



Time For Change Trade School

101 Xenia St SW

Washington DC 20032

202-621-6461

***Student
Handbook***

2020-2021

TFCTS
Time For Change Trade School

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Administration

Tonya Ridley LPC CRC CWIC

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

Soccorra Smith

Admin Support

Pamela Herbert MD

Medical Director

Garrett Cordell BSN

RN

Director of Nurse

Education

Nicole Brown PhT

Pharmacy Technician

Instructor

Karl Robinson

Emergency Medical

Technician Instructor

Statement of Purpose

Time For Change, Inc. is a non-profit agency whose mission is to eradicate crime and homelessness by way of employment. Acknowledging the identified needs of the most vulnerable in the district, Time for Change recognizes these populations as not experiencing adequate awareness or available access to vocational training programs. Additionally, Time For Change identifies a dire need for Healthcare Trades in the District's Ward 8 community.

Through a tangible implementation of the Time For Change mission, to supply the District's most vulnerable access to employability and ultimately eradicate crime and homelessness, the Time For Change Trade School's purpose is to provide exceptional employment training--resulting in a proficient and certified workforce in the field of Healthcare.

Academic and Vocational Technical Education

Time For Change Trade School's students experience an education that blends academic and vocational/technical instruction. To facilitate this integration, vocational/technical teachers include academic instruction in their vocational/technical training and academic teachers use vocational

contexts to frame classroom instruction as well. As a result, students who wish to pursue higher education can meet the admissions criteria for state and private colleges and universities. Students who intend to pursue full time employment have competitive job skills in addition to the math and communications skills that the modern workplace requires. Time For Change Trade School offers vocational/technical training in various Healthcare trades.

Time For Change Schedule for Nursing Assistant training

65 HOURS OF LECTURE; 20 HOURS OF CLINICAL LAB; 40 HOURS OF NURSING HOME PRACTICUMS

	Monday	Tuesday	Wednesday	Thursday	Friday
65 Hours Morning	9:00am to 1:30pm	9:00am to 1:30pm	9:00am to 1:30pm	9:00am to 1:30pm	9:00am to 1:30pm
65 Hours Evening	4:30pm to 9pm	4:30pm to 9pm	4:30pm to 9pm	4:30pm to 9pm	4:30pm to 9pm
20 Hours of Clinical 2 Evening Session	Hours Vary Based on Needs and Placement	Hours Vary Based on Needs and Placement	Hours Vary Based on Needs and Placement	Hours Vary Based on Needs and Placement	Hours Vary Based on Needs and Placement
22.5-45 Hours of Nursing Practicum 1 Morning	Hours Vary Based on Needs and Placement	Hours Vary Based on Needs and Placement	Hours Vary Based on Needs and Placement	Hours Vary Based on Needs and Placement	Hours Vary Based on Needs and Placement
22.5-45 Hours of Nursing Practicum 2 Evening	Hours Vary Based on Needs and Placement	Hours Vary Based on Needs and Placement	Hours Vary Based on Needs and Placement	Hours Vary Based on Needs and Placement	Hours Vary Based on Needs and Placement
22.5-45 Hours of Nursing Practicum 1 Morning	Hours Vary Based on Needs and Placement	Hours Vary Based on Needs and Placement	Hours Vary Based on Needs and Placement	Hours Vary Based on Needs and Placement	Hours Vary Based on Needs and Placement
22.5-45 Hours of Nursing Practicum 2 Evening	Hours Vary Based on Needs and Placement	Hours Vary Based on Needs and Placement	Hours Vary Based on Needs and Placement	Hours Vary Based on Needs and Placement	Hours Vary Based on Needs and Placement

Total Hours Mandatory 125 hours

Possible 135 Hrs.

All TFCTS students have option to complete training in either five or six weeks depending on how nursing practicums are completed.

Study Sessions upon request are rendered and thereafter.

***Students are only allowed two absences please see attendance policies**

Time For Change Schedule for Pharmacy Technician training

Time For Change Trade School is looking for motivated and hardworking individuals looking to start a career in the Healthcare Field. First Session starts on February 22, 2022!

BECOME A PHARMACY TECHNICIAN!
 "A Force for the Health of the Community."

