

# GENESIS MEDICAL TRAINING CENTER



91-31 Queens Blvd, Ste 201/313  
Elmhurst, NY 11373

**CATALOG 2026**

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# Introduction

In 2019 Genesis Medical Training Center opened doors to the community.

## The Mission:

The Genesis Medical Training Center's Mission is to provide allied-health education comprising of clinical knowledge and clinical skills to all students, regardless of their backgrounds. Mission is to empower students to perform at entry level positions and who can presume leadership roles as healthcare professionals in the broad and varied field of health. Faculty and administration role in achieving this mission is to keep current with employer presumptions, and maintain their expectations based on academic caliber.

## LOCATION:

91-31 Queens Blvd, Suite 201/313, Elmhurst, NY 11373

## SCHOOL OWNER:

NAVJOT KAUR  
DR. MANPREET SINGH

## FACULTY AND OFFICIALS:

| Name                 | Position                     | Education/Credentials                                                 |
|----------------------|------------------------------|-----------------------------------------------------------------------|
| Navjot Kaur          | CEO/Director                 | Avalon School of Medicine                                             |
| Dr. Manpreet Singh   | CBO                          | Doctor of Medicine (M.D.)                                             |
| Dr. Rominder Singh   | Director of Operations       | Doctor of Medicine (M.D.)<br>Master of Business Administration (EMBA) |
| Dr. Lakhwinder Singh | Director/Clinical Instructor | Doctor of Medicine (M.D.)                                             |
| Emilia Calderon      | Nursing Program Director     | Registered Nurse                                                      |
| Luz Cholula          | Manager: Student Affairs     | High School Diploma                                                   |
| Guadalupe Vargas     | School Agent                 | High School Diploma                                                   |
| Samantha Calle       | School Agent                 | High School Diploma                                                   |

# Holiday Calendar

| Holiday          |
|------------------|
| New Year's Day   |
| Independence Day |
| Memorial Day     |
| Labor Day        |
| Columbus Day     |
| Veterans Day     |
| Thanksgiving Day |
| Christmas Day    |

# INSTITUTION POLICIES

## ENROLLMENT:

Enrollment at Genesis Medical Training Center is open to eligible people with a desire to be trained for a career in healthcare. All prospective students must be at least 17 years of age and should have formal interview with administration/agent for entrance into the training program

### A. EKG Technician

Eligibility for entrance, the following items are required of all applicants:

- Photo Identification
- Proof of HSD/GED/HSE or higher College Degree from an accredited school in the United States.  
OR
- Foreign country high school diploma or higher college degree (must be in English or translated/Evaluated into English)  
OR
- If students do not meet the above requirements, the student can take the ability to benefit test
- Payment of non-refundable registration fee

### B. Phlebotomy Technician

Eligibility for entrance the following items are required of all applicants:

- Photo Identification
- Proof of HSD/GED/HSE or higher College Degree from an accredited school in the United States.  
OR
- Foreign country high school diploma or higher college degree (must be in English or translated/Evaluated into English)  
OR
- If students do not meet the above requirements, the student can take the ability to benefit test
- Payment of non-refundable registration fee

### C. Nurse Aide/Assistant

Eligibility for entrance the following items are required of all applicants:

- Must have NYS identification
- Proof of HSD/GED/HSE or higher College Degree from an accredited school in the United States.  
OR
- Foreign country high school diploma or higher college degree (must be in English or translated/Evaluated into English)  
OR
- If students do not meet the above requirements, the student can take the ability to benefit test
- Payment of non-refundable registration fee

#### D. Dialysis Technician

Eligibility for entrance the following items are required of all applicants:

- Photo Identification
- Proof of HSD/GED/HSE or higher College Degree from an accredited school in the United States.  
OR
- Diploma/certificate in EKG Technician, Phlebotomy Technician, HHA, PCA or CNA is acceptable for admission  
OR
- Foreign country high school diploma or higher college degree (must be in English or translated/Evaluated into English)  
OR
- If the above-mentioned conditions are not met, Students can take Ability to Benefit Test to Qualify.
- Payment of non-refundable registration fee

#### E. Patient Care Technician

Eligibility for entrance, the following items are required of all applicants:

- Photo Identification
- CNA State Board Certificate
- Payment of non-refundable registration fee

#### F. Home Health Aide - English

Eligibility for entrance the following items are required of all applicants:

- Must have NYS Identification
- Proof of HSD/GED/HSE or higher College Degree from an accredited school in the United States.  
OR
- Foreign country high school diploma or higher college degree (must be in English or translated/Evaluated into English)  
OR
- If students do not meet the above requirements, the student can take the ability to benefit test
- Payment of non-refundable registration fee

#### G. Home Health Aide – Spanish

Eligibility for entrance the following items are required of all applicants:

- Must have NYS Identification
- Proof of HSD/GED/HSE or higher College Degree from an accredited school in the United States.  
OR
- Foreign country high school diploma or higher college degree (must be in English or translated/Evaluated into English)  
OR
- If students do not meet the above requirements, the student can take the Scholastic Level Exam (SLE)
- Payment of non-refundable registration fee

## H. Clinical Medical Assistant (CMA)

Eligibility for entrance the following items are required of all applicants:

- Photo Identification
- Proof of HSD/GED/HSE or higher College Degree from an accredited school in the United States.  
OR
- Foreign country high school diploma or higher college degree (must be in English or translated/Evaluated into English)  
OR
- If students do not meet the above requirements, the student can take the ability to benefit test
- Payment of non-refundable registration fee

## I. Pharmacy Technician

Eligibility for entrance the following items are required of all applicants:

- Photo Identification
- Proof of HSD/GED/HSE or higher College Degree from an accredited school in the United States.  
OR
- Foreign country high school diploma or higher college degree (must be in English or translated/Evaluated into English)  
OR
- If students do not meet the above requirements, the student can take the ability to benefit test
- Payment of non-refundable registration fee

## ATTENDANCE

### Nurse Aide

- Students in Nurse aide program courses must attend 100% of their scheduled course hours to graduate. Failure to maintain will result in probation placement. Once on probation, a student will have the opportunity to make up hours/assignments in the same course.
- If the student fails to sustain 100% attendance of the scheduled curriculum hours, Genesis Medical Training Center has the right to dismiss the student for unsatisfactory progress.
- All students must complete 100% of their clinical hours.
- Students are required to have their time sheet and all required attendance hours certified by their clinical supervisor and must provide signed timesheet documented complete hours for a week no later than Monday of the following week

## **Addendum to the Enrollment Agreement for Nurse Aide Programs**

I, \_\_\_\_\_, understand that federal and state law requires any person employed in a Residential Health Care Facility (RHCF) as a nurse aide or nurse assistant or orderly to be listed in the Nurse Aides Registry maintained by each state. Although the law pertains to Nursing homes, most New York City hospitals are also requiring certification of hiring.

