

A woman with short dark hair, wearing safety glasses and a light blue lab coat, is focused on her work in a laboratory. She is wearing blue nitrile gloves and is holding a small white vial. The background is slightly blurred, showing laboratory equipment. The image is set against a large red circular graphic that frames the text.

# ALLIANCE HEALTH CARE INSTITUTE

Empowerment through knowledge for  
knowledge is wealth.

# COURSE CATALOG

2022-2023

# Table of Contents

About Us.....	Page 3
Meet Our Staff.....	Page 4
Clinical Medical Assistant Training.....	Page 5
Phlebotomy Technician Training.....	Page 9
Admission and Entrance Requirements.....	Page 13
Grades.....	Page 14
Student Conduct.....	Page 15
Attendance.....	Page 16
Academic Probation, Dismissal and Re-Admittance.....	Page 17
Cancellation and Refunds.....	Page 18
Student Complaints.....	Page 19
Records/ Employment Services.....	Page 20
Holidays.....	Page 21

# About US

We are Alliance Health Care Institute, an Allied Health Care School conveniently located in Milwaukee, WI, operated by Alliance Health Care Services. We aim to educate our students in a safe environment conducive to learning while offering them the necessary comprehensive skills. Combining the latest technology with traditional techniques gives our students the best regional advantage. Our training programs are not just jobs; they are careers.

## Mission Statement

Alliance Health Care Institute is dedicated to providing superior training and education per industry standards; to produce qualified medical professionals.



### Our Facilities

Our office and facilities are well maintained and includes three classrooms equipped with computers, a simulation lab to practice hands-on laboratory procedure, a clinical lab, and a computer lab.

### Our Training Programs

We offer training programs in:

- Clinical Medical Assistant (includes BLS)
- Phlebotomy Technician (includes CPR)



# Meet Our Staff

Our instructors have worked for some of the finest practices in the region. All of our instructors have comprehensive training and hold several certifications and licenses.

## Chief Administrator

Our Chief Administrator is Charlene Abughrin. She has over 15 years of in the field experience. She is a certified phlebotomist and a medical assistant. She also holds a laboratory director certificate.

## Office Manager/Enrollment Specialist

Our Chief Administrator Patricia Owens has worked in many customer service roles and held many administrative positions.

## Clinical Medical Assistant Trainer

Our Clinical Medical Assistant Trainer Quiairha Mitchell has worked in the Medical Assisting field for over 3 years and is a Certified Clinical Medical Assistant and a Certified Phlebotomy Technician. She is also BLS certified.

## Phlebotomy Technician Trainer

Our Phlebotomy Technician Trainer Marquis Burnett has worked as a phlebotomist in the field for over 3 years, worked as a pharmacy technician for over 1 year, and is a Certified Phlebotomy Technician and CPR certified.

## Laboratory Personnel

Our laboratory personnel Marquel Burnett and J'Quan Burks have a lot of hands on experience working in a lab and performing laboratory and clinical duties. Students will be able to learn a lot from these two.

## Contact information

Address: 6815 W Capitol Drive Suite 207 Milwaukee, WI 53216

Email: [training@alliancehealthinst.org](mailto:training@alliancehealthinst.org)

Phone: (414) 269-9498

# Clinical Medical Assistant Training

Medical Assistants are multi-skilled health professionals who perform a wide range of roles in physicians' offices or other healthcare settings. Medical Assistants work under the supervision of a physician, nurse practitioner, or physician assistant. Duties may include preparing patients for examinations, assisting with various procedures and treatments, performing tests, educating patients, updating and managing patient medical records, performing administrative tasks, and entering orders through electronic health records.



Our Medical Assistant training class will benefit our students by teaching them to perform the tasks mentioned above so that they can perform them proficiently when hired as medical assistants. The medical assistant field is growing rapidly and is expected to grow much more in the next decade. When it comes to getting a job, medical assistant programs with a hands-on clinical, like ours, offer the best chance of being hired. Many employers prefer to hire candidates who have already had some hands-on experience in a medical setting.

Our Clinical Medical Assistant Training is a 240-clock-hour program (which includes two weeks of hands-on clinical) that is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. This is accomplished by providing a curriculum relating to patient care, general study, and administrative/business skills. After completing the training course, you will be eligible to take your Certification through the National Healthcare Association (NHA).

# Clinical Medical Assistant Curriculum

## Anatomy and Physiology

This unit goes over the relationship of structure and function in the human body, common diseases and disorders of each body system, the diagnostic and therapeutic modalities as they relate to each body system, and how to provide patient education regarding diet and nutrition requirements.

