

# SCHOOL CATALOG CHECKLIST

EAP Form 1.05 (Rev. 01/18)



STATE OF WISCONSIN  
EDUCATIONAL APPROVAL PROGRAM  
P.O. BOX 8366  
MADISON, WI 53708-8366  
(608) 266-1996

Under *Wis. Admin. Code s. SPS 404.03 (2)*, every school is required to have a catalog. This checklist must accompany a proposed catalog as part of a new school application or a proposed catalog revision for an already approved school.

## I. GENERAL INFORMATION

Name of School:

Cutting Edge Staffing LLC

Date of publication, volume number, or other identifying data:

08/11/2022

Page: 1 The school name as it appears on the school's current application for approval.

Page: 1 Date of publication, volume number, or other identifying data.

Page: 2 The school's mission statement.

Page: 2 A description of the school's facilities and equipment.

Page: 2 Name of school owner(s) or controlling entity.

Page: 2 Names of chief school administrator and of the administrator for each teaching location.

Page: 3 Dates of all holidays and vacation periods during which the school does not provide instruction.

Page: 3 Names of all faculty members and qualifications.

Page: 4 A description of the school's self-evaluation process.

## II. ADMISSIONS AND ENTRANCE REQUIREMENTS

Page: 4 A description of the school's admission policies and entrance requirements (high school diploma, GED, age, specific training, etc.).

Page: 4 Additional entrance requirements for specific programs, if applicable.

Page: 5 & 6 A description of the training the school will provide and how a student will benefit from this training.

Page: 6 A statement regarding the school's admission policy on enrolling ability-to-benefit students, if applicable.

Page: 7 A statement describing how a student is accepted and notified of acceptance.

Page: 7 The school's application deadline.

Page: 7-12 The beginning and ending dates for each session or term.

## III. ADVANCED STANDING

Page: 13 A statement describing the school grants advanced standing for prior education and training.

Page: 13 If the school does offer advanced standing, information telling a student what proof they will need (transcripts, letters of reference, etc.) and how the school will determine whether credits will transfer.

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Page: 13 The effect advanced standing has on their program cost and length.

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Page: 13 If the school measures its program in vocational credits, a disclosure stating the school does not award a degree to students who complete the program.

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#### **IV. STUDENT PROGRESS**

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Page: 14 The school's grading or progress system.

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Page: 14 The school's required grades or other criteria required for satisfactory progress.

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Page: 14 The school's required grades or other criteria required for satisfactory completion of the program.

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Page: 14 A description of how and when students receive their grades or progress reports.

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#### **V. STUDENT RECORDS**

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Page: 14 Description of student records the school maintains while a student is enrolled and after a student is no longer enrolled.

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Page: 14 The length of time that student records are kept after a student leaves (State law requires a minimum of at least 6 years. Student transcripts are to be kept permanently).

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Page: 14 A description of how the school maintains confidentiality.

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#### **VI. ACADEMIC PROBATION, DISMISSAL AND READMITTANCE**

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Page: 15 The school's policy regarding whether a probationary period is given for unsatisfactory grades or progress.

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Page: 15 The specific criteria which results in a student being placed on probation.

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Page: 15 The length of the probationary period.

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Page: 15 The criteria for readmittance from probation.

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Page: 15 The school's policy regarding whether a student is dismissed for unsatisfactory grades or progress.

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Page: 15 The specific criteria which results in a student being dismissed.

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Page: 15 The appeals process and the conditions for readmittance if a student is dismissed.

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#### **VII. STUDENT CONDUCT**

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Page: 15 A description of what type of conduct is expected of students and what type of conduct will not be tolerated.

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Page: 15 A statement on whether your school dismisses students for unsatisfactory conduct.

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Page: 15 The appeals process and the conditions for readmittance if a student is dismissed.

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#### **VIII. LEAVE OF ABSENCE**

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Page: 16 Your school's policy on whether or not it grants leave of absence.

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Page: 16 The specific conditions when a leave is granted.

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Page: 16 Any limitations on the time limit of a leave of absence

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## IX. ATTENDANCE

Page: 17 The school's policy on types of absences, if distinguished, such as excused, unexcused, full day, part day or class absences.

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Page: 17 The standards the school uses to determine the way absences are recorded.

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Page: 17 A statement on how the school will handle assigning and grading of make-up work due to absences.

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Page: 17 The school's policy on the consequences of unsatisfactory attendance (e.g. probation, dismissal) and its policy on readmittance.

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Page: 17 How the school maintains records for attendance.

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## X. TARDINESS

Page: 17 The school's definition of tardiness (e.g., ten minutes late).

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Page: 17 How tardiness affects attendance (e.g., two tardies equal one unexcused absence).

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## XI. STUDENT COMPLAINTS

Page: 17 The school's procedure for handling student complaints.

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Page: 17 Other ways the school handles student concerns.

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Page: 17 Who students can contact if complaints are not satisfactorily resolved with the school (must contain EAP contact information, including address, phone number, e-mail, and website).

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## XII. TUITION AND FEES

Page: 18 A schedule of all charges the school is going to assess a student.

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Page: 18 A statement on whether the school permits or requires installment payments and the conditions of these installments.

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Page: 18 A statement regarding whether books, materials and supplies must be purchased from the school.

