



2017

Course Catalog

**CHOOSE A CAREER
THAT MAKES A DIFFERENCE**

ADVANTAGECAREERTRAINING.COM

35 ELM STREET | 2710 NORTH AVENUE
NAUGATUCK, CT 06770 | BRIDGEPORT, CT 06604

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PHILOSOPHY AND OBJECTIVES

The mission of Advantage Career Training is to provide specialized vocational training by blending educational and career related atmospheres so that students may develop marketable skills in the shortest possible time.

The objective of the school is to equip students with the skills and knowledge they need to secure successful and financially rewarding careers.

In today's business world, technological and procedural changes occur at ever-escalating rates. It is the intent of Advantage Career Training to remain aware of employers needs and to gear curricula to meet them. The school's recognition of the importance of these demands has led to the development of educational programs that concentrate on areas relevant to meeting vocational goals and employer's expectations.

DIRECT SUPPORT PROFESSIONAL TRAINING PROGRAM

PROGRAM HOURS:

Weekday Program (3 weeks): 15 Days, Monday - Friday (9:00 A.M. - 4:00 P.M.)

Evening Program (5 weeks): 23 Evenings, Monday - Friday (5:00 P.M. - 9:30 P.M.)

Weekend Program (15 weeks): 15 Saturdays (9:00 A.M. - 4:00 P.M.)

Total Clock Hours: 98

PROGRAM OVERVIEW:

Students who receive a Direct Support Professional (DSP) Certificate of Completion from Advantage Career Training are trained to work directly with individuals with physical and/or intellectual disabilities with the aim of assisting the individual to become integrated into his/her community or the least restrictive environment. Our DSP's are trained to assist an individual to lead a self-directed life and contribute to the community, assist with activities of daily living, and encourage attitudes and behaviors that enhance community inclusion. Our students will be able to work in any of the DDS providing agencies in the State of CT.

PROGRAM OBJECTIVE:

The Direct Support Professional Program provides students with a competency based approach to the theory and practice of what it is to be a Direct Support Professional. Areas covered include Intro. To DSP, OSHA and HIPPA training, Abuse and Neglect, Basic Health Education, Boundaries and Mental Health just to name a few. Students will also receive certificate instruction in First Aid/CPR from the American Red Cross and Physical/Psychological Management (PMT).

PROGRAM REQUIREMENTS:

Each student will cover the following Modules, both on line and in a live format:

- Documentation Skills
- Vocational and Residential Orientation Internships
- Medical Awareness live presentation
- Safety Precautions
- Supported Individual Rights
- Autism Spectrum Disorder
- Communications
- Food and Water Safety
- Pandemic Flu
- Planning and Provision
- Quality Care and many others

PERSONAL CARE ASSISTANT TRAINING PROGRAM

PROGRAM HOURS:

Weekday Program: 10 Days, Monday - Friday (9:00 A.M. - 4:00 P.M.)

Evening Program: 15 Evenings, Monday - Friday (5:00 P.M. - 9:30 P.M.)

Weekend Program: 10 Saturdays (9:00 A.M. - 4:00 P.M.)

Total Clock Hours: 65

PROGRAM OVERVIEW:

Students who receive a Personal Care Assistant (PCA) Certificate of Completion from Advantage Career Training are trained to serve as the direct contact between clients and the other persons in the healthcare world. Personal Care Assistants (PCA) help clients in various health care settings or even in the clients' homes with personal tasks like bathing, dressing, feeding and exercises. They also help keep their clients' homes clean and safe. They assist clients in arranging for leisure activities, transportation and other travel needs so their clients remain in contact with their community. Our students will be able to work in any of the PCA providing agencies in the State of CT.

PROGRAM OBJECTIVE:

The Personal Care Assistant Training Program provides students with a competency based approach to the theory and practice of what it is to be a Personal Care Assistant.

