

AMERICARE TECHNICAL SCHOOL

School Catalog

2026 to 2027 Academic Year

Practical Nursing Program

Catalog structure and policy review edition

September 28, 2026

505 Busse Highway
Park Ridge, Illinois 60068
(847) 825-8773
admission@americaretech.com
www.americaretech.com

This catalog explains admission, curriculum, costs, academic expectations, student services, and completion requirements. The addendum at the end records the information and policy decisions still needed before final publication.

Subject to Change Without Notice. Changes remain subject to applicable law and the enrollment agreement.

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Use the headings in Word navigation or select a section title above. The final addendum is an administrative review checklist, not an approved change to the enrollment agreement.

School Information

School and program facts	Information
Institution	Americare Technical School
Campus	505 Busse Highway, Park Ridge, IL 60068
Contact	(847) 825-8773 admission@americaretech.com
Program and award	Practical Nursing Diploma
Published program length	1,402 clock hours; scheduling and duration require final confirmation
Licensure	NCLEX-PN application is subject to state eligibility requirements; admission or graduation does not guarantee licensure
Calendar	2026–2027 cohort dates, orientation, holidays, and breaks will be finalized in the addendum

Welcome from the President

Welcome to Americare Technical School. Our mission is to give students a foundation for professional growth in a learning community that supports their educational goals. Our faculty and staff offer individual attention, academic support, and assistance with financial arrangements. Day, evening, and weekend schedules are described in this catalog; contact the school to confirm the schedule available for your cohort.

Please contact the main office if you have questions, concerns, or would like to speak with a member of the administrative team or an academic advisor. Thank you for becoming part of Americare.

Mario P Balitaan
President
Americare Technical School

Vision

Americare's vision is to become a leading institution in developing healthcare leaders by providing learning opportunities for a strong healthcare education foundation upon which advancement to healthcare leadership can be anchored. Graduates of the academic programs are prepared to qualify as entry level members of the various healthcare professions who can provide high quality and ethical healthcare services to a diverse multicultural society.

Mission

The mission of Americare embraces the vision of fostering a nurturing environment that supports students' professional growth by offering diverse and interactive educational experiences through cognitive, affective, and psychomotor domains of learning (Chapman, 2006). The faculty is firmly committed to excellence in teaching and preparing graduates with skills and conduct appropriate for entry into various healthcare professions.

Institutional Goals

Its institutional goals to support its mission are:

- Provide comprehensive academic programs leading to a diploma in practical nursing, career education and workforce training, pre-collegiate basic skills and lifelong learning.
- Apply progressive instructional methods, approaches and facilities to improve student learning, achievement and development.
- Enhance learning opportunities for faculty, staff, and administrators through lifelong learning that promotes professional advancement.
- Develop and strengthen partnership with industry, business, community organizations and state government to enhance workforce and economic development of the community.
- Practice management policies that promote and demonstrate institutional integrity and effectiveness.
- Provide support services that enable students to meet their educational goals and succeed in work and/or continuing education.

History

AMERICARE TECHNICAL SCHOOL was established in 2004. It offers the Nursing Assistant Program and the Practical Nursing Program to produce highly competent Practical Nurses and nurses' aides, who will be ready to offer nursing care to residents in Chicago and the surrounding areas.

Mr. Mario Balitaan, the School's Founder, is also its Current President and Chief Executive Officer.

AMERICARE TECHNICAL SCHOOL is located at 505 Busse Highway, Park Ridge, Illinois 60068. This two-story building sits on a one -acre lot that provides ample space for classrooms, laboratory, computer room, conference room, Library, faculty lounge area, and several offices for the administrative staff. There is ample parking for the students in front of the building.

Restaurants, banks, and fast-food chains surround us. We are very close to the Metra Train and are accessible by public transportation.

We pride ourselves on ensuring that our students' needs are met, and have been blessed with so many student referrals, from our current students.

Core Values

AMERICARE TECHNICAL SCHOOL expects its students to have the values: We believe that those who stand firm in their values first are better able to navigate through tough challenges, act, and most importantly succeed.

Honesty

Americare Technical School believes that students that uphold and practice honesty in his or her actions and speech are able to earn respect, accountability, trust and build professionalism in their everyday lives both in school and at work.

Courage

Americare Technical School ensures that students are willing to face challenges and/or uncertainty rather than compromise an ethical principle.

Honor

Americare Technical School believes a sense of honor is essential to living moral lives.

Respect

Americare Technical School believes that respecting the worth and dignity of each individual ensures an environment of acceptance.

Hours of Operation

Service or schedule	Published hours
Day classes	Monday–Thursday, 8:30 a.m.–1:30 p.m.
Evening classes	Monday–Thursday, 5:00–10:00 p.m.
Weekend classes	Saturday–Sunday, 8:30 a.m.–4:30 p.m.
Admissions and student services	Monday–Thursday, 8:30 a.m.–5:00 p.m.; Friday closed; Saturday, 8:30 a.m.–4:00 p.m.; Sunday, 8:30 a.m.–3:30 p.m.
Clinical laboratory	Monday–Thursday, 10:00 a.m.–3:00 p.m.

The source catalog gives two different financial counseling schedules. Contact the office to arrange an appointment; the final schedule is listed for confirmation in the addendum.

Academic Calendar

The 2026–2027 calendar will identify each cohort's start and anticipated completion dates, orientations, review sessions, holidays, and scheduled breaks. The prior-year calendar has been removed. Dates requiring confirmation are listed in the final addendum.

Institutional Approvals and Student Complaints

The following approval and ownership descriptions are carried forward from the published catalog. Their current scope, wording, and contact details must be confirmed before publication, as noted in the addendum.

Accreditation and Approvals

Organization or program	Published description
Illinois Board of Higher Education	Approved by the Division of Private Business and Vocational Schools to offer the courses identified in the catalog.
Accrediting Bureau of Health Education Schools	The source catalog states accreditation to award the Practical Nursing diploma and Basic Nursing Assistant certificate. ABHES: 6116 Executive Blvd., Suite 730, North Bethesda, MD 20852; info@abhes.org; www.abhes.org.
Illinois Department of Financial and Professional Regulation	The source catalog states approval by the Illinois Board of Nursing to provide Practical Nursing training and prepare students for the NCLEX-PN. www.idfpr.com
Workforce Innovation and Opportunity Act	The source catalog states that the school accepts approved WIOA training grants.
Veterans education benefits	The source catalog states approval by the Illinois State Approving Agency to enroll eligible veterans and other qualified beneficiaries.

Ownership and Legal Control

Americare Technical School is owned by Americare Home Health group, a Limited Liability Company approved in the State of Illinois.

It is managed and operated by:

- Mario Balitaan President, Member
- Stephanie Balitaan Vice-President, Member
- Vivan Fulgencio Treasurer, Member
- Michelle Gandhi Secretary, Member
- Bernadette Depositario Member

Nondiscrimination and Equal Educational Opportunity

Americare Technical School provides equal educational opportunity without discrimination based on race, color, creed, disability, religion, gender, ancestry, national origin, social or economic background, marital status, or sexual orientation. Students may file a complaint with the School Administrator or a designee at admission@americaretech.com. The school will investigate and provide a written response within five days. The school will not threaten retaliation against a person who files a complaint.

External Complaint Contacts

Agency	Published contact information
Illinois Board of Higher Education	1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701-1377 (217) 782-2551 http://complaints.ibhe.org/
IDFPR Springfield office	320 W. Washington, Springfield, IL 62786 (217) 785-0800
IDFPR Chicago office	100 W. Randolph, 9th Floor, Chicago, IL 60601 (312) 814-4500

Practical Nursing Program and Admission

Program Overview

The Practical Nursing program comprises 1,402 clock hours and leads to a diploma. It prepares graduates to provide nursing care under the supervision of a registered nurse, physician, or dentist and to apply for the NCLEX-PN. A graduate must meet the state’s application requirements and pass the licensing examination before practicing as a licensed practical nurse.

Admission to or graduation from the program does not guarantee licensure. State boards of nursing establish licensure requirements and determine individual eligibility.

Nursing Philosophy

The program draws on Virginia Henderson’s view of nursing as helping individuals perform activities that contribute to health, recovery, or independence when they lack the strength, knowledge, or ability to do so unaided. Nursing integrates scientific knowledge, practical skill, communication, and ethical responsibility. Learning is a partnership

between students and faculty, with faculty facilitating development of safe, competent care for individuals, families, and communities.

Threads Integrated Throughout Curriculum

- Critical Thinking
- Communication
- Nutrition
- Pathophysiology
- Pharmacology
- Cultural Diversity
- Legal Ethical
- Roles of the Nurse

Organizing Framework

The organizing framework of the Practical Nursing Program comprises four major concepts: educational preparation, competency-based application, nurse- patient relationship and evidence-based practice. These threads are inter-related and are the baseline of knowledge required of a Licensed Practical Nurse.

Program Objectives

The Practical Nursing Program provides the classroom/lab and clinical education and support so that the student will be able to:

- Demonstrate competency while performing basic nursing skills for individuals with health alterations in various health care settings.
- Initiate and apply therapeutic communication forming a therapeutic relationship with clients as the baseline for the nursing care provided throughout the lifespan.
- Apply foundational knowledge of the nursing process in providing primary nursing care and the utilization of the nursing process to provide effective holistic care for the client and his family.
- Utilize problem-solving skills in providing collaborative care for clients with selected health alterations in a variety of settings
- Assist in formulating a teaching/learning plan for culturally diverse clients with selected health alterations
- Demonstrate competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process.
- Expound upon decision-making, problem-solving and critical-thinking skills
- Utilize relevant technology for client care and documentation.
- Demonstrate professional behaviors associated with the roles of the practical nurse upon entry into practice.
- Value life-long learning and continuation of their nursing education

Practical Nursing Program Requirements

- High School Diploma
- Acceptable documentation of high school graduation or its equivalency may include:
 - A copy of an Official High School transcript, GED transcript or certificate,
 - All foreign transcripts need to be evaluated for High School US Equivalency.
- Pass the TEAS exam at 60%. It can be taken twice. Results are only valid for one year.
- Negative Fingerprint-based Health Care Worker Criminal History Records Check
 - Students with a background will not be admitted into the program if he/she had been convicted or pleaded guilty to:
 - Abuse or neglect of patient
 - Domestic abuse

- Sexual offense of any kind
- Child endangerment
- Assault
- Any theft-related offense. This includes receiving stolen property.
- Carrying a concealed weapon
- Improper discharge of a firearm
- Possession of drugs
- Trafficking of drugs
- Illegal manufacture of drugs
- Cultivation of marijuana
- Placing harmful objects in food or confection
 - Students are required to report any crimes committed while enrolled in the practical nursing program. Students may be dismissed from the program if non-compliant.
- Current CPR certification (Online CPR classes not accepted)
- Complete Physical Examination within the year. (Immunizations, TB two-step/QuantIFERON Test/Chest X-ray if positive) Full disclosure of current medical history is expected.
- Undergo a drug screening test with a negative result.
- Medical Insurance
- Liability Insurance.
- Financial arrangements for tuition payments must be completed before the start of the program.