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## XIII. CANCELLATION AND REFUNDS

Page: 18 Explanation of withdrawal/cancellation policy that includes the following:

- A description of the three-business-day cancellation.
  - A statement notifying students who utilize the cancellation privilege that a full refund will be made in 10 business days.
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Page: 19 The refund policy the school will follow under EAP rules (check one):

- Wis. Admin. Code s. SPS 408.04* (no refund – fixed class schedule for program shorter than six days and costing less than \$150)
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*Wis. Admin. Code s. SPS 408.05 (partial refund)*

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Page: 19 Disclosure of appropriate provisions regarding when a student is deemed to have provided constructive notice of withdrawal. It is also required that there be:

- **No** language requiring or implying that the student must provide a written notice of withdrawal
  - **No** language requiring or implying that the student must ask the school to issue a refund
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Page: 19 A statement in accordance with *Wis. Admin. Code s. SPS 408.05(3)* notifying students that they will receive their refund within 40 days after dismissal or notification of withdrawal

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#### **XIV. PROGRAM CURRICULUM**

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Page: 20 A listing of all titles of subjects or units for each program curriculum.

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Page: 21 The educational objectives of each program.

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Page: 22 The time spent on each subject, course, unit and/or topic.

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Page: 23 How the time is broken out either by clock or credit hours, lessons per program or some combination.

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Page: 24 A brief description of each course, subject, topic or unit.

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#### **XV. EMPLOYMENT SERVICES**

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Page: 25 A statement indicating the type of employment services the school intends to offer:

- None.
- Employment Advisory Services (refer to *Wis. Admin. Code s. SPS 409.05* for definition of these services).
- Placement Services (refer to *Wis. Admin. Code s. SPS 409.02* for the minimum requirements which must be met to offer these services).

Page: 25 A statement describing the nature and extent of services offered.

Page: 25 A statement that the school does not guarantee employment.

Page: 25 A statement that student referrals to prospective employers are not based on direct contact with the employer regarding current job openings.

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#### **FOR EAP USE ONLY**

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Name of Reviewing Consultant:

Complying

Non-Complying/Needs Revision

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Date of Review:

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Notes/Comments:

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**Cutting Edge Staffing / Academy**

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Milwaukee, Wisconsin 53212

Office: (414)-935-2668

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Company Website: <https://www.cuttingedgestaffingwi.com>

**CATALOG 2022 – 2023**

8/11/2022  
Volume 1 Publication

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## **I.GENERAL INFORMATION**

**Mission:** Our mission is to minimize staffing shortage and maintain continuity of personnel of short and long-term contracts with a focus on delivering human capital workforce and post-secondary education solutions in the Healthcare and Manufacturing industries.

**Description of school's facilities and equipment:** The school is fully equipped with (4) spaces designated for classroom lectures/ teaching and (3) restrooms. There are (2) testing/ computer resource areas, a clinical/lab room. The school also has (4) fully equipped welding stations in the warehouse along with an additional (6) welding stations in their mobile welding center. The school is also wheelchair accessible.

**School owner(s) or controlling entity:**

***Owner & Operator:*** Andrea Bester

***Co-Owner:*** Todd Gorman

***Accounts Payable:*** Jessica Bester

***Healthcare Director:*** Andrea Bester

***Welding Director:*** Michael Bourgeois

***Welding Instructor:*** John Thomas

***Re-Entry Outreach Coordinator:*** John Thomas

**Name of chief school administrator:**

Andrea Bester

**Holiday and Vacation periods the school does not provide instruction:**

**2022**

- January 1<sup>st</sup>, 2022 (New Year's)
- January 17<sup>th</sup>, 2022 (Martin Luther King Day)
- May 30<sup>th</sup>, 2022 (Memorial Day)
- July 4<sup>th</sup>, 2022 (Independence Day)
- September 5<sup>th</sup>, 2022 (Labor Day)
- November 24<sup>th</sup>, 2022 (Thanksgiving Day)
- December 25<sup>th</sup>, 2022 (Christmas Day)

**2023**

- January 1<sup>st</sup>, 2023 (New year's)
- January 16<sup>th</sup>, 2023 (Martin Luther King Day)
- May 29<sup>th</sup>, 2023 (Memorial Day)
- July 4<sup>th</sup>, 2023 (Independence Day)
- September 4<sup>th</sup>, 2023 (Labor Day)
- November 23<sup>rd</sup>, 2023 (Thanksgiving Day)
- December 25<sup>th</sup>, 2023 (Christmas Day)

**Name of all faculty members and qualifications:**

**Welding Director (Michael Bourgeois)** - Michael has over 10 years' experience as a welder, certified through the American Welding Society (AWS) as a certified welding inspector and as a test conductor through the State of Wisconsin.

**Welding Instructor / Re-Entry Coordinator (John Thomas)** – Mr. Thomas has 21 years' experience as a Re-Entry Coordinator while working for the Wisconsin Department of Workforce Development. John also has previous on the job and educational experience in welding.

**Healthcare Director / Owner & Operator (Andrea Bester)** – Andrea has over 15 years' experience in marketing and sales. She is in control of all daily operations of the school and is certified through the National Healthcareer Association (NHA) to instruct and prepare the curriculum for all healthcare training that is provided.