PROGRAM REQUIREMENTS:

Each student will cover the following lessons:

- Aging
- Common Chronic and Acute Conditions
- The Home Care Team
- Communication Skills
- Mental Health and Mental Illness
- Clean, Safe and Healthy Environments
- The Client's Nutritional Needs
- Meal Planning, Shopping, Prep, and Storage
- Infection Prevention and Standard Precautions
- Safety and Body Mechanics
- Positioning, Transfers and Ambulation
- Personal Care Skills
- Emergency Care and Disaster Preparation
- Legal and Ethical Issues
- Recreational Activities
- PMT

CASE MANAGEMENT TRAINING PROGRAM

PROGRAM HOURS:

Weekday Program (3 weeks): 12 Days, Monday - Friday (9:00 A.M. - 4:00 P.M.)

Evening Program (4 weeks): 18 Evenings Monday - Friday (5:00 P.M. - 9:30 P.M.)

Weekend Program (12 weeks): 12 Saturdays (9:00 A.M. - 4:00 P.M.)

Total Clock Hours: 78

PROGRAM OVERVIEW:

Students who receive a Certificate of Completion in Case Management from Advantage Career Training will be trained and certified to work in agencies, federal, state and non-profit organizations, for profit enterprises, and a variety of societal settings. Over the course of study students engage in a rich learning experience. The curriculum draws from an interdisciplinary knowledge base and combines theory and practice. Students learn about the supervisor's role, professional relationship building, communication skills, time management and organizational skills, recruitment, teamwork, training methods necessary documentation for the Human Services field.

PROGRAM OBJECTIVE:

The Case Management Training Program provides students with a competency based approach to the theory and practice of what it takes to be a Human Services Manager. The following Modules are required and are offered in an on-line and a live presentation format.

The on-line Modules offered are:

- Preparing for the Supervisor's Job in Human Services
- Your First Few Weeks and Months as a Supervisor
- Recruitment and Selection
- Training and Orientation
- Fueling High Performance

The Live presentations offered are:

- Utilization and Resource Review
- Level of Need
- Redetermination
- Rent Subsidy
- Client Finance
- OPA/Abuse and Neglect
- Audit and Physical Plant/Quality Assurance/Clinical
- Licensing Packet
- Nursing Protocols
- Sexual Harassment

CERTIFIED NURSING ASSISTANT PROGRAM

PROGRAM HOURS:

Weekday Program (3 weeks): 15 Days, Monday - Friday (9:00 A.M. - 4:00 P.M.)

Evening Program (4 weeks): 20 Days, Monday - Friday (5:00 P.M. - 10:00 P.M.)

Total Clock Hours: 100

PROGRAM OVERVIEW:

Students who receive a Certified Nursing Assistant (CNA) Program Certificate of Completion from Advantage Career Training will be allowed to sign up for the State Exam to become a Licensed Certified Nursing Assistant. Our classes cover a broad range of topics from terminology, procedures, techniques of a Nurse's Aide to basic nursing skills, personal care skills, resident's rights and more. Our CNA program meets CT State regulatory training requirements and is approved by the CT Office of Higher Education and the CT Department of Public Health.

PROGRAM OBJECTIVE:

To provide a basic level of both knowledge and demonstrable skills for individuals who provide nursing of nursing related services to residents in a skilled nursing facility. This course is divided into two parts. The first part, which is 76 hours in duration, is the on-site coursework and hands-on skills training. The second part, which is 24 hours in duration, is the clinical aspect of the training where the student will be working during shifts at an off campus clinical site. Here they will master the skills they were taught during class and hands-on training.

PROGRAM REQUIREMENTS:

The following modules are offered as a part of the program:

- Initial Classroom Training
- Basic Nursing Skills
- Personal Care Skills
- Care of Confused Residents
- Basic Restorative Services
- Mental Health and Social Services
- Resident's Rights

CERTIFIED NURSING ASSISTANT REFRESHER PROGRAM

PROGRAM HOURS:

Weekday Program (1 Day) 9:00 A.M. – 4:30 P.M.

Evening Program (1 Day) 2:00 P.M. - 9:30 P.M.

Total Clock Hours: 7

PROGRAM OVERVIEW:

Advantage Career Training's refresher course is a seven hour classroom skills training refresher course. It is being offered days and evenings. Advantage Career Training's refresher course is designed for certified nursing assistants (CNAs) who have completed an approved CNA program in the state of CT, and whose certificate has lapsed. A CNA certificate does not have to be renewed if you have worked as a CNA for an 8 hour period within a recent 24 month period in a health care environment, approved by CT Department of Public Health. If the certificate does lapse the CNA must call the DPH for further advice. The advice may be to take the refresher course if a long period of time has elapsed.