Admission or graduation from the nursing program does not guarantee obtaining a license to practice nursing. Licensure requirements and the subsequent procedures are mandated by the State Board of Nursing.

Admission by Transfer

Americare Technical School will evaluate transfer students on an individual basis. The School reserves the right to refuse transfer of credit. The School will not accept any Advanced Placement (AP) credits. The Director of Nursing Education will evaluate transfer courses based on the following:

- Official College Transcripts are submitted sealed and unopened
- Course completed is equivalent to the school's course descriptions.
- General course classes have occurred within the last ten years.
- The course was passed at the previous institution.
- Experiential learning will not be accepted as a transfer credit.
- Once accepted into the program, the submission of all the PN-program requirements must be completed.
- Conditional acceptance will be allowed in cases where unofficial transcripts are submitted, provided that the official transcripts are submitted within three months from the start date.
- All transfer students will be held subject to the curriculum and all the program policies in effect for the PN group they are admitted into. Transfer Students are required to meet the course progression and the content mastery requirements.
- Grades from transferred credits will not be calculated as part of the grade point average. It will only show as TC (Transfer Credit) on the transcript. Assessment of Tuition and Fees:
- Transfer students will have to purchase all the supplemental resources. Tuition of approved credit(s) resulting from prior education or training will be assessed by the Finance Department and a revised tuition and fees assessment will be provided to the student.
- Program Length Resulting from Credits: Total required credit hours for the student will be re-computed based on approved credit(s). The duration of stay in the program may or may not change depending on the schedule of the course(s) that the student will need to attend.

Transfer of Credits to Another Institution

Transferring credits to another institution is based solely on the accepting institution's prerogative. No school, institution, or college can make another institution accept a credit earned from another school. Students should contact the school of interest to determine if credits can be transferred.

The completion of a Practical Nursing Program and the attainment of a PN license, may earn a student some credits towards a bridge program for the Associates Nursing Degree, and or the Bachelors of Nursing Degree. However, that decision on comparability, appropriateness and the applicability of a credit is solely based on the decision of the accepting institution. Students are advised to contact the Institution of interest to determine if credits can be transferred.

Class Schedules and Breaks

Day, evening, and weekend schedules are listed in School Information. Contact the school for cohort-specific lecture, laboratory, and clinical dates. Clinical assignments may require separate scheduling. Schedule and modality wording are awaiting confirmation in the addendum.

Scheduled session	Breaks listed in the source catalog
5-hour session	Two 10-minute breaks and one 30-minute lunch break
8-hour session	Five 10-minute breaks and one 30-minute lunch break

Curriculum and Course Descriptions

The sequence below reconciles the published program total to 1,402 clock hours. CIS 101 is provisionally shown at 30 hours, consistent with its course description; the published plan lists 40 hours. Administrative confirmation of this discrepancy is required in the addendum. Mental Health Nursing is consistently identified as NUR 401.

First Term PN 101

Course	Title or component	Clock hours
INTRO 101	Introduction to Health Science	40
MT 101	Medical Terminology	40
AP 101	Anatomy and Physiology I	80
PSY 101	Introduction to Psychology	40
MAT 201	Math for the Healthcare Professional	40
CIS 101	Introduction to Computers	30
AP 201	Anatomy and Physiology II	80
NUR 102	Nutrition	20
NUR 101	Fundamentals of Nursing lecture	80
	Term total	450

Second Term PN 102

Course	Title or component	Clock hours
NUR 101	Fundamentals of Nursing lab and clinical	120
NUR 201	Medical Surgical Nursing I	188
NUR 202	Pharmacology I	40
NUR 302	Pharmacology II	40
NUR 301	Medical Surgical Nursing II lecture	80
	Term total	468

Third Term PN 201

Course	Title or component	Clock hours
NUR 301	Medical Surgical Nursing II lab and clinical	108
NUR 401	Mental Health Nursing	80
NUR 402	Maternal Newborn Nursing	88
NUR 403	Child Nursing	88
NUR 501	Transitions to Nursing Practice A	86
	Term total	450

Fourth Term PN 202

Course	Title or component	Clock hours
NUR 501	Transitions to Nursing Practice B	34
	Term total	34

Term 1	Term 2	Term 3	Term 4	Program total
450	468	450	34	1,402

Clock to Credit Hour Conversion

The source catalog lists 1 credit hour per 10 lecture contact hours, 20 laboratory contact hours, or 30 practicum contact hours. The program is presented as a clock-hour program. Published credit values and conversion rules require administrative confirmation; they do not guarantee transfer credit at another institution.

INTRO 101 Introduction to Health Science

40 Contact Hours- 4 Credit units Course Description: This course will address health sciences as a group of disciplines concerned about the functional health of the individual areas of concern and study, service delivery, the nature of the services provided, opportunities within selected fields, and the relationship of each field with other related fields within the health sciences, and the impact of changes in the health care delivery on these fields. It is designed to provide students who have limited or have not worked previously in the healthcare industry an overview of the health care professional's role and responsibility. Course Delivery: Residential/Online

MT 101 Medical Terminology

40 Contact Hours- 4 Credit Units. Course Description: The course presents the basic principles of medical word building. It intends to develop competency in the essential elements of forming medical words, utilizing primary suffixes and group prefixes. The anatomical, physiological, and pathological terms are also reviewed so that students better understand special medical procedures. This is a required course for the Practical Nursing Program. Course Delivery: Residential

CIS 101 Introduction to Computers

30 Contact Hours- 3 Credit hours. Course Description: This course allows the student to learn the most essential topics of computer concepts, Microsoft Windows, and software applications. No prior computer experience is assumed. The Practical Nursing course has supplemental resources that are computer based, and the NCLEX-PN Examination is computer based, such that it is imperative for PN students to be computer proficient. Course Delivery: Residential/Online

AP 101 Anatomy and Physiology I

80 Contact Hours = Lecture 60 hours + 20 Laboratory Hours - 7 Credit units Course Description: Theory This course involves the study of the structure of the human body, its function, and the relationship of its parts. Aspects of physiology, biology, chemistry, and microbiology are also discussed. It is designed to give the student a broad informational background on the basic biological and physical sciences to facilitate the application of nursing care to patients. Laboratory: This course is designed to allow students to apply the theoretical knowledge they have obtained in the lecture classes. Students will be able to have hands-on experience in relating the human anatomical parts to their specific functions and their relationships with other body systems. Course Delivery: Residential

MAT 201 Math for the Healthcare Professionals

Contact Hours: 40 Hours - 4 Credit units Course Description: This course is for the students to master the basic math skills needed in today's health professions. The comprehensive discussion of the practical, health-centered coverage of pre-algebra, the metric system, drug label reading, medication cups, syringes, intravenous administration bags, parenteral dosages, basic intravenous administration, and essential dosage will help build the students' knowledge and teach them how to solve the calculations required in today's healthcare practice. Course Delivery: Residential

PSY 101 Introduction to Psychology

40 contact hours - 4 credit units

Course Description: This course is an introduction to the essential topics in the study of human behavior and the mind, the field of psychology, and the current theories and issues in areas such as cognition, motivation, and wellness. Course Delivery: Residential

AP 201 Anatomy and Physiology II

80 Contact Hours = Lecture 60 hours + 20 Laboratory Hours - 7 Credit units Theory: This course is designed to provide the learner with continuity in understanding how the human body works. Students will learn detailed structure and function of the other systems in the human body at the cellular, histological and organ-system level. Laboratory: This course is designed to allow the student to apply the theoretical knowledge they have obtained in the lecture classes. Students will be able to have hands-on experience in relating the human anatomical parts to their specific functions and their relationships with other body systems. Course Delivery: Residential

NUR 102 Nutrition

20 Contact Hours - 2 Credit units Course Description: This course explores the principles of therapeutic diet and nutrition and its application. It describes the expanded role of nutrition in health promotion and disease prevention. It is designed to give the student a basic concept of health and the nutritional factors necessary to maintain it. It also intends to discuss dietary needs throughout the life cycle and factors influencing food patterns. The various clinical diseases and therapeutic diets for the nutritional care of these diseases are also discussed. Course Delivery: Residential/Online

NUR 101 Fundamentals of Nursing

Contact Hours: 200 clock hours = 80 hours Lecture + 60 hours Laboratory + 60 hours Clinical- 13 Credit units

Prerequisites: Anatomy and Physiology I/II Course Description: The course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe and supportive care environment. The nurse's role as a healthcare team member is emphasized. Students are introduced to client needs, safety, communication, teaching/learning, critical thinking, ethical-legal, cultural diversity, nursing history, and the program's nursing philosophy. Additionally, this course introduces psychomotor nursing skills to assist individuals in meeting their basic human needs. Skills necessary for maintaining physical and psychosocial safety are introduced along with the skills needed in therapeutic interventions. After this course, students will demonstrate competency in performing basic nursing skills for individuals with common health alterations. Course Delivery: Residential

NUR 201 Medical Surgical Nursing I

Contact Hours: 188 Clock hours = 80 hours Lecture + 48 hours Laboratory + 60 hours Clinical- 12 Credit units

