider the **individual session price sheet** for the type of courses they have failed and need to retake. A formal letter and recommendation, to the students who fail, will be rendered for the recommended areas of courses needed to be retaken. Students who will need to take and pay for individual sessions, can only do so for up to one year. The administrators may make exceptions to this policy, for special cases. A written request must be put in writing 30 days prior to next sessions starting to be considered.

### **When do you get grades?**

Upon Completion of the assignment, quiz, test, or clinical practice by way of the Registered Nurse. When grades are rendered, they are registered with the Student Registrar immediately by way of staff communication. Upon Completion of each transcript requirement, of each section, lecture, clinical lab, and practicum, a certificate will be issued by way of the Student Registrar and or Nurse Instructor.

## **Student Rights, Privileges, and Responsibilities**

### **Students' Rights**

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no University rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition, and peaceful assembly as set forth in the U.S. Constitution.
2. Each student shall have the right to participate in all areas and activities of TFCTS, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status in accordance with applicable federal and state laws.
3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and TFCTS authorities alike.
4. Each student subject to disciplinary action arising from violations of TFCTS Rules shall be assured a fundamentally fair process.

## **Students' Responsibilities**

1. A student has the responsibility to respect the rights and property of others, including other students, the faculty and University officials.
2. A student has the responsibility to be fully acquainted with the published TFCTS Student Rules and to comply with them, as well as federal, state, and local laws.
3. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire TFCTS community.
4. A student has the responsibility to maintain a level of behavior which is consistent in supporting the learning environment of the institution and to recognize the TFCTS's obligation to provide an environment for learning.

## **Procedure for handling student complaints/grievances**

### **Student Complaint and Grievance Policy and Procedures**

#### **General Statement of Policy**

A student has the right to seek a remedy for a dispute or disagreement through the TFCTS's Complaint and Grievance procedure.

The TFCTS shall establish procedures in consultation with student representatives and others, for handling complaints and grievances. These procedures shall not substitute for other grievance procedures specific in Board and TFCTS policies and procedures, regulations or negotiated agreements. This policy does not apply to academic grade disputes which are handled under the TFCTS's Grade Appeals policy located in the appropriate Course Catalog.

#### **Procedures**

The TFCTS shall establish procedures to implement this policy which are outlined in the Procedure section.

### **Student Complaint and Grievance Procedures**

1. **Definitions:** For the purposes of Student Complaints and Grievance Policy and Procedure, the following definitions apply:
  - **Appeals:** A request for reconsideration of a grievance decision Student Complaints and Grievance Policy and Procedure.
  - **Complaint:** An oral or written claim concerning a TFCTS issue brought by a student alleging improper, unfair, or arbitrary treatment. Grievance. A written claim raised by a student alleging improper, unfair, or arbitrary action by an employee involving the application of a specific provision of a TFCTS rule or regulation or a board policy or procedure. This policy does not apply to those

TFCTS rules or to board policies or procedures that include an appeal or grievance process.

- **Retaliation:** Retribution of any kind taken against a student for participating or not participating in a complaint or grievance.
  - **Student:** An individual who is enrolled in the TFCTS or a group of such individuals or the campus student government.
2. **Notification and Publication:** The TFCTS shall inform students of the established complaints and grievance policy and procedures. These policies and procedures shall be publicized to students at least annually in the Student Handbook, Iona website and shall include information related to how and where students can obtain the Student Complaints and Grievance form.
  3. **Complaint:** This procedure is to be used when a student has a concern about a TFCTS rule or regulation that impacts their education at the TFCTS. The objective of this procedure is to resolve problems as quickly and efficiently as possible at the level closest to the student so the students' educational progress can continue with the least amount of disruption. The student should bring the concern to an appropriate staff or faculty member. If the student is uncomfortable with approaching the TFCTS employee directly, they may select an advocate who can be a counselor, advisor or other faculty/staff member. The staff member(s) attempt to work with the student and other persons who are involved to resolve the issue within ten (10) working days. If the concern is not satisfactorily resolved, the student may then file a grievance.
  4. **Grievance:** If a student is dissatisfied with the results of the complaints process, a grievance may be filed. All grievances must be submitted in writing. Forms are available in the Student Registration office or the respective CEO's offices. The forms should be completed and returned to the Student Registrar of TFCTS who will forward the grievance to the appropriate administrator for written response to the student within ten (10) working days.
  5. **Appeals:** The student has the right to appeal the grievance decision by filing a written appeal to the Higher Education Licensing Commission (HELC). Appeals must be filed within ten (10) working days from receipt of the grievance decision. The decision of the HELC is final and binding.

**Higher Education Licensure Commission (HELC)**  
**1050 First St, NE fifth floor**  
**Washington DC 20002**  
**(202) 724-2824**

6. **Retaliation Prohibited:** No retaliation of any kind shall be taken against a student for participating or refusing to participate in a grievance. Retaliation may be subject to action under appropriate student or employee policies.
7. **Records Retention:** All records of complaints and grievances shall be logged and housed in the office of the Student Registrar and retained for a period of five (5) years.

### **Probation, Dismissal and Readmission**

#### **Probationary Period**

Please refer to;

#### **Specific Criteria for Probation**

At TFCTS, there are 3 main reasons for being placed on probation:

1. Academic
2. Behavior
3. Absenteeism

#### **Academic Probationary Period**

##### ***Course of Action when Satisfactory is not met...***

It should be noted that this is the policy for the probationary period. TFCTS is only a five to six-week Trade School, so we have to comply with the grading course of action. Students who will need to take and pay for individual sessions if they fail, they can only do so for up to **one year**. We can consider this a probationary period for the student to have a chance to get the 75% percentile they need.

#### **Behavior Probationary Period**

TFCTS takes inappropriate behaviors seriously. Please see the Staff/student Safety/Engagement.

As a student of Time For Change, I will:

1. Maintain Respect for my fellow peers
2. Maintain Respect for staff.
3. Not bring any youth and or young adults to the program who are not connected to Time For Change
4. Not bring drug paraphernalia or weapons in the building where Time For Change is having programming.
5. Participant in activities as assigned
6. Collaborate with staff in understanding my role in helping myself

7. Never participate in unwanted touching unless granted by the opposing person. (Hugging, kissing, handshaking, and or punching, hitting, and smooching).
8. Communicate all things relevant to feeling uncomfortable
9. Come focused and prepared to work with peers and staff.
10. Participate in Time For Change programing
11. Keep an open mind to information given
12. NO SMOKING on or near the property As a Staff of Time For Change, Staff will:
13. Respect all young adults participating in the program.
14. Deliver exceptional services Job Readiness services
15. Provide support and assistance to participants in the program
16. Educate staff on understanding their role in Job Readiness and Placement
17. Ensure safety amongst the participants
18. Provide a safe, supportive and open environment for communication.