CPHT Course Schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday	
<u>Evening Week 1 Instruction Sessions</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	
<u>Evening Week 2 Instruction Sessions</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	
<u>Evening Week 3 Instruction Sessions</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	
<u>Evening Week 4 Instruction Sessions</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	
<u>Evening Week 5 Instruction Sessions</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	
<u>Evening Week 6 Instruction Sessions</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	
<u>Evening Week 7 Instruction Sessions</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	
<u>Evening Week 8 Instruction Sessions</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	
<u>Evening Week 9 Instruction Sessions</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	
<u>Evening Week 10 Instruction Sessions</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	<u>430pm-9pm</u> <u>(4.5)</u>	
<u>Total Hours</u>					<u>10 weeks</u>	<u>225 Hours</u>

Practical Experience are with our partnering agencies and/or facilities
 Study Sessions upon request are rendered and thereafter.

Time For Change Trade School is looking for motivated and hardworking individuals looking to start a career in the Healthcare Field. First Session starts on March 21st, 2022!

BECOME AN EMERGENCY MEDICAL TECHNICIAN!

"A Force for the Health of the Community."

EMT Course Schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday	
<u>Week 1</u>		5pm-9pm (4): Chapters 1-2 EMS System Workforce Safety	5pm-9pm (4): Chapters 3-4 Medical Legal Documentation	5pm-9pm (4): Chapters 5-6 Communication Lifting & Moving		<u>12 Hours</u>
<u>Week 2</u>	5pm-9pm (4): HIPPA	5pm-9pm (4): Exam	5pm-9pm (4): Chapters 7-8 Anatomy Pathophysiology	5pm-9pm (4): Skills		<u>16 Hours</u>
<u>Week 3</u>	5pm-9pm (4): OSHA	5pm- 9pm (4): Exam	5pm-9pm (4): Chapters 9-10 Life Span Airway	5pm-9pm (4): Chapters 11-12 Baseline Vitals Scene Size Up		<u>16 Hours</u>
<u>Week 4</u>		5pm-9pm (4): Exam	5pm-9pm (4): Chapters 13-14 Patient Assessment Pharmacology	5pm-9pm (4): Skills; TFCTS Pre- Hospital Contracted Site*		<u>12 Hours</u>
<u>Week 5</u>		5pm-9pm (4): Exam	5pm-9pm (4): Chapters 15-16 Shock & Resuscitation Respiratory	5pm-9pm (4): Chapters 17- 18 Cardiovascular AMS		<u>12 Hours</u>
<u>Week 6</u>		5pm-9pm (4): Exam	5pm-9pm (4): Chapter 19-20 Seizure & Syncope Diabetic	5pm-9pm (4): Skills; TFCTS Pre- Hospital Contracted Site*		<u>12 Hours</u>
<u>Week 7</u>		5pm-9pm (4): Exam	5pm-9pm (4): Chapters 21-22 Anaphylactic Reactions Toxicology	5pm-9pm (4): Chapters 23-24 Abd & Gynecologic Environmental		<u>12 Hours</u>
<u>Week 8</u>		5pm-9pm (4): Exam	5pm-9pm (4): Chapters 25-26 Submersion Psychiatric	5pm-9pm (4): Skills; TFCTS Pre- Hospital Contracted Site*		<u>12 Hours</u>
<u>Week 9</u>		5pm-9pm (4): Exam	5pm-9pm (4): Chapters 27-28 Trauma Bleeding	5pm-9pm (4): Chapters 29-30 Burns Musculoskeletal		<u>12 Hours</u>
<u>Week 10</u>		5pm-9pm (4): Exam	5pm-9pm (4): Chapters 31-32 Head Trauma Spinal	5pm-9pm (4): Skills; TFCTS Pre- Hospital Contracted Site*		<u>12 Hours</u>
<u>Week 11</u>		5pm-9pm (4): Exam	5pm-9pm (4): Chapters 33-34 Eye Face and Neck Chest Trauma	5pm-9pm (4):		<u>12 Hours</u>