1. I may obtain placement on the New York State RHCF Nurse Aide Registry by successfully completing a training program approved by the New York State Education Department AND by passing a two-part Nurse Aide competency exam offered by The Chauncey Group International, the contracting agency for New York State. This exam consists of a clinical skills portion and a written or oral portion.

2. I understand that in accordance with rules set forth by The Chauncey Group International, I will not be able to take the New York State Nurse Aide Competency Exam without my Social Security Card.

3. If I am hired to work in a nursing home after graduation, I must pass both parts of the competency exam and be on the registry within four months of graduation.

4. If not employed, I must pass both parts of the exam within two years from the date I graduated. If I do not choose to test within two years and later choose to test, I realize I must complete a new training program before I will be able to take the exam.

5. I will have three chances to pass each part of the exam. If I do not pass the clinical skills portion of the exam by the third try, I may not take the written or oral exam. If I do not pass either section by the third try, I must repeat the program if I wish to work in a nursing home. I understand that I will have to repeat the program at a school different from where I originally trained.

6. The fee for the exam is payable to New York Commissioner of Health not to the school. The fee is \$115.00 for the entire exam (clinical and written). There is an additional fee for repeating either part of the exam. If I fail to appear for the exam, I will have to pay an additional fee of \$115.00 for the exam.

7. If I work for a nursing home upon successful graduation, I understand that I may submit receipts to the nursing home from my CNA training and exam fee in order to receive partial reimbursement from New York State.

8. I understand that in accordance with the state Commissioner of Health that if I am to be employed in a nursing home and or home care services agency, I must submit to a criminal background check.

9. I understand that if I do have a criminal record, it may prevent me from obtaining employment in a nursing home.

10. All the points above have been explained to me by the representative of \_\_\_\_\_ school.

## Home Health Aide

- Students in Home health aide course must attend 100% of their scheduled course hours to graduate. Failure to maintain will result in probation placement. Once on probation, a student will have the opportunity to make up hours/assignments in the same course.
- If the student fails to sustain 100% attendance of the scheduled curriculum hours, Genesis Medical Training Center has the right to dismiss the student for unsatisfactory progress.
- All students must complete 100% of their clinical hours.
- Students are required to have their time sheet and all required attendance hours certified by their clinical supervisor and must provide signed timesheet documented complete hours for a week no later than Monday of the following week

### **Addendum to the Enrollment Agreement for:**

Home Health Aide (HHA)

CNA Transition to HHA

PCA Upgrade to HHA

Education Law §5002 and 8 NYCRR part 126.7(a) require all conditions for enrollment in or completion of a curriculum or course shall be set forth in an enrollment agreement which shall be fully completed, dated and signed by both an authorized agent of the school and the student prior to the time instruction begins.

10 NYCRR part 403.4 requires state approved education or training programs, within 10 business days after the written sworn statement described in subsection (a)(6) of this section has been executed by the senior official of the entity, print and sign the certificate of successful completion generated by the Department and provide a copy of the signed certificate to the trainee.

**Instructions:** This addendum must be reviewed and completed by each student and BPSS certified agent when the enrollment agreement is signed, before instruction begins.

The student must review each point with the agent and enter their name on each line as the point is read. All signatures on page 2 are required. If the student is unwilling to sign this document, you must refund any deposits and withdraw the enrollment.

I, \_\_\_\_\_, am now informed that I am enrolling at a school that is licensed by the New York State Education Department. I am not enrolling for training through a Homecare Agency or Care Facility. Students are not employees of the school. The name of the school is GENESIS MEDICAL TRAINING CENTER and the school's address is 91-31 QUEENS BOULEVARD, 2ND FLOOR, ELMHURST, NY 11373.

Contact the Bureau of Proprietary School Supervision (BPSS) at BPSS@nysed.gov if you are signing this document at any address other than 91-31 QUEENS BOULEVARD, 2ND FLOOR, ELMHURST, NY 11373.

I, \_\_\_\_\_, am now informed that my school's address is 91-31 QUEENS BOULEVARD, 2ND FLOOR, ELMHURST, NY 11373. Students must take all classes at this location. The school must provide the certificate of completion at the school's address.

Contact the Bureau of Proprietary School Supervision (BPSS) at [BPSS@nysed.gov](mailto:BPSS@nysed.gov) if asked to go to training or pick student certificate of completion at any location other than 91-31 QUEENS BOULEVARD, 2ND FLOOR, ELMHURST, NY 11373.

I, \_\_\_\_\_, am now informed that the school must provide me 8 hours of training at an approved internship location under the direction of a NYS Registered Nurse. Students at BPSS licensed schools cannot complete the 8 hours of internship in a skills lab. The 8 hours of internship must be completed in an approved care facility or client's home, and a NYS Registered Nurse must supervise you.

Contact the Bureau of Proprietary School Supervision (BPSS) at [BPSS@nysed.gov](mailto:BPSS@nysed.gov) if GENESIS MEDICAL TRAINING CENTER does not provide you an 8-hour internship at an approved care facility or in a client's home OR if a NYS Registered Nurse is not supervising you at the internship.

I, \_\_\_\_\_, am now informed that New York State Law requires any person that has completed a Home Health Aide, CNA Transition to Home Health Aide, or PCA Upgrade to Home Health Aide program must receive their printed certificate from the New York State Homecare Registry **within 10 business days of the completion of the training**. The school cannot hold a student's certificate for any reason.

Contact the Bureau of Proprietary School Supervision (BPSS) at [BPSS@nysed.gov](mailto:BPSS@nysed.gov) if GENESIS MEDICAL TRAINING CENTER does not provide you the certificate of completion within 10 business days after completion of the training.

I, \_\_\_\_\_, am now informed that GENESIS MEDICAL TRAINING CENTER cannot withhold a student's certificate of completion because they owe payment for the training. This includes a homecare agency telling students that they must work for them to pay for the training.

Contact the Bureau of Proprietary School Supervision (BPSS) at [BPSS@nysed.gov](mailto:BPSS@nysed.gov) if you are told that your certificate is being held for non-payment or that you have not worked enough to pay for the training.

