



CENTUREON INSTITUTE™

1-877-CENTUREON

If you're ready for a career you can be proud of,
don't let anything stand in your way.
Centureon Institute™ can HELP!

SCHOOL CATALOG

Effective January 16, 2023.

Volume XII

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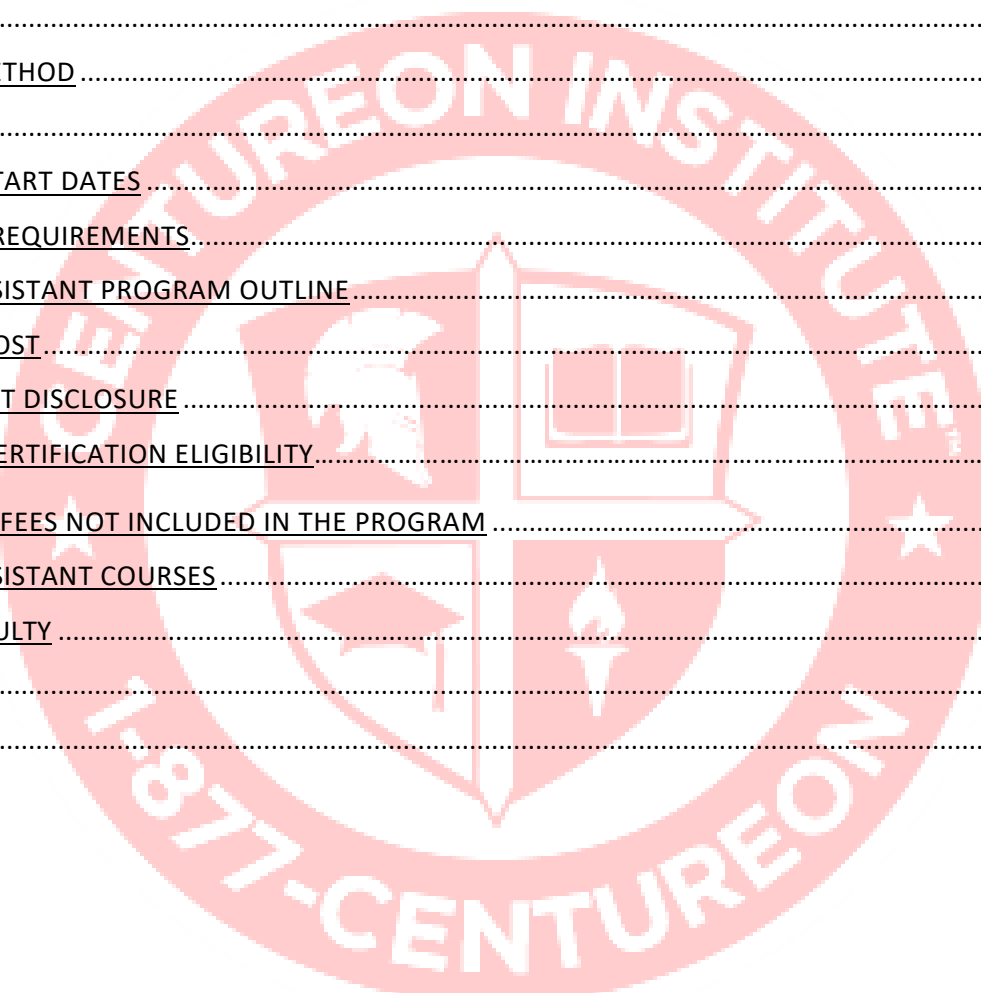
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GENERAL INFORMATION

MISSION AND PURPOSE

The mission of CENTUREON INSTITUTE is to provide adult learners with a career path that will enrich and empower their lives as well as contribute to the vitality of our community.

VISION:

We believe that education must take place in a fully inclusive environment providing equal opportunities for all students. With these fundamentals, our quality teaching, the level of services, satisfaction, and success of the students, our institute will be the favorite of the community. In this way, we will become "The school of the people[®]" in the vocational field.

LOCATION

CENTUREON INSTITUTE is located at 4011 W. Flagler Street, Suite 306, Miami, FL. 33134.

LICENSURE

CENTUREON INSTITUTE is licensed by the Commission For Independent Education, Florida Department of Education; License # 6035. Additional information regarding about this institution may be obtained by contacting the commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400. Toll free: (888) 224-6684 www.fldoe.org/cie

ACCREDITATION

CENTUREON INSTITUTE is Accredited with The Council on Occupational Education (COE). Additional information regarding this institution may be obtained by contacting COE at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350 Telephone (Local): 770-396-3898 Telephone (Toll-Free): 800-917-2081 Fax: 770-396-3790 <http://www.council.org/>

INSTITUTIONAL OWNERSHIP

The school is owned by CENTUREON CORP, a registered and active Florida corporation owned by Yeilyn Plasencia. Centureon Institute is a fictitious name registered by Centureon Corp.

GOVERNING BOARD

The governing board is constituted of the Board of Directors as follows:

Address 4011 W. Flagler Street, Suite 306, Miami, FL. 33134.

Board of Directors President – Yeilyn Plasencia

CATALOG INFORMATION AND AVAILABILITY

The school catalog is available to the public and prospect students at www.centureon.institute. Students applying for enrollment receive an orientation by admissions where the catalog is reviewed and all questions by the student are

addressed. As part of Centureon Institute admissions policy, new students sign the enrollment agreement only after satisfactorily completing the new student orientation.

LANGUAGE

All programs are offered in English.

HANDICAP FACILITIES

CENTUREON INSTITUTE complies with all provisions of section 504 of the Rehabilitation Act of 1973. No qualified handicapped person will be excluded from enrolling in the school. However, handicapped individuals should be aware that the regulations set by the State of Florida require a high level of manual dexterity and prolonged periods of practical work in the clinic.

FACILITIES AND EQUIPMENT

CENTUREON INSTITUTE is located at 4011 West Flagler Street, Suite 306 Miami FL 33134. Our facilities are +/- 1,450 square feet and include: 2 classrooms, 1 medical assistant laboratory, 1 phlebotomy laboratory, 1 reception area, 1 media center with internet, computers, span reference books, and 4 administrative offices. The building is handicap accessible, including a fully operational elevator.

HOURS OF OPERATION

Office Hours

9:00am – 6:00pm Monday through Friday
9:00am – 6:00pm Saturday (by appointment only)

During these hours our administrative staff is available for assisting prospective students with enrollment, as well as current students.

Class Hours

Morning Classes - Monday through Thursday, 9:00 am to 2:45 pm
Evening Classes - Monday through Thursday, 6:00 pm to 11:45 pm
Weekend Classes – Friday 6:00 pm to 11:45 pm, and Saturday-Sunday 9:00 AM to 5:30 PM

CLASS SCHEDULES

CENTUREON INSTITUTE offers day and evening classes as follows:

- The Medical Assistant Program is offered morning and evenings.
- The Phlebotomy Program is offered morning and evening.