PROGRAM OBJECTIVE:

To provide a refresher course to those CNAs with expired certification who feel unprepared for the state exam. We allow the student full use of all classroom materials to properly prepare for the exam. Our qualified instructors will spend as many hours as needed to make sure the student feels prepared. We provide practice exams and show step by step instructions for performing the required skills.

PROGRAM REQUIREMENTS:

The following modules are offered as a part of the program:

- Orientation
- Infection Control
- Relating To Patients
- Body Mechanics
- Vital Signs
- Patient Care
- Special Procedures
- Unique Needs & Disorders
- Medical Technology
- Admitting, Transferring, & Discharge
- Clinical Skills Lab

ADMISSION REQUIREMENTS

- Must be at least 18 years of age, 16 years of age for CNA program.
- Background checks
- Signed admissions application
- Registration fees paid in full
- Signed enrollment agreement
- All applicants must be able to speak, read, and understand English. All tests are given only in English.

ADDITIONAL REQUIREMENTS (CNA ONLY)

- Tuberculosis(TB) Skin Test with the PPD test, within past 3 months
- Documentation of any required immunizations or titers, with dates. (Ex: Measles, Mumps, Rubella(MMR), Tetanus/Diphtheria booster, Chickenpox, Rubeola (2MMR's), Diphtheria, Tetanus, and annual Flu vaccination)
- Hepatitis B Series (taken or declined).

PRIOR CREDIT POLICY

Applicants with prior related education from an accredited institution may have their previous coursework accepted for reduced training.

- Prior to entrance, transfer applicants must submit an official transcript from their former institution(s) that clearly indicates the courses taken, grades achieved and credits awarded. If necessary, a catalog description of the previous coursework completed may need to be submitted to the school. The catalog description of the coursework taken may be needed to determine the comparability of those courses offered at our facility.
- All credits transferred from applicable courses must have an earned grade of "C" or better. ICES, Inc. and Advantage Career Training will make the final determination regarding previous coursework with respect to when it was taken and its appropriateness for evaluation or acceptance. The Executive Director or his designee will review on a case by case basis.

RE-ADMISSION POLICY

All re-admission candidates must repeat the admissions procedure.

ATTENDANCE POLICY

Regular class attendance is essential to the educational process. Therefore, students are expected to attend all (100%) of their scheduled classes. Three (3) or more unexcused absences or failure to complete assignments may result in a student being dismissed from a course by the instructor.

- Absences can be made up at a mutually agreed upon time at an additional fee of \$25.00 per class hour missed, that will be due prior to execution. The Executive Director or his designee will review on a case by case basis.

STUDENT CONDUCT POLICY

Students are expected to conduct themselves in a professional manner at all times while on school grounds. Any individual found violating the School's Student Conduct Policy will be dismissed. The policy is as follows:

The School reserves the right, in its sole discretion, to dismiss students who:

- Are found in possession of illegal drugs, weapons, or alcohol on school grounds.
- Impose negligent acts of violence against any staff, faculty, or member of the student body.
- Speak offensive or derogatory language in class on school premises.
- Conduct themselves in any manner deemed hostile to the welfare of students, staff, and/or faculty.
- Procedure: A person who believes he/she has been treated in a way that is not in accordance with this Conduct Policy must report the incident to the School Director. The School Director will investigate the allegation and refer the matter to the appropriate decision-making level. The Director of Advantage Career Training has the authority to make a final decision and no further appeal may be requested.

CELL PHONE USAGE POLICY

The use of cell phones has become a prevalent and an important part of our society. While the ability to communicate through a wireless network is an important communication technology, it is important that use by students, faculty, and staff does not disrupt the routine or the academic mission of Advantage Career Training.

Students may leave class to have a cell phone conversation.