Students must initial and sign:

\_\_\_\_\_ All of the points above have been explained by the BPSS certified agent of GENESIS MEDICAL TRAINING CENTER. Students have the right to ask for the BPSS certified agent's card and to make sure the person enrolling them matches the identity of the person on the card. Do not sign anything if the agent's card is expired or the person is not a BPSS certified agent.

\_\_\_\_\_ I have been provided the contact information for the Bureau of Proprietary School Supervision, the office within the New York State Education Department that regulates and oversees the training program. The email address is: [BPSS@nysed.gov](mailto:BPSS@nysed.gov)

\_\_\_\_\_ I have been informed I must receive a signed copy of my enrollment agreement and this addendum. I will keep a copy of my enrollment agreement and this addendum in case I need to file a complaint or email the Bureau of Proprietary School Supervision.

### **EKG, Phlebotomy, Patient Care Technician and Pharmacy Technician**

- Students must attend 90% of their scheduled course hours to graduate.
- If the student fails to sustain 90% attendance of the scheduled curriculum hours, student must make up missed hours under the supervision of the licensed instructor appointed by school in the same program.
- Genesis Medical Training Center has the right to dismiss the student for unsatisfactory progress.
- The student will be responsible for all fees unless the director has noted extenuating circumstances and approves a waiver of program/ course fees.
- All students must complete 100% of their clinical hours. (If applicable)

### **Dialysis Technician**

- The students must attain 80% in lectures and 100% in the practical examinations to pass the course.
- The student must complete 100% of the practical lab hours
- If the student fails to sustain 80% attendance of lecture hours and 100% of clinicals hours, then student must make up missed hours under the supervision of the licensed instructor appointed by school in the same program.

### **Clinical Medical Assistant**

- The students must attend 90% of the scheduled program hours
- The students must attain 77% in lectures and 90% in the practical examinations to pass the course.
- The student must complete 100% of the scheduled internship hours
- If the student fails to sustain 90% attendance of lecture hours and 100% of clinicals hours, then students must make up missed hours under the supervision of the licensed instructor appointed by school in the same program.

### **MAINTENANCE OF SATISFACTORY ATTENDANCE POLICY:**

The classroom teacher maintains the attendance roster. The attendance roster is always kept at school. If a substitute teacher is used, the substitute must initial the day's attendance. Attendance will be taken in the following manner:

1. Approximately ten minutes after class begins
2. Approximately ten minutes before class ends

If absent first, second, and third time, that student will be contacted by phone and will be advised of possible consequences, and the results will be recorded on the Absence/Drop Record Form.

If absent a fourth time, and unable to make up the missing hours, the student will be informed in writing that the course must be repeated, and the student will be subject to paying additional tuition for the repeat. The student will not be able to repeat more than one course per program due to absences.

## **MAKEUPS**

Students can make up to maximum of 15 hours for any missed time, above 10 % of the total scheduled hours, the students will be required to make up time under the supervision of the instructor without any charge. A makeup session/class consist of 60 minutes instruction. Students must participate in class lessons or work assignments assigned by the instructor. After completing make-up hours, Instructor will sign and initial the make-up sheet.

Genesis Medical Training Center has the right to dismiss the student for unsatisfactory progress

## **TARDINESS:**

A student is considered late if he/she arrives at the classroom 10 minutes after the class begins. Three tardiness will be considered one absence, and the student will be responsible for making up the class and the missed lecture notes, under the supervision of the licensed instructor.

## **LEAVE OF ABSENCE:**

To receive “leave of absence”, one or more of the following conditions may be considered.

- Medical emergencies which also include pregnancy
- Family emergency which also includes unexpected loss of childcare and medical care of family
- Jury duty
- Military duty.

In any of the scenarios mentioned above, Student who must take a leave of absence may do so, by submitting a letter to the Director stating:

- Reason for taking leave of absence.
- when applicable and/or requested by the administration, student must submit documented proof of said emergency

After meeting said requirements, The Director will then decide whether the student will be granted a Leave of Absence or not. Documents of approval or disapproval will be signed by Director and students, and a copy of documentation will be provided to student for recording as well.

***A maximum of two months' leave of absence may be given.***

When a student returns from an approved leave of absence, the student shall be placed in the instructional program at the point commensurate with the skill level retained by the student at the time of his or her return in accordance with the following: -

- i. For leaves of absence less than 30 calendar days, the school shall assess the student's retention level either through a counseling session with the student or by employing a written or oral evaluation instrument designed to measure a student's level of retention in the instructional program; or
- ii. For leaves of absence 30 calendar days or longer, the school shall assess a student's retention level either through a written or oral evaluation instrument designed to

- iii. measure a student's level of retention in each course in the curriculum; and documentation that such evaluation took place pursuant to subparagraphs (i) or (ii) of this paragraph along with the actual evaluation instruments, student results and evidence the student was appropriately placed according to skill level shall be placed in the student's permanent file.

In case where the grade of course/s will be affected by leave of absence, A grade of Incomplete “I” will represent such course. Once student successfully retakes the course, the new grade will replace the “Incomplete Grade.

### **Measures Taken When a Student Drops**

If absent three (3) times consecutively without notifying the school, the student will be considered dropped. The school will contact the students by telephone and in writing and formally advise the student of this status. Results will be recorded on the Absent/Drop Form. If appropriate, the student will be informed that a leave of absence status is available. The student will also be informed that the tuition paid will remain valid, unless there has been a significant financial or educational change to the program, in which case, extra tuition will be charged. The school will then request that the student respond in writing and provide reasons for withdrawal. The results will be recorded in the Absent/Drop Record Form

### **DRESS CODE POLICY:**

Students are required to dress professionally in scrubs at “Genesis Medical Training Center” and at affiliated clinical site for rotations. Students who violate the school’s dress code will not be permitted in the classroom, medical lab and clinical rotation. An absence will be noted upon dress code violation.

- Nurse Aide and Home health aide: White Scrubs.
- Electrocardiogram Technician: Burgundy Scrubs
- Phlebotomy Technician: Burgundy Scrubs
- Dialysis Technician: Light Blue scrubs
- Clinical Medical Assistant: Blue Scrubs
- Pharmacy Technician: Blue Scrubs

### **DEVICE POLICY:**

- Use of electronic device on campus with respect to record audio, video and images are prohibited, unless have written authorization by campus president or director.
- If the person has written authorization to use electronic device, authorized person must also secure approval from the person they are recording.
- Cell phone use is prohibited in the classrooms, corridors, or any part of the campus where it may cause disturbance to other students.