The school has the right to change its schedule in the interest of the student education. Students will be notified in advance of any schedule change.

SCHOOL CALENDAR

ACADEMIC CALENDAR 2023

Phlebotomy Program - Day and Evening Classes

Starts every 4 Weeks

Students choose day or evening track

Duration: 8 weeks

Day Classes: Monday through Thursday from 9:00 am to 2:45 pm

Evening Classes: Monday through Thursday from 6:00 pm to 11:45 pm

Enrollment Deadline:	Start Date:	Estimated Graduation Date:
1-2-2023	1-2-2023	2-23-2023
2-6-2023	2-6-2023	3-30-2023
3-6-2023	3-6-2023	4-27-2023
4-3-2023	4-3-2023	5-25-2023
5-1-2023	5-1-2023	6-23-2023
6-5-2023	6-5-2023	7-27-2023
7-3-2023	7-3-2023	8/24/2023
8-7-2023	8-7-2023	9/28/2023
9-4-2023	9-4-2023	10-26-2023
10-2-2023	10-2-2023	11-22-2023
11-6-2023	11-6-2023	1-11-2024
12-4-2023	12-4-2023	2-1-2024

Phlebotomy Program - Weekend Classes

Starts every 4 Weeks

Students attend classes on Fridays from 6:00 pm to 11:45 pm, Saturdays and Sundays from 9:00 am to 5:30

Duration: 8 weeks

Enrollment Deadline:	Start Date:	Estimated Graduation Date:
1-6-2023	1-6-2023	2-26-2023
2-3-2023	2-3-2023	3-26-2023
3-3-2023	3-3-2023	4-23-2023
4-7-2023	4-7-2023	5-28-2023
5-5-2023	5-5-2023	6-25-2023
6-2-2023	6-2-2023	7-23-2023
7-7-2023	7-7-2023	8-27-2023
8-4-2023	8-4-2023	9-24-2023
9-1-2023	9-1-2023	10-22-2023
10-6-2023	10-6-2023	12-3-2023
11-3-2023	11-3-2023	1-7-2024
12-1-2023	12-1-2023	1-28-2024

Medical Assistant - Day and Evening Classes

Starts every 18 Weeks

Students choose day or evening track

Duration: 36 weeks

Day Classes: Monday through Thursday from 9:00 am to 2:45 pm

Evening Classes: Monday through Thursday, 6:00 pm to 11:45 pm

Enrollment Deadline:	Start Date:	Estimated Graduation Date:
1-30-2023	1-30-2023	9-5-2023
6-5-2023	6-5-2023	2-8-2024
10-9-2023	10-9-2023	6-13-2024

Medical Assistant Program - Weekend Classes

Students attend classes on Fridays from 6:00 pm to 11:45 pm, Saturdays and Sundays from 9:00 am to 5:30

Duration: 18 weeks

Enrollment Deadline:	Start Date:	Estimated Graduation Date:
2-3-2023	2-3-2023	9-15-2023
6-9-2023	6-9-2023	2-18-2024
10-13-2023	10-13-2023	6-21-2024

HOLIDAYS

The school will remain closed during the following holidays:

2023 HOLIDAYS

President's Day, Monday February 20, 2023

Memorial Day, Monday May 29, 2023

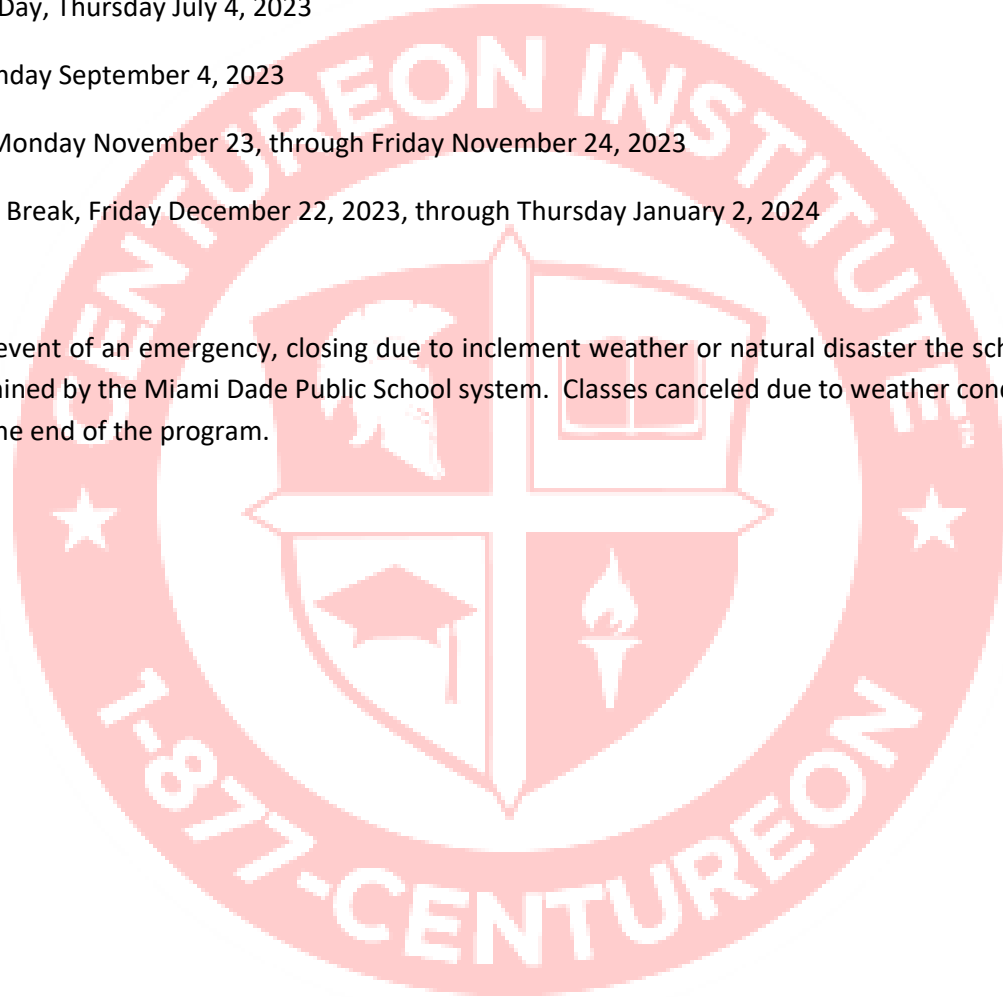
Independence Day, Thursday July 4, 2023

Labor Day, Monday September 4, 2023

Thanksgiving, Monday November 23, through Friday November 24, 2023

Winter Holiday Break, Friday December 22, 2023, through Thursday January 2, 2024

- In the event of an emergency, closing due to inclement weather or natural disaster the school will close as determined by the Miami Dade Public School system. Classes canceled due to weather conditions are made up at the end of the program.