If any of these things are violated, the student will be ejected and no refund will be allowed or allocated back to them. They will consider this a loss of tuition. If they wish to re-enroll, they will have to write a letter of understanding of how their behavior was unacceptable and post payment for re-enrollment. Student registrar will identify if the student has completed 25%/50%/75% of the program to determine the cost of the reenrollment fee. Please note course completion/credits will not be lost as these will be considered student records but payment will need to be made for the courses of completion to be continued for finishing TFCTS.

### **Absenteeism**

#### ***Absent Policy***

A sign-in sheet will be at the front of the classroom and a picture will be taken of the sign-in sheet five minutes after the course starts. If you are late and you sign after the picture is taken you will have to consider retaking the course. Special considerations will be rendered to those who are not repeat offenders. You are only considered a non-repeat offender for the first time. If a second occurrence happens, you will have to consider making up the class. You will be sent home for the day.

Regular school attendance is vitally important to a student's academic achievement. For that reason, and in order to meet requirements set by the District of Columbia, TFCTS has set very strong parameters around attendance as lack of attendance will hold graduation up.

**Both excused and unexcused absences along with tardiness and early sign-outs will be counted when determining a student's pattern of non-attendance. This is a change from previous years when excused absences had no impact on a student's attendance record.**

TFCTS will be looking at students for early signs of truancy when they accumulate more than 2 days of absence from school without acceptable documentation. The max absent time allotted is 2 days. If more, you will fail the program as you will not have enough hours to complete that session. You will also be placed on PROBATION. Absences include missing school all day and/or missing school part of the day (being tardy, being signed out early). It is SO important for students to be in every class every day as it directly reflects the graduation and success rate of our school and of our students.

If it is determined that a student has developed pattern of non-attendance, sanctions may be imposed. Sanctions will range,

**Individual course prices for Make-ups**

5 week option	Price	6 week Option
Instructional courses	\$91.80	Instructional courses
Clinical Labs (make up Time)	\$91.80	Clinical Labs (make up Time)
Nurse Practicums (make up Time)	\$91.80	Nurse Practicums (Make up Time)
Individual Course Prices for Make ups for Pharmacy Tech	Instructional courses	\$38.25
Individual Course Prices for Make ups for EMT	Instructional courses	\$83.33
Individual Course Prices for Make ups for Security	\$114.77	

**Length Probationary Period**

TFCTS probationary period will vary in terms of the different statures of why the students are placed on probation. **Academic Probation** can last up to one year. If a student violates the **Behavior Probation** policy, the student will be placed out the program for the current session

they are in but can return into the next enrollment session, meeting all the requirements abovementioned. **Absenteeism probation** is implemented right after the 2-day missed in the school, but the students will have the option to pay for courses in the next enrollment sessions that start to make their lecture hours up via the chart abovementioned.

### **Criteria for cleaning Probation status**

Each probation has a different clearing criterion, and this criterion can be found in the explanation of each one. Please refer above.

### **Criteria for Re-admission for unsatisfactory grades**

Please refer to *Course of Action when Satisfactory is not met...*

### **Conditions for non-readmittance**

If a student causes physical harm to staff and or other students, this will be documented events and the students will not be re-admitted into TFCTS.

### **Student Records Confidentiality Policy**

All student records are maintained under lock and key in the student registrar office. The student records will be maintained for five years thereafter the student has been enrolled into courses at TFCTS. Confidentiality is maintained by way of the School Registrar and staff of TFCTS. TFC is a Clinical employment Program with a Trade School that maintains records complying with the HIPPA law requirements. All records are held lock and key by way of staff of TFCTS.

### **Obtain records policy**

All students can request records from the Student Registrar. Please note all requests must be given 48 hours. It may be rendered sooner but the policy allows TFCTS staff to get these records to you within 48 hours. All records will be rendered for during and up to 6 months thereafter the student's session has ended for free of cost. If the student needs it after six months after the session has ended. A \$20.00 fee will be assessed.

### **Outstanding bill and Records**

If a student has an outstanding bill, the student will not be rendered any records until bill is settled with the student registrar.

### **Student Conduct/Policy**

TFCTS students must:

1. Maintain Respect for my fellow peers
2. Maintain Respect for staff.
3. Not bring any youth and or young adults to the program who are not connected to Time For Change

4. Not bring drug paraphernalia or weapons in the building where Time For Change is having programming.
5. Participant in activities as assigned
6. Collaborate with staff in understanding my role in helping myself
7. Never participate in unwanted touching unless granted by the opposing person. (Hugging, kissing, handshaking, and or punching, hitting, and smooching.
8. Communicate all things relevant to feeling uncomfortable
9. Come focused and prepared to work with peers and staff.
10. Participate in Time For Change programing
11. Keep an open mind to information given
12. NO SMOKING on or near the property As a Staff of Time For Change, Staff will:
13. Respect all young adults participating in the program.
14. Deliver exceptional services Job Readiness services
15. Provide support and assistance to participants in the program
16. Educate staff on understanding their role in Job Readiness and Placement
17. Ensure safety amongst the participants
18. Provide a safe, supportive, and open environment for communication.

***Violations of Conduct will be handled accordingly***

**First Warning**

If this conduct is not followed or not taken seriously or violated in anyway. TFCTS instructional staff will write the student up. This is considered a formal request to support the allegations made. The student and instructor will have to meet with CEO for a successful mediation and a first warning will be rendered. Students are able to activate this same process if the teacher violates their conduct in any way. If the mediation does not resolve issue the student will be recommended by way of the CEO to be placed on a behavioral probation. Please note for personnel procedures we follow our personnel handbook.

**Second and Final Warning**

If this conduct is violated, probation is activated, and student is dismissed from TFCTS will a packet on how to file an Appeal with TFCTS and contact information for Higher Education Learning Commission. Upon being dismissed, the client is only allowed to communicate with Student Registrar to process Appeal or to handle any other issues in regard to student records etc. An official statement/letter will be rendered and mailed to students address appropriately.