A disciplinary action will be taken upon violation of device policy, which may include dismissal from school.

## **CONDUCT/DISMISSAL**

**A student must always conduct themselves in a professional manner. Following conduct will be considered just cause for student disciplinary action, including dismissal of a student from Genesis Medical Training Center.**

- Absolutely no profanity allowed at any time, or any place on or near the school premises.
- Unwarranted verbal or physical act of violence against any person, be they instructor, student, employee, or visitor
- Unauthorized use of electronic device to record audio, video and stills at any time on the premises
- Use or possession of illegal drugs, alcoholic beverages or firearms
- Theft may it be student or college property
- Any act of dishonesty, may it be cheating or plagiarism
- Intentional destruction or vandalism of student and college property

**Following actions may be taken based on the nature of misconduct:**

- Students will be asked to leave the school until further inquiry of the conduct
- Placed on probation or Dismissed permanently by the school.

***Genesis Medical Training Center has the right to pursue and prosecute the student and or person involved, to the fullest extent of the law in the following situations.***

- Violent acts or crimes result in mental or physical injury.
- Voluntary refusal to leave the premises after being asked by school personnel/administration

School may not issue completion certificate to dismissed students due to poor conduct.

Subsequent academic dismissal will be established on student's academic progress, attendance, nature of conduct, and probation policies.

A dismissed student has the right to appeal dismissal and may be considered for readmission to the Education Director or President's review of the reasons for the dismissal.

***To be considered for readmission, student must provide the following in writing and present it to the Director or President.***

- Reason for the appeal
- Unusual circumstances that contributed to their failure and resulted in violation of school policy
- How could they have handled the situation differently which led to the failure to adhere to the school policy
- what they have done or plan to do to alleviate the problem/s.

After exploring the issue thoroughly, the final decision will be taken by the academic board which is comprised of an instructor, a faculty member, a director, and a CEO.

The academic board will require a minimum of seven (7) business days to render a decision regarding the student's appeal of readmission and the decision will be conducted to the student via email or in-person.

The academic board's decision is final whether it is readmission or permanent dismissal. In case of readmission, the academic board may impose and implement conditions for the student's continuation in the program or course.

## GRADING STANDARDS:

| GRADING CHART |       |                      |                            |
|---------------|-------|----------------------|----------------------------|
| GPA           | GRADE | NUMERICAL EQUIVALENT | PROGRESS                   |
| 4.00          | A     | 97-100               | Excellent                  |
| 3.67          | A-    | 95-96                |                            |
| 3.33          | B+    | 91-94                |                            |
| 3.00          | B     | 87-90                | Above Average              |
| 2.67          | B-    | 84-86                |                            |
| 2.33          | C+    | 81-83                |                            |
| 2.00          | C     | 77-80                | Below Average, but passing |
| 1.67          | C-    | 74-76                | Failure                    |
| 1.00          | D     | 65-73                | Failure                    |
| 0.00          | F     | 0-64                 | Failure                    |
| 0.00          | I     |                      | Incomplete                 |

## STANDARDS OF PROGRESS:

- All students must maintain satisfactory academic progress in order to remain enrolled at the school.
- **All students must be evaluated at midpoint of the program and must attain 70% attendance and with a minimum grade of 70%**
- Students are issued a numerical grade for each program/ course which is based upon student performance in combination of classroom work, quizzes, tests and homework assignments.
- All classroom work, quizzes, tests and homework assigned during the program must be completed before the student graduates.
- A grade of "0" is given for work not completed by the end of the program unless the incomplete work is the result of a leave of absence (refer to leave of absence).
- A student, who receives a final grade of "C -" "D" or "F", will have to repeat the program/ course
- A student that repeats a failed program/ course must pay all program/ course costs
- A student must pass each program/ course in the curriculum with a minimum grade of 77%, "C" or 2.0 GPA.

## **PROBATION:**

Academic probation will ensue if the student fails to maintain minimum grade requirements and/or has excessive absence as described above in “Standard of progress.”

## **PROGRAM/TUITION/COURSE DESCRIPTION:**

### **NURSE AIDE**

Total Hours: 125

Class Hours: 95

Internship Hours: 30

| <b>Program</b>                   | <b>Nurse Aide</b>                   |
|----------------------------------|-------------------------------------|
| Program Total Hours              | 125                                 |
| School Tuition                   | \$1025.00                           |
| Books Fee                        | Books will be provided free of cost |
| Non- refundable Registration Fee | \$75.00                             |
| Total                            | \$1100.00                           |
| Refund Policy                    | Described Below                     |

Students will complete 95 hours of clinical knowledge in classroom setting and 30 hours of clinical skills in an affiliated nursing home. Some of the job duties with respect to clinical knowledge and skills are Vital instructions for students concerning health, Well care, Nutrition and Mobility of the patient. Primary basis of the course is the fundamental of patient care techniques, learning basic nursing care skills which includes Communication, Infection Control, Safety and emergency procedures, resident's rights, basic nursing skills, personal care skills, elimination procedures, skin care, transferring, positioning, turning methods, dressing, ambulating the person, range-of-motion exercises, signs and symptoms of common diseases.

| <b>Schedules:</b> | <b>Mornings</b>   | <b>Evenings</b>    | <b>Weekends</b>   |
|-------------------|-------------------|--------------------|-------------------|
|                   | 9:00 am – 2:30 pm | 5:15 pm - 10:00 pm | 9:00 am - 6:00 pm |
| <b>Days</b>       | <b>Mon-Fri</b>    | <b>Mon-Fri</b>     | <b>Saturday</b>   |
|                   | 5 Weeks           | 6 Weeks            | 16 Weeks          |

## **EKG TECHNICIAN**

Total Hours: 60

| <b>Program</b>                  | <b>EKG Technician</b>          |
|---------------------------------|--------------------------------|
| Program Total Hours             | 60                             |
| School Tuition                  | \$440.00                       |
| Books Fee                       | PDF Text book will be provided |
| Non-refundable Registration Fee | \$35.00                        |
| Total                           | \$475.00                       |
| Refund Policy                   | Described Below                |

EKG is one of the important modalities in diagnosing cardiovascular disease. In this program the students will learn to identify anatomical location of the heart and important structures which surround the heart. Preparing patients to obtain EKG rhythm by using a standard 12-Lead EKG and color coded five lead wire system. We will prepare students to interpret Various Sinus rhythms such as; Atrial Rhythms, Junctional Rhythms and Ventricular Rhythms. Moreover, students will learn to calculate heart rate, various waves and segments from the EKG rhythm strip.