ADMISSIONS

ADMISSION REQUIREMENTS AND PROCEDURES

Prospect students must comply with the following requirements to enroll:

- ✓ Applicants must present a Valid picture ID
- ✓ Applicants must present a High School diploma or GED
- ✓ In order to qualify for enrollment, a one-on-one appointment with one of the school admissions' representatives is required. During the one-on-one appointment, the admission's representative will provide advisement services to assist the student in planning and completing the occupational education program for enrollment.
- ✓ Documentation from another country must be accompanied by the corresponding translation and evaluation by a Florida approved agency or individual. For a listing visit the American Translators Association www.atanet.org or the National Association of Credential Evaluation Services www.naces.org
- ✓ Applicants who are at least 17 but younger than 18 years of age may enroll in any program under parental or legal guardian consent. A parent or legal guardian is required to sign the Enrollment Agreement.
- ✓ Prior to beginning their externship, applicants for the Medical Assistant program must present verifiable documentation from a Florida licensed health care provider showing that the student has received a medical clearance or is immunized against communicable diseases and able to pass a criminal background check.

ANTI DISCRIMINATION POLICY

CENTUREON INSTITUTE is committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat each other with respect. Teachers and other staff members are expected to teach and to demonstrate by example that all members of the community are entitled to respect.

Harassment of a student by another student or by a teacher or other staff member is a violation of school policy. This includes (but is not limited to) harassment based on race, national origin, marital status, sex, sexual orientation, gender identity, religion, financial status or disability where a person is otherwise qualified or could be with reasonable accommodation.

DENIAL OF ADMISSION

Any applicant will be denied admission if he/she does not meet the admissions and eligibility requirements stated in this catalog.

TRANSFER OF CREDITS

Transfer of Credits Between Programs within the Institution

CENTUREON INSTITUTE gives credits for studies at a previous program within the institution. Such credits are accounted and considered if classes previously taken are part of the new program of study.

Transfer of Credits for Studies in Other Institutions

CENTUREON INSTITUTE gives credit for studies at other institutions that are approved within the United States. CENTUREON INSTITUTE reserves the privilege to grant hours for previous education. Courses for transfer must have been completed with a grade of 2.0 (70%) at a minimum. Please bear in mind CENTUREON INSTITUTE may accept up to seventy-five percent (75%) of hours from another institution. To transfer hours from another institution, a student must obtain an Official Transcript that includes a program description, completed hours and date of completion. All accepted hours will be documented on the student file. CENTUREON INSTITUTE does not accept transfer of experiential learning nor advanced placement.

Transferability of Credits Earned at CENTUREON INSTITUTE to Another Institution

Transferability of hours/courses earned at this institution is at the discretion of the accepting institution. It is the student's responsibility to confirm if they will be accepted by another institution of the student's choice.

SUBMITTING ACADEMIC INFORMATION

Students transferring hours are required to request official transcripts from the educational institutions attended to be sent directly to the institution's Director of Education.

FINANCIAL SERVICES

STUDENT FINANCIAL ASSISTANCE

All tuition, fees, and related costs of the program of enrollment are included in this catalog and are due prior to the scheduled start-date of a student's course(s), unless the student has arranged for monthly payments. A complete fulfillment of payment obligations is a condition for graduation.

At the time of enrollment, students may select from the following payment options:

- ✓ Full payment at time of signing enrollment agreement.
- ✓ Registration fee at the time of signing enrollment agreement with balance paid prior to starting date.
- ✓ Registration fee at time of signing enrollment agreement with balance paid prior to graduation following an agreed payment plan.
- ✓ Major credit cards are also accepted.

CANCELLATION AND REFUND POLICY

Should a student's enrollment be terminated or cancelled for any reason after class start, all refunds will be made according to the following refund policy:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed \$100.00).
4. Cancellation after attendance has begun, through 50% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.

Pro-rata tuition calculation: 100% of non-completed hours. (Total amount of tuition will be divided by the total amount of hours of the Program)

5. Cancellation after completing more than 50% of the program will result in no refund.
6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
7. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.

ACADEMIC POLICY AND PROCEDURES

EVALUATION SYSTEM

The School establishes its evaluations based on the results of the program theoretical and practical examinations.

GRADING SYSTEM

Students must maintain or earn a grade of 70 % or more to complete a program successfully. This grade will be determined by a practical examination (at each evaluation period), test grades, and labs/projects.

Theory, manual skills, and clinical performance work will be graded according to the following scale:

The following grading scale will be used:

Excellent:	90% -100 %	=	A	4.0
Good:	89%-80%	=	B	3.0
Average:	79%-70%	=	C	2.0
Unsatisfactory:	69%- 0%	=	F	0.0

P: Pass – 100% - 4.0

F: Fail – 0% - 0.0

T: Transfer

GRADE ASSIGNMENTS

Theory grades are assigned based on the academic scores of exams administered and by the assigned projects related to the corresponding theoretical content. Practice grades are assigned based on the student's ability to apply the theory learned and the work activities in the labs and services.

PRACTICAL SERVICES

Students are involved in hands on activities to assist them acquire the skills and practice required for their field of employment. When such is the event, students are encouraged to participate and complete the services assigned by their instructor. Each one of CENTUREON INSTITUTE's programs have a specific number of practical services that need to be completed satisfactorily as requirement for graduation, and as disclosed in each program description section of this catalog.

DEFINITIONS

PROGRAM DURATION

Program and courses duration are measured in clock hours.

CLOCK HOUR DEFINITION

One clock hour constitutes 50 minutes of directed, supervised instruction and 10 minutes breaks.

PERIOD OF ENROLLMENT

A period of enrollment or payment obligation: the entire program.

COURSE NUMBERING SYSTEM

Course numbers are based on course codes established by the institution and do not relate to state common course numbering systems. The course numbering system consists of an alpha prefix followed by a digit course number. The Alpha Prefix identifies the academic discipline. The numbers identify the course.

PREFIXES

EKG	Electrocardiogram Courses
CPR	CPR Courses
HIV	HIV/AIDS Courses
MED	Medical Assistant Courses
PHL	Phlebotomy Courses

GRADUATION REQUIREMENTS

In order to graduate from a program, a student must achieve a cumulative GPA of 70% within the time framework established in the institution's SAP policy. In addition, the student must fulfill all financial obligations as stated in the Enrollment Agreement.

SATISFACTORY ACADEMIC POLICY (SAP)

Satisfactory progress is defined by the average attendance and academic progress maintained by the student.

SAP - Evaluation Periods

The institution requires that all students enrolled be evaluated academically and attendance-wise in evaluation periods as follows:

<i>Program of Enrollment</i>	<i>Program Duration</i>	<i>1st SAP Evaluation</i>	<i>2nd SAP Evaluation</i>
Medical Assistant	760 hours	380 hours	760 hours
Phlebotomy	171 hours	86 hours	171 hours

Students are required to meet the standards of academic progress that are outlined in the sections below to determine that the standards are met. These standards have multiple components (qualitative and quantitative measurements) that include a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all clock hours attempted; and a maximum time frame requirement.