**Dress Code**

Students are to dress in appropriate fashion for school. The list below contains the things NOT allowed to be worn:

1. Frayed jeans
2. Leggings without long shirt
3. Shorts shorter than finger length
4. Skirts shorter than finger length
5. Open toe shoes where all toes are visibly exposed, and thong flip flops.

### **Clinicals in Nursing, Pharmacy, and Emergency Medical Technician Home Practicums Dress Code.**

Scrubs and or assigned uniforms per program are to be worn during practicums or clinicals. All participants will be rendered the appropriate Uniform for their chosen trade. In Clinicals and or Practicums closed toe, rubber bottom shoes must be worn.

### **Code of Ethics**

#### **Organizational Ethics**

- Promotion of ethical work environments that support student and community health.
- Development of relationships with organizations whose principles and actions are in harmony with TFCTS's mission and values and the termination of relationships with organizations whose known actions violate TFCTS's business and ethical principles; and
- Support of the role of the known trade through advocacy, integrity, and participation in public policy development and social justice.

### **Time For Change Student Ethics**

#### **Child Wellbeing**

- Time For Change students support and promote student abilities to achieve the highest quality of life as understood by each individual and family.
- Time For Change students integrate caring, kindness, and respect into supporting nurses adequately.
- Time For Change students serve a unique role in transition planning to address patient's health needs within the environment.
- Time For Change students maintain protection of, and confidentiality with, student health records according to the Health Insurance Portability and Accountability Act (HIPAA), Family Education Rights Protection Act (FERPA), other applicable federal laws, state laws and regulations, and professional standards of practice to safeguard privacy.
- Time For Change students refer patients to other health professionals and community health agencies as needed to promote health and well-being.

## **Diversity**

- Time For Change students deliver care in a manner that promotes and preserves patient autonomy, dignity, and rights so that all are treated equally regardless of race, gender, socio-economic status, culture, age, sexual orientation, gender identity, disability or religion.
- Time For Change students deliver care in an inclusive, collaborative manner that embraces diversity in the school community.
- Time For Change students actively promote patient's health, safety, and self-worth.

## **Excellence**

- Time For Change students must have knowledge, patience, and maintain the highest level of competency by enhancing professional knowledge and skills and by collaborating with peers, other health professionals and community agencies.
- Time For Change students incorporate information from supervisory clinical evaluation to improve practice.
- Time For Change students evaluate their own practice in relation to professional standards of applicable laws, regulations and policies.

## **Innovation**

- Time For Change students are aware of social determinants of health in the CMS facility they are assigned, provide healthcare to all patients, support facility staff.

## **Integrity**

- Time For Change students maintain confidentiality within the legal, regulatory and ethical parameters of health and education.
- Time For Change students understand, follow and inform others about health record protection according to HIPAA, and other applicable federal laws, and state laws and regulations.
- Time For Change students acknowledge instances of illegal, unethical, or inappropriate behavior that can endanger or jeopardize the best interest of the healthcare consumer or situation and report it to their supervisory Nurse.

## **Leadership**

- Time For Change students are patient advocates.
- Time For Change students support patient rights in navigating the educational environment.
- Delegation or assignment of healthcare tasks, including accountability for delegated tasks, may be the responsibility of the school nurse. School nurse assignments and delegations must be consistent with state nurse practice guidelines and established best practice.
- Time For Change students work within educational institutions to define and implement professional standards of practice and school health policy development.

## **Scholarship**

- Time For Change students are lifelong learners in pursuit of knowledge, training and experiences that enhance the quality of their support in practice.
- Time For Change students adhere to the ethics that govern research, specifically:
  - Rights to privacy and confidentiality
  - Voluntary and informed consent; and
  - Awareness of and participation in the mechanisms available to ensure the rights of human subjects, particularly vulnerable populations (e.g., minors, disabled).

### ***Attendance/Leave of Absence Info***

Please refer to the Attendance policy.

### **Excused absences**

It should be noted that excused absences, without probation playing a role, are limited to 2. It should be noted that TFCTS do care about personal instances, which may hold students up, but a student cannot have more than 2 absences due to the missing of necessary hours to graduate from the program.

### **Qualifications of excused absences**

In order for an absence to be excused, the adult, enrolled, must report the reason for the absence to the school on the day prior, the day of, or within two school days following the absence.

Absences may be excused for the following:

- Illness of student. If a doctor states in writing that the student will be absent for fifteen or more consecutive days, the guidance department should be notified so that homebound instruction can be arranged.
- Illness of an immediate family member.
- Death in family.
- Subpoena by a law enforcement agency.
- Special events if the student gets permission from the school at least five days ahead of time. Such trips refer to exceptional cases of family need, college visitations or trips of an academic nature.
- Doctor or dental appointment if the student provides a note from the doctor or dentist giving the date and appointment time.

### **Unexcused Absences**

If the reason for being absent is not listed under the Excused Absence list, it is an unexcused absence. No other excuses are accepted.

### **Late Arrival**

A Late arrival means you are more than 5 minutes late. A sign-in sheet will be at the front of the classroom and a picture will be taken of the sign-in sheet five minutes after the course starts. If you are late and you sign after the picture is taken you will have to consider retaking the course. Special considerations will be rendered to those who are not repeat offenders. You are only considered a non-repeat offender for the first time. If a second occurrence happens, you will have to consider making up the class. You will be sent home for the day.

### **Early Dismissal**

It should be noted that Instructors are the only ones who can render an early dismissal based on local weather and or local emergencies. If one is rendered, please note this will extend the current educational session for how many hours the school was dismissed.

### **Recording of Absences**

The sign-in sheets recorded at the beginning of the class will be documented records with the student registrar to support all files for the current active session. Also, the pictures that the instructors take at the start of the class are emailed to the student registrar as well. A sheet is kept in the student's file to document successful records of completion.

### **Definition of Absent due to Tardiness**

TFCTS will mark a student absent if they are more than five minutes late. After five minutes the hours of completion are interrupted, which means they will have to use one of their excused absence days.

**Maximum # of absences per session**

TFCTS will only allow 2 absences. After the second absence, the student registrar will close the file and archive. Student Registrar will issue a letter via email and mail of officially notifying students of their dismissal status and instructions of how to re-enroll into the next session. In this letter, refund policy will be rendered as well and if the student qualifies for refund a check will be issued with the letter.