				Chapters 35-36 Abdominal & GU Trauma Multi-Sys Trauma	
<u>Week 12</u>		5pm-9pm (4): Exam	5pm-9pm (4): Chapters 37-38 Obstetrics Pediatrics	5pm-9pm (4): Skills	<u>12 Hours</u>
<u>Week 13</u>		5pm-9pm (4): Exam	5pm-9pm (4): Chapters 39-40 Geriatrics Special Needs Pt.	5pm-9pm (4): Chapters 41-42 Combat Veterans Ambulance Ops	<u>12 Hours</u>
<u>Week 14</u>		5pm-9pm (4): Exam	5pm- 9pm (4): Chapters 43-44 Access & Extrication HazMat	5pm-9pm (4): Chapters 45-46 MCI WMD	<u>12 Hours</u>
<u>Week 15</u>		5pm-9pm (4): Final Exam	5pm-9pm (4): NREMT Prep	5pm-9pm (4): NREMT Prep	<u>12 Hours</u>
<u>Week 16</u>		5pm-9pm (4): NREMT Prep	5pm-9pm (4): NREMT Prep	5pm-9pm (4): NREMT Prep	<u>12 Hours</u>
<u>Total Hours</u>	<u>8 Hours</u>	<u>64 Hours</u>	<u>64 Hours</u>	<u>64 Hours</u>	<u>200 Hours</u>

Please Note: Week 17, all students will sit for their NREMT Cognitive and Psychomotor Skills Exam.

* Equals 10 patient contacts & practicum hours.

■ = Must do mandatory training prior to practicum site visits.

■ =To the Program Coordinator discretion courses can be Hybrid; rendered online.

Enrollment Process

Time For Change Trade School recruits our students by way of partnership agreements with Time For Change and other non-profits and government funded direct human service agencies in The District. A major requirement of the Time For Change Trade School is a wiliness on the part of the student to engage, learn, and procure a professional employment opportunity as a healthcare worker in a public and/or private healthcare system.

Program Application Requirements

All applicants to the TFCTS's NA Program must:

- Y Be 18 years of age
- Y Possess a valid government issued ID
- Y Provide two forms of proof of residency
- Y Possess a high school diploma or equivalent degree
- Y Complete the online application/registration on site via the Time For Change Student Registrar (\$35 non-refundable application fee applies) *

Program Enrollment Requirements

Prior to enrollment all prospective students must additionally:

- Y Successfully pass the eCASAS exam at the 5th grade level in both reading and math

- TFC administers the eCASAS exam prior to enrollment to ensure individuals have adequate skill and abilities to function at a minimum of a 5th grade level in both reading and math
- There is a \$35 non-refundable test administration fee payable to TFC to complete the eCASAS
- It should be noted, if the interested person is unable to pass the eCASAS at the 8th grade reading and math level they will be referred to local community partners for tutoring
- Y Successfully pass a 9 panel Drug test at B & W STAT Laboratory, Inc 3104 Georgia Ave NW, WDC 20010. \$75.00
- Y If applicable, eligible for ESL 8 or higher
- Y Obtain and submit documentation of current physical exam including documentation of current immunizations including Hepatitis B, MMR, Tetanus- Diphtheria (Td), PPD/Chest x-ray, Varicella, flu vaccine and Covid-19 vaccine
- Y Obtain and submit current criminal background check
- The current fee charged by Time For Change to purchase a Good Hire criminal background check is \$75. This fee is payable to Time For Change via www.timeforchange-tfc.com by the applicant at the time of student registration. 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 criminal background***
- Y Obtain a TFCTS Uniform
 - Prices vary per trade. Contact student registrar for details.
- Y Obtain all applicable textbooks
 - Textbooks can be purchased from www.timeforchange-tfc.com
- Y Obtain all applicable technology

Academic Resources and Supports Available

Incoming students unable to pass the eCASAS exam at 5th grade reading and math levels have access and will be referred to appropriate tutoring supports.

Academic Supports Available

Local Public Libraries

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.

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 also has a set aside library filled with pamphlets that can support the Training Curricula.

Faculty Availability

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:

- Y Day Sessions: Monday thru Friday 8:00am -9:00am
- Y Evening Sessions: 3:30 pm – 4:30 pm
- Y By appt only Monday – Friday 1:30pm -2:30 pm

Distance Education

Online and Technical support

Time For Change is a Hybrid program. The minimal technology required to participant in our program is a Chromebook and a Smartphone, iPad or Tablet with access to Apple Store and or Play store. At Time For Change, The lecture is held online. Our Technical Support staff, who also acts as our Student Registrar when courses are not running; works during the course's hours for support with small break out groups via What's App and or to support with management of the chat while the course is being conducted by the instructor. It should be noted, the Technical Support provided will only be just for 'Technical support' in understanding how to navigate what the instructor is telling the students to do in the Learning Management system (LMS) used by the instructor (Evolve) and or support with ZOOM and proper registration with the systems used.