Time spent on unit: 34 hours

## Medical Terminology

In this unit you will define and apply the entire basic structure of medical terminology and accurately identify the correct context while also defining and using medical abbreviations when appropriate and acceptable .

Time spent on unit: 22 hours

## Pharmacology

In the pharmacology unit you will learn the drug classifications, indications, dosages, side effects, and contraindications for the most commonly used medications. You will also learn to calculate proper medication administration and how to properly utilize a Physician's Desk Reference (PDR).

Time spent on unit: 12 hours

## Administrative Procedures

The procedures you will practice in this unit includes: collecting and processing documents, navigating electronic health record systems, process insurance claims, and how to perform basic computer skills.

Time spent on unit: 32 hours

## Career Development

This unit goes over essential requirements for employment (resume writing, effective interviewing, dressing professionally) demonstrate professional etiquette, and the importance of continuing education.

Time spent on unit: 8 hours

## Medical Laboratory Procedures

The procedures you will practice in this unit includes: quality control, performing CLIA-waived test, disposing of biohazardous material; collect ,label, and process specimens, and to instruct patients in the collection of specimens.

Time spent on unit: 60 hours

## Medical Laws and Ethics

In the medical laws and ethics unit we will go over documentation guidelines, institute federal and state guidelines, perform risk management procedures, how to comply with federal, state, and local health laws and regulations as they relate to the healthcare settings, and display compliance with the Code of Ethics of the profession.

Time spent on unit: 16 hours

## Human Relations

This unit covers how to respond appropriately to patients with abnormal behavior patterns, how to communicate with terminally ill patients, developmental psychology, and to demonstrate an understanding of cultural diversity.

Time spent on unit: 16 hours

## Clinical Procedures

The procedures you will practice in this unit includes: standard precautions; obtain and document the chief complaint, patient history and vital signs; assist provider with a general physical exam, specialty exams and perform some specialty procedures; prepare and administer medication, monitor patient, recognize and respond to medical office emergencies, accommodate patients with special needs, and demonstrate nationally recognized CPR/ BLS for health care workers.

Time spent on unit: 60 hours

# Clinical Medical Assistant Class Schedule

Start Date	Application Deadline	Drop Deadline	End Date
<b>February 6, 2023</b>	January 23, 2023	March 1, 2023	March 17, 2023
<b>March 6, 2023</b>	February 21, 2023	March 29, 2023	April 14, 2023
<b>April 3, 2023</b>	March 20, 2023	April 26, 2023	May 5, 2023
<b>May 1, 2023</b>	April 17, 2023	May 24, 2023	June 9, 2023
<b>June 5, 2023</b>	May 22, 2023	June 28, 2023	July 7, 2023
<b>July 5, 2023</b>	July 21, 2023	July 28, 2023	August 11, 2023
<b>August 7, 2023</b>	July 31, 2023	August 30, 2023	September 15, 2023
<b>September 5, 2023</b>	August 22, 2023	September 28, 2023	October 13, 2023
<b>October 2, 2023</b>	September 18, 2023	October 26, 2023	November 10, 2023
<b>November 6, 2023</b>	October 23, 2023	November 30, 2023	December 15, 2023
<b>December 4, 2023</b>	November 20, 2023	December 28, 2023	January 12, 2024

# Clinical Medical Assistant Training

## Tuition and Fees

### Application Fee

There is a \$100 application fee. Once you have submitted a paper application, a link will be provided to pay the application fee.

### Tuition

Tuition is \$6000 (minus the application fee of \$100) if paid in full 2 weeks in advance of the start of training.

Tuition is \$6500 if a payment plan is used. A payment of \$3500 (minus the application fee of \$100) must be made by the start of your training. Three (3) additional biweekly payments of \$1000 will be required.

We offer no financial aid.

### Missed Clinical

Any missed clinical days must be made up with the primary instructor or a designee at \$150/hour. If you know that you will miss any clinical days due to a prior commitment, please contact your instructor in advance of signing up for the program to discuss options.

### Books and Supplies

The supplies needed for this course are scrubs and non slip leather shoes. These will need to be purchased outside of the school. The book will need to be purchased from an outside source.



# Phlebotomy Technician Training

Phlebotomy technicians collect blood from patients and prepare the samples for testing. Most work in hospitals, clinics, nursing homes, private home care, medical labs, blood donation centers, research institutes, and insurance companies. Phlebotomy technicians are essential members of the health care team. They often need to explain the blood-drawing procedure and put patients at ease. With constantly evolving medical technologies, phlebotomy technicians must know the difference in blood test types and be aware of how medications and diet impact blood samples.