***Hybrid Education policies***

It should be noted that TFCTS has Hybrid programming and because we are hybrid our attendance policy has to provide clarity in regard to attendance. All the above mentioned parts of this policy are applicable to the hybrid education we offer with respect to these policy statements, all students must attend any online Zooms offered per lecture session, per program. If the student is unable to make class, a Zoom option will be rendered only if it is the lecture part of the course, and the absence meets one of these requirements:

Absences may be excused for the following:

- Illness of student. If a doctor states in writing that the student will be absent for fifteen or more consecutive days, the guidance department should be notified so that homebound instruction can be arranged.
- Illness of an immediate family member.
- Death in family.
- Subpoena by a law enforcement agency.
- Special events if the student gets permission from the school at least five days ahead of time. Such trips refer to exceptional cases of family need, college visitations or trips of an academic nature.
- Doctor or dental appointment if the student provides a note from the doctor or dentist giving the date and appointment time.

Otherwise, the student must be present when the instructor requires the in-person training and there are no exceptions to this rule and or policy.

**For the Emergency Medical Technician Program Specifically:**

Please see the TFCTS EMT Course Schedule/Curriculum. The only sessions that are allowed to be Hybrid per Program Coordinator's discretion are highlighted and described in the color of reddish peach.

**For the Emergency Medical Technician program, no absences can be made on skills days without having to retake in the following class of an EMT offered by TFCTS's EMT training program.**

### ***Enrollment Process/ Payment Options***

Time For Change Trade School recruits our students by way of partnership agreement with Time For Change and other non-profits and government funded agency in the city. A major requirement of our services is for the individual to be willing to engage, learn, and procure an opportunity as a Nursing Assistant, Emergency Medical Technician and or Pharmacy Technician. All students who are interested in TFCTS's program must have an ID, 18 years of age, two forms of proof of residency, and ability to be funded or pay the \$5000 for the five or the six- week Nursing Assistant (NA) program, the \$5000 for the Pharmacy Tech program and or \$8,000 for the Emergency Medical Technician Program. Please note for Job Readiness and or Employment services different fees are applied. Our school gives installment options and payment plans.

TFC administers the eCASAS exam prior to enrollment to ensure that the individuals have adequate skills and abilities to function at least a 5th grade reading and Math level. The eCASAS fee is \$35.00.

Thereafter, results and payment commitments are made, TFCTS will provide an offer letter to extend enrollment into the NA program. Along with the results of their exam to support them in their educational growth for future endeavors. It should be noted, if the interested person is unable to score the score needed for enrollment, tenth grade reading and math level, they will be referred to local community partners for tutoring.

All students must have the below listed requirements for enrollment as well:

#### **MINIMUM REQUIREMENTS:**

- Must be 18 years of age
- Provide Driver's License or ID card
- Complete Application/registration on site via student registrar (\$35 non-refundable fee) \*
- Eligible for ESL 8 or higher
- HS diploma or Equivalent
- Must have access to computer and technology to perform in class.

#### **ADMISSION REQUIREMENTS:**

- Successfully pass CASAS exam (5th grade Reading and math) (**\$35 non-refundable fee**)
- Provide evidence of physical exam
- Provide evidence of current Immunization, including Hepatitis B, MMR, Tetanus-Diphtheria (Td), PPD/Chest x-ray Varicella, flu vaccine and COVID-19 vaccine
- Obtain a Criminal Background Check from cost (**\$75.00**)
- Actively enrolled into TFCTS courses

### **Admission Policy and Admission Requirements/Enrollment Process/ Payment Options**

Time For Change Trade School recruits our students by way of partnership agreements with Time For Change and or other non-profits and government funded agencies in the city. A major requirement of our services is for the individual to be willing to engage, learn, and procure an opportunity as a Nursing Assistant, Pharmacy Tech and or Emergency Medical Technician.

All students who are interested in TFCTS program must have an ID, 18 years of age, two forms of proof of residency, and ability to be funded or pay the tuition for their chosen program: Nursing Assistant, Pharmacy Tech and or Emergency Medical Technician. Our school gives financial payment plan options.

TFC administers the CASAS exam prior to enrollment to ensure that the individuals have adequate skills and abilities to function at least a 5th grade reading and Math level. The CASAS fee is for students \$35.00.

Thereafter, results and payment commitments are made, TFCTS will provide an offer letter to extend enrollment into their chosen. Along with the results of their exam to support them in their educational growth for future endeavors. It should be noted, if the interested person is unable to score the score needed for enrollment, fifth grade reading and math level, they will be referred to local community partners for tutoring.

*\*Not included in tuition cost. TFCTS Uniforms vary per program check with Admin for cost. Books are purchased from TFC [www.timeforchange-tfc.com](http://www.timeforchange-tfc.com)*

#### **Payment options**

Application fee, eCASAS Exam, Clinical Kits, Books, and Background Checks should be purchased prior to enrollment, as it is needed to complete the enrollment process.

The uniforms have to be purchased by the second week to be ordered and ready for practicum. The tuition is the only item that can be broken into payment installments. Individuals can pay \$5000 in full at the start of the class or depending on if they pick to complete in five weeks or six weeks, determines the breakdown in payments. Everyone, regardless of five or six-week completion, must pay 30% up front for tuition. If the five-week option is chosen students must pay \$875.00 every Monday when the school session starts. If the six-week option is chosen students must pay \$700.00 every Monday when the school session starts. It should be noted that if the payment is not made on Monday the student will not be allowed in the week session they have not paid for. It should also be noted that after two days of not coming back the student will be officially dismissed and if the student already has an absence accounted for they can only miss two days so they may be dismissed after one missed day, depending on their enrollment status. Please see the chart below to explain payment options.