| <b>Schedules:</b> | <b>Mornings</b>   | <b>Evenings</b>    | <b>Weekends</b>   |
|-------------------|-------------------|--------------------|-------------------|
| <b>Days/Time</b>  | 9:00 am - 2:30 pm | 5:15 pm - 10:00 pm | 9:00 am - 6:00 pm |
|                   | <b>Mon-Fri</b>    | <b>Mon-Fri</b>     | <b>Saturday</b>   |
|                   | 3 Weeks           | 3 Weeks            | 8 Weeks           |

## PHLEBOTOMY TECHNICIAN

Total Hours: 60

| Program                         | Phlebotomy Technician                   |
|---------------------------------|-----------------------------------------|
| Program Total Hours             | 60                                      |
| School Tuition                  | \$455.00                                |
| Books Fee                       | Online access to the books free of cost |
| Non-Refundable Registration Fee | 45.00                                   |
| Total                           | \$500.00                                |
| Refund Policy                   | Described below                         |

The Phlebotomy Technician course concentrates on the proper techniques of blood drawing. It also demonstrates the various methods utilized for blood drawing that include multi-sample needles, butterfly syringe, needle syringe, and evacuated tube system. Students will learn the terminology used to order laboratory tests and identify various laboratory equipment used for sample analysis. The course will teach the proper methods of applying gloves, gowns and masks for laboratory procedure while allowing students the opportunity to practice their phlebotomy skills on mannequin arms and more importantly; in a live student/patient environment under the supervision of their licensed/certified instructors.

| <b>Schedules:</b> | <b>Mornings</b>   | <b>Evenings</b>    | <b>Weekends</b>   |
|-------------------|-------------------|--------------------|-------------------|
| <b>Days/Time</b>  | 9:00 am – 2:30 pm | 5:15 pm – 10:00 pm | 9:00 am – 6:00 pm |
|                   | <b>Mon-Fri</b>    | <b>Mon-Fri</b>     | <b>Saturday</b>   |
|                   | 3 Weeks           | 3 Weeks            | 8 Weeks           |

## **PATIENT CARE TECHNICIAN**

Total Hours: 100

| <b>Program</b>                  | <b>Patient Care Technician</b>      |
|---------------------------------|-------------------------------------|
| Program Total Hours             | 100                                 |
| School Tuition                  | \$875.00                            |
| Books Fee                       | PDF format of textbook free of cost |
| Non-Refundable Registration Fee | 75.00                               |
| Total                           | \$950.00                            |
| Refund Policy                   | Described below                     |

Patient care technicians tend to the ill and injured under the supervision of doctors, nurses, and medical professionals. PCT program prepares a graduate to work as an entry-level position in a clinic, hospital, rehabilitation center, nursing home or long-term care facility. Graduates will be able to measure and record vital signs, perform CPR and First Aid, assist in medical examinations, perform electrocardiograms (EKGs), phlebotomy and other basic laboratory procedures. The course includes both theory and clinical training and therefore is designed to meet New York State Education Department curriculum requirements.

| <b>Schedules:</b> | <b>Mornings</b>   | <b>Evenings</b>    | <b>Weekends</b>   |
|-------------------|-------------------|--------------------|-------------------|
| <b>Days/Time</b>  | 9:00 am - 2:30 pm | 5:15 pm - 10:00 pm | 9:00 am - 6:00 pm |
|                   | <b>Mon - Fri</b>  | <b>Mon - Fri</b>   | <b>Saturday</b>   |
|                   | 4 Weeks           | 5 Weeks            | 10 Weeks          |

## **DIALYSIS TECHNICIAN**

Total Hours: 125

Internship Hours: 100 (Optional)

| <b>Program</b>                  | <b>Dialysis Technician</b> |
|---------------------------------|----------------------------|
| Program Total Hours             | 125                        |
| School Tuition                  | \$1425.00                  |
| Books Fee                       | \$75.00                    |
| Total fee without Textbook      | \$1500.00                  |
| Non-Refundable Registration Fee | 75.00                      |
| Total                           | \$1575.00                  |
| Refund Policy                   | Described below            |

Dialysis Technician Certificate program combines classroom instruction with hands-on training to provide students with the opportunity to master the specific fundamental skills and duties that are necessary to properly assist patients who are undergoing dialysis treatment. Students will learn the basic principles of dialysis, including how it works, what it does, and how it's different from other treatments. They'll also learn about the equipment used in the process, how to work safely around dialysis machines, and how to conduct themselves professionally during their time at the hospital.

Program will be focused on:

- Introduction to hemodialysis
- clinical manifestation of renal diseases
- Asepsis
- Nutrition
- Pharmacology
- Psychosocial aspect
- Patient education
- Quality management

| <b>Schedules:</b> | <b>Mornings</b>   | <b>Evenings</b>    | <b>Weekends</b>   |
|-------------------|-------------------|--------------------|-------------------|
| <b>Days/Time</b>  | 9:00 am - 2:30 pm | 5:15 pm - 10:00 pm | 9:00 am - 6:00 pm |
|                   | <b>Mon - Fri</b>  | <b>Mon - Fri</b>   | <b>Saturday</b>   |
|                   | 5 Weeks           | 6 Weeks            | 16 Weeks          |

## HOME HEALTH AIDE

Total Hours: 83

Class Hours: 75

Internship Hours: 8

| Program                         | Home Health Aide          |
|---------------------------------|---------------------------|
| Program Total Hours             | 60                        |
| School Tuition                  | \$455.00                  |
| Books Fee                       | Textbook will be provided |
| Non-Refundable Registration Fee | 45.00                     |
| Total                           | \$500.00                  |
| Refund Policy                   | Described below           |

Home health aides serve as an integral component within any health care team. If you possess a passion for positively influencing the lives of the ill, disabled, or elderly, this role could be an excellent fit for you. Home health aides (HHAs) support patients in accomplishing essential personal tasks, such as dressing, bathing, and various hygiene requirements. Furthermore, this position entails assisting clients in maintaining their safety and independence within their own homes by offering an elevated level of support for minor cleaning and instrumental activities of daily living (IADLs), including cooking, light housekeeping, and laundry.