**Job Placement Specialist** – This position is filled by full-time employees that connect graduating students with partnered employers for career opportunities in the healthcare and manufacturing industries seeking to hire entry-level team members.

### **Self- Evaluation Process**

Healthcare Evaluation Process – The healthcare instructor(s) are required to complete quarterly training through the National Healthcareer Association (NHA) that ensures that the instructor(s) are up to date with any curriculum changes or career building materials for the certifications offered through the school.

Manufacturing Evaluation Process – The welding director and instructor(s) are required to complete quarterly training through the American Welding Society (AWS) that ensures that the director and instructor(s) are up to date with any changes or career building materials for the certifications offered through the school.

The school provides each student with a survey at the end of the training program that evaluates their general staff experience, instructor evaluation and study material / learning method evaluation.

Directors – All directors of the school are required to attend monthly curriculum meeting with the school's partnered hospital and manufacturing employers to ensure that the school's program meets the industry standards.

## **II. ADMISSIONS AND ENTRANCE REQUIREMENTS**

Admission – Students can schedule a consultation with the school administrator or submit their interest on the school's main website.

### **Entrance Requirements:**

- Must be 18 years of age
- Must have a reading level of 6 grade or higher
- High School diploma or GED
- Legal citizen of the United States



## Program Course Description

### **1. Accelerated Certified Administrative Assistant Course Description**

Medical administrative assistants are critical in keeping healthcare offices running smoothly and play an important role in the patient experience. This program teaches the fundamentals of administrative duties, reviewing and answering practice correspondence, operating computer systems to accomplish office task, answer calls and schedule appointments. The course also includes updating and maintaining patient and other practice-specific information and coordinating operations reports such as time and attendance.

### **2. Accelerated Certified Phlebotomy Technician Course Description**

The profession of Phlebotomy is taught didactics, student laboratory and clinical experiences. The course will focus on skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Blood collection procedures performed included vacuum collection devices, syringes, capillary skin puncture, butterfly needles and specimen collection on adults. Collection of specimens from children and infants is discussed. Emphasis will be placed on infection prevention, patient identifications, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, and ethics. Student will learn the theory and principles of CLIA waived laboratory tests and perform the test in the student laboratory.

### **3. Accelerated Clinical Medical Assistant Course Description**

Working in the clinical area of the medical field and closely assisting providers in numerous exams and procedures, clinical medical assistants are a crucial part of the healthcare industry. From taking vital signs, to administering injections and medications, and even performing EKG or other essential laboratory procedures, the medical assistant is often the first and last person a patient interacts with—making a lasting impact on the patient experience. In our training program, participants learn about core elements of medical assisting, including Foundational Knowledge and Basic Science, Anatomy and Physiology, Clinical Patient Care (taking vital signs, performing EKG/phlebotomy), Patient Care Coordination and Education and Administrative Assisting.

### **4. Accelerated Entry- Level Welding Course Description**

There is a genuine demand for skilled welders across the country with the recent decline in welding as a career choice. With this demand, welding careers are prevalent across the country with a variety of paths to take welding as a career whether it be aerospace, automotive, construction/infrastructure, manufacturing, railroads, and shipping industries. The Entry-Level Welder Training at Cutting Edge Academy is a 6 Week accelerated training aligned with the American Welding Society's national standards and guidelines. The course is designed to provide training to gain the skills to perform and continue learning on the job as a welder. The 6

Week accredited training is broken down into two three Week sections: Week 1 through 3 is knowledge based with focus on the Modules in the textbook and online while Week 4 through 6 is hands on welding experience where the participant will utilize the knowledge gained to practice welding techniques prior to employment. In our training program, participants learn about the core elements of welding, including Occupational Orientation, Safety and Health of Welders, Drawing and Welding Symbol Interpretation, Shielded Metal Arc Welding (Stick Welding), Gas Metal Arc Welding (MIG Welding), Flux Core Arc Welding, Gas Tungsten Arc Welding (TIG Welding), Thermal Cutting Processes and Welding Inspection and Testing.

### **5. Accelerated Certified Billing and Coding Specialist**

The skills learned through medical coding are essential to hospitals, physicians' offices, surgery centers, nursing homes, dental offices, home healthcare agencies, mental health facilities and even insurance companies and consulting firms. In this program students will learn how to gather/ review essential healthcare information, verify required documentation before patient information is released, prevent fraud/ abuse by auditing billing, support coding and billing processes, assign codes for diagnoses and procedures, submitting claims for reimbursement and auditing billing.

#### **In Completion of all training's students receive:**

- Resume reconstruction
- Mock Interview Training
- National certifications through the National Healthcareer Association (NHA) or American Welding Society (AWS)
- Letter of recommendation for future employer's
- Employment Referrals / job placement opportunities

#### **Statement regarding the school's admission policy on enrolling ability-to-benefit students:**

- Not applicable



### **How are student's accepted and notified of acceptance**

Students are accepted based on the minimum prerequisite requirements needed to begin the training program and approved by the school's director. Once the student has been approved to begin training, they are contacted via telephone, email, and SMS message of their acceptance in the program.

### **School Application Deadline**

The school's application deadline is (1) week prior to the scheduled start date of the training program the student is interested in enrollment.