Prerequisites: Anatomy and Physiology I/II, Fundamentals of Nursing and Pharmacology Course Description: This course informs the Practical/Vocational Nursing student on the principles and skills that involve simple to moderately complex deviations from normal health. The use of critical thinking to make problem-solving decisions about medical surgical health care needs will be presented. Primary classifications of disease states, their manifestations and nursing interventions are related through bodily systems approach, with the medical surgical concepts of preoperative and postoperative care skills, principles of managing pain, and oncology care Use of information technology to provide primary care will be explored in relationship to medical surgical clients. The course will include health promotion and the wellness/illness continuum as well as continuity of care for clients who have common diseases and disorders while expanding the student's responsibilities in nursing care from simple to moderately complex situations. The student will learn how to provide primary health teaching to clients with identified disease and disorder health needs, using established teaching plans. Course Delivery: Residential

NUR 202 Pharmacology I

Contact Hours: 40 Clock hours = 40 hours Lecture - 4 Credit units Prerequisites: Anatomy and Physiology I/II,

Fundamentals of Nursing Course Description: Discusses general principles, theories, and facts about drugs and their administration. Principles of action, uses, side effects and client education are discussed to facilitate the student's learning in the clinical environment. Information is presented by integrating pharmacology into the nursing process. Specific drug information is discussed about assessment, nursing diagnosis, client monitoring, interventions, client education and evaluation of safe and effective drug therapy. Course Delivery: Residential

NUR 301 Medical Surgical Nursing II

Contact Hours: 188 Clock Hours = 80 hours Lecture + 48 hours Laboratory + 60 hours Clinical - 12 Credit Units

Prerequisites: Anatomy and Physiology I/II; Fundamentals of Nursing, Medical Surgical I, Pharmacology I Course

Description: Involves studying simple to moderately complex deviations from normal health in adult patients. Affords clinical and theoretical application of various nursing techniques to medical disorders and surgical procedures. Primary classifications of disease states, their manifestations and nursing interventions are related through bodily systems approach. The concepts of body mechanics, pharmacology, interpersonal relationships, communication, diet therapy, and the physical and biological sciences are stressed. Expands the students' responsibilities in nursing care from moderately complex to complex situations. Applies scientific principles of nursing to clients with special needs such as the geriatric patient, the mentally or emotionally impaired patient as well as the cardiac patients. Clinical time is expanded, and medications, procedures, and treatments are stressed and designed to expose students to more specialized and demanding aspects of nursing while increasing basic nursing proficiency to entry level. Course Delivery: Residential

NUR 302 Pharmacology II

Contact Hours: 40 Clock hours = 40 hours Lecture - 4 Credit units Prerequisites: Anatomy and Physiology I/II, Fundamentals of Nursing, Pharmacology I, Medical Surgical Nursing I Course Description: Discuss general principles, theories, and facts about drugs and their administration. Principles of action, uses, side effects, and client education are discussed to facilitate the student's learning in the clinical environment. Information is presented by integrating pharmacology into the nursing process. Specific drug information is discussed in relation to assessment, nursing diagnosis, client monitoring, interventions, client education and evaluation of safe and effective drug therapy. Course Delivery: Residential

NUR 401 Mental Health Nursing

Contact Hours: 80 Contact hours= 40 hours Lecture + 40 hours Clinical - 5 Credit units Prerequisites: Anatomy and Physiology I/II, Fundamentals of Nursing, Medical Surgical I/II, Pharmacology I/II Course Description: This course is designed to provide an overview of the psychosocial adaptation and coping concepts used when caring for clients with acute and chronic alterations in mental health in a variety of settings. Topics include therapeutic communication skills, normal and abnormal behaviors, treatment modalities and developmental needs. Delivery: Residential

NUR 402 Maternal Newborn Nursing

Contact Hours: 88 Contact Hours = 40 hours Lecture + 18 hours Laboratory + 30 hours Clinical- 5 Credit units Prerequisites: Anatomy and Physiology I/II, Fundamentals of Nursing, Pharmacology I/II, Medical-Surgical Nursing I/II, Mental Health Nursing Course Description: Maternal Nursing This course focuses on the role of the practical nurse in meeting the physiological, psychosocial, and cultural development needs of the mother and the baby. The utilization of the holistic approach and the integration of the nursing process will assist the practical nurse to focus on the promotion, prevention, and curative aspects through the process of client education across the life span. Course Delivery: Residential

NUR 403 Child Nursing

Contact Hours: 88 contact Hours = 40 hours Lecture + 18 hours Laboratory + 30 hours Clinical- 5 Credit Prerequisites: Anatomy and Physiology I/II, Fundamentals of Nursing, Pharmacology I/II, Medical-Surgical Nursing I/II, Mental Health Nursing, Maternal-Newborn Nursing Course Description: This course focuses on pediatric health and illness with emphasis on family dynamics, growth and development, and communication with children and their families. Health promotion, protection, restoration, maintenance, and support concepts are covered. The utilization of the holistic approach and the integration of the nursing process will assist the practical nurse in focusing on the holistic approach to client care. Course Delivery: Residential

NUR 501 Transition to Nursing Practice

Contact Hours: 120 hours - 12 Credit units Prerequisites: Anatomy and Physiology I/II, Fundamentals of Nursing, Pharmacology I/II, Medical-Surgical Nursing I/II, Mental Health Nursing, Maternal-Newborn Nursing, Child Nursing Course Description: This course is a review of concepts required for licensure examination and entry into the practice of professional nursing. Includes application of National Council Licensure Examination for Practical Nurses (NCLEX-PN) test plan, assessment of knowledge deficits, and planning and implementation with emphasis on individualized remediation in preparation for successful completion of the NCLEX-PN examination. This course utilizes computer resources for a student-centered approach emphasizing the importance of peer-to-peer interactions.

Tuition Fees and Financial Policies

The amounts below are carried forward from the website catalog except for the TEAS fee, updated to \$130. They are presented for review, not as a newly approved fee schedule. The approved schedule, effective date, and planned November 1, 2026 change must be confirmed in the addendum before enrollment use.

Practical Nursing Charges

Charge	Published amount
Tuition	\$14,000.00
Supplemental resources	\$1,380.00
Uniforms	\$150.00
Nursing lab kit	\$100.00
Criminal background check	\$20.00
Published subtotal	\$15,750.00

General Course Charges

Course	Published amount
Introduction to Health Science	\$500.00
Introduction to Computers	\$500.00
Math for the Healthcare Professional	\$500.00
Introduction to Psychology	\$500.00
Medical Terminology	\$500.00
Nutrition	\$250.00
Anatomy and Physiology I	\$1,000.00
Anatomy and Physiology II	\$1,000.00
General course subtotal	\$4,750.00

The source lists general courses separately from the \$15,750 Practical Nursing subtotal. Whether all general course charges are additional, and which transfer credits reduce charges, must be confirmed before a complete cost of attendance can be published.

Additional Costs and Books

Item	Amount or basis
ATI TEAS examination	\$130.00
Professional liability insurance	\$40.00
Screenings, immunizations, and physical examination	Charged by clinic
NCLEX licensure fees	\$372.00 as listed in source; verify current amount
Make-up hours	\$50.00 per hour
Estimated books, first term	\$245.00
Estimated books, second term	\$280.00
Estimated books, third term	\$319.00
Returned or declined payment	\$50.00 as described below

Financial Procedures and Policies

Payment Requirements

Payment in full for semester tuition and any assessed fees is due by the end of the first day of classes.

Students that did not fulfill their financial obligations will lose their eligibility to continue with the program until they clear previous obligations.

During the Financial Hold students cannot attend scheduled classes or clinical and will be responsible for the make-up work within the allowable time. Attendance policy applies to all Financial holds.

Access to transcripts and other academic records is governed by the Academic Records and Unpaid Balances policy below. Any registration or financial hold is subject to applicable law and protected-beneficiary rules.

The School reserves the right to reject the enrollment of any applicant who had formerly enrolled in a program at the school but failed to fulfill payment requirements. *Minimum payment requirements:

- Full payment (payment must be received and posted to your student account by the due date).
- Confirmation of payment in the form of scholarships and/or third-party authorization.

Students are required to monitor their account balances.

If a bank withdrawal does not go through for any reason or a scheduled credit/debit card is declined, a service charge of \$50.00 will be assessed. The student will be put on academic hold until the account is brought current. If two payments are returned or declined, the student must then pay the entire balance in full.

Financial Aid will be disbursed at the beginning of each payment period. For Nursing Programs payment period is equal to the academic term.

Nonpayment Fees and Collection Referral

Students are responsible for paying tuition, fees, and other valid charges by the due dates stated in their enrollment agreement or approved payment plan. A student who fails to pay on time will be assessed a nonpayment fee only when the amount, triggering conditions, and frequency are expressly disclosed in the applicable signed agreement and approved fee schedule and the charge is permitted by law. This section does not establish a new fee amount or authorize retroactive charges.

Before referring an overdue account to collections, the School will send written notice identifying the outstanding balance, any authorized fees, the deadline to respond, and how to contact the Financial Office to dispute a charge or request a payment arrangement. If the student does not pay or establish and comply with an approved arrangement by that deadline, the School may refer the account to a collection agency licensed as required by law.

Collection costs, agency charges, attorney fees, or court costs will be charged to the student only to the extent authorized by the applicable agreement and permitted by law, or awarded by a court. Referral to collections does not by itself authorize additional charges. The School and its collection provider will comply with applicable privacy, debt-collection, dispute, and notice requirements.

This policy remains subject to legally required protections for delayed veterans benefits and other protected circumstances. It does not override student rights concerning transcripts or academic records. The existing \$50 returned or declined payment provisions apply to failed payment transactions and do not establish a general late-payment fee.

Payment Method

- Payments are accepted in cash, money order, personal check, debit card or credit card.
- Personal checks require 5-7 days of clearing by the bank. Once payment is received, this is considered "pending" until cleared by the bank. Students who submit a payment by check that is returned for non-payment or insufficient funds will be subjected to a \$50.00 fee. Any two instances of non-payment or insufficient funds, mandates that any subsequent payments made by the student will be accepted by certified funds and or cash.