SAP - QUANTITATIVE CRITERIA

Students must complete at least 67% of the attempted clock hours of the corresponding evaluation period in order to remain compliance with the institution's SAP Policy. Clock hour progression will be based on a cumulative total of attempted hours to earned hours. For example, a student that is in a SAP evaluation period of 450 clock hours is required to successfully complete a minimum of 302 clock hours ($450 \times 67\% = 302$).

SAP - QUALITATIVE CRITERIA

Under the qualitative criteria, to make Satisfactory Academic Progress (SAP), the student must demonstrate a minimum overall cumulative grade point average (CGPA) of 2.0 at the end of the SAP evaluation period been considered.

SAP-WARNING STATUS

A student who fails to establish or maintain Satisfactory Academic Progress (fails to meet the SAP Quantitative criteria or SAP Qualitative criteria) will be placed on warning status during the following SAP evaluation period. At the end of the period in which the student is on warning, the student's overall GPA and clock hours completion percentage will be recalculated. A student will be removed from warning status only if the student complies with both SAP quantitative and qualitative criteria. A student that fails to earn a satisfactory SAP evaluation after completing the warning status will be placed on a probation.

SAP – PROBATION STATUS

A student who fails to establish or maintain Satisfactory Academic Progress (fails to meet the SAP Quantitative criteria or SAP Qualitative criteria) will be placed on probation status during the following SAP evaluation period. At the end of the probation period, the student's overall GPA and clock hours completion percentage will be recalculated. A student will be removed from probation status only if the student complies with both SAP quantitative and qualitative criteria. A student that fails to earn a satisfactory SAP evaluation after completing the academic probation will be withdrawn from the program of enrollment.

SAP - EVALUATION AND TIME FRAME TO COMPLETE (MTF) POLICY

The maximum allowable time frame for students to remain active in a program of enrollment is equal to 150% of the total hours of enrollment as specified in the enrollment agreement.

This criterion allows students to repeat courses when failed and continue in the program of enrollment as long as the total hours attempted by the student do not go beyond the 150% of the total hours of enrollment as specified in the enrollment agreement. Students still in attendance beyond the total number of hours as specified in the enrollment agreement are not required to pay a tuition charge for every extra hour attended.

Students that do not successfully complete their program when reaching 150% of total hours attempted will be automatically withdraw.

Students that have successfully completed the program are allowed to take any of the courses one more time at no charge, as long as there is space in the classroom to accommodate the additional student. In the case there is no space in the classroom at the time the request has been placed, students are provided with the time frame the course will be offered again and encouraged to confirm space availability within a week of course start.

SAP - APPEALS

Any student who has been placed on academic probation but who feels that there were mitigating circumstances that caused him or her to fail the SAP standard, may file a written appeal with supporting documentation to the School's President, who will make the final decision regarding about the student's appeal within 5 days. If the student's appeal is granted, the student will be making satisfactory academic progress.

ACADEMIC DISMISSAL

Any student who has been academically dismissed will not be considered for readmission to the institution until 6 months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time, satisfy any outstanding financial obligations to the institution, and retake any failed classes before proceeding to other courses.

ACADEMIC HONESTY

Copyright Policy:

Centureon Institute students, faculty, and staff are required to comply with United States and international copyright laws. Centureon Institute will hold accountable students, faculty, and staff violating copyright laws with consequences that can vary from disciplinary actions, suspension, civil, and criminal liabilities. Violations to copyrights include reproduction, copies, distribution, modification, public display, download, store, or transmission by anyone but the copyright owner without written authorization. Using a portion of the original work is still considered a violation of copyright when deemed "substantial and material". Under the Berne Convention, copyright protection for any work created after April 1, 1989, is automatically granted upon creation without the need for a declaration or assertion. This means as soon as the work is written or recorded in a physical medium (including printed, electronically stored, emailed, part of an electronic presentation), copyrights are automatically given to the author. For more information visit the US Copyright Office website at www.copyright.gov. The US Copyright Office FAQ page includes clarifications to the most common questions at www.copyright.gov/help/faq. Copyright Act violation consequences and penalties are listed at <http://www.copyright.gov/title17/92chap5.html>.

MAKE-UP WORK AND EXAMS

For a student to make up a class, lab or a clinical missed prior to finishing and taking the final test, the student shall make arrangements with his/her instructor. The same rule will apply for missed exams and these will be scheduled at the discretion of the instructor. Make-up exams are a privilege – not a right! Students should be in attendance on examination days.

PROCESS OF CORRECTIVE ACTION

WARNING

In the event of non-compliance with school rules and regulations, academic attendance or professional image, a student will be issued a written warning from his or her instructor. The instructor will advise the student of the non-compliance issue and proceed to identify a corrective action with the student.

APPEAL PROCESS

All students have the right to appeal a decision that can harm his/her interests. Appeals must be received in written form within 10 days of dismissal.

The School's President will confer with the School's Education Director and arrive to a decision. The student will be notified in written of the final determination within 10 days.

SUSPENSION

The institution reserves the right to suspend any student for lack of lack of payment, and/or breach of the rules and regulations of the school.

STUDENT RESPONSIBILITIES

CODE OF CONDUCT

Students are to maintain the highest standard of personal, ethical and professional conduct. Each student is expected to display behaviors that are indicative of the program they represent and are expected to carry themselves in a manner that represents the values and beliefs of CENTUREON INSTITUTE. The institution reserves the right to place on probation or dismiss of a student due to unprofessional or disorderly conduct that reflects negatively on CENTUREON INSTITUTE, affects other students, or is a potential safety issue.

Students are expected to bring the corresponding books, educational equipment and all necessary materials to the school daily.

All students must be punctual to class.

In case of absence, the student will be responsible to obtain the covered material from a classmate or instructor, to maintain his/her daily progress.

The institution will make reasonable arrangements for the recovery of hours and work missed. It is encouraged that students take advantage of this option.

The institution provides a comfortable atmosphere, free of intimidations hostilities or other offenses. Conduct such as sexual harassment, or any type of physical or verbal threat that interferes with educational development of the student will not be tolerated.

Students must pay all financial obligations in due time.

Visits from children and/or relatives and friends are not allowed on Campus.

The student who is caught destroying or damaging School Property will be expelled and/or legally processed.

The Institution does not allow sales, promotions or any other forms of commercial activities within the premises. Students that participate in these practices may be suspended or dismissed from the institution.

PROBATION

The institution reserves the right to place on probation a student due to unprofessional or disorderly conduct that reflects negatively on CENTUREON INSTITUTE, affects other students, or is a potential safety issue.

PERSONAL PROPERTY

Students are responsible to identify and protect their personal belongings, materials and equipment always. The school will not take any responsibility for lost or misplaced personal property.