2022

#### **Certified Administrative Assistant**

- August 1<sup>st</sup> – August 26<sup>th</sup>, 2022
  - August 29<sup>th</sup> – September 23<sup>rd</sup>, 2022
  - September 26<sup>th</sup> – October 21<sup>st</sup>, 2022
  - October 24<sup>th</sup> – November 18<sup>th</sup>, 2022
  - November 21<sup>st</sup> – December 16<sup>th</sup>, 2022
- August 15<sup>th</sup> – September 9<sup>th</sup>, 2022
  - September 12<sup>th</sup> – October 7<sup>th</sup>, 2022
  - October 10<sup>th</sup> – November 4<sup>th</sup>, 2022
  - November 7<sup>th</sup> – December 2<sup>nd</sup>, 2022
  - December 5<sup>th</sup> – December 30<sup>th</sup>, 2022

#### **Certified Phlebotomy Technician**

- August 1<sup>st</sup> – August 19<sup>th</sup>, 2022
  - August 29<sup>th</sup> – September 16<sup>th</sup>, 2022
  - September 26<sup>th</sup> – October 14<sup>th</sup>, 2022
  - October 24<sup>th</sup> – November 11<sup>th</sup>, 2022
  - November 21<sup>st</sup> – December 9<sup>th</sup>, 2022
- August 15<sup>th</sup> – September 2<sup>nd</sup>, 2022
  - September 12<sup>th</sup> – September 30<sup>th</sup>, 2022
  - October 10<sup>th</sup> – October 28<sup>th</sup>, 2022
  - November 7<sup>th</sup> – November 25<sup>th</sup>, 2022
  - December 5<sup>th</sup> – December 23<sup>rd</sup>, 2022

#### **Certified Clinical Medical Assistant**

- August 1<sup>st</sup> – September 2<sup>nd</sup>, 2022
  - September 12<sup>th</sup> – November 4<sup>th</sup>, 2022
  - October 24<sup>th</sup> – December 16<sup>th</sup>, 2022
- August 22<sup>nd</sup> – October 14<sup>th</sup>, 2022
  - October 3<sup>rd</sup> – November 25<sup>th</sup>, 2022
  - November 7<sup>th</sup> – December 30<sup>th</sup>, 2022

#### **Entry- level Welding**

- August 1<sup>st</sup> – August 19<sup>th</sup>, 2022
  - August 22<sup>nd</sup> – September 30<sup>th</sup>, 2022
  - October 3<sup>rd</sup> – November 11<sup>th</sup>, 2022
  - November 14<sup>th</sup> – December 23<sup>rd</sup>, 2022
- August 22<sup>nd</sup> – September 9<sup>th</sup>, 2022
  - September 12<sup>th</sup> – October 21<sup>st</sup>, 2022
  - October 24<sup>th</sup> – December 2<sup>nd</sup>, 2022



## 2023 Medical Administrative Assistant Training Schedule

January 2<sup>nd</sup> – January 27<sup>th</sup>, 2023  
January 16<sup>th</sup> – February 10<sup>th</sup>, 2023  
February 6<sup>th</sup> – March 3<sup>rd</sup>, 2023  
February 20<sup>th</sup> – March 17<sup>th</sup>, 2023  
March 6<sup>th</sup> – March 31<sup>st</sup>, 2023  
March 20<sup>th</sup> – April 14<sup>th</sup>, 2023  
April 3<sup>rd</sup> – April 28<sup>th</sup>, 2023  
April 17<sup>th</sup> – May 12<sup>th</sup>, 2023  
May 1<sup>st</sup> – May 26<sup>th</sup>, 2023  
May 15<sup>th</sup> – June 9<sup>th</sup>, 2023  
May 29<sup>th</sup> – June 23<sup>rd</sup>, 2023  
June 12<sup>th</sup> – July 7<sup>th</sup>, 2023  
June 26<sup>th</sup> – July 21<sup>st</sup>, 2023  
July 10<sup>th</sup> – August 4<sup>th</sup>, 2023  
July 24<sup>th</sup> – August 18<sup>th</sup>, 2023  
August 7<sup>th</sup> – September 1<sup>st</sup>, 2023  
August 21<sup>st</sup> – September 15<sup>th</sup>, 2023  
September 4<sup>th</sup> – September 29<sup>th</sup>, 2023  
September 18<sup>th</sup> – October 13<sup>th</sup>, 2023  
October 2<sup>nd</sup> – October 27<sup>th</sup>, 2023  
October 16<sup>th</sup> – November 10<sup>th</sup>, 2023  
October 30<sup>th</sup> – November 10<sup>th</sup>, 2023  
November 13<sup>th</sup> – December 8<sup>th</sup>, 2023  
November 27<sup>th</sup> – December 22<sup>nd</sup>, 2023