Financial Aid

- Students may fill out the free application at studentaid.gov.
- A student that is approved under this program is still financially responsible. Its student's responsibility to ensure that timely payments are received from the funding agency.

Private Loans

If financial assistance is needed to attend a course or program, students may inquire for an alternative loan at any bank, credit union, or financial institution. Some institutions that have provided services for our students are:

- Credit union-This must be approved. Credit check applies.

Tuition Reimbursement

You may qualify for tuition reimbursement from your employer. Check with your human resources department or supervisor to see if you are eligible. Tuition reimbursement paperwork will only be issued when all balances are cleared by the student.

Workforce Investment Act (WIOA) Training Program

WIOA provides funding for training as an option for those determined unable to become employed with their current skills. Eligibility is determined based upon employment status and history, government assistance currently receiving and income level.

- Cook County

Arlington Heights <http://ah.worknetncc.com/> 847.981-7400 Evanston <http://ev.worknetncc.com/> 847.864.3530 723 Algonquin Road, Arlington Heights, IL / 1615 Oak Street, Evanston, IL

- Lake County www.lakecountyjobcenter.com/job/job_training.html N. Genesee St. Waukegan, IL 60085 847.377.3450 800 Lancer Lane. Grayslake, IL 60030 847.543.7441 A student who is approved under this program is still financially responsible. It is the student's responsibility to ensure that timely payments are received from the funding agency.

Veterans Affairs Benefit Program

Americare Technical School is an approved institution to provide educational services to students eligible under the Veterans Affairs program. For students to qualify, appropriate documentation from the Veterans Affairs Benefits Program needs to be provided to the School. The student under this program is still responsible for all financial obligations. It is the student's responsibility to ensure that timely payments are received from the funding agency. The School will not impose any penalty on Chapter 31,33 and 35 beneficiaries, including the assessment of late fees nor will it deny access to classes or libraries, or require these individuals to borrow additional funds because of the individual inability to meet his or her financial obligation due to the School due to delayed disbursement of payment by the United States Department of veteran's Affairs.

Academic records requests are handled under the Academic Records and Unpaid Balances policy below.

Academic Records and Unpaid Balances

Proposed replacement policy pending administrative and legal approval: The school will process transcript and academic record requests in accordance with applicable Illinois and federal law. An unpaid balance does not automatically bar release of a transcript or other academic record. The school will not withhold a transcript, condition its release, or apply less favorable terms where prohibited by law. Any lawful financial hold will be reviewed individually. Students remain responsible for valid charges and may contact the Financial Office to discuss payment arrangements. Requests must include the student's signed authorization and any information needed to verify identity.

Refund Policy

- Any student applying for a program that is discontinued by the school shall receive a complete refund of all fees and/or tuition paid.
- It is the policy of Americare Technical School to issue refunds of tuition and fees in a prompt manner. As a matter of courtesy, students should give written notification of their intention to withdraw from a program.
- However, Americare Technical School does not require written notification of withdrawal as a condition for making refunds. If no notification of withdrawal is received, and a student has had an unexplained absence of more than five (5) consecutive class days, Americare Technical School shall consider the student to have withdrawn from the program. In all cases, the date of withdrawal shall be the last day of attendance.
- Refunds shall be made within 30 days of the last day of the attendance if written notification has been provided to the institution by the student; otherwise, refunds shall be made within 30 days from the date the institution terminates the student or determines that the student has withdrawn.
- If a student wishes to cancel within 5 business days of signing the enrollment agreement, the student is entitled to a full refund of all monies paid.
- If a student does not begin classes, and wishes to withdraw, the school will refund all fees and or tuition that have been collected; a refund of tuition or fees shall be made within thirty (30) day of the start of the program, and an amount not more than \$100 may be retained for application and registration fees.
- In all instances, refunds shall be based on and computed from the last day of attendance.
- All books, supplemental resources as ATI materials assigned to a class the student is attending are non-refundable.

Published Institutional Refund Schedule

Course hours attended	Institutional refund
10%	90%
20%	80%
30%	70%
40%	60%
50%	50%
60%	0%

The source schedule does not explain the intervals between these points, attendance above 60%, or coordination with federal return-of-funds calculations. These matters require clarification in the addendum; this table should not be used alone to calculate a final refund.

Withdrawal Procedure

Withdrawal may affect grades, charges, and financial aid. Written notice is encouraged but is not required as a condition of an otherwise due refund. The published grading schedule applies to 14-week, 12-week, 10-week, and 3-to-5-week courses:

Time of withdrawal	Published grade treatment
Through week 1	No grade
After week 1 and before midterms	W
After midterms	F; another source passage uses WF, requiring confirmation

If a student is absent without explanation for more than five consecutive class days and provides no withdrawal notice, the school considers the student withdrawn. The source catalog uses the last day of attendance as the withdrawal date. Applicable financial aid rules must also be considered.

Academic Standards and Progression

Grading Scale

Grade	Percentage	Quality points	Meaning
A	90–100	4.0	Excellent
B	80–89	3.0	Above average
C	75–79	2.0	Average
F	74 and below	0.0	Fail

Grades are not rounded. Each required lecture, laboratory, clinical, and content mastery component must be passed to pass the course.

Evaluation Components

Component	Evaluation or passing standard
Lecture	Homework 10%; quizzes/unit exams 30%; midterm 30%; final 30%
Laboratory	75% to pass; readiness 10% and satisfactory skill demonstration 90%
Clinical	75% to pass; safety 10% and patient care/documentation 90%
Clinical ratio	One instructor for 10 students
Final course result	Lecture, lab, clinical, and required ATI content mastery standards must all be satisfied

ATI Content Mastery and Nursing Transitions

Examination	Published passing standard
Fundamentals of Nursing, after Medical Surgical Nursing I	65%
Medical Surgical Nursing	60%
Mental Health Nursing	65%
Maternal Newborn Nursing	65%
Child Nursing	65%
Pharmacology and ATI Predictor within NUR 501	75%, according to course standards

NUR 501 includes three exit exams weighted 33.3%, 33.3%, and 33.4%, with 75% required to pass. The source permits two repetitions if consistent with the repeat policy, but other passages limit nursing-course repetitions differently. The controlling rule must be reconciled in the addendum before publication.

Lab and Clinical Evaluation

Lab and Clinical performance are evaluated by measuring the student's ability to meet the stated lab and clinical objectives. Students are apprised of their progress on an ongoing basis through discussion and written and/or oral evaluation reports.

- Students are expected to be able to perform skills satisfactorily in the lab before that skill is performed in the clinical setting. The students who are unsuccessful in their first attempt to pass a skill demonstration will have another opportunity to retest again.
- The retest must be completed as scheduled. If the student does not safely and competently perform the nursing skill after the retest, this unsatisfactory lab performance and clinical performance will fail.

Incomplete Grades

- An Incomplete grade (I) is a temporary grade indicating completion of most but not all the course requirements due to circumstances beyond the student's control. An incomplete grade requires the student to make necessary arrangements with the assigned instructor to complete. If the requirements are not completed within the time frame allowed, the grade will automatically become an F.
- The INC grade has no academic standing and will not impact the student's grade point average until the final grade is assigned. The student has seven days to complete the requirements.

Drop is when a student drops a class by the Drop date. Once approved, this can be removed from the student's schedule.

Withdrawals

- Dropping a class after the drop date but within the withdrawal deadline. Students may withdraw from a course after the drop period has ended with no grade penalty; however, you will not be eligible for a tuition refund and must still pay any outstanding balances owed. You will receive a "W" grade for the course when you withdraw.
- Courses that are withdrawn are counted as hours attempted but not completed. Students who remain enrolled in courses after the withdrawal deadline has ended will be assigned a WF as a Final grade for the course.

Repeated Courses

- The course must be passed for the course hours to be allocated from attempted to completed hours.
- A student may repeat one nursing course throughout the nursing program.
- The student, who has failed a course, registered to repeat the course, and withdraws after the Drop window will be considered to have failed the same course twice.
- The published repeat and dismissal limits are inconsistent. Administrative confirmation is required in the addendum before these limits are finalized.

Transfer Credit

These are not calculated as part of your GPA.

Academic Advising and Progress Reports

The school provides academic advising and progress reporting on a student's academic status after:

- Students who have failed a course.
- Absences of more than the allowable days.

Academic Probation

Academic probation occurs when a student's current term or cumulative grade falls below 75%.

Probationary Period and Duration

- Students on probation must meet with their academic advisor to develop a written academic remediation plan and establish academic goals. These goals must be achieved in the succeeding term.
- While on probation, a student must adhere to the conditions of the program of study in which he/she is enrolled.
- Removal from probationary status requires the student to achieve a term and cumulative GPA of 75% or higher in a subsequent term.
- A student can remain on probation for two terms before being dismissed.

Academic Dismissal

At the end of the probationary period (two terms), a student is subject to dismissal. Students whose academic standing is classified as subject to dismissal must meet with their academic advisor to discuss their academic standing, progress, and plans. Financial default: Students who default financially after 60 days will be dismissed from the program.

Appeals Process

- The student may file an appeal in writing within five days of receiving notification of the dismissal.
- The student must explain what type of circumstances contributed to this dismissal and what action is being implemented to overcome the mitigating circumstance in the future.
- The student will receive a written notice as to the decision of their appeal within five business days of submitting the appeal request to the administration.
- The decision of the Appeals Board is final and may not be further appealed.

Grade Notations

Notation	Meaning
P / F	Pass / Fail
INC or I	Incomplete
W	Withdrawn
WF	Withdrawal failure; reconcile with F in withdrawal policy
R	Repeat
D	Drop
TC	Transfer credit; excluded from GPA

Reinstatement

Students who have a withdrawal or failure in a nursing course and are eligible to return to that course will be considered for reinstatement to the program. To be considered for reinstatement the student must:

- Submit a new application.
- Must be in good standing with the school.
- Meet with the Financial liaison and ensure that all financial obligations are cleared.
- Students must complete the "Student Reinstatement Form". This form is submitted to the Director of Nursing Education for approval. Once the student is approved for reinstatement it should be noted that:
- The students granted reinstatement after having withdrawn due to academic reasons, poor clinical performance, and attendance return to the program on probationary status. The students have to ensure that the plan for improvement as stated in the Student Reinstatement form is followed. Once the courses are passed, the probationary status will be lifted.
- A readmitted student repeating a nursing core course must repeat the theory, lab and the clinical components of the course.
- Students requesting reinstatement to the program after withdrawal for health-related issues would be asked to submit a physician's statement regarding physical ability to return to nursing school.
- For students that failed the drug screen test, reinstatement into the program is after a year. A physician's statement is to be submitted regarding their ability to return. Reinstatement requires random, three negative drugs screens in the preceding year at the school's affiliated facilities. The cost for this requirement is the student's responsibility.