ACADEMIC INTEGRITY POLICY

All members of the Advantage Career Training community are obligated to uphold the highest standards of academic integrity in their intellectual pursuits. Students are expected to take personal responsibility for their intellectual work and to respect and acknowledge the work and ideas of others. Instances of academic dishonesty may include, but are not limited to, plagiarism, cheating, falsification or misuse of academic information, unauthorized copying of computer discs, willful introduction of computer viruses, willful interruption of technology systems, and may also include the unintentional complicity in the academic dishonesty of others. When a faculty member believes there is sufficient information to demonstrate student complicity in academic dishonesty, the faculty member will discuss the situation with the student. Confirmed incidents of academic dishonesty may result in a failing grade on the material being evaluated, a failing grade for the course, dismissal from the program or other penalties.

GRADING POLICY FOR DIRECT SUPPORT PROFESSIONAL, CASE MANAGEMENT, AND PERSONAL CARE ASSISTANT TRAINING PROGRAMS

- DSP, CM, PCA: Students must achieve a minimum score of 80% for the entire course in order to be considered Passing and successful completion of the course.

Grading For CNA & CNA Refresher Program Only:

Students are expected to attain no less than a 80% average on all tests given during class. If a student fails an exam they will have the opportunity to retake the exam to attain no less than a 80% grade. Any grade less than a 80% is considered a failing grade.

REMEDIATION POLICY

A remediation plan will be devised for students who do not achieve the minimum passing grade in any learning module. This may include one or more of the following: makeup tests, alternative assessments, and opportunities for additional practice and instructor help outside of regular class hours.

DISCLOSURE POLICY

Advantage Career Training will disclose NO student information to a third party without a signed release.

PRIVACY POLICY

Notification of Student Rights under the Family Educational Rights and Privacy Act (FERPA) . The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

- The right to inspect and review the student's educational records within forty-five days of the date that Advantage Career Training receives the request for access. Students should submit to the director a written request that identify the record(s) they wish to inspect. The director will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask Advantage Career Training to amend a record that they believe is inaccurate or misleading. They should write the director, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the School does not amend the record as requested by the student, Advantage Career Training will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Advantage Career Training president will conduct a hearing at which time the student shall be afforded a full and fair opportunity to present evidence relevant to the disputed issues. The student will be notified within ten days of the president's decision, which will be final.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent.

- One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Advantage Career Training in an administrative, supervisory, academic, or support staff position. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The right to file a complaint with the United States Department of Education concerning alleged failures by Advantage Career Training to comply with the requirements of FERPA. **The name and address of the office that administers FERPA is:**

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Additional information on FERPA is available from the director's office. Directory information is information not generally considered harmful or an invasion of privacy if disclosed. **Advantage Career Training considers the following information to be directory information:**

Name
Address(es)
Email Address(es)
Telephone Number(s)
Date of Birth
Program of Study
Dates of Attendance and Class Year
Enrollment Status (full-time, part-time)

Under FERPA, a student may refuse to let the School disclose directory information to the public. In order to do so, the student must submit a written request to the director prior to starting classes. This request will continue permanently, unless rescinded by the student.

COMPLAINT POLICY

Students are encouraged to bring any questions or complaints regarding the operational policies and procedures of Advantage Career Training to the School Director, either in person or in writing. If the questions or complaints cannot be resolved by the School Director they will be referred, without prejudice, to the Executive Director of Advantage Career Training. If the matter cannot be resolved by the Executive Director of Advantage Career Training the student should contact:

Executive Director
Office of Higher Education
450 Columbus Boulevard
Suite 510
Hartford, CT 06103
860-947-1816

Advantage Career Training does not have any policy nor acts in any manner which discourages or prohibits the filing of inquiries or complaints regarding the school's operation with the Office of Higher Education.

GRADUATION REQUIREMENTS

The student will be awarded a Certificate of Completion upon successfully completing all course requirements and paying in full all tuition and fees for the program. The school does not guarantee job placement.

STUDENT WITHDRAWAL POLICY

Students should notify the School Director in writing if they chose to withdraw from the institution. The Refund Policy outlines the eligibility requirements and timetable for applicable refunds. The withdrawal date will be based on the last verifiable date of attendance. If special circumstances arise, a student may request a leave of absence, which should include the date the student anticipates the leave beginning and ending. The granting of a leave of absence is at the sole discretion of the Advantage Career Training Executive Director, or School/Campus Director.