Responsibilities may encompass written documentation detailing the patient care provided, the patient's status, or any issues that warrant reporting to a supervising health care professional. In certain cases, HHAs may also facilitate transportation and coordinate recreational activities for their clients. Depending on the regulations within their respective states, some home health aides may be permitted to administer medications or monitor vital signs under the guidance of a health care practitioner, such as a registered nurse (RN).

| <b>Schedules:</b> | <b>Mornings</b>   | <b>Evenings</b>    | <b>Weekends</b>   |
|-------------------|-------------------|--------------------|-------------------|
| <b>Days/Time</b>  | 9:00 am - 2:30 pm | 5:15 pm - 10:00 pm | 9:00 am - 6:00 pm |
|                   | <b>Mon - Fri</b>  | <b>Mon - Fri</b>   | <b>Saturday</b>   |
|                   | 4 Weeks           | 4 Weeks            | 11 Weeks          |

## PHARMACY TECHNICIAN

Total Hours: 125

| Program                         | Pharmacy Technician |
|---------------------------------|---------------------|
| Program Total Hours             | 125                 |
| School Tuition                  | \$730.00            |
| Books Fee                       | \$100.00            |
| Total fee without book          | \$830.00            |
| Non-Refundable Registration Fee | \$70.00             |
| Total                           | \$900.00            |
| Refund Policy                   | Described below     |

The Pharmacy Technician Certificate program at Genesis Medical Training Center combines classroom instruction with hands-on training to provide students with the opportunity to master the specific fundamental skills and duties that are necessary to properly assist patients/customers at a pharmacy. Training at “Genesis Medical Training Center” Pharmacy Technician program includes:

- Ancient beliefs of illness and medicine, advances made in drug therapy, Vaccination, history of pharmacy,
- Federal law as they apply to the practice of pharmacy technician and different types of competencies needed to become a successful pharmacy technician
- Communication skills needed for direct patient care. Center of attention will be the types of communication and how to improve them.
- Various dosage formations, various routes of administration, Importance of additives in the production of drugs and the storage requirement of the common drugs.
- Mathematical conversion and calculations will be discussed by using correct pharmacy formulas.
- Prescription processing, prescription preparation, refilling, transferring a prescription, and pharmacy billing and inventory management.
- Patient's rights of medication safety, causes of medication error and reporting it to the organization or groups which track and report medication errors.
- Therapeutic agents used to treat various diseases and disorders of the bodily systems.
- Understanding complementary and alternative medicines (CAM).
- Information on herbal medication use, side effects and its interaction with traditional medication.

| <b>Schedules:</b> | <b>Mornings</b>   | <b>Evenings</b>    | <b>Weekends</b>   |
|-------------------|-------------------|--------------------|-------------------|
| <b>Days/Time</b>  | 9:00 am - 2:30 pm | 5:15 pm - 10:00 pm | 9:00 am - 6:00 pm |
|                   | <b>Mon - Fri</b>  | <b>Mon - Fri</b>   | <b>Saturday</b>   |
|                   | 5 Weeks           | 6 Weeks            | 16 Weeks          |

## **CLINICAL MEDICAL ASSISTANT**

Total Hours: 600

Class Hours: 300

Internship Hours: 300

| <b>Program</b>                  | <b>Clinical Medical Assistant</b> |
|---------------------------------|-----------------------------------|
| Program Total Hours             | 600                               |
| School Tuition                  | \$3900.00                         |
| Books Fee                       | \$100.00                          |
| Total fee without book          | \$4000.00                         |
| Non-Refundable Registration Fee | \$100.00                          |
| Total                           | \$4100.00                         |
| Refund Policy                   | Two Quarters of 12 weeks each     |

The Clinical Medical Assistant program at “Genesis Medical Training Center” is a combination of both classroom instruction with practical experience through an internship in a community-based medical practice or an Urgent Care. Students will complete 300 hours of theory and practical skills knowledge in a classroom setting and 300 hours of clinical skills in an affiliated medical office or urgent care.

Some of the job duties with respect to clinical knowledge and skills are taking medical histories, explaining treatment procedures to patients, preparing patients for examinations, assisting the physician during examinations, collecting and preparing laboratory specimens not limited to blood collection and performing electrocardiography.

### **COURSEWORK**

- Medical Terminology
- Anatomy & Physiology
- Electrocardiography (EKG or ECG)
- Phlebotomy
- Medical Lab Procedures & Techniques

| <b>Schedules:</b> | <b>Mornings</b>   | <b>Evenings</b>    |
|-------------------|-------------------|--------------------|
| <b>Days/Time</b>  | 9:00 am - 2:30 pm | 5:15 pm - 10:00 pm |
|                   | <b>Mon-Fri</b>    | <b>Mon-Thurs</b>   |
|                   | 24 Weeks          | 37 Weeks           |

## **FINANCIAL AID/FINANCIAL ASSISTANT:**

Programs currently being offered at Genesis Medical Training center does not qualify for financial aid assistant as per federal and state laws due to the short duration of the program/courses. However, to simplify the student's Financial Burdon, school offers payment plan where student can use the ease of paying in installments. For further details, see the payment section.

## **PAYMENT:**

Payments are accepted via cash, credit card (MasterCard or Visa), money order, checks and/or grants. Students can make their payment in full on the first day of the class, however the school offers payment plans.

The final payment must be paid in full on or before the last day of the class.

## **REFUND POLICY:**

Refunds owed on a student account will be paid directly to the student. Refunds, when due, are made without a request from the student.

The institution shall have a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges in the event the institution cancels a class or if a student does not enter or does not complete the period of enrollment for which the student has been charged. All of the following are elements of a fair and equitable plan:

- A. Refunds, when due, must be made without requiring a request from the student.
- B. Refunds, when due, will be made within 30 days:
  1. On the last day of attendance, if written notification of withdrawal has been provided to the institution by the student. If a written notification is not submitted to the institution in a timely manner, then there can be a delay on the refund or
  2. From the date the institution terminates the student or determines withdrawal by the student.
  3. The student will be liable for:
    - The non-refundable registration fees
    - The cost of any textbooks or supplies accepted
  4. All refunds will be issued, in the way that student has made the payment.

## **Mini Refund Policy:**

1. A student who cancels within 7 days of signing the enrollment agreement or during the first week of instruction receives all monies returned with the exception of the non-refundable registration fee
2. Thereafter, a student will be liable for
  - A. the non-refundable registration fee plus
  - B. the cost of any textbooks or supplies accepted plus
  - C. tuition liability as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.

| <b>If Termination Occurs</b> | <b>School May Keep</b> | <b>Student Refund</b> |
|------------------------------|------------------------|-----------------------|
| 0 - 15 % of the program      | 0%                     | 100%                  |
| 16 - 30 % of the program     | 25%                    | 75%                   |
| 31 - 45 % of the program     | 50%                    | 50%                   |
| 46 - 60% of the program      | 75%                    | 25%                   |
| After 60 % of the program    | 100%                   | 0%                    |

3. The student refund may be more than that stated above if the accrediting agency refund policy results in a greater refund.