- The program in Practical Nursing must be completed within a 150%, maximum timeframe. Beyond this period, admission will be as a new student.
- All readmitted students will be held subject to the curriculum and all the program policies in effect for the PN cohort into which they are admitted. Transfer Students are required to meet the course progression and the content mastery requirements of the PN cohort that they are admitted in. Students that have been out of the program for 6 months or longer:
- Take and pass a nursing comprehensive exam to validate knowledge of previously taken nursing courses. The exam has to be passed at a 75%. If unable to pass the comprehensive exam, the student will not be reinstated.
- Submission of up-to-date requirements is mandatory.

Readmission

Students not eligible for program reinstatement may apply for program admission as a new student. If accepted as a new student, the student must take or retake all nursing program courses.

A student may apply for readmission to the program once. Entrance into the program will be limited to two times. To be considered for readmission, the student must:

- Submit a new application.
- Must be in good standing with the school.
- Meet with the Financial liaison and ensure that all financial obligations are cleared.
- Students must complete the "Student Readmission Form. This form is submitted to the Director of Nursing Education for approval. Once the student is approved for readmission, it should be noted that:
- The students granted readmission after having been dismissed from the program will return to the program on probationary status. The students must ensure that the plan for improvement as stated in the Student Readmission form is followed. Once the trimester courses are passed, the probationary status will be lifted.
- All readmitted students will be held subject to the curriculum and all the program policies in effect for the PN group into which they are admitted. Transfer Students are required to meet the course progression and the content mastery requirements. Students that have been out of the program for 6 months or longer:
- Take and pass a nursing comprehensive exam to validate knowledge of previously taken nursing courses. The exam has to be passed at a 75%.
- Submission of up-to-date requirements is mandatory.

Program Completion and Licensure

Students must complete the program, pass every course at 75% or higher, and pass the required content mastery and comprehensive examinations under school policy. Program completion leads to a diploma. Licensure requires a separate state application, satisfaction of eligibility requirements, and passage of the NCLEX-PN; the school does not guarantee a license. Financial responsibilities remain subject to the Academic Records and Unpaid Balances policy.

State Licensure

To practice practical nursing in Illinois, a graduate practical nurse must pass an examination by the National Council for State Board Exams. A graduate practical nurse of AMERICARE TECHNICAL SCHOOL is eligible to apply for the State Board Examination after the successful completion of the program and by the recommendation of the Director of Nursing Education. The Illinois Board of Nursing has the authority to refuse permission to take the examination if the individual has a previous felony conviction. The Illinois Board of Nursing may wish to schedule an interview with the graduate before the examination.

Satisfactory Academic Progress

The following SAP provisions are carried forward for review. Academic progression and federal financial aid eligibility are related but distinct. The addendum identifies inconsistent timeframe, repeat, incomplete-grade, and aid-reinstatement language that must be reconciled before this policy is finalized.

Process Overview and Responsibilities

The Federal Student Aid program requires that schools maintain Satisfactory Academic Progress policies to ensure that students are progressing successfully through their programs as a condition of receiving financial aid. Students completed Americare Technical School academic record is used to determine if each student meets the Satisfactory Academic Progress criteria as outlined in this document.

All students must maintain Satisfactory Progress according to the following standards to continue enrollment. Satisfactory Progress is measured at the end of each evaluation period and will be checked before disbursement of aid.

SAP standards are established by the Office of Academic Affairs. The relevant SAP policies are summarized below.

This policy is subject to change at any time should Department of Education Federal regulations require it.

The school's SAP policy for Title IV students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV aid.

The Director of the financial aid office reviews the Title IV SAP policy to ensure it meets all federal requirements. The Director of Academic Affairs notifies the financial aid office if the school changes its academic policies.

SAP Completed Clock Hour Policy

A student's Satisfactory Academic Progress (SAP) in the program is reviewed to determine if a student is eligible to continue to the next evaluation point. SAP applies to all students regardless of whether they are receiving Title IV funds. SAP is measured at 450, 900, 1,151, and 1,402 completed clock hours.

The school must determine that the student has successfully completed both the clock hours and weeks of instructional time required for the period evaluated. At 450 completed clock hours if a student is not meeting the SAP requirement, they will be placed on financial aid warning status for the next evaluation period. A Title IV eligible student is still eligible for Federal Student Aid Title IV funding while on financial aid warning. At 900 completed clock hours, if the student is not meeting the SAP requirements the student that wishes to remain in school must appeal the unsatisfactory progress status. The appeal must be given to the Director of Nursing Education for evaluation. If the Director of Nursing Education approves the appeal, the student would be placed on probation for the next evaluation period. A Title IV eligible student is still eligible for Federal Student Aid Title IV funding while on financial aid probation. The student on probation who does not meet SAP requirements during the next evaluation period, loses Title IV eligibility, and must be self-pay and or can be dismissed from school according to policy. If the student on probation meets SAP requirements, probation is lifted, and Title IV eligibility continues.

There are two SAP requirements. One is qualitative and one is quantitative.

Qualitative -a student must maintain a cumulative GPA of "C" or better to remain in school and be considered in good academic standing at each evaluation point of 450, 900, 1151 and 1402 completed hours. The school maintains all student progress records. If the student's cumulative GPA is below a "C" at the evaluation point of 450 completed clock hours, the student will be placed on financial aid warning for the next evaluation period. The student must raise their cumulative GPA to a "C" or better by the end of the warning period. If they fail to do so, financial aid eligibility is terminated. They must file an appeal with the Director of Nursing Education if they want to remain in school. After a successful appeal the student will be placed on financial aid probation. A Title IV eligible student is still eligible for Federal Student Aid Title IV funding while on financial aid probation. The student on probation who does not meet SAP requirements during the next evaluation period, loses Title IV eligibility, and must be self-pay and or can be dismissed from school according to policy. If the student on probation meets SAP requirements, probation is lifted, and Title IV eligibility continues.

Quantitative - Attendance is checked at each evaluation point. A student must have at least 66.67% attendance at the 450-clock hour evaluation period, or the student will be placed on financial aid warning for the next evaluation period. If the student fails to meet the 66.67% attendance by the end of the warning period, financial aid eligibility is terminated. The student must file an appeal with the Director of Nursing Education if they wish to remain in school. If the appeal is approved the student will be placed on financial aid probation. A Title IV eligible student is still eligible for Federal Student Aid Title IV funding while on financial aid probation. The student on probation who does not meet SAP requirements during the next evaluation period, loses Title IV eligibility, and must be self-pay and or can be dismissed from school according to policy. If the student on probation meets SAP requirements, probation is lifted, and Title IV eligibility continues.

The students must also complete the program within the maximum timeframe. Maximum time frame is 1.5 times the normal time frame required to complete the program. Normal time frame for full time students is 18 months and maximum timeframe is 27 months with each payment period no longer than 7.75 months. Part time students normally complete the program in 22 months with a maximum time frame of 31 months with each payment period no longer than 9.75 months. If a student is not a Title IV recipient, and at the time of an SAP evaluation is not meeting the minimum standards of 67% attendance and a cumulative GPA of "C" or better, they will be placed on academic warning. The student will be counseled on the risks and consequences of reaching the maximum time frame for program completion. Students not receiving Title IV funding who are in a Title IV program will be evaluated at the same time as a Title IV student. Official Leaves of Absence, withdrawals, and other official interruptions of training are not computed in the maximum time frame. The students attend and pass classes at their own pace. There are no official repeat classes. If a student has transfer hours being used towards their educational program those transfer hours will count as attempted and completed when determining SAP.

Appeal Process - A student who fails to meet SAP at the end of the financial aid warning period must submit an appeal to the Director based on mitigating circumstances such as illness, death in the family, etc. The appeal from the student must state why they did not meet satisfactory academic progress and what has changed that would now allow them to meet satisfactory academic progress. The Director of Nursing Education will review the appeal and advise the student of the final decision. If the student's appeal is approved, they will remain in school on financial aid probation. A Title IV eligible student is still eligible for Federal Student Aid Title IV funding while on financial aid probation. The student on probation who does not meet SAP requirements during the next evaluation period, loses Title IV eligibility, and must be self-pay and or can be dismissed from school according to policy. If the student on probation meets SAP requirements, probation is lifted, and Title IV eligibility continues. Course incompletes and noncredit remedial courses do not apply to the SAP policy at the school and will have no effect on satisfactory academic progress.

Reinstatement Policy - Students who have been terminated from enrollment for failure to maintain satisfactory academic progress may apply for readmission to the Director of Nursing Education but not less than 6 months after having been terminated. They will be placed on financial aid probation for an evaluation period and not be eligible for financial aid. Failure to reestablish satisfactory academic progress by the end of the probation period will result in termination from the school. No student will be allowed to re enroll more than twice. Students who have voluntarily withdrawn from the school or who were terminated for reasons other than failure to maintain satisfactory academic progress may apply for readmission to the Director of Nursing Education. If approved for readmission the student must sign a new enrollment agreement and must start in the next scheduled start date and will return in the same status as prior to withdrawal or termination. The point in time that a student returns to school will depend on the previous class training that school credits the student.

Reestablishing Title IV Eligibility - Students returning to school after failing to maintain satisfactory academic progress must file an appeal explaining why they were not making satisfactory progress and what has changed to now allow them to succeed. After a successful appeal, the student will be placed on financial aid probation for the next evaluation period. Title IV students will not be eligible for any additional funding. Failure to reestablish satisfactory academic progress by the end of the financial aid probation period will result in termination from the school. If the student meets satisfactory academic progress at the end of the probation period, the student will be allowed to complete the program and reestablish Title IV funding if remaining eligibility exists.