Tutoring

If students need more support outside of these abovementioned hours, our instructors can 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 this tutoring can happen on TFCTS Campus Library and or in a DC Public Library. Further, Time for Change Trade School has partnered with Bridgepoint Healthcare Hospital to provide our students with direct hands-on knowledge of medical practice required for their practicums.

Tuition Costs and Payment Options

TFCTS does not take federal student aid and does not participate with any programs that provided financial assistance. However, Time For Change Trade School provides payment options through After Pay and we are available to assist you in your efforts to identify potential resources to fund your vocational endeavors.

The total cost of tuition for the Time For Change Trade School is:

The Time For Change Trade School application fee, eCASAS fee, and the student's criminal background check must be paid in full and submitted for an application to any of the healthcare programs to be considered complete and undergo review for admission. Upon acceptance and prior to enrollment, all Clinical Kits and Textbooks will need to be purchased prior to the first day of class. Finally, uniforms must be purchased no later than the second week of classes to ensure they are available for the first day of practicum.

It is anticipated prior to the first instructional session all students will demonstrate the ability to be funded and/or pay the \$5,000 per session tuition for five/six-week Nursing Assistant (NA) program and or Pharmacy Technician Programming. It should be noted that if EMT is the chosen trade the tuition will be \$8,000 per session. It should be noted that thereafter the student commits and signs the enrollment contract, they are committed and bonded to pay installment payments according to the course of completion they selected upon registration and enrollment.

The tuition is the only item that can be broken into payment installments. Individuals can pay \$5,000 in full at the start of the class or depending on if they chose to complete their program in five or six weeks. 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 into session for which they have not paid.

All Students can pay in full, or you can select a payment option through TFCTS that works for you. All payments are due before the next week of class.

Tuition payment options:

Please refer to most recent version of Catalog for individual payment plans and options for each healthcare program.

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).

Grading

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 a 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 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.

EMT Assessment Criteria

Structure

Over the course of the TFCTS EMT Program, the students will undergo the following assessments:

-Six (6) Unit Examinations, in the following topics:

- Operations
- Airway
- Trauma
- Cardiology
- Medical
- Obstetrics/Pediatrics

-Daily Quizzes (focused on both the current Unit's topic as well as EMS Pre-hospital Protocols)

-Practical Skills Testing (see "Practical Skills Testing," below)

-One (1) Comprehensive Final Examination

-One (1) EMS Pre-Hospital Protocol Examination

Grading Standard

Students must maintain a cumulative 75% average in order to successfully complete the course. Only the Unit Examinations and the Daily Quizzes will be utilized to calculate a student's numerical score; the remainder of the assessments are pass/fail, which the students must successfully pass without meeting any of the elimination criteria in order to complete the course

Written Examination Testing Policy

75% is considered the minimum passing grades for all examinations. Students are permitted one re-test for each Unit Exam, the EMS Protocol Exam, and the Comprehensive Final Exam.

For Unit Exams: if a student fails the first attempt at the Unit Exam but passes the re-test, the maximum score awarded to that student shall be 75% for the purposes of calculating their cumulative average to that point.

Daily Quizzes have no minimum passing grade and have no re-testing opportunities. The initial score of each quiz (as a percentage) will be calculated throughout the duration of the program and factored into the student's cumulative average with a weight of 10%.

Students will be dismissed from the program if any of the follow criteria are met:

- The student fails any single Unit Exam twice
- The student fails any three Unit Exams overall, even if not consecutive
- The student fails the Comprehensive Final Exam twice
- The student fails the EMS Protocol Exam twice
- The student's cumulative average drops below 75%

Skills Evaluation for Emergency Medical Technicians

Practical Skills Testing

Throughout the course, the students will need to demonstrate proficiency in a selection of 'core' skills, as identified by the Program Coordinator.

All students will receive skill sheets at the beginning of the course that identify the necessary steps and evaluative criteria for each psychomotor skill. Students will then be allowed to progress at their own pace in meeting the following parameters for each of the core skills:

- Students will be evaluated on each skill a minimum of five (5) times.
- Four (4) of these evaluations will come from fellow students; they are permitted to perform these evaluations on each other whenever they find time to do so (i.e., not just on designated lab/skills days).
- Each student, if evaluating another, will indicate their name (as well as the date and time) that they evaluated a fellow student.
- Following four successful peer evaluations of the skill, the student will demonstrate their fifth and final ("official") evaluation with the instructor as the evaluator.
- Should the student not pass their official skill evaluation, the last peer who signed off on their skill sheet will need to demonstrate that particular skill an additional five times, as outlined above.

