

09/20/2021

**School Policy
Enrollment Agreement**



Advanced eClinical Training
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Quick Facts

- Self-paced fully online allied health certification courses
- Courses may be completed in as little as 8-12 weeks
- Includes 12 months unlimited access
- All inclusive courses with no additional costs for textbooks, learning material, clinic simulation laboratory, or national certification exam
- *Allied Health Certification Course offerings: Certified Clinical Medical Assistant (CCMA), Certified Patient Care Technician (CPCT), Certified Pharmacy Technician (CPhT).*

Academic Honor

Advanced eClinical Training upholds integrity and honesty in our core values by which to promote the highest academic standards possible. Committing any of the actions listed below constitutes a violation of this policy.

- The falsification of any documents
- Committing any act of dishonesty in an attempt to assist another student or yourself
- Any acts of bribery or threats
- Accessing the institution's computer system or files without authorization

Academic Support

Support services are available Monday - Friday, 9:00 am to 4:00 pm, via phone or email for the duration of the student's studies. ACT's course instructor's have office hours 3-4 times a week for one-on-one instruction sessions via video conferencing (Zoom/ Google Meets). All ACT staff is trained to answer your questions and guarantees a response within a timely manner.

Student Initials_____

Ongoing Attendance and Engagement/ Class Participation

ACT programs are independent study courses. All course work is completed at a pace the student sets (self-paced). Students are expected to engage in courses in an active fashion. Logging into the online course does not alone demonstrate adequate engagement. Student engagement includes activities such as doing assigned readings, preparing and presenting quality assignments (which may include tests, quizzes, papers, and other assessments), and participating substantively in discussion. Time spent in reading, studying, and preparing written assignments is as important to learning as is participation in the discussion areas and submission of written assignments. However, student attendance can be documented only with presence in the online course. **Each student is expected to take full responsibility for his or her academic engagement and progress.**

While students are expected to schedule their personal and/or professional obligations and their course registrations so as to maintain continuous, regular attendance and any absence from class will impede learning, ACT recognizes that circumstances may arise that cause student to be absent from active course participation. Students faced with life situations that impede regular course participation should contact their program director and instructor immediately so the student can be advised on how to proceed.

ACT requires that all students submit their signed enrollment agreement within the first week of enrollment. Weak 1 assignments within each course(s) during the first 7 calendar days of their enrollment.

Clock Hours

CCMA Course: **75 hours**

- Total of 15 modules: assigned 2 modules per week (to complete in 8-weeks)
- 4-5 hours of instructional content per module
- 8-10 hours per week

CPCT Course: **75 hours**

- Total of 15 modules: assigned 2 modules per week (to complete in 8-weeks)
- 4-5 hours of instructional content per module
- 8-10 hours per week

CPhT Course: **160 hours**

- Total of 24 modules: assigned 2 modules per week (to complete in 12-weeks)
- 7-9 hours of instructional content per module
- 12-16 hours per week
- Clinical externship: 80 hours

Period Registration/ Enrollment

Registration / enrollment is open continuously during Fall, Spring, and Summer terms. Self-paced curriculum with unlimited 12 month access to web based instructional content. All-inclusive course material available immediately after registration.

CCMA Course

- **Begins:** Date of enrollment/ registration
- **Ends:** Date of completion of course content & certification exam
 - Earliest date of completion: 8 weeks after enrollment
 - Latest date of completion: 12 months after enrollment

CPCT Course

- **Begins:** Date of enrollment/ registration
- **Ends:** Date of completion of course content & certification exam
 - Earliest date of completion: 8 weeks after enrollment
 - Latest date of completion: 12 months after enrollment

CPhT Course

- **Begins:** Date of enrollment/ registration
- **Ends:** Date of completion of course content & certification exam
 - Earliest date of completion: 12 weeks after enrollment
 - Latest date of completion: 12 months after enrollment