**Chart 1.1 Nursing Assistant Tuition payment options**

5 week option	Price	6 week option	
Application Fee	\$35.00	Application Fee	\$35.00
Initial Payment for Enrollment Week #1	\$1,500.00	Initial Payment for Enrollment Week #1	\$1,500.00
Weekly installment #2	\$875.00	Weekly installment #2	\$875.00
Weekly installment #3	\$875.00	Weekly installment #3	\$875.00
Weekly installment #4	\$875.00	Weekly installment #4	\$875.00
Weekly installment #5	\$875.00	Weekly installment #5	\$875.00
		Weekly installment #6	\$875.00
Total	\$5,710.00	Total	\$5,710.00

**Other Applicable Fees list**

5 week option	Price	6 week option	
Application Fee	\$35.00	Application Fee	\$35.00
eCASAS exam	\$70.00	eCASAS exam	\$70.00
Background Check	\$75.00	Background Check	\$75.00
Clinical Kit	\$45.00	Clinical Kit	\$45.00

Mosby Nursing aid Book	\$70.00	Mosby Nursing aid Book	\$70.00
TFCTS Uniforms	\$75.00	TFCTS Uniforms	\$75.00
Initial Payment for Enrollment Week #1	\$1,500.00	Initial Payment for Enrollment Week #1	\$1,500.00
Weekly installment #2	\$875.00	Weekly installment #2	\$700.00
Weekly installment #3	\$875.00	Weekly installment #3	\$700.00
Weekly installment #4	\$875.00	Weekly installment #4	\$700.00
Weekly installment #5	\$875.00	Weekly installment #5	\$700.00
		Weekly installment #6	\$700.00
CPR and First Aid	\$100.00	CPR and First Aid	\$100.00
Drug Test	\$75.00	Drug Test	\$75.00
National Certified Nursing Aid exam	\$165	National Certified Nursing Aid exam	\$165
Total	\$5,710	Total	\$5,710

**Chart 1.2 Pharmacy Technician Tuition Payment Plan Options**

10 Week Option	Price
Initial Payment for Enrollment Week #1	\$1,500.00
Weekly installment #2	\$437.50

Weekly installment #3	\$437.50
Weekly installment #4	\$437.50
Weekly installment #5	\$437.50
Weekly installment #6	\$437.50
Weekly installment #7	\$437.50
Weekly installment #8	\$437.50
Weekly installment #9	\$437.50
<b>Other Applicable Fees list</b>	
Application Fee	\$35.00
eCasas Exam fee	\$70.00
Background Check	\$75.00
Textbook (Mosby's Essentials Pharmacy Technician 6th Ed)	\$125.00
TFCTS EMT Pharm Coat Uniform	\$65.00
Drug Test	\$75.00
CPhT Certification Exam	\$129
<b>Total</b>	<b>\$5,639</b>

**Chart 1.3 Emergency Technician Tuition Payment Plan Options**

16 Week Option	Price
Initial Payment for Enrollment Week #1	\$2,400.00
Weekly installment #2	\$373.33
Weekly installment #3	\$373.33
Weekly installment #4	\$373.33
Weekly installment #5	\$373.33
Weekly installment #6	\$373.33
Weekly installment #7	\$373.33
Weekly installment #8	\$373.33
Weekly installment #9	\$373.33
Weekly installment #10	\$373.33
Weekly installment #11	\$373.33
Weekly installment #12	\$373.33
Weekly installment #13	\$373.33
Weekly installment #14	\$373.33
Weekly installment #15	\$373.33
Weekly installment #16	\$373.33
<b>Other Applicable Fees list</b>	
Application Fee	\$35.00

eCasas Exam fee	\$70.00
CPR	\$100
OSHA Training (Mandatory)	\$150
Background Check	\$75.00
Textbook (Pre-Hospital Emergency Care 11th ed. With Learning Management System)	\$200.00
TFCTS EMT shirt	\$65.00
Drug Test	\$75.00
NREMT Certification Exam	
Cognitive Written Exam - ONLY	\$98
Psychomotor Skills Exam	\$100
<b>Total</b>	<b>\$7,468</b>

**Chart 1.4 Security Program Training Tuition Payment Plan Options**

11 Week Option	Price
Initial Payment for Enrollment Week #1	\$2,000.00
Weekly installment #2	\$296.50
Weekly installment #3	\$296.50
Weekly installment #4	\$296.50
Weekly installment #5	\$296.50
Weekly installment #6	\$296.50
Weekly installment #7	\$296.50
Weekly installment #8	\$296.50

Weekly installment #9	\$296.50
Weekly installment #10	\$296.50
Weekly installment #11	\$296.50
<b>Other Applicable Fees list</b>	
Application Fee	\$35.00
eCasas Exam fee	\$70.00
CPR	\$100
OSHA Training (Mandatory)	\$150
Background Check	\$75.00
TFCTS Uniform shirt	\$75.00
Drug Test	\$75.00
Books The Effective Security Officer's Training Manual 3rd Edition March 22, 2014 Ralph Brislin English  Paperback 9780128000038 eBook 9780128001929	\$193.46
<b>Total</b>	<b>\$5,738.46</b>

**Optional Tuition Payment Choice:** click on the link below  
**Sallie Mae: Career Training Smart Option Student Loan®**

**Refund Policy**

Students are granted 72 hours (Not including weekends or holidays) from the date of signing to rescind contract with school unless the student has already begun instruction. This means if the

instruction is the day after signing the 72 hours is voided as no one is allowed refunds once the instruction has started.

Please note there are no refunds for students who choose to be on weekly installments as they are our 'pay as you go' students. When students are making their payments, it is before instruction every week and they cannot enter class unless payment is made.

For students who pay in full they will be eligible for a refund of a TFCTS credit to go towards another session for completion. It should be noted the credits will be broken down into how the installments are. These credits are only allowable for the next cohort ran. Thereafter, the student

For example, if the student gets to week four and miss more than two days, they will be dismissed, and they are in the 6-week training program, they will have a two-week credit of \$420 to use in the next session that they will have to re-register for in the next registration period.

If the student decides not to use the TFCTS credit in the next session, it will expire thereafter the following session conducted by TFCTS. An official request for money refund must be made within 90 days thereafter the next concurrent session, which goes to the student registrar, who will forward to TFC CEO, who will approve and issue a check to be mailed to the student's address. It should be noted if it is after 90 days the request will be denied. No refund will be issued.

### **Financial Assistance**

It should be noted that TFCTS do not participate with any programs that provide financial assistance. TFCTS do not take federal student aid.

### **Cancellation Policy**

Students are granted 72 hours (Not including weekends or holidays) from the date of signing to rescind contract with school unless the student has already begun instruction. This means if the instruction is the day after signing the 72 hours is voided as no one is allowed refunds once the instruction has started.

### **Rules of Installment payments**

It should be noted that thereafter the student commits and signs the enrollment contract, they are committed and bound to pay installment payments according to the course of completion they selected upon enrollment contract and registration.