All identified core skills will need to be formally evaluated and signed off by the instructor before the student can be considered to have completed the program.

Graduation

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

Evaluation

All students are evaluated upon enrollment having to pass the CASAS exam at tenth grade reading and math levels. Thereafter, TFCTS will assess the pace of the class by having the student registrar tracking students' progress and following through with completion of every step while tracking progress in charts that will serve as the student records.

TFC also will ensure that 90 days after successful completion we will make sure that our graduates sit for their national certification exams. **Please Note for the CNA Program:** The Board of Nursing requirements for certification and placement on the CNA registry include passing the written and skills certification exam and passing the criminal background. Upon completion, they will be referred to Employment Specialists and placed in employment opportunities. TFC Employment Services already tracks the amount of time it takes to get individuals employed and the retention of their employment.

Documentation of Satisfactory/Unsatisfactory Performance:

Upon completion of each assignment (quiz, test, exam, and/or clinical practice) individual grades will be rendered and registered with the Student Registrar immediately by way of the instructors via staff communication. Upon successful completion of each transcript requirement, including lecture, clinical lab, and practicum a certificate will be issued by way of the Student Registrar and or Instructor and documented as completed in each required section.

It is necessary to pass all exams as they are required to progress from Classroom to Clinical Labs on to your Practicum via Nursing Assistant and or Pharmacy Technician trades. Emergency Medical Technician students must complete HIPPA and OSHA trainings prior to going to contracted Practicum sites. Students who fall below a 75% average will be placed on academic probation.

Students making unsatisfactory progress (74% average or below) will be issued a formal letter advising them of their probationary status with included recommendations for areas of improvement and/or courses needed to be retaken. Students who will need to take and pay for individual sessions per the individual session fee schedule.

For individual sessions to be considered, they must be repeated within one year. The administrators may make exceptions to this policy. However, requests to this policy must be put in writing 30 days prior to the start of the next session to be considered.

Homework Policy

Regular, purposeful homework is an essential component of the instructional process. TFCTS recognizes that homework is an integral factor in fostering the academic and vocational achievement of students and in extending school activities into the home and the community. In general, homework assignments must be completed the following day; however, long-range assignments and/or special projects provide students with an opportunity to develop and refine research skills and the ability to work independently.

Students must meet the following obligations:

- Y Submit completed assignments on time.
- Y Submit homework assignments that reflect careful attention to detail and quality of work.

If a student is absent on the date the assignment is due, that assignment must be turned in on the day the student returns to school. Additionally, homework is important to understanding course work render in the class.

Absent Policy

Regular school attendance is vitally important to a student's academic achievement. For that reason, and to meet requirements set by the District of Columbia, TFCTS has set strong parameters regarding time and attendance. Nonadherence to the TFCTS time and attendance requirements will result in being placed on Absenteeism Probation, non-completion of required certification(s), and deferment of program graduation.

Late Arrival:

Students arriving more than 5 minutes late for any scheduled program activity will be considered late. You are only considered a non-repeat offender of late arrival for the first occurrence. If a second occurrence of late arrival happens, you will be sent home for the day and will need to arrange to repeat the class. Being sent home for late arrival will be documented as one instance of an excused absence.

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.

Excused Absences:

TFCTS cares about personal instances which may occur. However, due to the specific number of educational hours required for certificate completion and graduation, students are permitted no more than two (2) excused absences for the duration of the Time For Change Trade School session.

To request an excused absence the student is responsible for reporting the purpose for the absence to the TFCTS on the day prior, the day of, or within two school days following the absence. Absences may be considered excused for the following:

- Y Illness of student.
- Y Illness of an immediate family member.
- Y Death in family.
- Y Subpoena by a law enforcement agency.
- Y 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.
- Y 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 above Excused Absence List, it is an unexcused absence as no other excuses are accepted.

Documentation of Time and Attendance:

All students will be required to sign in upon arrival to all educational activities. A sign-in sheet will be located at the front of the classroom and a picture will be taken of the sign-in sheet five minutes after the class starts. If a student signs in after the picture is taken, or does not sign in at all, they will be considered absent.