## **2023 Phlebotomy Technician Training Schedule**

January 2<sup>nd</sup> – January 27<sup>th</sup>, 2023  
January 16<sup>th</sup> – February 10<sup>th</sup>, 2023  
February 6<sup>th</sup> – March 3<sup>rd</sup>, 2023  
February 20<sup>th</sup> – March 17<sup>th</sup>, 2023  
March 6<sup>th</sup> – March 31<sup>st</sup>, 2023  
March 20<sup>th</sup> – April 14<sup>th</sup>, 2023  
April 3<sup>rd</sup> – April 28<sup>th</sup>, 2023  
April 17<sup>th</sup> – May 12<sup>th</sup>, 2023  
May 1<sup>st</sup> – May 26<sup>th</sup>, 2023  
May 15<sup>th</sup> – June 9<sup>th</sup>, 2023  
May 29<sup>th</sup> – June 23<sup>rd</sup>, 2023  
June 12<sup>th</sup> – July 7<sup>th</sup>, 2023  
June 26<sup>th</sup> – July 21<sup>st</sup>, 2023  
July 10<sup>th</sup> – August 4<sup>th</sup>, 2023  
July 24<sup>th</sup> – August 18<sup>th</sup>, 2023  
August 7<sup>th</sup> – September 1<sup>st</sup>, 2023  
August 21<sup>st</sup> – September 15<sup>th</sup>, 2023  
September 4<sup>th</sup> – September 29<sup>th</sup>, 2023  
September 18<sup>th</sup> – October 13<sup>th</sup>, 2023  
October 2<sup>nd</sup> – October 27<sup>th</sup>, 2023  
October 16<sup>th</sup> – November 10<sup>th</sup>, 2023  
October 30<sup>th</sup> – November 10<sup>th</sup>, 2023  
November 13<sup>th</sup> – December 8<sup>th</sup>, 2023  
November 27<sup>th</sup> – December 22<sup>nd</sup>, 2023

## **2023 Clinical Medical Assistant Training Schedule**

January 2<sup>nd</sup> – February 10<sup>th</sup>, 2023  
January 16<sup>th</sup> – February 24<sup>th</sup>, 2023  
February 6<sup>th</sup> – March 17<sup>th</sup>, 2023  
February 20<sup>th</sup> – March 31<sup>st</sup>, 2023  
March 6<sup>th</sup> – April 14<sup>th</sup>, 2023  
March 20<sup>th</sup> – April 28<sup>th</sup>, 2023  
April 3<sup>rd</sup> -May 12<sup>th</sup>, 2023  
April 17<sup>th</sup> – May 26<sup>th</sup>, 2023  
May 1<sup>st</sup> – June 9<sup>th</sup>, 2023  
May 29<sup>th</sup> – July 7<sup>th</sup>, 2023  
June 12<sup>th</sup> – June 21<sup>st</sup>, 2023  
June 26<sup>th</sup> – August 4<sup>th</sup>, 2023  
July 10<sup>th</sup> – August 18<sup>th</sup>, 2023  
July 24<sup>th</sup> – September 1<sup>st</sup>, 2023  
August 7<sup>th</sup> – September 15<sup>th</sup>, 2023  
August 21<sup>st</sup> – September 29<sup>th</sup>, 2023  
September 4<sup>th</sup> – October 13<sup>th</sup>, 2023  
September 18<sup>th</sup> – October 27<sup>th</sup>, 2023  
October 2<sup>nd</sup> – November 10<sup>th</sup>, 2023  
October 16<sup>th</sup> – November 24<sup>th</sup>, 2023  
October 30<sup>th</sup> – December 8<sup>th</sup>, 2023  
November 13<sup>th</sup> – December 22<sup>nd</sup>, 2023  
November 27<sup>th</sup> – January 5<sup>th</sup>, 2023

**2023 Entry – Entry Level Welding Training Schedule**

January 23<sup>rd</sup> – March 3<sup>rd</sup>, 2023  
February 13<sup>th</sup> – March 24<sup>th</sup>, 2023  
March 6<sup>th</sup> – April 14<sup>th</sup>, 2023  
March 27<sup>th</sup> – May 5<sup>th</sup>, 2023  
April 24<sup>th</sup> – June 2<sup>nd</sup>, 2023  
May 22<sup>nd</sup> – June 30<sup>th</sup>, 2023  
June 19<sup>th</sup> – July 28<sup>th</sup>, 2023  
July 17<sup>th</sup> – August 25<sup>th</sup>, 2023  
August 14<sup>th</sup> – September 22<sup>nd</sup>, 2023  
September 11<sup>th</sup> – October 20<sup>th</sup>, 2023  
October 9<sup>th</sup> – November 17<sup>th</sup>, 2023  
November 6<sup>th</sup> – December 15<sup>th</sup>, 2023

## 2023 Medical Billing and Coding Training Schedule

January 2<sup>nd</sup> – February 10<sup>th</sup>, 2023  
January 16<sup>th</sup> – February 24<sup>th</sup>, 2023  
February 6<sup>th</sup> – March 17<sup>th</sup>, 2023  
February 20<sup>th</sup> – March 31<sup>st</sup>, 2023  
March 6<sup>th</sup> – April 14<sup>th</sup>, 2023  
March 20<sup>th</sup> – April 28<sup>th</sup>, 2023  
April 3<sup>rd</sup> -May 12<sup>th</sup>, 2023  
April 17<sup>th</sup> – May 26<sup>th</sup>, 2023  
May 1<sup>st</sup> – June 9<sup>th</sup>, 2023  
May 29<sup>th</sup> – July 7<sup>th</sup>, 2023  
June 12<sup>th</sup> – June 21<sup>st</sup>, 2023  
June 26<sup>th</sup> – August 4<sup>th</sup>, 2023  
July 10<sup>th</sup> – August 18<sup>th</sup>, 2023  
July 24<sup>th</sup> – September 1<sup>st</sup>, 2023  
August 7<sup>th</sup> – September 15<sup>th</sup>, 2023  
August 21<sup>st</sup> – September 29<sup>th</sup>, 2023  
September 4<sup>th</sup> – October 13<sup>th</sup>, 2023  
September 18<sup>th</sup> – October 27<sup>th</sup>, 2023  
October 2<sup>nd</sup> – November 10<sup>th</sup>, 2023  
October 16<sup>th</sup> – November 24<sup>th</sup>, 2023  
October 30<sup>th</sup> – December 8<sup>th</sup>, 2023  
November 13<sup>th</sup> – December 22<sup>nd</sup>, 2023  
November 27<sup>th</sup> – January 5<sup>th</sup>, 2023