### **Educational Objective**

The Current Programs at TFCTS's objective is to offer short term educational goals for long term goal obtainment and economic growth and sustainability. We wish to implant a healthcare institution impact the most improvised area in the city while providing the many possibilities of exceptional healthcare career obtainment options.

### **Curriculum and Completion expectations**

Please find curriculum in Appendix C and completion expectations in Graduation requirements.

### ***Program Evaluation***

#### **Evaluation**

TFCTS has an internal evaluation process that all students have to participate in order to give administration input of what works and what does not work. We use these measures to identify what needs improvement and to consider recommendations reported.

#### **Evaluation of Scores**

TFCTS will strive to have an over 100% graduating rate. We know this is an aim high, the least graduation rate we are willing to take is 90%. TFCTS students will maintain a 75% passing rate and if higher we will be happy to have. All statistics of TFCTS will be tracked for successfully passing, graduating, and employment placement ratings. We will be holding our standard to place at 90% of the graduates successfully into employment within 6 months of ended program if not sooner. Abovementioned is the standard TFCTS will be evaluated upon and tracked thereafter each session conducted.

### ***Faculty Accessibility for Support***

#### **Library**

TFCTS has access to all the cities libraries. Students can identify their locations at <https://www.dclibrary.org/>. Students can obtain a free library card and lend out eBooks (Virtual Books) to support their education or they can use their library card during public hours and obtain what they need this way.

TFCTS also has a set a side library filled with pamphlets that can support the Nursing Assistant Training Curricula.

Our home public library hours and locations are:

- ❖ 1800 Good Hope Road SE Washington, D.C. 20020 **Metro stop:** Anacostia  
202-715-7707, 202-715-7708

**Sunday:** 1:00 p.m.-5:00 p.m.

**Monday:** 9:30 a.m.-9:00 p.m.

**Tuesday:** 9:30 a.m.-9:00 p.m.

**Wednesday:** 9:30 a.m.-9:00 p.m.

**Thursday:** 9:30 a.m.-9:00 p.m.

**Friday:** 9:30 a.m.-5:30 p.m.

**Saturday:** 9:30 a.m.-5:30 p.m.

- ❖ 3660 Alabama Ave., SE Washington, D.C. 20020 **Metro stop:** Naylor Road  
202-698-6373

**Sunday:** 1:00 p.m.-5:00 p.m.

**Monday:** 9:30 a.m.-9:00 p.m.

**Tuesday:** 9:30 a.m.-9:00 p.m.

**Wednesday:** 9:30 a.m.-9:00 p.m.

**Thursday:** 9:30 a.m.-9:00 p.m.

**Friday:** 9:30 a.m.-5:30 p.m.

**Saturday:** 9:30 a.m.-5:30 p.m.

TFCTS Faculty will be available via email, and they will be expected to respond within 24 hours to any questions from the students about course work. All instructors will have one hour before/after class to meet shortly with students who may have questions. This will be Monday thru Friday.

### **Day Sessions**

8:00am -9:00am by appt only 1:30pm -2:30pm

### **Evening sessions**

3:30pm -4:30pm

### **Tutoring**

If students need more support outside of these abovementioned hours, our instructors are allowed to charge a fee for private tutoring hours at an outside rate if a formal request is put in by both the instructor and the student. Thereafter, they will be able to work out their own private contract for tutoring hours, which will remain on file. It should be noted that tutoring can happen on TFCTS Campus Library and or in a DC Public Library.

### **Graduation Requirements**

Grading reflects a composite of many factors: attendance, class participation, homework, the demonstration of skill competencies and content mastery. Assessments are made through exams, tests, quizzes, and projects (oral and written).

#### **Grading for Nursing Assistant Program**

- Lecture 65 hours, Clinical Labs 20 hours and Nursing Home Practicums 40 hours
- All Final Exams for each section must be passed with a 75%. Above 75% you will obtain a PASS. Below 75% you will receive a FAIL. 74% is considered a FAIL.

P Pass/Satisfactory

F Fail/Unsatisfactory

#### **Grading for Pharmacy Technician Program**

- Lecture 60 hours, Clinical Labs 20 hours and 160 Practicums Experience Hours
- All Final Exams for each section must be passed with a 75%. Above 75% you will obtain a PASS. Below 75% you will receive a FAIL. 74% is considered a FAIL.

P Pass/Satisfactory

F Fail/Unsatisfactory

#### **Grading for Emergency Medical Technician Program**

- All Final Exams for each section must be passed with a 75%. Above 75% you will obtain a PASS. Below 75% you will receive a FAIL. 74% is considered a FAIL.

P Pass/Satisfactory

F Fail/Unsatisfactory

Quiz averages must be maintained at 75%. Exams and Quizzes are not the same. Exams must be passed with at least a 75% and Exams are needed to be passed in order to move on to Clinical Labs from Classroom and or Clinical Labs to Nurse Practicums. Students who fail any quizzes can be given the opportunity to learn from mistakes and retake to obtain a 75%, as Quizzes are learning tools. Failure of Exams, with a grade below 75%, students will have to consider the

**individual session price sheet** for the type of courses they have failed and need to retake. A formal letter and recommendation, to the students who fail, will be rendered for the recommended areas of courses needed to be retaken. Students who will need to take and pay for individual sessions, can only do so for up to one year. The administrators may make exceptions to this policy, for special cases. A written request must be put in writing 30 days prior to next sessions starting to be considered.

### **Grading for Security Program**

- Lecture 150 hours
- All Final Exams for the above sections must be passed with a 75%. Above 75% you will obtain a PASS. Below 75% you will receive a FAIL. 74% is considered a FAIL.

**P** Pass/Satisfactory

**F** Fail/Unsatisfactory

### **Graduation**

TFCTS students are eligible for promotion upon obtaining three certificates: Lecture, Clinical Labs, and Nurse Practicums. All exams and quizzes must be passed with at least a 75%; nothing lower as lower will result in a failure.

It should be noted that upon completion of TFCTS Nursing Assistant Training Program, students must sit for the National Certified Nursing Aid Exam before being considered to work with an Employment Specialist. **Please Note:** The Board of Nursing requirements for certification and placement on the CNA registry include passing the written and skills certification exam and passing the DOH criminal background. Thereafter this certification, the student will be more equipped to enroll into a Licensed Practical Nursing program. Completion of TFCTS Nursing Assistant Training Program will only render a successful completion of this one trade.