All sign-in sheets completed at the beginning of each class will be maintained by the Student Registrar in the appropriate program files for the currently. Also, the pictures the instructors take at the start of the class are emailed to student registrar for the purpose of maintaining clear

documentation of the official time stamp for time and attendance purposes. The Student Registrar will then enter student time and attendance in each student's file for the purpose of documenting accurate attendance.

Dismissal From TFCTS Resulting from Lack of Attendance:

The maximum permitted per session to be absent is a combined total of two (2) full school days. This combined total includes time missed due to late arrival, signing out early, and missing partial and/or full school days due to excused or unexcused absences.

If a student misses more than a total of two (2) combined days of instruction, they will not have earned enough hours to complete the educational requirements of the TFCTS and will not graduate. Therefore, The Student Registrar will close and archive the student's file and the student will be placed on Absentee Probation.

Further, the Student Registrar will issue a letter via email and mail officially notifying the student of their dismissal from the current TFCTS Session and probationary status. The student will be provided instructions of how to re-enroll into next session and if the student qualifies a tuition cred will be issued.

Hybrid Education policies

It should be noted that TFCTS has Hybrid programming and because we are hybrid our attendance policy must 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:

- o 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.
- o Illness of an immediate family member.
- o Death in family.
- o Subpoena by a law enforcement agency.
- o 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.
- o 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.

Individual course prices for Make-ups for Nursing Assistant:

5-week option	Price	6-week Option	
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Instructional courses	\$200.00	Instructional courses	\$166.67
Clinical Labs (make up Time)	\$200.00	Clinical Labs (make up Time)	\$166.67
Nurse Practicums (make up Time)	\$200.00	Nurse Practicums (Make up Time)	\$166.67

Individual course prices for Make-ups for Pharmacy Technician:

10-week option	Price
Instructional courses	\$100.00
Clinical Labs (make up Time)	\$100.00
Nurse Practicums (make up Time)	\$100.00

Individual course prices for Make-ups for Emergency Medical Technician:

16-week option	Price
Instructional courses	\$166.67
Clinical Labs (make up Time)	\$166.67
Nurse Practicums (make up Time)	\$166.67

These make up course prices will not have a finance option. They will be due preceding the retake of the course in the start of the next session.

Curriculum and Completion Expectations

Currently, TFCTS offers training in three healthcare trades and that is Nursing Assistant, Pharmacy Technician and Emergency Medical Technician. The requirements to complete the Time For Change Trade School varies amongst each trade however, a certificate of completion is rendered, and the student's official transcript is marked for completion of these activities. To obtain a certificate of completion, students must achieve a passing score of 75% on all exams and quizzes.

Promotion/Graduation Requirements

Upon Successful completion of the program, which consist of maintaining an average of 75% percentile combined on classwork and all quizzes obtained. Of course, all the above-mentioned hours of clinical labs and Practicums must be obtained for all certificate of completion to be rendered. At the end of the Curriculum, a certificate of achievement will be rendered, and our students will be ready and equipped to sit for their National Certification exams. All our graduates must sit for the exam a month prior to the end of the fiscal year (November 30th) to be considered for our commencement ceremony for all our sessions.

Career Advancement

TFCTS students are eligible for promotion upon obtaining certificates of completion inclusive of: Lecture, Clinical Labs, and Practicums. Upon completion of the TFCTS Training Program, students must sit for the National Certified Exam before being considered to work with a Time for Change Employment Specialist.

Completion of TFCTS Training Program will only render a successful completion of these listed trades. 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 they have chosen. Moreover, upon completion of the National Certified testing, the student will be more equipped to enroll into a Licensed Practical Nursing program, Pharmacist and or Emergency Medical Training consistent with growth within these particular trades.

TFCTS has an Employment Specialist who builds jobs on behalf of TFC clientele. TFCTS students will now be clientele of our clinical employment program. This provides student with access to an Employment Specialist and individualized career profile. The TFCTS Employment Specialist is directly invested in actively developing partnerships with nursing homes, hospitals, and healthcare organizations to place students into the healthcare workforce quickly.

Commencement

TFCTS will host a yearly Commencement Ceremony for their graduates who have passed the certification exam prior to end of the Fiscal year, which is December 31st. We will host a yearly February/March commencement ceremony.