Attendance and Leave

Attendance Requirements

Students are obligated to comply with class attendance policies. The School emphasizes the need for all students to attend classes on a regular and consistent basis, as the program is conducted in a hands-on environment and fast paced. Attendance is critical to proper skill building to develop the theoretical concepts and skills to become competent nurses.

- Absences of students enrolled in the program cannot exceed 10% of the class scheduled hours.
- Make-up work can only be made up if the absences are within the allowable number of hours. Your instructor schedules make-up exams and quizzes. Only one exam can be made up per course. For absences that exceed these hours, a student can apply for a leave of absence.
- Only under the most extreme and documented circumstances can an exam be made up. A make-up exam may be considered only if the student presents a document that is official and verifiable, clearly supports the reason for absence, and must be submitted within 24 hours of the missed exam. Approval is not guaranteed and the final decision will be made by the Academic Advisor. If the absence is approved, the make up exam will differ compared to the assigned class exam.
- The midterm and final exam is a mandatory requirement of each course. The student will receive an automatic "F" if either exam is missed, regardless of the current course grade average. The student will then not be eligible to pass the course and be able to move on to the next.
- All absences for lab and or clinical rotations within the allowable hours must be made up. A fee will be applicable. Payment is required by the student before the make-up class. Credit will not be given for the makeup session until successful completion is ensured by submission of the Make-up Hours Form. Make-up classes are scheduled by the School, and students are expected to attend. Failure to attend a scheduled make-up class will fail the lab and or clinical rotation. Make-up classes can be either conducted at the clinical site or through a clinical/lab simulation.
- The student will obtain an incomplete (INC) grade until the completion of all course requirements is satisfied.
- Students who exceed the number of allowable absences will have to apply for a leave of absence and will be dropped from the course.
- Students must always remain in compliance with program and Federal regulations. Failure to maintain a number of days required might result in financial aid being withheld and/or dismissal from the program.
- Students who are not in attendance for at least 50 percent of any scheduled class will be considered absent for that class.

Tardiness

- Students arriving 15 minutes late for a class or online is considered tardy.
- Leaving early is also considered tardy.
- Tardiness on three occasions will be counted as one absence and will be counted in relation to total allowable absences.

Maternity Policy

Proposed replacement policy pending administrative and legal approval: Students seeking pregnancy-related adjustments or leave should contact the School Administrator or academic advisor. Requests will be considered individually under applicable law and the school's accommodation and leave procedures. Any medical documentation or return-to-study requirement must be limited to what is lawfully necessary for the requested adjustment or essential program requirements. Pregnancy does not require a blanket waiver of legal rights or liability. The final policy must specify leave, reentry, and academic recovery procedures.

Illness

As future health care professionals concerned for the well-being of our patients, students are expected to report any personal rash, illness, allergy, or injury to the instructor. The faculty reserves the right to dismiss the student from class if the student's illness jeopardizes the health of others.

Students who become ill in the classroom/lab setting will be sent home by the faculty member or transported to the nearest medical facility by EMS.

If a student becomes gravely ill and/or has an emergency illness that makes them incapacitated or unable to be mobile without assistance, faculty must call 911 or the student's emergency contact depending on the nature of the illness. Under no circumstance should faculty or another student transport the sick student to the emergency room or home. The school staff should not offer medical treatment.

Prior to their return, a student who had an illness or injury or other circumstance(s) that results in either a physical or psychological limitation while in the nursing program, is required to submit a documented medical release from a healthcare provider addressing the student's ability to meet essential program requirements, with reasonable accommodations where applicable. This release will be placed in the student's file. The student is responsible for any expense incurred to obtain this documentation.

Leave of Absence

Students may be granted one Approved Leave of Absence (LOA) that should not exceed 180 calendar days in a twelve (12) month period. The twelve (12) month period begins on the first day of the student's leave of absence. Not filing the LOA will result in academic penalty and dismissal from the class, and will be required to repeat the entirety of the course (if it falls within academic policy of failures and repeats).

Students who attend Nursing Programs must request the LOA prior to the beginning of the semester in question. Nursing students, who are unable to complete the term (after the term has already begun), will need to officially withdraw from the program. Upon their return the student can start only at the beginning of the term.

All requests for LOA must be submitted in writing. The LOA may be denied if there is no reasonable expectation that the student will return after the LOA period.

Requesting a LOA does not guarantee it will be accepted and the student will be informed about the decision to grant the LOA. It is the student's responsibility to notify the school regarding their intention to return.

- Students returning from a leave of absence will be held to all policies and program requirements as outlined in the Student Handbook in effect for the cohort they are readmitted into.

If a student does not return to the institution at the expiration of an approved leave of absence, the student's withdrawal date will be the last day of academic attendance as determined by the attendance records on file.

- In addition, the grace period of loan repayment is also determined by this date. In some instances, depending on the length of the leave of absence, the student will have exhausted the grace period and the repayment of the Title IV loan may begin immediately.

Emergency within a Semester

If a verifiable emergency occurs within the semester, the student must reach out within two weeks and file a Leave of Absence (LOA) form before the end of the semester, to avoid academic penalty. A letter must be submitted to the Administrator describing the emergency with documentation and indicating intent to return. Examples of verifiable emergency circumstances may be: accidents, illness that required hospitalization, death of an immediate family member, or other circumstances beyond the control of the student. Assurance of readmission to the college and re-enrollment into those course(s) withdrawn from will be on a space-available basis. The student will receive a "W" for all courses in the term in which they withdrew. The student must return the following semester. If the student does NOT return the following semester, he/she will be required to complete the entire re-admission process.

Student Rights Conduct and Support

Disability Accommodations

Proposed replacement policy pending administrative and legal approval: Students who need a disability-related accommodation may contact the School Administrator. The school will consider requests individually, discuss appropriate accommodations and documentation, and provide reasonable accommodations required by law. Essential academic and clinical requirements remain in place. The final policy must identify the responsible contact, request procedure, review process, and means to raise concerns about a decision.

Academic Code of Ethics

Americare Technical School expects its students to have the values of honesty, courage, honor and respect. Enrolled students agree to abide by this Student Academic Code of Ethics and must understand what is considered academic dishonesty. If a student is in violation of any of the following below, the student will have to see the Academic Advisor and must sign the Student Code of Conduct Agreement, placing the student on probation. If the student is in violation a second time, the student will be dismissed from the program, regardless of the current standing in the course.

Academic dishonesty includes, but is not limited to, the following:

- Intentionally presenting inaccurate information or forging documents
- Changing or inventing results, data, or conclusions for any assignment.
- Changing or making up information or quotations passed off as authentic for any assignment.
- Forging school personnel's signature or information on any academic document.

Plagiarism

- Presenting the work of another as one's own and not citing a source.
- Using ideas from any source without providing proper citation of the source. Improper citation consists of excluding a source or misrepresenting a source.
- Copying or presenting material word for word from any source without using quotation marks and the proper citation of the source.
- Copying and/or altering a few words from a source to avoid exact quotation without providing the proper citation of the source.
- Rewording (paraphrasing) an idea found in a source without properly citing the source.
- Submitting a student's own single piece of work multiple times without instructor's permission.
- Submitting the same paper or assignment during the same term to two instructors without both instructors' permission.
- Submitting a previously graded paper, assignment, or speech to a different instructor without the current instructor's approval.

Cheating

- Cheating on exams and assignments from other peers and misuse of online resources.
- Copying answers from another person or submitting another person's work as one's own.
- Collaborating on any assignment that is supposed to be done individually.
- Submitting as one's own any course assignment created by someone else.
- Using any unauthorized resources during an exam. Unauthorized resources include, but are not limited to, notes, electronic devices, solution manuals, or anything not permitted by the instructor or proctor.
- Stealing, or having in one's possession without permission, any exams, materials, or property belonging to faculty, staff, or another student.
- Receiving the answers to exam questions or other assignments.
- Having another person take an exam or a class for the enrolled student.
- Aiding other students in cheating.

- Doing another student's assignment, excluding collaborative learning assignments or joint assignments approved by the instructor. Some examples may include but are not limited to, doing a student's assignment or writing or re-writing a significant portion of a student's assignment.
- Giving a student answer to exam questions or to other assignments.
- Taking an exam or a class for a student

Standards of Professional Nursing

Enrolled must also abide by these Standards of Professional Nursing: Inappropriate behavior includes the following: Students will adhere to the standards of professional nursing by treating peers, faculty, colleagues, and clients with compassion, integrity, and respect.

Inappropriate behavior includes the following:

- Commission of a crime - Engaging in illegal, criminal, or violent activity that would impact the student's ability to care for vulnerable populations, obtain or maintain a professional license, or secure employment in nursing. Students must report all arrests and pending criminal- and Human Services-related charges to the Director of Nursing Education within 48 hours of the incident.
- Sexual misconduct or harassment - Students need to adhere to standards for sexual misconduct and harassment. This includes repeatedly sending uninvited e-mails, making phone calls or transmitting uninvited and unwanted documents, making threats, and any other inappropriate interpersonal behaviors that frighten, intimidate, or interfere with the work or study of any other person.
- Disruptive behavior includes obstructing or disrupting classes, team projects, talks, other presentations, or any other activities or programs.
- Failure to demonstrate accountability, responsible planning, or commitment to education - The School's calendar is publicly available several months before the start of each semester. Additionally, the course calendar is posted prior to the start of the semester. We understand the need for work/life balance; however, we expect students will plan work schedules around course calendars to the best of their ability.
- Special events, travel, and outside activities should be scheduled during breaks. Students are expected to adhere to the attendance and assignment policy as outlined in course syllabi.
- Impaired / Drugs and Alcohol - Students shall not participate in classroom and clinical activities while under the influence of alcohol or any psychoactive substances unless the use of such a substance is under the orders of a physician and the student does not manifest impairment. This includes using prescribed, over the counter or illicit substances in a manner that is inconsistent with prescribed use.
- Inappropriate use of social media - This includes posting negative, or untrue information about peers, faculty, other professionals, or clinical sites. Inappropriate social media use also involves communicating material that violates School's policies, HIPAA rules, or state or federal statutes. Internet postings that violate these principles include, but are not limited to, sharing of confidential information, content construed as "bullying", images or language that represent nudity, sexual activity or misconduct, underage alcohol consumption, illegal acts, use of illegal drugs or other controlled substances, hazing activities, tobacco use, obscene gestures, and cheating.