Completion is not applicable to other degrees, but it allows for our students to be more applicable to other educational institutions for advancement in the field of nursing.

### **Career Advancement**

TFCTS has an Employment Specialist who builds jobs on behalf of TFC clientele. TFCTS students will now be clientele of our clinical employment program, which means they will get a career profile and an employment Specialist who will actively develop more partnerships with nursing homes, hospitals, and healthcare organizations, which need our graduates.

### **Non--Discrimination Policy: CERTIFICATE OF NON-DISCRIMINATION**

The Time For Change Trade School understands that it is an unlawful discriminatory practice in the District of Columbia, subject to exemptions in Section 1-2520 (b) of the District of Columbia Code (1981 ed.) for any educational institution:

- To deny, restrict, or to abridge or condition the use of, or access to, any of the facilities and services to any person otherwise qualified, wholly or partially, for a discriminatory reason, based upon race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, political affiliation, source of income or physical handicap of any individual; or
- To make or use a written or oral inquiry, or form of application for admission, that elicits or attempts to elicit information, or make or keep a record, concerning the race, color, religion, or national origin of an applicant for admission, except as permitted by regulations of the Office of Human Rights.

Further, it is understood that Section 1-2522 requires every educational institution to post and keep posted in a conspicuous location where business or activity is customarily conducted or negotiated, a notice whose language and form has been prepared by the Office of Human Rights, setting forth excerpts from or summaries of, the pertinent provisions of the law and information pertinent to the filing of a complaint.

### **Ownership and Faculty Information**

Time For Change is a not-for-profit 501c3. Time For Change has a Board of Directors. Currently, the board is a member of one. Please find their names below:

### **Board of Directors for TFC**

**Tonya Ridley LPC, CRC, CWIC**  
*Chief of Board of Directors Founder and CEO*  
*Time For Change*

### **Chief School officers**

**Tonya Ridley LPC CRC CWIC**

Founder and CEO of Time For Change (TFC) & (TFCTS)

**Tomika White**

Admin Support

**Pamela Herbert MD**

Medical Director

**Jessica Thompkins BSN, RN, CPN, PhD Candidate**

Director of Nurse Education

**Brittany Jackson PhT**

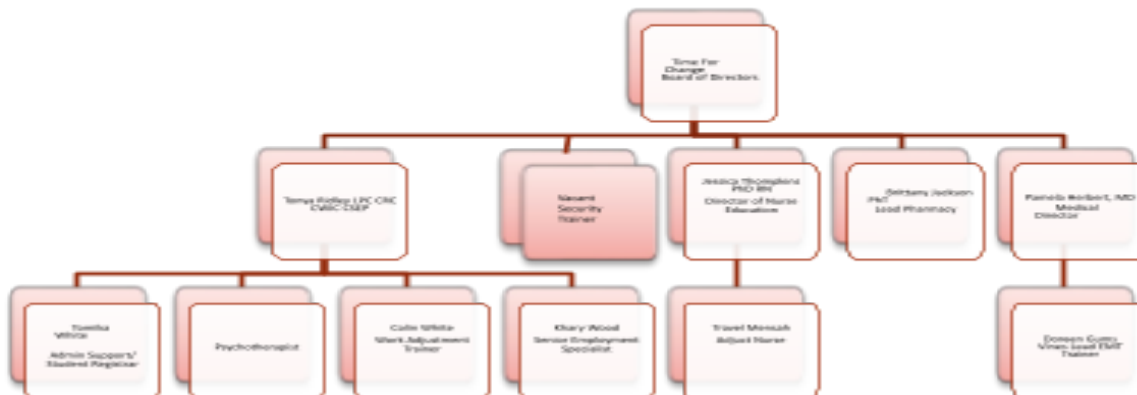
Lead Pharmacy Tech Instructor

**Doreen Gumbs BS, NREMT/P, CPM, EHPP**

EMT Trainer

**Organization Chart**

Figure 1.1



**Tonya Ridley LPC CRC CWIC, CESP**

Founder & CEO

Time For Change

*Tonya's Mission:* To counsel youth and or adults, provide guidance and understandings of what is needed in the workforce, while enhancing the betterment of individuals' thinking and livelihood.

Tonya Ridley is a Licensed Professional Counselor, Certified Rehabilitation Counselor, a Certified Work incentives Counselor and a Certified Employment Support Professional. Tonya has experience working with individuals who are diagnosed with a physical, cognitive and/or mental disability. Tonya has worked with children, young, middle and elderly aged adults in schools and in all rehabilitation settings such as: Hospitals, Therapeutic Recreation, Psychiatric facilities (inpatient and outpatient), correctional detention facility or currently now, with chronically homeless individuals who were recently housed. Tonya holds many success stories of landing employment for individuals who are not only trauma-informed but have also not worked in over a ten-year span of time. It is her belief that all citizens can be productive working citizens with the right supports put in place.

Tonya holds a firm place in trauma not directing lives. Tonya knows stress brings about the biological vulnerability to mental and physical disorders. She educates others that without necessary support in place, illness and even death can happen as a result of these vulnerabilities. Tonya holds a Master of Science in Vocational Rehabilitation Counseling and Bachelor of Science in Psychology from the Virginia Commonwealth University. She has specialized knowledge in the medical psycho-social aspects of disability as it relates to work and has extensive years of experience working with persons who have mental illnesses. She currently uses this knowledge to assess individuals and place them in the workforce with appropriate reasonable accommodations in place that she, her clients and her team identifies as a need.

In 2017, Tonya enhanced her education by obtaining a continuing education certificate in Work Incentives Counseling from Cornell University. She gained this to support individuals who obtain Social Security Disability Income (SSDI) and or Supplemental Social Security Income (SSI) to understand that they can still work and maintain some if not all of their benefits. This certificate also allows her to be able to inform clients of how their Medicaid, Medicare and or Housing vouchers, if one, can be affected and or maintained well while working.

Tonya specializes in counseling individuals who want to change their behaviors by utilizing various Motivational Interviewing and Cognitive Behavioral Therapy techniques. Tonya finds interest in assisting individuals to gain awareness of their problematic behavior. Through therapy, it is navigated and reconditioned by the person participating in therapy. Tonya believes once a person is aware and have the willingness to change, behavior can become modified through their own motivation.