USING AND CARING FOR THE EQUIPMENT

Students are responsible for their materials and equipment. The equipment and implements of the school should be used gracefully in a suitable and professional manner. Any damage caused to equipment or malfunction detected must be immediately communicated to the school personnel.

PHONE CALLS

No personal calls are allowed during class time. Cell phones and all other electronic devices must be turned off and can only be used in the break/lunch area or outside the building during breaks and lunches.

SMOKING

Smoking is permitted during breaks or lunch **outside the building**. Smokers shall dispose of their cigarette butts in designated containers.

BREAKS AND LUNCHES

The instructors shall schedule breaks and lunches. Students are responsible for returning to classes on time. Food and drinks are only permitted in the school's *designated* break/lunch area or outside the school.

ALCOHOL AND DRUGS

The use of alcohol or drugs (unless prescribed by a physician) is strictly prohibited. Alcoholic beverages in a public building are illegal. The use or possession of drugs and/or drug paraphernalia is also illegal. The use of alcohol or drugs in any form on school premises, on school grounds, or at any school related activity will result in immediate termination.

CHEATING AND STEALING

If a student is caught cheating and/or stealing, he/she will be subject to termination from the program.

SCHOOL DRESS CODE

A professional appearance in the school is essential to the overall image in the health field. Each student is required to dress in a clean, neat and professional manner always. The school requires all students to wear the same color of uniform: red (this includes all shades of red)s. Each student must purchase his or her own scrubs. The cost of the scrubs is not included on the tuition cost. Flip-flops or open toe shoes are not permitted.

Should the dress code requirement not be met, the instructor will send the student home without hours.

ANTI-HAZING, BULLYING

CENTUREON INSTITUTE will not tolerate hazing or bullying by any student or employee of the Institute. Failure to comply will result in the student's suspension from the program.

ATTENDANCE

Students are expected to attend scheduled classes and laboratory sessions on time. The student is solely responsible for all information, materials, handouts, reading assignments, tests, lab sessions, clinical externships and instructions given during the lecture. CENTUREON INSTITUTE has no obligation to provide outlines, notes, testing information, make-up lectures or sign-in sheets. Regardless of the amount of time a student misses, he or she must complete all requirements of the program to graduate.

Any missed clinical hours must be completed entirely to graduate. No exceptions will be made.

Students are required to attend classes weekly as per the agreed scheduled upon enrollment. Students that do not have attendance within a period of 14 consecutive days will be withdrawn from the school. Students may request a Leave of Absence (LOA) when in need to be out of the school for a period of time longer than 14 days due to reasonable circumstances such as family illness, disability, or emergency. Please see the policy on Leave of Absence listed in this catalog under the Student Services section.

TARDINESS

Tardiness is defined as showing up more than fifteen minutes late for the beginning of the class. Having three separate incidents of tardiness will be considered as one unexcused absence.

STUDENT RIGHTS

EQUALITY OF OPPORTUNITIES

CENTUREON INSTITUTE does not discriminates based on race, ethnic or national origin, sex, age, disability, religious believes, or social origins and does not exclude any applicants for any of these reasons.

DISCRIMINATION AND HARRASMENT POLICY

CENTUREON INSTITUTE prohibits discrimination or harassment based on race, ethnic or national origin, religion, age, sex, color, physical or mental condition, marital status, or veteran status under any program or activity under its purview. Sexual harassment includes harassment based on gender, pregnancy, childbirth or related medical condition, and inappropriate conduct of a sexual nature.

STUDENT'S RIGHT TO KNOW - STUDENT PRIVACY RECORDS (ACT OF 1974)

CENTUREON INSTITUTE's students have access to records as provided under federal and state law. The Federal Student Privacy Act of 1974 relates to the privacy of students, and it is designed to protect the privacy of their records. Students and parents of dependent students have the right to inspect and review the student's records. The school requires written authorization from the student or the designated representative before disclosing any individual information.

INFORMATION DISCLOSURE

In order to disclose student's personal information, written authorization is required. All information asked for by the United States Department of Education will be provided, in accordance with all applicable laws and regulations.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

CENTUREON INSTITUTE strictly adheres to the requirements of FERPA regarding students' rights and privacy of information. In accordance with public law 93- 380, Family Educational Rights and Privacy Act, Florida Statute 5.229.782, the school allows students to access their educational records; challenge records they believe are inaccurate, incomplete or misleading; and limit the release of such information. Records will not be released without the written consent of the student. A student will be notified whenever a court subpoenas the records in which case, written consent is not required. The parent (s) of a dependent student has the right to inspect records that are maintained by the school on behalf of the student.

MAINTENANCE OF STUDENT RECORDS

Official academic records are maintained the by the Student Services Department. Included are admission applications and associated documentation, the records of grades and credits received in courses at this institution or accepted from other institutions; and other documents directly relating to the student's academic progress and status. Student records are maintained permanently.

STUDENT RECORD DUPLICATES

The student may request a copy of his/her record in person or through a representative authorized by them in a written consent, provided that all financial obligations have been meet.

LEAVE OF ABSENCE

A leave of absence (LOA) must be requested in writing on an official Leave of Absence Form obtainable from the student services office prior to the beginning of the proposed requested leave. A leave of absence must be approved by the school's president and may not exceed 90 days.

A LOA may be granted for up to 90 days for reasonable causes like family illness, disability, or emergency. The request must be documented and signed by the student. If student fails to return from the leave of absence, he or she will be considered withdrawn for academic purposes.

The institution may grant a student multiple leaves of absence as long as the total number of days for all leaves does not exceed 90 days within a 12-month period.

A student must request the LOA in writing in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent advance notice. Exceptions are submitted to the student services office for approval. The anticipated date of return must be indicated on the request as well as the reason for a student's leave request.

When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.

In the event of an emergency, the institution may grant a leave of absence. However, when students are not in regular attendance, they jeopardize the quality of their education. Therefore, a leave of absence is discouraged.

GRIEVANCE POLICY

The administration, faculty and staff of CENTUREON INSTITUTE maintain an open-door policy for students to voice their concerns or complaints. Occasionally, a student or former student will require assistance with a problem at a level outside of CENTUREON INSTITUTE.

CENTUREON INSTITUTE grievance procedure is as follows:

1. The student attempts to handle the grievance with the instructor in a calm and professional manner.
2. If the grievance cannot be settled at this level, the student may ask for the intervention of the Student Services office to attempt to mediate, arbitrate, or rectify the situation. In most cases, complaints can be discharged at this level of intervention.
3. If a satisfactory result cannot be accomplished at this level, a written description of the grievance can be directed to the school President. The School President will evaluate the grievance and gather information. The student will be kept informed by the School President as to the status of the grievance, as well as the resolution of the problem. Students must submit a grievance no later than a week after of the incident in consideration. The School President will respond to the grievance in writing within 7 business days.