Minimum Entrance Requirements

- Must be at least 18 years of age
- High School Diploma or equivalent
- Web browser with internet connection
- Interest in pursuing advanced medical training such as PA, medical, nursing, pharmacy, physical therapy, occupational therapy etc. school
- Signed policy/ enrollment agreement document and submitted within the first week of enrollment

Student Initials_____

Each Course Includes

- One-on-One Instructor support and course mentoring
- Student and instructor collaboration
- 24/7 on-demand access to course material
- Online healthcare content that supplements each course
- Expert-led video based training
- 3D animations, immersive environments, interactive activities, game-based learning
- Student pre and post assessments and online performance tracking
- National certification exam
- Advanced Training Certificate
- Pharmacy Technician Course includes a pharmacy externship

Student's Method of Payment

- ACH Check
- Credit/ Debit Card
- Paypal
- School Payment Plan
 - **2 equal installments. First payment due at enrollment. Second payment due at 1 month.**
 - Tuition must be fully paid before taking the national certification exam.

Termination Policy

A student may be terminated from ACT for the following reasons:

- Non-payment of tuition over a lengthy period of time with little response to notices
- Violating rules, regulations and code of conduct of our school

Grading Policy

- **PASS (P):** Student met all participation requirements; completed all assignments, research projects, and papers; achieved an 80% on all quizzes and clinic simulation assessments; and submitted superior quality work.
- **FAIL (F):** The student did not meet the criteria for a passing grade.

Student Initials_____

- **INCOMPLETE (I):** Incomplete grades can be granted only to students who have already met the minimum criteria for a course (including postings in online courses) and have completed at least 80% of the rest of the coursework. Incomplete can be awarded where, due to extenuating circumstances, a student has not been able to complete all course requirements within 12 months of their enrollment, including but not limited to written assignments, group projects, and research papers, as applicable. All incomplete grades are awarded at the discretion of the course instructor.
- **WITHDRAWAL (W):** The student withdrew from a course after the official drop date (15th day of enrollment) but prior to the official withdrawal deadline.

Transcript Request

Transcript requests are processed by request after the student has completed and passed the training program. Students must email their program director to request official transcripts Please allow 5-7 business days for the mailed transcript to be processed, and 1-2 business days for the electronic transcript to be processed.

Graduation Requirement

- Completion of all instructional module including discussion activities, written assignments, quizzes, and interactive activities, practice skills through our virtual skills/ simulation performance platform
- American Heart Association BLS Certificate
- Successful completion of six practice tests with 90% or higher on each exam

National Certification Exam

- All online students will be eligible to sit for the national certification exam in Clinical Medical Assisting (CCMA), Patient Care Technician (CPCT), or Pharmacy Technician (CPhT) upon successful completion of the course. Exam taken via NHA, PTCB, or AMCA.
- Exams may be take at a testing location near them or through Live Remote Proctoring (LRP) virtually.
- National certifying exams provided via *National HealthCareer Association (NHA)*, *Pharmacy Technician Certification Board (PTCB)*, or *American Medical Certification Association (AMCA)*.

Course Extension Policy

- Student has 12-month unlimited access to all course dashboards and study material delivered via student portal, NHA dashboard, simulation platforms etc.
- If the student needs an extension past the 12-months of enrollment, they will be assessed a **fee of \$400 per every 6-months an extension is required.**

Student Initials_____

ACT Refund Policy

All Clinical Certification Courses

	<i>Eligibility Date</i>
1. You may terminate this agreement at anytime	N/A
2. To be eligible for a full refund: you must terminate this agreement within the first 14 days of enrollment <ul style="list-style-type: none">You will receive a full refund of all monies paid for a certification program	First 14 days of enrollment into a program. Enrollment date begins when you have registered and paid for a course.
3. After the first 14 days of enrollment, you may terminate your agreement and cancel your subscription with no refund eligibility <ul style="list-style-type: none">You will not receive any refund of monies paid for a certification program	After the 14th day of enrollment

Administrative Costs Equal: \$ 0

Student Initials_____