Our Phlebotomy Technician training class will benefit our students by teaching them to perform the tasks mentioned above so that they can perform them proficiently when hired as a phlebotomist. The phlebotomy field is growing rapidly and is expected to grow much more in the next decade. When it comes to getting a job, phlebotomy technician programs with a hands-on clinical, like ours, offer the best chance of being hired. Many employers prefer to hire candidates who have already had some hands-on experience in a medical setting.

Our Phlebotomy Technician training is a 160-clock-hour program, which includes two weeks of a hands-on clinical where the student will perform at least 30 blood draws. This training course is designed to prepare competent entry-level phlebotomists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. This is accomplished by providing a curriculum relating to patient care skills, general study, and laboratory procedures. After completing the training course, you will be eligible to take your Certification through the National Healthcare Association (NHA).

# Phlebotomy Technician Curriculum

## Phlebotomy and Healthcare

This unit goes over the definition and history of phlebotomy, the role of phlebotomist in different healthcare facilities, and the agencies that regulate hospitals and medical laboratories.

Time spent on unit: 10 hours

## Infection Control and Safety

In this unit you will identify the elements in the chain of infection, implement safety practices to reduce the risk of infection, and apply techniques to ensure the physical of healthcare workers and patients.

Time spent on unit: 24 hours

## Medical Terminology

In the medical terminology unit you will learn to recognize commonly used medical terms, define medical abbreviations, and explain body positions, directions, and parts using medical terms.

Time spent on unit: 10 hours

## Anatomy and Physiology

This unit goes over the relationship of structure and function in the human body, common diseases and disorders of each body system, and the diagnostic and therapeutic modalities as they relate to each body system.

Time spent on unit: 16 hours

## Patient and Specimen Requirements

This unit goes over how to identify the parts of a laboratory requisition form, proper communication techniques, how to carry out proper patient identification, recognize factors that may affect specimen quality and test results.

Time spent on unit: 12 hours

## Career Development

This unit goes over essential requirements for employment (resume writing, effective interviewing, dressing professionally) demonstrate professional etiquette, and the importance of continuing education.

Time spent on unit: 8 hours

## Blood Collection Equipment

The procedures you will practice in this unit includes: how to select equipment for venipuncture and capillary procedures, identifying additives and color-coding and their use for blood collection, and implement the correct order of draws.

Time spent on unit: 10 hours

## Medical Laws and Ethics

In the medical laws and ethics unit we will go over documentation guidelines, institute federal and state guidelines, perform risk management procedures, how to comply with federal, state, and local health laws and regulations as the relate to the healthcare settings, and display compliance with the Code of Ethics of the profession.

Time spent on unit: 16 hours

## Practicing Professional Behaviors

This unit covers how to model professional behaviors and appearance, perform risk management, understand and how to work through problems in the work place

Time spent on unit: 10 hours

## Medical Laboratory Procedures

The procedures you will practice in this unit includes: performing steps to complete a venipuncture and capillary successfully, perform special procedures for difficult to draw veins, be able to notice the signs and symptoms of venipuncture complications, recognize the requirements for special collection procedures, perform quality control procedures, and perform CLIA-waived testing

Time spent on unit: 44 hours

# Phlebotomy Technician Training Class Schedule

Start Date	Application Deadline	Drop Deadline	End Date
<b>February 6, 2023</b>	January 23, 2023	February 17, 2023	March 3, 2023
<b>February 21, 2023</b>	February 6, 2023	March 3, 2023	March 17, 2023
<b>March 6, 2023</b>	February 21, 2023	March 17, 2023	March 31, 2023
<b>March 20, 2023</b>	March 6, 2023	March 31, 2023	April 14, 2023
<b>April 3, 2023</b>	March 20, 2023	April 14, 2023	April 28
<b>April 17, 2023</b>	April 3, 2023	April 28, 2023	May 12, 2023
<b>May 1, 2023</b>	April 17, 2023	May 12, 2023	May 26, 2023
<b>May 15, 2023</b>	May 1, 2023	May 26, 2023	June 9, 2023
<b>May 30, 2023</b>	May 15, 2023	June 9, 2023	June 23, 2023
<b>June 12, 2023</b>	May 29, 2023	June 23, 2023	July 7, 2023
<b>June 26, 2023</b>	June 12, 2023	July 7, 2023	July 21, 2023
<b>July 5, 2023</b>	June 21, 2023	July 14, 2023	July 28, 2023
<b>July 17, 2023</b>	July 3, 2023	July 28, 2023	August 11, 2023
<b>July 31, 2023</b>	July 17, 2023	August 11, 2023	August 25, 2023
<b>August 7, 2023</b>	July 31, 2023	August 18, 2023	September 1, 2023
<b>August 21, 2023</b>	August 7, 2023	September 1, 2023	September 15, 2023
<b>September 5, 2023</b>	August 22, 2023	September 15, 2023	September 29, 2023
<b>September 18, 2023</b>	September 4, 2023	September 29, 2023	October 13, 2023
<b>October 2, 2023</b>	September 18, 2023	October 13, 2023	October 27, 2023
<b>October 16, 2023</b>	October 2, 2023	October 27, 2023	November 10, 2023
<b>October 30, 2023</b>	October 16, 2023	October 9, 2023	November 24, 2023
<b>November 13, 2023</b>	October 30, 2023	November 24, 2023	December 8, 2023
<b>November 27, 2023</b>	November 13, 2023	December 8, 2023	December 22, 2023
<b>December 11, 2023</b>	November 27, 2023	December 11, 2023	January 6, 2023