When writing your grievance statement please include the following:

- ✓ Your name, address and contact number
 - ✓ Facts of your complaint: date and time of the incident, where it took place, the names of the people involved, the names of any witnesses
 - ✓ Supporting evidence for your complaint
 - ✓ Describe any steps taken informally to resolve the matter
 - ✓ Include a reasonable solution for your complaint
 - ✓ Sign and date your statement
4. In cases where the grievance is not settled at the institutional level, the student may also contact the Department of Education Commission that regulates the institution:

The Commission for Independent Education, Florida Department of Education
325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400
Phone: (850) 245-3200, Toll free: (888) 224-6684
www.fldoe.org/cie

Council on Occupational Education (COE)
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Telephone (Local): 770-396-3898 Telephone (Toll-Free): 800-917-2081 Fax: 770-396-3790
<http://www.council.org/>

STUDENT SERVICES

ACADEMIC AND CAREER COUNSELING

Counseling is available to all students for career and academic reasons. Students with issues of a personal nature will be referred to local public or private agencies for professional assistance.

CAREER SERVICES

Students will be coached on how to write resumes and prepare for job interviews. Every possible effort will be made by the school to expose students to professionals in the field. Our aim is to make students aware of the many professional opportunities available to them. **Although the school cannot guarantee employment or placement**, reasonable efforts will be made to assist students in securing suitable employment. This assistance is free and available to any student, regardless of when the student graduated.

MEDIA SERVICES RESOURCE CENTER

The school Media Center houses additional learning resources for active students and graduates. Resources include a computer connected to the internet, additional textbooks, reference materials, as well as program appropriate subscriptions. The media services resource center is open during normal business hours.

FINANCIAL ADVISEMENT

The Financial Services Director will assist students to work out any financial problems, discuss financial options or payment plans.

CATALOG INFORMATION AND AVAILABILITY

The current student catalog is provided to future students at the time of the enrollment. This catalog is also available online at www.centureon.institute.

HOUSING

CENTUREON INSTITUTE does not offer housing for students.

TRANSCRIPT REQUESTS

Upon graduation Centureon Institute provides each student with their diploma and corresponding official transcript at no cost. Centureon Institute reminds students that in order to graduate, a student must have successfully completed their program of instruction and be up to date with their financial obligations with the institution.

Students that are up to date with their financial obligations may request a copy of their transcript from the Student Services Department by completing a transcript request form. Transcript requests may be made in person or by mail. There is a charge of \$25 for official transcripts. Official and non-official transcript request may take between five (5) to ten (10) business days to process.

PHLEBOTOMY PROGRAM

171 CLOCK HOURS – 8 WEEKS

PROGRAM OBJECTIVE

This program prepares students to become employed as phlebotomist. Students acquire the knowledge and practical skills necessary to work at hospital laboratories, blood centers, or other health care facilities drawing blood by venipuncture and capillary puncture. This program also offers a career path to the Medical Assistant program where the courses completed are accepted as transfer. Graduates of this program are ready for employment as soon as they receive their diploma. After completion students are eligible to sit for the Certified Phlebotomy Technician examination.

PROGRAM DESCRIPTION

Students of this program receive 171 hours of instruction where they learn about safe and efficient work practices in obtaining adequate and correct blood specimens, labeling specimens, transporting specimens correctly to the appropriate laboratory sections, quality and safety assurance; infection control guidelines and precautions; blood borne diseases, HIV/AIDS, Hepatitis B and other diseases; legal and ethical responsibilities; anatomic structure and function of body systems in relation to the profession; communications skills and basic math calculations. Students receive 45 hours of lab practice to ensure each graduate is ready for a successful employment.

DIPLOMA

Upon successful completion of the program students receive a diploma.

DELIVERY METHOD

This program is offered on campus.

DURATION

This program has a duration of 171 hours. Full time students complete the program in 8 weeks.

PROGRAM START DATES

This program is offered every 4 weeks.

ADMISSIONS REQUIREMENTS

Prospective students must comply with the admissions requirements listed under the admission's section.

PROGRAM COST

Tuition Fee \$ 1,495
Registration Fee \$ 100
Books & Supplies \$ 400
Other Costs \$ 0
Total Program Cost \$ 1,995

PHLEBOTOMY PROGRAM OUTLINE

Course	Theory Hours	Laboratory Hours	Total Hours
MED101 – Anatomy, Physiology and Medical Terminology	90	0	90
HIV101 – HIV/AIDS, Blood Borne Pathogens and OSHA	6	0	6
PHL101 – Phlebotomy Theory, Skills and Lab	30	45	75
TOTALS	126	45	171

EMPLOYMENT DISCLOSURE

Graduate students of this program may start working as soon as the diploma is received.

NATIONAL CERTIFICATION ELIGIBILITY

Graduates of this program are eligible to sit for the Certified Phlebotomy Technician Examination.

ADDITIONAL FEES NOT INCLUDED IN THE PROGRAM

School Uniform – Scrubs - The school requires all active students to wear the school's scrubs at all times.

PHLEBOTOMY PROGRAM COURSES

MED101 – Anatomy, Physiology and Medical Terminology

This course introduces anatomy, physiology, and medical terminology. Students achieve the necessary understanding of the structure and functions of the systems of the human body, related pathologies, and diseases, emphasizing those aspects most pertinent to students in the patient care and allied health technology field. Students also learn the fundamentals of medical terminology: the structure of medical terms and definitions; medical terms related to major disease processes and diagnostic procedures, laboratory tests, abbreviations, drugs and treatment modalities. Duration: 90 clock hours (lecture). Prerequisites: None.

HIV101 – HIV/AIDS, Blood Borne Pathogens and OSHA

This course is offered as part of the program as well as a continuing education credit/class. In this course students review the theory of HIV/AIDS, prevention and treatment, as well as Blood Borne Pathogens while in a OSHA compliance health care setting. A completion of hours certificate is awarded at the end of the course. Duration: 6 clock hours (lecture). Prerequisites: None.

PHL101 – Phlebotomy Theory, Skills and Lab

This course is offered as part of the program as well as a continuing education credit/class. Provides the theory and practice necessary to become a phlebotomist. Topics covered: theory of phlebotomy, venipuncture, and skin puncture techniques, anatomy and physiology of the circulatory system, types of tubes, blood tests, interfering substances, risk factors, efficient work practices, blood specimens, donor room techniques, labeling, transporting,

logging-in of specimens, Center for Disease Control (CDC) guidelines for HIV/AIDS, Hepatitis B and other diseases, and demonstration of correct infection control techniques. Includes 45 hours of clinical skills practice. A completion of hours certificate is awarded at the end of the course. Duration: 75 clock hours (30 lecture, 45 laboratory). Prerequisites: HIV101.