Options for dealing with academic dishonesty are at the discretion of faculty. Instructor-imposed consequences for the student may include one or more of the following.

- Repeating the assignment with a grade penalty.
- Receiving a failing grade for the assignment.
- Receiving a lower course grade.
- Receiving a failing grade for the course.
- Receiving an F grade for the course (a permanent notation of academic misconduct on the student's transcript).
- Other appropriate consequences. Consequences for inappropriate behavior may include one or more of the following.
- Being expelled from the student's program.
- Being expelled from the school permanently or for a limited period.
- Students may follow the school's appeal process if they dispute an instructor's accusation of academic dishonesty.

Clinical Supervision

One instructor is assigned to each clinical area and provides clinical supervision. The instructor and students are provided with a clinical rotation schedule. The instructor is always available to the students. The student receives their assignment from the instructor during the preclinical conference. The student and instructor review and/or discuss the assignment for any clarification, which is required. A student may not perform any clinical skill without the instructor present before the instructor verification of competency. The skills performed are in direct relationship to the clinical objectives of each rotation.

Student Conduct while Providing Nursing Care

While providing nursing care for the healthcare client in the clinical area, the student shall be held to the same standard of behavior as a practicing nurse. This standard includes but is not limited to the following:

- Report and document nursing assessment or observations including the care provided and the client's response to care
- Accurately and timely report to the appropriate instructor or nurse any error(s) or deviations from the prescribed regimen of care.
- Not falsify any client record or any other document prepared or utilized during, or in conjunction with, nursing practice
- Implement measures to promote a safe environment for each client.
- Delineate, establish, and maintain professional boundaries with each client at all times while providing direct nursing care to a client.
- Provide privacy during examination or treatment and in the care of personal or bodily needs.
- Treat each client with courtesy, respect and with full recognition of dignity and individuality.
- Not engage in behavior that causes or may cause physical, verbal, mental or emotional abuse to a client
- Not engage on behavior toward a client that may reasonably be interpreted as physical, sexual verbal, mental or emotional abuse
- Not misappropriate a client's property
- Not engage in behavior to seek or obtain personal gain at the client's expense.
- Maintain client's confidentiality. A student may be recommended for dismissal at any time when in the judgment of the faculty they exhibit behavior that jeopardizes the welfare of the patient either by commission or omission.

Clinical Suspension

The instructor may place the student on clinical suspension immediately for an act(s) that jeopardizes patient care safety. The student will be removed from the care area immediately. The decision for program dismissal will be made no less than two (2) working days after the incident. The student will meet with the instructor and supervisor of the practical nurse program for a conference regarding the infraction. Suspension will occur with verbal notification followed by a written notification. The instructor will document incidents that led to the suspension and present this information at the conference. Appropriate steps will follow as outlined in the probation and dismissal policies. A student may be suspended one time. Suspension carries a recommendation for dismissal from the program.

Dress and Grooming

- Each student must always be dressed appropriately and well-groomed.
- Student photo ID must be always worn when in the clinical area.
- Nails are not to extend beyond finger pads when fingernails are extended. Only clear polish is to be worn with the uniform.
- Mustaches and beards must be neat and well-trimmed both in class and clinical areas.
- Cosmetics must be in good taste and contribute to a professional appearance. Perfume and after-shave lotion are not to be worn in clinical areas.
- Students are not permitted to wear class rings or other jewelry except for the wedding band while in uniform.
- The hairstyle must be professional in appearance. Hair ornaments are not permitted.

- Only one pair of small silver or gold ball shaped earrings are allowed in pierced earlobes; otherwise, no earrings are permitted, i.e., no nose rings, lip rings, multiple pairs in each ear(s), tongue studs, etc.
- No visible tattoos at any time. The students, who do not conform to the above, will be sent home and will receive an absence for the day. Requests for dress modification for valid reasons must be submitted in writing and approved by the school prior to implementation.

Test Policy

- The instructor and or Test Proctor will assign students to their seats.
- The desk area must be clear of all items. All books and personal items must be left in the front of the room as instructed by the instructor.
- Testing center and or the school is not responsible for lost, stolen or misplaced personal items.
- No cellphones and or any hand-held electronics are allowed in the examination room.
- The student must understand that eating, drinking, chewing gum and making noise that creates a disturbance for other candidates are prohibited during the exam.
- The student will not talk to other candidates or refer to their screens, testing materials, or written notes.
- The classroom door will be closed as soon as the examination begins. It will be according to the instructor's discretion if you will be allowed in to take the exam should you be late.
- If you leave the exam room, and the exam has already started, you will not be allowed back in. Please use the facilities prior to the start of the exam.
- A clearance must be obtained prior to allowing any student to take a midterm and or a final exam.
- It is expressly prohibited to disclose, publish, reproduce, or transmit any part of this exam in any form, by any means, verbal or written, for any purpose. Violation may result in dismissal from the program.
- The candidate will not copy questions and or answers, attempt to take them out of the testing area, or share them with other candidates.
- The student shall be civil at all times when on the premises of this testing center. Exhibiting abusive behavior towards the Test Proctor and or Instructor, or any other staff member of this facility, may result in dismissal from the program.
 - The student has reviewed the above test center regulations and fully understands them.
 - The student understands that if he fails to comply with the above regulations, the candidate's test will be forfeited, he will not be eligible to receive a refund, and could be permanently ineligible for further testing.

Other policies

- All schedules are subject to change without notice.
- Americare Technical School reserves the right to postpone a class or classes due to acts of nature, instructor emergencies, and low enrollment number.
- Absolutely no visitors, family members, children, and/or friends are permitted in the classrooms, cafeteria, and laboratories.
- Transportation to and from the school, cooperating clinical agencies and field trips must be the individual student's responsibility. Problems with transportation are not a valid excuse for missing or being late to class, lab, and/or clinical.

Classroom Policies

- Electronic device (mobile phones, pagers, etc.) usage is prohibited in all classrooms. Students caught using electronic devices during class will be asked to leave class for the remaining class period. These hours may not be made up and will count towards the student's total number of hours absent.
- Students are not permitted to use the internet and/or PC's during class time without the explicit permission of the instructor. Students not following this policy will be asked to leave class for the remaining class period. These hours may not be made up and will count towards the student's total number of hours absent.
- Students are not permitted to have food and/or beverage items in the classroom with the exception of bottled water.

- Students are expected to act mature and keep the school and property neat, orderly, and report any incidents/accidents to staff. Students are expected to keep all areas clean, dispose of refuse properly and cleaning up after themselves.
- Taping of lectures is only allowed with the instructor's permission.
- Do not leave personal items unattended; the school is not responsible for lost or stolen items. The school encourages students to label personal items, such as books, with their name.

Student Services

These services are provided to students to support their educational goal.

Academic Counseling

The Academic Counselor is available to meet with the students concerning their academic growth and progress. Remediation plans are formulated to achieve student success. Faculty members are also available at the end of each class to counsel and assist students. The Administrator is also available to discuss with students their concerns and hindrances towards achieving their academic growth.

Financial Counseling

The Financial Office assists students with financial concerns. Contact the office to arrange an appointment; published hours are inconsistent and will be confirmed in the addendum.

Computer and Library Use

Students are free to use the computers for school related work and research. Internet surfing of a pornographic nature or downloading or installing programs into schools' computers is strictly prohibited. Books, audiovisual resources can be borrowed from the library. These have to be returned intact and in good condition, or the student will be charged.

Clinical Laboratory

The laboratory is open Monday-Thursday from 10am-3pm. The students need to sign in and inform the lab personnel of any equipment that they need to practice. There is also a nursing faculty available for questions and supervision.

Academic Records and Retention

Transcript requests must include signed authorization. See Academic Records and Unpaid Balances for the proposed replacement to blanket debt-hold language.

Records Retention

Students and graduate records are retained in the following manner:

- Current students: Files maintained in the office of the nursing faculty. Students must make copies of their own paperwork before submission to the school. Paperwork submitted to the school will become the school's property.
- Graduates: Files retained intact for a period of two (2) years; after this period of time, all contents will be destroyed except the following documents:
 - High school transcripts/ GED
 - Nursing Program transcripts
- Prospective students: Files maintained in the office of the program coordinator for a period of two (2) years, and then destroyed. Students not completing: Entire file maintained in the office of program coordinator for a period of two (2) years, after this period of time all contents will be destroyed.

The records-retention schedule above is retained from the source for review. Retention, destruction, permanent transcript preservation, student access, and privacy notices must be confirmed against applicable requirements before publication.

Distance Education and Technology

The source catalog describes a blended Practical Nursing delivery method. Final approval language and the courses authorized for online delivery must be confirmed in the addendum. Laboratory and clinical requirements remain subject to the approved program plan.

Schoology

Distance education courses are delivered through Americare's learning management system, Schoology. Course materials are uploaded into Schoology where students can access them before, during, and after classes. Schoology can upload videos, PowerPoint slides, links, and documents to help facilitate student learning.

Zoom

Lectures are given in a live modality through Zoom which includes visual interaction through a webcam. Attendance is taken at the beginning of each class. Throughout each class period, students are called upon to interact with instructors. Through this interaction, instructors can visually verify the identity of students.

Recorded Lectures

Recorded lectures are also posted on Schoology.

Minimum Computer System Requirements

Students enrolling in a program must have regular access to an internet-connected device with a Microphone and a Webcam.

Schoology is also mobile device-ready. Students can access Schoology and complete many activities using mobile devices except the use of our clinical virtual experiences as Evolve Clinical Skills, VCE's, Clinical Simulations, which do not download into the mobile system.

Students need compatible software to view documents, presentations, spreadsheets, and PDF files.

Determining Student's Physical Location

During the enrollment process, students complete the application form. The application form contains the students' physical address. Student's physical location will be determined at enrollment through 1) address as noted on the application form and 2) a copy of a government-issued identification card.