### **III. ADVANCED STANDING**

- The school does not grant advanced standing.



## **IV. STUDENT PROGRESS**

### **Grading or progress system**

The school's progress system is a weekly evaluation of homework submission and practice test / exams provided by the instructor of the program to advise and assist the student on their progress. Each week, students are assigned a one-on-one performance evaluation with their instructor to speak about their progress, recommendations on the best study and exam preparation practices. Each homework submission and practice test/ exams must have a 75% (Grade C) for satisfactory completion of the program.

During the weekly progress/ performance evaluation the school's instructors are required to identify if a student is unlikely to successfully complete the training program and provide recommendations on if the student should discontinue the program. If the student desires to continue the school, the student will then sign a waiver of the acknowledgement.

### **Required grades/ other criteria required for satisfactory progress**

The school requires all students enrolled in the healthcare and manufacturing to submit and complete all homework modules, practice assessments and test for satisfactory progress.

### **Required grades/ other criteria required for satisfactory completion of the program**

#### Healthcare

- Score above a 390 on the National Healthcareer Association (NHA) final exam

#### Welding

- Score above 75% on (9) modules
- Successfully conduct (4) visual welding processes to receive complete certifications

### **How and when students receive their grades or progress reports**

Progress reports are provided to all enrolled students on a weekly basis (Fridays). The completion certifications are obtained on the same day that the student is scheduled to complete the finals exam of the program.

## **V. STUDENT RECORDS**

- A copy of student's enrollment agreement that include students name, permanent or mailing address, date of birth, start date and end date as well as the students progress reports and completion documents are stored in a locked- cabinet at the school for (6) years after a student has graduated. For confidentially student records are kept online on a password protected database. Transcripts are kept on file indefinitely.

## **VI. ACADEMIC PROBATION, DISMISSAL AND READMITTANCE**

- The school provides a 15-day probationary period for students with unsatisfactory progress/ grades below a 75% (Grade C). If a student gets up-to-date with their homework assignments and begins scoring over 75% (passing) on their reviews and exams, within 15 days, and soon thereafter (18 days), they will be removed from academic probation.
- The criteria that result in a student being placed on probation are:
  - Failure to submit homework assignments in a timely manner
  - Failing weekly review quizzes provided by the instructor
- The length of the probationary period is 15- days.
- Student will be notified verbally and written form of their probationary period
- The National Healthcareer Association (NHA) and the American Welding Society (AWS) are the credentialing component of the school. After 30-days of a failed retake of the final exam, the student Is dismissed right away.
- Student's reserve the right to appeal the dismissal by email or written appeal. If a student does not wish to appeal can reapply after (30) days from the initial dismissal by contacting the school director:

**Andrea Bester, 1400 N. 6<sup>th</sup> Street, Milwaukee, WI 53212, Email – [andrea.bester@cuttingedgestaffingwi.com](mailto:andrea.bester@cuttingedgestaffingwi.com), Phone: 414-998-0570**

## **VII. STUDENT CONDUCT**

- The school has a zero-tolerance policy for; theft, possession of illegal substances and/or fighting. All students reserve the right to appeal a dismissal decision in written or email form within 30-days of the dismissal to the director (contact information below). If a student does not want to appeal the student may reapply after 60-days from dismissal.

**Andrea Bester, 1400 N. 6<sup>th</sup> Steet, Milwaukee, WI 53212, Email: [andrea.bester@cuttingedgestaffingwi.com](mailto:andrea.bester@cuttingedgestaffingwi.com), Phone: 414-998-0570**



## **VII. STUDENT CONDUCT**

**School's policy on whether or not it grants leave of absence** – Leave / emergency leave of absence can be submitted (3) days prior to the requested leave of absence.

**Conditions when a leave is granted** – Leave / emergency leave of absence is granted for but not limited to:

- A. Family emergency
- B. Illness
- C. Death
- D. Child Care

- If the request of leave of absence extends past 5- 10 consecutive days of class it will be recommended that the student restarts the program on the next scheduled start date.

## **IX. ATTENDANCE**

- The school reserves the right to dismiss a student after (3) unexcused absences (unexcused absence are no call / no shows are not approved prior to the absent date). Students have the right to appeal if they are dismissed for attendance within 30 – days after the dismissal by email or in written form. If a student is dismissed due to attendance the student reserves the right to apply 60- days after the dismissal decision.
- The school collects attendance daily by having the students sign- in via paper. These reports are submitted to the Director on a weekly basis which is used to assess each student’s attendance and participation in the program.