MEDICAL ASSISTANT PROGRAM

760 CLOCK HOURS - 36 WEEKS

PROGRAM OBJECTIVE

This program prepares students with the knowledge and hands-on training required to start a career as a entry level Medical Assistant. Job opportunities are in high demand in professional clinics, medical offices, hospitals, and outpatient facilities. Graduates of this program are qualified to work in all aspects of a medical office as soon as the diploma is received and are also eligible to sit for the Certified Clinical Medical Assistant examination.

PROGRAM DESCRIPTION

The program provides 760 hours of training to students in all the relevant areas of education and practice required for a Medical Assisting professional. The curriculum includes education in health science fundamentals; anatomy and physiology; medical terminology; legal and ethical responsibilities; medical office management and procedures; administrative and clinical duties; safety and security procedures; emergency preparedness; records management; informatics; basic math skills; fundamentals of medical insurance billing; preparing patients for physical examinations; HIV/AIDS; blood borne pathogens; OSHA; phlebotomy; EKG; pharmacology principles for the medical assistant; communication in healthcare; interpersonal and employability skills. The program provides 229 hours of laboratory practice where the students gain the required proficiency necessary for this profession. Students demonstrate their medical assisting skills in a 200 clinical externship at a medical office or health facility. After completion students are eligible to sit for the Certified Clinical Medical Assistant examination.

DIPLOMA

Upon successful completion of the program students receive a diploma.

DELIVERY METHOD

This program is offered on campus.

DURATION

This program has a duration of 760 hours. Full time students complete the program in 36 weeks.

PROGRAM START DATES

This program starts every 18 weeks.

ADMISSION REQUIREMENTS

Prospect students must comply with CENTUREON INSTITUTE general admissions requirements as stated in this catalog under the admission's section.

MEDICAL ASSISTANT PROGRAM OUTLINE

Course	Theory Hours	Lab & Clinical Hours	Total Hours
MED101 – Anatomy, Physiology and Medical Terminology	90	0	90
HIV101 – HIV/AIDS, Blood Born Pathogens and OSHA	6	0	6
CPR101 – CPR and First Aid	0	6	6
PHL101 – Phlebotomy Theory, Skills and Lab	30	45	75
EKG101 – Electrocardiography Theory, Skills and Lab	60	20	80
MED103 – Medical and Clinical Assisting Theory	145	0	145
MED104 – Medical and Clinical Assisting Lab	0	158	158
MED105 – Medical and Clinical Assisting Externship	0	200	200
TOTALS	331	429	760

PROGRAM COST

Tuition Fee \$ 12,295
Registration Fee \$ 100
Books & Supplies \$ 600
Other Costs \$ 0
Total Program Cost \$ 12,995

EMPLOYMENT DISCLOSURE

Graduate students of this program may start working as soon as the diploma is received.

NATIONAL CERTIFICATION ELIGIBILITY

Graduates of this program are eligible to sit for the Certified Clinical Medical Assistant, Certified Phlebotomy Technician and Certified Electrocardiogram Technician Examination.

ADDITIONAL FEES NOT INCLUDED IN THE PROGRAM

Background Check - Students are required to submit before enrollment. Approximate cost is \$5.
School Uniform – Scrubs - The school requires all active students to wear the school's scrubs at all times.

MEDICAL ASSISTANT COURSES

MED101 – Anatomy, Physiology and Medical Terminology

This course introduces anatomy, physiology and medical terminology. Students achieve the necessary understanding of the structure and functions of the systems of the human body, related pathologies and diseases, emphasizing those aspects most pertinent to students in the patient care and allied health technology field. Students also learn the fundamentals of medical terminology: the structure of medical terms and definitions; medical terms related to major disease processes and diagnostic procedures, laboratory tests, abbreviations, drugs and treatment modalities. Duration: 90 clock hours (lecture). Prerequisites: None.

HIV101 – HIV/AIDS, Blood Borne Pathogens and OSHA

This course is offered as part of the program as well as a continuing education credit/class. In this course students review the theory of HIV/AIDS, prevention and treatment, as well as Blood Borne Pathogens while in a OSHA compliance health care setting. A completion of hours certificate is awarded at the end of the course. Duration: 6 clock hours (lecture). Prerequisites: None.

PHL101 – Phlebotomy Theory, Skills and Lab

This course is offered as part of the program as well as a continuing education credit/class. Provides the theory and practice necessary to become a phlebotomist. Topics covered: theory of phlebotomy, venipuncture and skin puncture techniques, anatomy and physiology of the circulatory system, types of tubes, blood tests, interfering substances, risk factors, efficient work practices, blood specimens, donor room techniques, labeling, transporting, logging-in of specimens, Center for Disease Control (CDC) guidelines for HIV/AIDS, Hepatitis B and other diseases, and demonstration of correct infection control techniques. Includes 45 hours of clinical skills practice. A completion of hours certificate is awarded at the end of the course. Duration: 75 clock hours (30 lecture, 45 laboratory). Prerequisites: HIV101.

MED101 – Anatomy, Physiology and Medical Terminology

This course introduces anatomy, physiology and medical terminology. Students achieve the necessary understanding of the structure and functions of the systems of the human body, related pathologies, and diseases, emphasizing those aspects most pertinent to students in the patient care and allied health technology field. Students also learn the fundamentals of medical terminology: the structure of medical terms and definitions; medical terms related to major disease processes and diagnostic procedures, laboratory tests, abbreviations, drugs, and treatment modalities. Duration: 90 clock hours (lecture). Prerequisites: None.

HIV101 – HIV/AIDS, Blood Borne Pathogens and OSHA

This course is offered as part of the program as well as a continuing education credit/class. In this course students review the theory of HIV/AIDS, prevention and treatment, as well as Blood Borne Pathogens while in a OSHA compliance health care setting. A completion of hours certificate is awarded at the end of the course. Duration: 6 clock hours (lecture). Prerequisites: None.

CPR101 – CPR and First Aid

This course is offered as part of the program as well as a continuing education credit/class. Completers receive a CPR and First Aid card. This course is graded on a Pass or Fail basis. Duration: 6 clock hours (laboratory). Pre-requisites: None.

PHL101 – Phlebotomy Theory, Skills, and Lab

This course is offered as part of the program as well as a continuing education credit/class. Provides the theory and practice necessary to become a phlebotomist. Topics covered: theory of phlebotomy, venipuncture and skin puncture techniques, anatomy and physiology of the circulatory system, types of tubes, blood tests, interfering substances, risk factors, efficient work practices, blood specimens, donor room techniques, labeling, transporting, logging-in of specimens, Center for Disease Control (CDC) guidelines for HIV/AIDS, Hepatitis B and other diseases, and demonstration of correct infection control techniques. Includes 45 hours of clinical skills practice. A completion of hours certificate is awarded at the end of the course. Duration: 75 clock hours (30 lecture, 45 laboratory). Prerequisites: HIV101, CPR101.