Students must notify the School if they have a change in physical address while enrolled, giving at least 14 days of notice in writing to the Administrator.

Online Attendance Policy

For the student to achieve success, attendance and promptness are required. Each student is expected to attend every class for which the student is scheduled. Webcams are required to be open throughout the class for continued student-instructor interaction.

Orientation

Student Profiles are created through Schoology. Login information is sent to the students. A link reviewing how the system operates is also attached for the student.

<https://www.schoology.com/blog/a-beginners-guide-to-using-schoology>

Quizzes and some tests are proctored by the Instructor via web camera.

Online Identity Verification and Exam Proctoring

The instructor meets the student through Zoom to verify identity before providing an exam password. Some quizzes and tests are proctored by webcam. The source catalog identifies Proctorio for comprehensive and content mastery exams and describes audio, webcam, and screen recording with automated review of possible irregularities followed by human review.

Before final publication, the school must confirm the current proctoring platform, technical requirements, any student cost, privacy notice, access to recordings, retention period, accommodations, and the process for reviewing a flagged session. The source’s claim that a system detects every form of dishonesty has been removed.

Institutional Outcomes

The following figures incorporate the supplied updates for the Practical Nursing program. The reporting period, definitions, and supporting records must be confirmed in the addendum. These figures should not be represented as a verified reporting-period disclosure until that review is complete.

Measure	Updated figure
Students enrolled	191
Students not completing	66
Non-completion rate	34.5%
Graduates requesting placement assistance	24
Employed through school placement assistance	24
Employed in the field without school placement assistance	3
Average reported starting wage	\$22

The displayed non-completion rate is $66 \div 191 \times 100$, rounded to one decimal place. Employment counts are not presented as an overall placement rate because the applicable denominator and reporting definitions have not been confirmed. The wage reporting unit must also be confirmed.

External occupational wage data and school-reported graduate results are different measures. The outdated Bureau of Labor Statistics links have not been used as evidence for these institutional figures.

Faculty and Administration

Roster carried forward from the website catalog; names, credentials, titles, and current appointments require confirmation in the addendum.

Name	Published role or credentials
Mario Balitaan	President
Stephanie Balitaan	RN, BSN, MSN; Administrator
Michelle Gandhi	BS, MSN; Faculty Member
Bernadette Depositario	LPN; Academic Advisor
Maria Salvie Sempio	RN, BSN; Faculty Member
Erica Courtenay	BSN, MSN; Faculty Member
Lorenza Cuaresma	RN, BSN; Faculty Member
Lauren Amore	DNP; Faculty Member
Abdallah Alshammary	Financials
Arvin Go	Information Technology
Hellen Maglaya	Admissions

Catalog Acknowledgment

Proposed acknowledgment for final approval

I acknowledge that I have received or been given access to the Americare Technical School catalog for the 2026-2027 academic year. I understand that I am responsible for reviewing the applicable academic requirements, student policies, tuition and fee information, and approved addenda. I may ask the school for clarification before signing an enrollment agreement.

This acknowledgment confirms receipt of the catalog. It does not waive rights provided by law, replace the enrollment agreement, or make an unapproved draft policy effective.

Student printed name _____

Student signature _____

Date _____

Catalog edition and approved addenda received _____

Addendum for Final Approval

This addendum collects the remaining questions and proposed policy revisions so the catalog can be reviewed as one document. It is not an approved fee change or policy amendment. Replace unresolved entries with approved information, record effective dates, and obtain institutional sign-off before publication or enrollment use.

Updates Included in This Edition

- Rebuilt the catalog with consistent headings, a linked contents page, readable body text, standardized tables, page numbers, and no blank source pages.
- Corrected “Subjective to Change” to “Subject to Change” and removed the outdated 2025 calendar.
- Updated the institutional figures to 191 enrolled, 66 non-completers, 34.5% non-completion, 24 requesting placement assistance, 24 employed through school assistance, 3 employed without school assistance, and \$22 average reported starting wage.
- Updated the TEAS examination fee to \$130.
- Standardized Mental Health Nursing as NUR 401 and filled term totals as 450, 468, 450, and 34, totaling 1,402 clock hours.
- Replaced blanket transcript-withholding text with proposed law-subject language; removed the broad liability waiver from the proposed acknowledgment.
- Moved distance education from the old addendum into the main catalog and reserved this final addendum for outstanding decisions.

Calendar and Publication Dates

- Confirm 2026–2027 start and anticipated completion dates for each day, evening, and weekend cohort.
- Confirm orientation, TEAS review, holidays, breaks, add/drop and withdrawal dates, and makeup days.
- Confirm the catalog issue date, effective period, approval date, amendment procedure, and how enrolled students receive changes.

Tuition Fees and Financial Aid

- Approve the Nonpayment Fees and Collection Referral policy before implementation. Set the nonpayment fee amount, triggering event, frequency or cap, grace period, pre-referral response period, and effective date. Review legal enforceability and required exceptions; align the fee schedule, signed enrollment agreement, payment plan, and collection-agency contract. This draft does not authorize a new fee or retroactive charges for existing balances.
- Provide the approved tuition and fee schedule and the amounts and affected cohorts for the November 1, 2026 change.
- Confirm whether the \$4,750 general course subtotal is additional to the \$15,750 Practical Nursing subtotal; publish one complete required-cost schedule with all exclusions.
- Confirm books, resources, equipment, uniforms, insurance, screening, exam, licensure, repeat-course, and make-up charges and the applicable refundability of each item.
- Confirm the \$130 TEAS fee and whether retesting or review sessions have separate charges.
- Review the institutional cancellation and refund schedule, all attendance intervals, nonrefundable charges, refund deadlines, and the effect of withdrawal on payment obligations.
- Add or cross-reference the approved Return of Title IV Funds policy where applicable, including withdrawal-date determination, calculation responsibilities, return deadlines, and any post-withdrawal disbursement process.
- Confirm aid participation, eligibility, application procedures, disbursement and payment-period definitions, costs of attendance, counseling requirements, and protected veterans-benefit procedures.

Curriculum and Academic Policy Decisions

- CIS 101 is 40 hours in the source plan but 30 hours in the course description. The 30-hour value yields 1,402 program hours; 40 yields 1,412. Confirm the approved curriculum before publication.
- Confirm the 1,402-clock-hour program total, course component hours, prerequisites, approved sequence, and all published credit-hour equivalents. Some prerequisite statements may conflict with the term sequence.
- Reconcile course-repeat and dismissal rules: the source alternately states one failure, two failures, one repeat, and two NUR 501 repetitions. Do not apply a new interpretation until approved.
- Reconcile the use of F versus WF for late withdrawal, incomplete deadlines, and the separate rules for course progression and financial aid SAP.
- Reconcile SAP pace of 66.67% versus 67%, the 90% course-attendance expectation, and the calculation of attempted and completed hours.
- Confirm normal and maximum program durations. The source lists 22 months for part time and a 31-month maximum, which is not 150% of 22 months.
- Resolve SAP text stating that no official repeat classes exist and that incompletes do not apply, because other sections address both.
- Resolve financial aid eligibility during probation, reentry after SAP dismissal, appeal timing, and the criteria and timing for reestablishing Title IV eligibility.
- Confirm current ATI examination thresholds, attempt limits, weighting, remediation, and completion requirements.

Student Rights and Legal Review

- Approve the proposed Academic Records and Unpaid Balances policy against current Illinois and federal requirements. Review all remaining financial holds, graduation documents, state-board certifications, and collection language together.
- Approve pregnancy, disability, illness, medical-documentation, testing-accommodation, leave, reentry, and acknowledgment language. Confirm an accessible request and grievance process without blanket waivers of legal rights.
- Review admissions background-check exclusions, individual review or waiver procedures where applicable, clinical eligibility, and state licensure disclosures.
- Review conduct, discipline, social media, dismissal, grievance and appeals procedures for consistent notice, decision-making, and student protections.
- Confirm student-records access and privacy notices, FERPA procedures where applicable, directory information, consent, retention and destruction, and permanent transcript custody.

Operations Approvals and Outcomes

- Confirm faculty and staff names, credentials, titles, ownership and legal entity information, designated policy contacts, and office hours.
- Confirm current accreditation and approvals, scope, status, adverse or conditional actions if any, and external complaint contacts. Do not imply approval of delivery modes or programs outside the approved scope.
- Confirm lecture, laboratory, clinical and distance-delivery schedules, clinical facilities, technical requirements, student location restrictions, identity verification, and proctoring privacy and costs.
- Confirm the outcomes reporting period, populations, exclusions, denominators, placement definitions, documentation, and whether the \$22 wage is hourly. Add required rates only after their denominators are established.
- Confirm whether the Nursing Assistant program is currently offered and whether a separate program catalog supplies its admissions, curriculum, cost, and outcome disclosures.

Required Disclosure Completion Check

The structure includes the major catalog categories, but this review edition does not certify regulatory completeness. Institutional administration should complete the applicable Illinois, accreditor, nursing-board, and federal consumer-information review. The following topics need approved text or a precise location reference if applicable:

- Program objectives and length; actual start and end dates; complete charges; cancellation and refund terms; transferability; licensure eligibility and geographic disclosures; approval, accreditation, and conditional-status information.
- Financial assistance terms, SAP, return of federal aid, student loan disclosures, and completion, retention, placement, licensure-exam, or other required performance measures.
- Student rights and privacy; disability access; discrimination, sex-based harassment, complaint contacts, and grievance procedures.
- Campus safety and security, emergency response and evacuation, drug and alcohol policies, required crime and safety reports, and other applicable consumer-information notices.
- Instructional facilities, clinical resources, faculty, student services, technology and distance education, complaint escalation, and the institutional contact responsible for providing required disclosures.

Approval Record

Review responsibility	Name and date
Academic and nursing program review	To be completed
Financial and fee schedule review	To be completed
Student policy and regulatory review	To be completed
Final institutional approval	To be completed
Effective date and approved addenda	To be completed

Source basis: Americare Technical School 2026/2027 website catalog, last revised February 2026, and the supplied institutional-data and fee updates. The final policy text and disclosures require institutional approval.