**Director: Andrea Bester, Email: [andrea.bester@cuttingedgestaffingwi.com](mailto:andrea.bester@cuttingedgestaffingwi.com), Phone: 414-998-0570**

- The school’s instructors are responsible in providing students with make-up work due to absence. The make-up work can be completed in-person or online.
- The school provides a verbal warning in the first occurrence of an unexcused attendance. After the verbal warning, the school reserves the right to dismiss a student that has (3) unexcused absences but will extend a 15-day probationary period prior to a decision of dismissal of a training.
- All attendance records are stored and filed on a password protected database for (10) years at the school.

## **X. TARDINESS**

- A total of (5) tardies equate to (1) unexcused absences. 5 minutes is considered tardy.

## **XI. STUDENT COMPLAINTS**

- Student’s can submit their complaints via email, verbal or written to the school’s director. In response to every complaint, the school will investigate the complaint and take the appropriate corrective actions to resolve the matter.
- The school has a suggestion box located in the main lobby as well as a survey that is provided to students to ensure that their suggestions and concerns can be addressed prior to the completion of the training. Student’s reserve the right to request a one-on-one meeting with the instructor or program director to express their concerns.
- If a student feels that their complaint was not handled efficiently by the school, please contact the EAP Department of Safety and Professional Services – Educational Approval Program, P.O. Box 8366, 4822 Madison Yards Way, Madison, Wisconsin 53705; [www.dsp.wi.gov](http://www.dsp.wi.gov) ; [dspseap@wisconsin.gov](mailto:dspseap@wisconsin.gov) ; (608)-266-1996

## **XII. TUITION AND FEES**

Certified Medical Administrative Assistant Tuition Cost: \$3,550.00/ Private Pay (3) payment option of \$1,183.00.

Certified Phlebotomy Technician Tuition Cost: \$4,000.00 / Private Pay (2) payment option of \$1,750.00.

Certified Clinical Medical Assistant Tuition Cost: \$5,500.00 / Private Pay (7) payment option of \$785.71.

Certified Medical Billing and Coding Tuition Cost: \$5,500.00 / Private Pay (7) payment option of \$785.71.

Entry – Level Welding Tuition Cost: \$5,500.00 / Private Pay (5) payment option of \$1,100.00.

- All books, hands-on material such as scrubs, welding gloves, helmets and gloves are provided by the school and no charge to the student.

## **XIII. CANCELLATION AND REFUNDS**

### **STUDENT REFUND AND CANCELLATION PRIVILEGE (BUYER'S RIGHT TO CANCEL):**

The student can cancel the course within the first 3 day of starting the program. We have a 10-day refund policy set by Wis. Admin Code § SPS 408.05 for students who cancel within 3 days of signing an enrollment agreement and/or 3 days before classes start, whichever is late. If a student misses (3) consecutive days not attending classes, utilizing instructional facilities, or submitting lessons/ homework without providing prior to or during that period. An explanation regarding activates will be taken as a constructive notice.

Tuition charges are calculated from the last day of attendance. Except for cancellation within the first (3) days of class, refunds due will be made within 40 days of the date of determination. All notices must be sent to:

Andrea Bester 1400 N. 6<sup>th</sup> Street Milwaukee, Wisconsin 53212  
Email: [Andrea.Bester@cuttingedgestaffingwi.com](mailto:Andrea.Bester@cuttingedgestaffingwi.com)  
Office: (414)-998-0570

If an applicant is rejected, or if for any reason a student withdraws or is dismissed by the school prior to attending class; all tuition monies will be refunded to the student.



If for any reason a student withdraws or is dismissed by the school within (3) business days of signing the enrollment agreement, all tuition monies will be refunded to the student.

If for any reason a student withdraws or is dismissed by the school after attending at least (1) class but prior to completing 60% of the instruction in the current enrollment period, the student is entitled to a pro-rata refund if tuition was paid in full as follows:

<u>AT LEAST</u>	<u>BUT LESS THAN</u>	<u>REFUND</u>
1 unit/ class	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	60%	40%
60%	n/a	no refund

If for any reason a student who has paid in full withdraws or is dismissed by the school after completing 60% of the program of instruction, the charge may not exceed the total cost of the program of instruction. This clause shall not prejudice a student's right to recover in an action for breach of contract or fraud.

All agents responsible for collecting amounts due under an Enrollment Agreement are informed of the School's Refund and Cancellation policy and these policies are consistently applied.