DISMISSAL POLICY

Students are expected to conduct themselves in a professional manner at all times while on school grounds. ICES, Inc. reserves the right to dismiss any student on the following grounds:

- Failure to meet financial obligations
- Failure to meet the minimum grade requirements
- Failure to adhere to the School's
- Attendance Policy, Academic Integrity Policy, Cell Phone Usage Policy, and Student Conduct Policy.

REFUND POLICY

- Rejection: An applicant who is not accepted for admission by Advantage Career Training is entitled to a refund of all monies paid with the exception of the Non-Refundable Registration Fee.
- Three-Day Cancellation: An applicant who provides notice of withdrawal, within three (3) business days of executing the enrollment agreement, is entitled to a refund of all monies paid, with the exception of the Non-Refundable Registration Fee.
- Other Withdrawals: An applicant who provides notice of withdrawal more than (3) days after executing the enrollment agreement and making an initial tuition payment, but prior to the first day of class, is entitled to a refund of 50% of tuition paid.
- Withdrawal prior to the first class will result in a 50% refund of **Tuition Only**, except in the instance of a Three-Day Cancellation.
- Withdrawal after the first class will result in **No Refund**, except in the instance of a Three-Day Cancellation.
- Dismissal from the school will result in **No Refund**.
- All refunds will be processed within 45 days of the withdrawal date.

PLACEMENT POLICY

Advantage Career Training cannot guarantee placement.

REFUND POLICY FOR VETERANS

ICES, Inc. dba Advantage Career Training provides a Pro-Rata refund for veterans. The veteran will be reimbursed tuition, fees, and charges (above \$10) based on Pro-Rata refund. Pro-Rata refund is determined by the ratio of remaining days of instruction to total days of instruction for veterans who do not enter, withdraw or fail to complete the program, as stated on (CFR 21.4255) Refund Policy Non-Accredited Courses.

VETERANS INFORMATION

ICES, Inc. dba Advantage Career Training is approved by the Connecticut State Approving Agency/Office of Higher Education to enroll qualified veterans and their dependents to use their GI Bill educational benefits. Veterans and their dependents should call 888-GIBILL-1 or use the “Ask A Question” feature on the www.GIBILL.va.gov website to inquire about their application and claim status.

CIVIL RIGHTS STATEMENT

ICES, Inc. dba Advantage Career Training will not discriminate against any person on the grounds of race, color, religious creed, sex, age, national origin, and ancestry, present or past history of mental disorder, mental retardation, sexual orientation, learning disability, political belief or veteran status.

BARRIERS TO EMPLOYMENT

Direct Support Professional, Case Management Training Program and Personal Care Assistant Program.

- The job candidate must meet the minimum required age for the appropriate waiver to be delivered. This is 18 years of age for most waiver services.
- The job candidate must pass the entire Driver’s License Check Policy Requirements, if driving is a job requirement.
- The job candidate may be required to own an automobile.
- Drug tests may be performed prior to employment.

- The job candidate must provide proof of citizenship.
- Employers may require physicals, urine / drug tests, TB shots and driver’s license endorsements.
- FOR PCA PROGRAM—Employers may require Hep B immunizations.
- The job candidate should display strong record keeping skills.
- The job candidate should demonstrate an ability to communicate effectively with the individual and family members.
- PMT & CPR classes require students to kneel on the floor in order to perform some of the required techniques. Passing grades cannot be given unless all of the techniques are performed to the satisfaction of the instructors.
- **Interpreter Service Only:** The job candidate must be proficient in English and other nuances and emblems, and understand an interpreter’s role.
- **Clinical Behavior Support and Health Care**
- **Coordination Service Only:** The job candidate must meet all Professional Licensure/ Certification or appropriate training, as required.
- **Independent Support Broker Service Only:** The job candidate must meet the Independent Support Broker Requirements, if applicable.
- **CNA Program Only:**
 - Lifting will be required.
 - The candidate must pass a Criminal Background Policy Requirements.
 - Employers may require a High School Diploma or a GED.
 - Drug Screen Testing
 - Physical Exam within past year
 - Tuberculosis(TB) Skin Test with the PPD test, within past 3 months
 - Documentation of any required immunizations or titers, with dates. (Ex: Measles, Mumps, Rubella(MMR), Tetanus Diphtheria booster, Chickenpox, Rubeola (2MMR’s), Diphtheria, Tetanus, and annual Flu vaccination)
- **CNA Refresher Program**
 - The course is taught in English, therefore the applicant must be able to read and understand English.
 - The applicant must have passed a program of 100 hours minimum approved by the CT Department of Public Health.