Tonya founded and created Time For Change (TFC) because she has a dream to make an impact on youth and severely disabled adults in the Washington DC area. TFC was founded to contribute to the mission of ending chronic homelessness by breaking barriers for individuals in regard to employment; whether it is from their past behavior, documented disability, and/or incarceration setbacks. TFC will also help and teach others how to effectively help in the field of Vocational Rehabilitation by providing training to other providers who want to be innovative to

providing Evidence Based Supported Employment Services for unique population where traditional workforce services would not have worked for them in the past. Time For Change will build long-lasting relationships with employees to complete the mission of bringing about change in the community by breaking barriers in employment for individuals who are disabled and vulnerable to disabilities. Tonya believes that the time to change is now. Time For Change.

### **Nursing Assistant Program Instructors**

#### **Jessica Thompkins , BSN, RN, CPN, PhD Candidate**

Director of Nursing Education

Jessica Thompkins is a Certified Pediatric Registered Nurse and PhD Candidate in Nursing at the University of Maryland, Baltimore. She brings over 12 years of clinical experience from Children's National Hospital in Washington D.C., where she worked in both the Acute Care Float Pool and the Emergency Medical Trauma Center. Her extensive clinical background informs her academic focus on adolescent health, trauma-informed care, and community-based nursing interventions.

Jessica has five years of experience working in academia in both classroom and clinical settings. She is passionate about mentoring future healthcare workers and integrating evidence-based practice into nursing education. Her research interests include adolescent health equity, community health nursing, and the intersection of clinical practice and health policy.

Her mission is to ensure her students feel supported, informed, and empowered throughout their educational journey.

### **Emergency Medical Technician**

#### **Dr. Pamela Herbert**

Medical Director

Dr Herbert was born in Washington DC and grew up in Los Angeles, California. She attended Yale University receiving a BA in Biology followed by Wake Forest School of Medicine and completed her residency in Emergency Medicine at Martin Luther King Hospital in Compton, California. Her career highlights include being Assistant Director for 2 Emergency Departments as well currently being Medical Director of IU Frankfort Emergency Department and EMS Director of Clinton County, Indiana. Dr Herbert has 3 children, Natalie, a graduate of West Point who serves in the US Army, Nathan, a graduate of Belmont University in Theater Arts and

Motion Pictures and Noah, a rising Junior at Purdue University who is pursuing a degree in Mechanical Engineering. Dr Herbert enjoys scuba diving, traveling, and reading.

**Doreen Gumbs BS, NREMT/P, CPM, EHPP**

EMT Trainer

Doreen Vines is an accomplished Emergency Medical Services (EMS) leader and EMS educator with a career dedicated to advancing healthcare and lifesaving skills worldwide. As the former Chief EMS Training Officer for the District of Columbia Fire and Emergency Medical Services (DCFEMS), she brought transformative education and rigorous standards to EMS training within the capital. A recognized expert in EMS, she holds over 20 years of nationally registered service accredited by the National Registry and has earned acceptance into the prestigious Executive Fire Officers Program at the National Fire Academy, where she completed the Executive Development Program. Internationally, Doreen Vines is known for her expertise in conducting certification courses that empower healthcare professionals and community members with lifesaving techniques. Her leadership was instrumental in forging a memorandum of understanding between DCFEMS and the St. Martin/St.

Maarten government, creating the island's first EMS certification course. Her international training initiatives also include developing certification programs in Kingston, Jamaica, Tortola, British Virgin Islands, Anguilla, British West Indies, and Imo State, Nigeria. She was awarded contracts in Tortola, British Virgin Islands, to educate and train fire officers for certification as Emergency Medical Technicians (EMTs), and she conducted an EMT refresher course for the Ministry of Health in St. Kitts/Nevis. For the past twenty years, Doreen Vines led a team of instructors in completing certification courses for the Health Authority of Anguilla, (now the Government of Anguilla, Department of Health Services), in Advanced Cardiac Life Support (ACLS), Basic Life Support (BLS), Pediatric Advanced Life Support (PALS), Neonatal Resuscitation Program (NRP), and EMT.

As the Chief Executive Officer for Global Medical Education Training, LLC she directs life support training across multiple disciplines, including a recent BLS program for 166 students with 18 instructors, to include ACLS, PALS, NRP, and Advanced Trauma Life Support (ATLS) sessions. Her meticulous approach to training logistics ensures high-quality instruction and hands-on learning in each course, maintaining optimal instructor-to-student ratios for effective skill acquisition.

A graduate of the University of the District of Columbia with the first Bachelors of Science degree in Emergency Medical Services (EMS), Doreen Vines is also a credentialed instructor in multiple life-saving disciplines (EMS, BLS, ACLS, PALS), and a certified Environmental Health Physics Practitioner, specializing in electromagnetic field measurement. As a graduate of The Center for Excellence for Municipal Managers (CEMMS) program at George Washington

University, she completed a capstone project titled “Strengthening the Chain of Survival in the District of Columbia,” launching a city-wide training initiative that endures today. With an unwavering commitment to EMS education and a lifelong passion for enhancing safety, Doreen Vines continues to impact communities and healthcare providers, making the global community a safer place for all. Doreen Vines accepted the position of EMS Program Coordinator from “Time For Change” located in the District of Columbia because of what the organization stands for: “A staple to help, groom, educate and grow healthcare professionals in our own backyard”, (the DMV), through Eradication of crime and homelessness by way of Employment”, quoted from Tanya Ridley LPC CRC CESP, Founder & Chief Executive Officer. It was a no brainer for me. Helping to educate people in need, who in turn will help other people in need.

### **Pharmacy Technician Instructor**

#### **Brittany Jackson PhT**

Lead Pharmacy Tech Instructor

Britaney Jackson, is our Certified/ Licensed Pharmacy Technician. She has been a Pharmacy Technician for thirteen years with most of her experience in retail. Her experience ranges from retail, specialty and IV Compounding. What she loves about being a Pharmacy Technician is the excellent Customer service that she is able to provide, which can go a long way when you're dealing with patients.

By focusing on Patient Safety and great customer service , She has been able to train other technicians on the important role we play in Patent care. Training has given her a new love for teaching and being able to share the knowledge that she has obtained working in the field of pharmacy.

When she is not working , She loves being a Mom and spending time with her four wonderful boys.

### **Support Staff**

#### **Tomika White**

Admin Support/ Student Registrar

Tomika White is our student Registrar. She is our eCASAS administrator/ and student registrar. She understands what it means to be a student in a trade and gives our students insight as they move through the process.