#### **XIV. PROGRAM CURRICULUM**

#### **(4) week Accelerated Medical Administrative Assistant Training Program**

##### Certified Medical Administrative Assistant

Medical administrative assistants (also called medical office assistants or medical secretaries) are critical in keeping healthcare offices running smoothly and play an important role in the patient experience. In this training students will learn how to:

- Review and answer practice correspondence
- Operating computer software systems to accomplish office tasks
- Answer calls and scheduling appointments
- Greeting patients and updating electronic medical records
- Updating and maintaining patient and other practice-specific information
- Coordinating operation reports such as time and attendance
- Operating office software and equipment

##### ***Upon Completion of the program, students will receive:***

- National certification through the National healthcareer Association (NHA) as a Certified Medical Administrative Assistant
- Resume Reconstruction
- Letter of recommendation for future employers
- Mock interview training
- Employment Referral / Job placement

This training is offer online only, required in-person in (4<sup>th</sup>) week for hands-on and final exam

## **Accelerated (6) week Clinical Medical Assistant Training Program**

### Certified Clinical Medical Assistant

Working in the clinical area of the medical field and closely assisting providers in numerous exams and procedures, clinical medical assistants are a crucial part of the healthcare industry. From taking vital signs, to administering injections and medications, and even performing EKG or other essential laboratory procedures, the medical assistant is often the first and last person a patient interacts with—making a lasting impact on the patient experience. In our training program, participants learn about core elements of medical assisting, including:

- Foundational Knowledge and Basic Science
- Anatomy and Physiology
- Clinical Patient Care (taking vital signs, performing EKG/phlebotomy)
- Patient Care Coordination and Education
- Administrative Assisting

### ***Upon Completion of the program, students will receive:***

- National certification through the National healthcareer Association (NHA) as a Certified Clinical Medical Assistant
- Resume Reconstruction
- Letter of recommendation for future employers
- Mock interview training
- Employment Referral / Job placement

This training is offered in-person as well as online, (2) weeks are required in-person for online students for clinicals.

#### **(4) week Accelerated Certified Phlebotomy Technician Training Program**

##### Certified Phlebotomy Technician

In any hospital or patient care facility, diagnostic testing primarily relies on the collection of blood samples, which phlebotomists acquire through different venipuncture procedures. These blood collections must be performed in a safe and accurate manner, abiding by all of the necessary safety and privacy regulations. Our phlebotomy program teaches students the proper practices and procedures used in medical facilities, including:

- Phlebotomy Fundamentals
- Safety and Compliance
- Patient Preparation
- Routine Venipuncture
- Special Collections and Obtaining Nonblood Specimens
- Processing Specimens and Proper Handling

##### ***Upon Completion of the program, students will receive:***

- National certification through the National healthcareer Association (NHA) as a Certified Clinical Medical Assistant
- Resume Reconstruction
- Letter of recommendation for future employers
- Mock interview training
- Employment Referral / Job placement

This training is offered online only, and 4<sup>th</sup> week is required for in-person hands-on learning.



## **(6) week Accelerated Entry-Level Welder Training Program**

### *Entry-Level Welder*

There is a genuine demand for skilled welders across the country with the recent decline in welding as a career choice. With this demand, welding careers are prevalent across the country with a variety of paths to take welding as a career whether it be aerospace, automotive, construction/infrastructure, manufacturing, railroads, and shipping industries. The Entry-Level Welder Training at Cutting Edge Academy is a 6 Week accelerated training aligned with the American Welding Society's national standards and guidelines. The course is designed to provide training to gain the skills to perform and continue learning on the job as a welder. The 6 Week accredited training is broken down into two three Week sections: Week 1 through 3 is knowledge based with focus on the Modules in the textbook and online while Week 4 through 6 is hands on welding experience where the participant will utilize the knowledge gained to practice welding techniques prior to employment. In our training program, participants learn about the core elements of welding, including:

- Occupational Orientation
- Safety and Health of Welders
- Drawing and Welding Symbol Interpretation
- Shielded Metal Arc Welding (Stick Welding)
- Gas Metal Arc Welding (MIG Welding)
- Flux Core Arc Welding
- Gas Tungsten Arc Welding (TIG Welding)
- Thermal Cutting Processes
- Welding Inspection and Testing

Upon Completion of the Entry-Level Welder Program, you will receive:

- Nationally Accredited certificates in four welding processes (SMAW, GMAW, FCAW, GTAW)
- Resume Reconstruction
- Letter of Recommendation for future employers
- Mock Interview Training
- Employment Referrals/Job Placement

This training is offered in-person as well as online (3) weeks can be completed online, (3) weeks are required for hands-on learning to complete the training.



**(6) week Accelerated Medical Billing and Coding Training Program**

**Certified Medical Billing and Coding**

The skills learned through medical coding certification are essential to hospitals, physicians' offices, surgery centers, nursing homes, dental offices, home healthcare agencies, mental health facilities and even insurance companies and consulting firms. This rewarding field requires a high level of professionalism and dependability. Students will learn how to:

- Gather/ review essential information
- Verify required documentation before patient information is released
- Preventing fraud/ abuse y auditing billing
- Supporting coding and billing processes
- Assigning codes for diagnoses and procedures
- Submitting claims for reimbursement
- Auditing billing
- Coaching healthcare providers to achieve optimal reimbursement

***Upon Completion of the program, students will receive:***

- National certification through the National healthcareer Association (NHA) in Medical Billing and Coding
- Resume Reconstruction
- Letter of recommendation for future employers
- Mock interview training
- Employment Referral / Job placement

This training is offered in-person as well as online

## **XV. EMPLOYMENT SERVICES**

The school has a Job Placement division that is responsible for employment referrals for all graduating students. Our school is in contractual agreements with Ascension (All Saints) for the clinical hands-on practice, Froedtert Hospital, Clean Slate Centers as well as Kapo and Manpower.

We do not guarantee employment through our partnered employers, student referrals to prospective employers are not based on direct hire from the employer.