Time For Change, Inc. Code of Professional Ethics

Y Promotion of ethical work environments that support student and community health;
Time For Change Trade School

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- Y 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
- Y Support of the role of the known trade through advocacy, integrity, and participation in public policy development and social justice.

Time For Change Trade School Student Rights and Responsibilities

- Y A student shall have the right to participate in a free exchange of ideas, and there shall be no Time For Change Trade School 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
- Y 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
- Y 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
- Y Each student subject to disciplinary action arising from violations of TFCTS Rules shall be assured a fundamentally fair process
- Y A student has the responsibility to respect the rights and property of others, including other students, the faculty and Time For Change Trade School officials
- Y 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
- Y A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire TFCTS community
- Y 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

Time for Change Trade School Student Code of Conduct

TFCTS students must:

- Y Maintain Respect for my fellow peers
- Y Maintain Respect for staff.
- Y Not bring any youth and or young adults to the program who are not connected to Time For Change
- Y Not bring drug paraphernalia or weapons in the building where Time For Change is having programming.
- Y Participant in activities as assigned
- Y Collaborate with staff in understanding my role in helping myself
- Y Never participate in unwanted touching unless granted by the opposing person. (Hugging, kissing, handshaking, and or punching, hitting, and smooching).
- Y Communicate all things relevant to feeling uncomfortable
- Y Come focused and prepared to work with peers and staff.

- Y Participate in Time For Change programing
- Y Keep an open mind to information given
- Y NO SMOKING on or near the property
- Y Provide a safe, supportive, and open environment for communication.

Time For Change Trade School Dress Code

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

- Y Frayed jeans
- Y Leggings without long shirt
- Y Shorts and/or skirts shorter than finger length.
- Y Open toe shoes where all toes are visibly exposed—including thong flip flops.

Time For Change Trade School Nursing Practicum Dress Code

- Y All White Scrubs; TFC branded.
- Y TFCTS white scrub wear shirt to collaborate with other white scrub wear pants and closed toe black rubber bottom shoes
- Y All hair must be tied back
- Y Nails must be of natural color or a pink or nude shade of polish. Length of the nails must be short in length for practicum sites.

Time For Change Trade School Pharmacy Technician Dress Code

- Y All White Scrubs and white Lab coat; TFC branded.
- Y Closed toe black rubber bottom shoes
- Y All hair must be tied back
- Y Nails must be of natural color or a pink or nude shade of polish. Length of the nails must be short in length for practicum sites.

Time For Change Trade School Emergency Medical Technician Dress Code

- Y All White-collar shirts; TFC branded.
- Y Black, Dickie style pant
- Y Closed toe black rubber bottom shoes
- Y All hair must be tied back
- Y Nails must be of natural color or a pink or nude shade of polish. Length of the nails must be short in length for practicum sites.

Time For Change Code of Ethics

Child Well-being

- Y Time For Change Students support and promote student abilities to achieve the highest quality of life as understood by each individual and family.
- Y Time For Change Students integrate caring, kindness, and respect into supporting nurses adequately.
- Y Time For Change Students serve a unique role in transition planning to address patient's health needs within the environment.
- Y 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.
- Y Time For Change Students refer patients to other health professionals and community health agencies as needed to promote health and well-being.

Diversity

- Y 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.
- Y Time For Change Students deliver care in an inclusive, collaborative manner that embraces diversity in the school community.
- Y Time For Change Students actively promote patient's health, safety, and self-worth.

Excellence

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

Innovation

- Y 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

- Y Time For Change Students maintain confidentiality within the legal, regulatory, and ethical parameters of health and education.
- Y 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.
- Y 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

- Y Time For Change Students are patient advocates
- Y Time For Change Students support patient rights in navigating the educational environment.
- Y 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.
- Y Time For Change Students work within educational institutions to define and implement professional standards of practice and school health policy development.

Scholarship

- Y Time For Change Students are lifelong learners in pursuit of knowledge, training and experiences that enhance the quality of their support in practice
- Y 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)

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:

- Y 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
- Y 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.

Technology Policy

A phone basket will be at entry way of classroom, and they will have to be dropped there in basket for the entire 4.5 hours of the classroom hours. During clinical labs and practicums this will remain the same. There is a lot of information to cover, and no distractions are welcomed in TFCTS. You will get phone or any type of technology when you finish for the day.

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