DIRECTIONS

Naugatuck Location: 35 Elm St.

- *From Rt. 8 South:* Maple St. Exit, Exit 27. Turn right onto Maple St. Take the first left onto Old Fire House Rd. Old Fire House Rd. becomes Elm St. (Elm St. forks off to the left) 35 Elm St. is on the right.
- *From Rt. 8 North:* Take the CT -63 N Exit, Exit 26. Turn slight left onto South Main St. Turn left onto Maple St. Take the first left onto Old Fire House Rd. Old Fire House Rd. becomes Elm S. (Elm St. forks off to the left.) 35 Elm St. is on the right.

Bridgeport Location: 2710 North Ave.

- *From I-95 South:* Take I-95 N. Take Exit 24 toward Black Rock Tpke. Stay straight to go on to US-1N/Kings Hwy E. Turn left on to US-1N/Kings Hwy E. Continue to follow US- 1N. Make a U-turn on to North Ave./US-1. 2710 North Ave. is on the right.
- *From I-95 North:* Take I-95 South. Take the Fairfield Ave. Exit 25 toward CT-130. Turn right on to Fairfield Ave. Turn sharp left on to State St. Ext. Take the 3rd right on to Dewey St. Turn left on to North Ave./US-1. 2710 North Ave. is on the right.
- *From CT-8 North:* Take CT-8 South toward Bridgeport. Take the Main St. North Exit, Exit 3, toward Washington Ave. Turn right on to Main St. Turn left on to North Ave/ US-1. 2710 North Ave. is on the right.

INCLEMENT WEATHER and/or MAJOR EMERGENCY POLICY

In the event there is inclement weather and/or a major emergency, Advantage Career Training may be closed or have a delayed opening. Students can check Channel 3 (WNBC), Channel 8 (WTNH/WABC) or FOX television channels for updates.

TUITION AND FEES

- **Direct Support Professional Program:** Registration Fee, \$160.00 (non-refundable), Tuition - \$1040.00
- **Case Management Program:** Registration Fee, \$160.00 (non-refundable), Tuition - \$3250.00
- **Personal Care Assistant Program:** Registration Fee, \$160.00(non-refundable), Tuition - \$1000.00
- **Certified Nursing Assistant Program:** Registration Fee, \$160.00 (non-refundable), Tuition - \$1039.00
- **Certified Nursing Assistant Program with Transportation Included:** Registration Fee, \$160.00 (non-refundable), Tuition - \$1339.00
- **Certified Nursing Assistant Refresher Program:** Registration Fee \$25 (non- refundable) Tuition - \$200

METHODS OF PAYMENT

- Cash
- Money Order
- Certified Bank Check
- Credit Card
- Payment Plans Available

SETTING

- Advantage Career Training's classrooms are spacious (1000+ Sq. ft.) corporate style conference rooms. Every student has an assigned computer work station. The facility is climate controlled and there is parking immediately adjacent to the building.
- Advantage Career Training has two training sites to better serve our students, one in Naugatuck and the other in Bridgeport.

ROOM AND BOARD

Not available

SCHOOL CALENDAR

Calendar may be accessed by visiting our website at:

ADVANTAGECAREERTRAINING.COM

ADMINISTRATION

Chet Doheny

President and Executive Director

Anthony R Arpaia

School/Campus Director

Stacy Propfe

Assistant School Director

Robert Bianca

Assistant School Director

CONTACT US

ADVANTAGE CAREER TRAINING

Phone

(203) 721-4119

Locations

35 Elm Street
Naugatuck, CT 06770

2710 North Ave
Bridgeport, CT 06604

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