EKG101 – Electrocardiography Theory, Skills and Lab

This course is offered as part of the program as well as a continuing education credit/class. Students learn the nature and purpose of the electrocardiograph (EKG), equipment maintenance, materials needed, patient preparation, EKG taking and mounting procedures, EKG records, monitoring records for abnormal or erratic tracings. Includes 20 hours of clinical skills practice. A completion of hours certificate is awarded at the end of the course. Duration: 80 clock hours (60 lecture, 20 laboratory). Prerequisites: HIV101, CPR101.

MED103 – Medical and Clinical Assisting Theory

In this course students receive the theory instruction for the medical assistant. The curriculum includes health science fundamentals, anatomy and physiology, medical terminology, legal and ethical responsibilities, medical office management and procedures, administrative and clinical duties, safety and security procedures, emergency preparedness, records management, informatics, basic math skills, fundamentals of medical insurance billing, preparing patients for physical examinations, pharmacology principles for the medical assistant, communication in healthcare, and interpersonal and employability skills. Duration: 145 clock hours (lecture). Prerequisites: MED101, HIV101, CPR101, PHL101, EKG101.

MED104 – Medical and Clinical Assisting Lab

This course provides students with the hands-on experience required for performing the various skills and procedures that are part of the medical assistant role. The 158 hours of laboratory practice allow students to gain the required proficiency in the skills necessary for this profession. Duration: 158 clock hours (laboratory). Prerequisites: MED101, HIV101, CPR101, PHL101, EKG101, MED103.

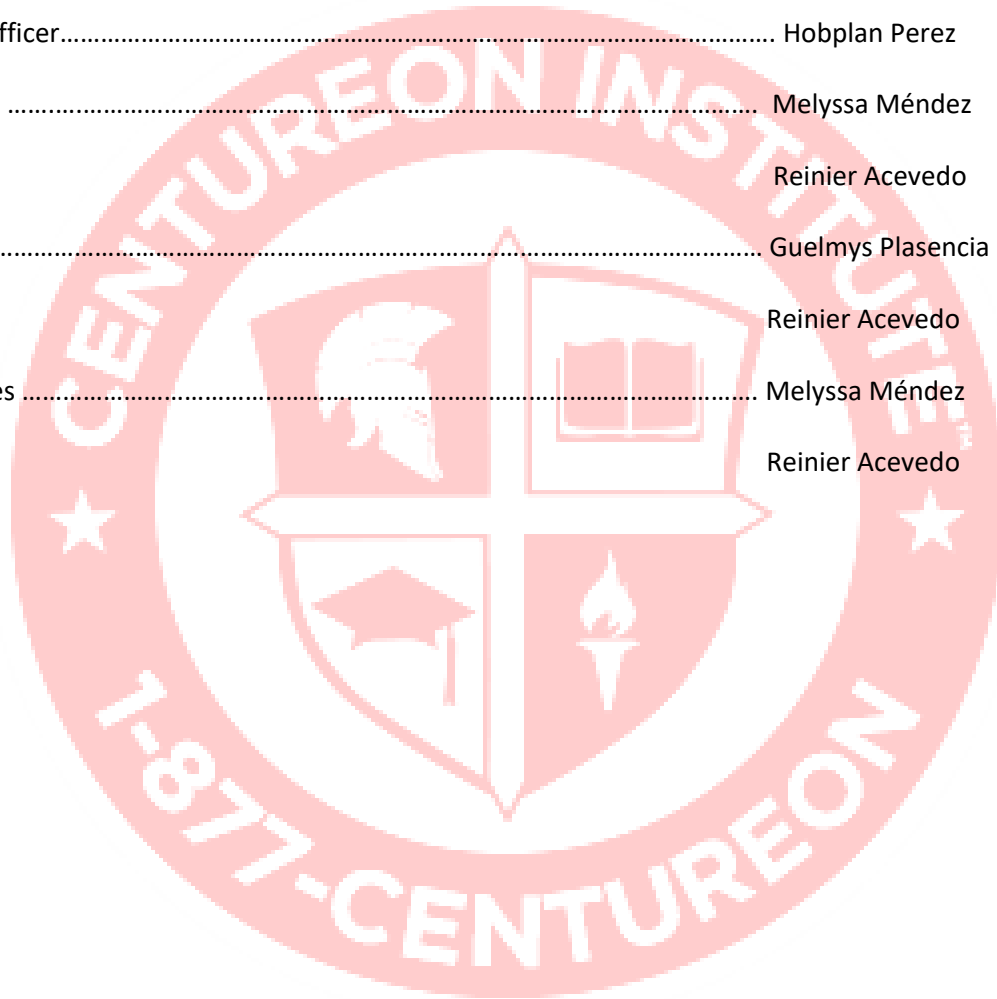
MED105 – Medical and Clinical Lab Assisting Externship

This clinical course consists of 200 hours of clinical externship experience. Under direct supervision, students can perform the competencies learned during the program. This course is graded on a Pass or Fail basis. Duration: 200 clock hours (clinical externship). Prerequisites: MED101, HIV101, CPR101, PHL101, EKG101, MED103, MED104.

STAFF AND FACULTY

STAFF

School Director	Yeilyn Plasencia
Director of Education	Marcos Cernada
Financial Director.....	Luis Simpson
Financial AID Officer.....	Hobplan Perez
Career Services	Melyssa Méndez Reinier Acevedo
Admissions.....	Guelmys Plasencia Reinier Acevedo
Student Services	Melyssa Méndez Reinier Acevedo



FACULTY

Ivette Simpson PART-TIME INSTRUCTION

Instructor for Medical Assistant Courses
Instructor for Phlebotomy Courses

Registered Medical Assistant RMA
Healthcare Professionals Registry of United States - Florida Registry of Medical Assistants Registration by Examination
Doctor of Medicine from Higher Institute of Medical Sciences/Habana Cuba
Clinical Laboratory from Higher Institute of Medical Sciences/Habana Cuba
Hematology Training from Higher Institute of Medical Sciences/Habana Cuba
Intensive Medicine from Higher Institute of Medical Sciences/Habana Cuba

Yeilyn Plasencia PART-TIME INSTRUCTION

Instructor for Medical Assistant Courses
Instructor for Phlebotomy Courses

Medical Assistant Associate in Science, Florida Medical College, Miami, Florida
Certified Clinical Medical Assistant, National Healthcare Association (NHA), #Q8G8W8J6
Electrocardiograph Technician Diploma, Florida Medical College, Miami, Florida
Certified EKG Technician, National Healthcare Association (NHA), #S5Y3P7S9
Phlebotomy Technician Diploma, Florida Medical College, Miami, Florida
Certified Phlebotomy Technician, National Healthcare Association (NHA), #Q8G8W8J6

Marcos Cernada PART-TIME INSTRUCTION

Instructor for Medical Assistant Courses

Registered Medical Assistant RMA
Healthcare Professionals Registry of United States - Florida Registry of Medical Assistants
Registration by Examination
Certification # 20180183952