### **Quarter Refund Policy:**

1. A student who cancels within 7 days of signing the enrollment agreement or during the first week of instruction receives all monies returned with the exception of the non-refundable registration fee.
2. Thereafter the student will be liable for:
  - the non-refundable registration fee plus
  - the cost of any textbooks or supplies accepted plus
  - tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of quarters in the program. Total tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed.

#### **➤ First Quarter**

| <b>If Termination Occurs</b>      | <b>School May Keep</b> | <b>Student Refund</b> |
|-----------------------------------|------------------------|-----------------------|
| Prior to or during the first week | 0%                     | 100%                  |
| During the second week            | 25%                    | 75%                   |
| During the third week             | 50%                    | 50%                   |
| During the fourth week            | 75%                    | 25%                   |
| After the fourth week             | 100%                   | 0%                    |

#### **➤ Subsequent Quarter**

| <b>If Termination Occurs</b> | <b>School May Keep</b> | <b>Student May Keep</b> |
|------------------------------|------------------------|-------------------------|
| During the first week        | 25%                    | 75%                     |
| During the second week       | 50%                    | 50%                     |
| During the Third week        | 75%                    | 25%                     |
| After the fourth week        | 100%                   | 0%                      |

3. The student refund may be more than that stated above if the accrediting agency refund policy results in a greater refund

## WEEKLY TUITION LIABILITY CHART:

### Nurse Aide (Mini-Refund Policy)

Total Hours: 125

| If Termination Occurs    | School May Keep | Student Receives |
|--------------------------|-----------------|------------------|
| 0 - 15% of the program   | \$0.00          | \$1025.00        |
| 16 - 30% of the program  | \$256.25        | \$768.75         |
| 31 - 45% of the program  | \$512.50        | \$512.50         |
| 46 - 60% of the program  | \$768.75        | \$256.25         |
| After 60% of the program | \$1025.00       | \$0.00           |

### Nurse Aide (Quarter-Refund Policy)

(Two Quarter of eight weeks each)

Total Hours: 125

#### ➤ First Quarter

| If Termination Occurs             | School May Keep | Student Receives |
|-----------------------------------|-----------------|------------------|
| Prior to or during the first week | \$0.00          | \$512.50         |
| During the second week            | \$128.125       | \$384.375        |
| During the third week             | \$256.25        | \$256.25         |
| During the fourth week            | \$384.375       | \$128.125        |
| After the fourth week             | \$512.50        | \$0.00           |

#### ➤ Subsequent Quarter

| If Termination Occurs  | School May Keep | Student Receives |
|------------------------|-----------------|------------------|
| During the first week  | \$128.125       | \$384.375        |
| During the second week | \$256.25        | \$256.25         |
| During the third week  | \$384.375       | \$128.25         |
| After the fourth week  | \$512.00        | \$0.00           |

### EKG Technician (Mini-Refund Policy)

Total Hours: 60

| If Termination Occurs           | School May Keep | Student Receives |
|---------------------------------|-----------------|------------------|
| 0 - 15% of the program          | \$0.00          | \$440.00         |
| 16 - 30% of the program         | \$110.00        | \$330.00         |
| 31 - 45% of the program         | \$220.00        | \$220.00         |
| 46 - 60% of the program         | \$330.00        | \$110.00         |
| <b>After 60% of the program</b> | <b>\$440.00</b> | <b>\$0.00</b>    |

### EKG Technician (Quarter-Refund Policy)

(One Quarter of eight weeks)

Total Hours: 60

| If Termination Occurs             | School May Keep | Student Receives |
|-----------------------------------|-----------------|------------------|
| Prior to or during the first week | \$0.00          | \$440.00         |
| During the second week            | \$110.00        | \$384.375        |
| During the third week             | \$220.00        | \$256.25         |
| During the fourth week            | \$330.00        | \$128.125        |
| After the fourth week             | \$440.00        | \$0.00           |

### Phlebotomy Technician (Mini-Refund Policy)

Total Hours: 60

| If Termination Occurs           | School May Keep | Student Receives |
|---------------------------------|-----------------|------------------|
| 0 - 15% of the program          | \$0.00          | \$455.00         |
| 16 - 30% of the program         | \$113.75        | \$341.25         |
| 31 - 45% of the program         | \$227.50        | \$227.50         |
| 46 - 60% of the program         | \$341.25        | \$113.75         |
| <b>After 60% of the program</b> | <b>\$455.00</b> | <b>\$0.00</b>    |

**Phlebotomy Technician (Quarter-Refund Policy)**  
**(One Quarter of 8 weeks)**

Total Hours: 60

| <b>If Termination Occurs</b>      | <b>School May Keep</b> | <b>Student Receives</b> |
|-----------------------------------|------------------------|-------------------------|
| Prior to or during the first week | \$0.00                 | \$455.00                |
| During the second week            | \$113.75               | \$341.25                |
| During the third week             | \$227.50               | \$227.50                |
| During the fourth week            | \$341.25               | \$113.75                |
| After the fourth week             | \$445.00               | \$0.00                  |

**Patient Care Technician (Mini-Refund Policy)**

Total Hours: 100

| <b>If Termination Occurs</b>    | <b>School May Keep</b> | <b>Student Receives</b> |
|---------------------------------|------------------------|-------------------------|
| 0 - 15% of the program          | \$0.00                 | \$875.00                |
| 16 - 30% of the program         | \$218.75               | \$656.25                |
| 31 - 45% of the program         | \$437.50               | \$437.50                |
| 46 - 60% of the program         | \$656.25               | \$218.75                |
| <b>After 60% of the program</b> | \$875.00               | \$0.00                  |

**Patient Care Technician (Quarter-Refund Policy)**  
**(One Quarter of 13 weeks)**

Total Hours: 60

| <b>If Termination Occurs</b>      | <b>School May Keep</b> | <b>Student Receives</b> |
|-----------------------------------|------------------------|-------------------------|
| Prior to or during the first week | \$0.00                 | \$875.00                |
| During the second week            | \$218.75               | \$656.25                |
| During the third week             | \$437.50               | \$437.50                |
| During the fourth week            | \$656.25               | \$218.75                |
| After the fourth week             | \$875.00               | \$0.00                  |

### Dialysis Technician (Mini-Refund Policy)

Total Hours: 125

| If Termination Occurs           | School May Keep | Student Receives |
|---------------------------------|-----------------|------------------|
| 0 - 15% of the program          | \$0.00          | \$1425.00        |
| 16 - 30% of the program         | \$356.25        | \$1068.75        |
| 31 - 45% of the program         | \$712.50        | \$712.50         |
| 46 - 60% of the program         | \$1068.75       | \$356.25         |
| <b>After 60% of the program</b> | \$1425.00       | \$0.00           |

### Pharmacy Technician (Mini-Refund Policy)

Total Hours: 125

| If Termination Occurs           | School May Keep | Student Receives |
|---------------------------------|-----------------|------------------|
| 0 - 15% of the program          | \$0.00          | \$730.00         |
| 16 - 30% of the program         | \$182.50        | \$547.50         |
| 31 - 45% of the program         | \$365.00        | \$365.00         |
| 46 - 60% of the program         | \$547.50        | \$182.50         |
| <b>After 60% of the program</b> | \$730.00        | \$0.00           |

### Clinical Medical Assistant (Quarter-Refund Policy)

(Two Quarters of 12 weeks)

Total Hours: 600

| If Termination Occurs             | School May Keep | Student Receives |
|-----------------------------------|-----------------|------------------|
| Prior to or during the first week | \$0.00          | \$1950.00        |
| During the second week            | \$487.50        | \$1462.50        |
| During the third week             | \$975.00        | \$975.00         |
| During the fourth week            | \$1462.50       | \$487.50         |
| After the fourth week             | \$1950.00       | \$0.00           |

#### ➤ Subsequent Quarter

| If Termination Occurs  | School May Keep | Student Receives |
|------------------------|-----------------|------------------|
| During the first week  | \$487.50        | \$1462.00        |
| During the second week | \$975.00        | \$975.00         |
| During the Third week  | \$1462.50       | \$487.50         |
| After the fourth week  | \$1950.00       | \$0.00           |

## **OBTAINING TUITION REFUND:**

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If the school closes while you are in attendance prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Educational Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the Bureau of Proprietary School Supervision, New York State Education Department, located at 116 West 32<sup>nd</sup> Street, 5<sup>th</sup> Floor, New York, NY 10001 or telephone (212) 643-4760. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

**DISCLAIMER:** The student should be aware that some information in the catalog may change. It is recommended that students consider enrollment check with the School Director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that you check with the School Director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

**DISCLAIMER:** "The failure of a student to immediately notify the school director in writing of the student's intent to withdraw may delay refund of tuition to the student pursuant to Section 5002(3) of the Education Law.

## **CREDIT GRANTING POLICY FOR PREVIOUS EDUCATION AND TRAINING:**

Credit for training received prior to attending The Genesis Medical Training Center can be used as transfer credit towards completion of any program offered at the Training Center. All credit transferring must be reviewed by the director to be approved.

## **CATALOG DISCLAIMER:**

### **COLLEGE CREDIT:**

Licensed Private Career School offer curricula measured in clock hours, not in credit hours. Certificates of completion, i.e., school diplomas are issued to students who meet clock hours requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

## **PLACEMENT ACTIVITIES:**

The administration communicates with the students to arrange an internship site which could be a medical office, a hospital or a nursing home, depending on the program that the student has completed. Although placement service is provided by the institution, Genesis Medical Training Center clearly explains that employment is not guaranteed and reassures that the student understands it.

## **Licensure:**

“Genesis Medical Training Center” is licensed by New York State Education Department

## **Accreditation:**

Medical Career Assessment (MedCa)  
Pharmacy Technician Certification Board (PTCB)

## **DESCRIPTION OF THE SPACE:**

The school is located on the second and third floor of an office building. The first floor consists of four large rooms devoted to Medical Laboratory, Nurse Aide Lecture/Clinical Skills, EKG classroom and Phlebotomy classroom. It also has an office, storage and an open reception area. The third floor consists of three rooms dedicated to EKG/Phlebotomy room, Nurse Aide Lecture/skills room and an office. School is equipped with ADA approved bathroom with public bathroom in the building on the same floor.

## **CERTIFICATION EXAM:**

Students for Nurse Aide/Assistant program are required to be certified by The New York State Department of Health to become a Certified Nurse Aide/ Assistant.

Students of Pharmacy technician program are encouraged to take the Pharmacy Technician Certification Board (PTCB) exam.

Dialysis technician students are encouraged to take Certified Clinical Hemodialysis Technician Exam (CCHT).

- Upon successful completion of the dialysis program, Student should contact “The Nephrology Nursing Certification Commission” and should prepare themselves for the Certified Clinical Hemodialysis Technician Exam.
- School will provide the certificate in dialysis training program, and student must work in the field for six months or must complete 1000 hours, which will be documented by your supervisor.

**For more information, follow the link: <https://www.nncc-exam.org/certification/ccht>**

Students of all other programs are encouraged to take Certifications exams given by Medical Career Assessment (MedCA)

## **STUDENT DISCLOSURE PAMPHLET**

### **Information for Students Students' Rights**

Schools are required to give this disclosure pamphlet to individuals interested in enrolling in their school

#### **What is the purpose of this pamphlet?**

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Licensed private career schools which are licensed by the New York State Education Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help insure the educational appropriateness of the programs which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department, at minimum, every four years, thereby helping to insure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to ensure that the educational program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help insure that a quality educational program is provided to you.

#### **Who can file a complaint?**

If you are or were a student or an employee of a Licensed Private Career School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

#### **What can a student or employee complain about?**

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

#### **How can a complaint be filed by a student or employee?**

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so

in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

The steps you must take to file a complaint with the New York State Education Department are:

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.
2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.
3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that

violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

### **What is the Tuition Reimbursement Fund?**

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending non-degree proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

### **What is the tuition refund and cancellation policy?**

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement. Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

### **What should students know about "private school agents?"**

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

### **What should students know about "grants and guaranteed student loans"?**

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government).

Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours-- the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you

from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you.

It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the interest charged on these loans.

Read and understand all the information and applications for financial aid grants and loans before signing.

### **Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?**

Contact the New York State Education Department at:

New York State Education Department  
116 West 32nd Street, 5th Floor  
New York, New York 10001  
Attention: Bureau of Proprietary School Supervision  
(212) 643-4760

This pamphlet is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Career Schools.