# Phlebotomy Technician Training

## Tuition and Fees

### Application Fee

There is a \$100 application fee. Once you have submitted a paper application, a link will be provided to pay the application fee.

### Tuition

Tuition is \$5000 (minus the application fee of \$100) if paid in full 2 weeks in advance of the start of training.

Tuition is \$5500 if a payment plan is used. A payment of \$2500 (minus the application fee of \$100) must be made by the start of your training. Two (2) additional biweekly payments of \$1500 will be required.

We offer no financial aid.

### Missed Clinical

Any missed clinical days must be made up with the primary instructor or a designee at \$150/hour. If you know that you will miss any clinical days due to a prior commitment, please contact your instructor in advance of signing up for the program to discuss options.

### Books and Supplies

The supplies needed for this course are scrubs and non slip leather shoes. These will need to be purchased outside of the school. The book will be provided through the school.

# Our Policies

## Admission and Entrance Requirements

For students to enter our program, they must be at least 18 years of age and have a GED/ high school diploma. Students must also present valid proof of identity upon enrollment.

Applicants must have computer literacy and computer and printer/scanner access.

Applicants must be comfortable sending and receiving e-mails, scanning, downloading materials as needed, and navigating websites. Applicants must be able to speak, read, and understand English. All applicants will be asked to sign a waiver of liability form upon enrollment; students will not be allowed to begin class without signing this form. Payment of the total tuition or first payment toward a payment plan is made within one month of the start of the course.

## How to Apply

Students may apply for our training courses in person or at our office. Students are accepted based on if they fit our admission and entrance requirements. Faculty will notify students of their acceptance via email or phone call. No more than 15 students will be accepted into the program.

## Application Deadline

Our programs are held periodically throughout the years. To be eligible for a specific start date, a student must submit all the necessary application material two weeks before the initial start date. For example, if the requested start date is September 6th, 2022, the students must submit all application material on or before August 23rd, 2022.

## Advanced Standing

Alliance Health Care Institute does not grant advanced standing. Our training programs are measured in vocational credits. Therefore students are not awarded a degree upon the completion of the program. However, they are awarded a certificate of completion once they complete the program.

# Our Policies (cont.)

## Grades

Alliance Health Care Institute uses the grade point system to determine students' academic grade point average (GPA) and eligibility to complete the program and take the National Healthcare Association's (NHA) exams. Each grade (A through F) earned in a unit carries a specified number of grade points. The grade points earned in any given unit equals the grade point value of the grade multiplied by the total number of semester hours credited. Students' GPAs are calculated by dividing the total number of grade points earned by the total number of units in those courses for which grade points have been assigned. The official Alliance Health Care Institute GPA of all students is calculated in our grading system. This GPA is not rounded up or down for any reason.

Our institution requires that students at least maintain a C (2.00) average for satisfactory progress and completion of our program and to be eligible to take the NHA exams. If a student does not maintain that average, the faculty may dismiss them. Letter grades, with or without grade points, are used by Alliance Health Care Institute faculty to evaluate students' performance in a course. All grades described below are permanent grades. Students may submit no additional work to change a permanent grade after the last day of the session in which the class is offered. Students will be able to view their grades anytime in their student Canvas account, and they will be issued their final grade at the end of their course.

Grades	Percent	Grade Point
A	100-90	4.0
B	89-80	3.0
C	79-70	2.0
D	69-60	1.0
F	59-0	0.0

The following letter grades do not have associated grade points:

Grades	Defined
I	Incomplete; a temporary grade indicating inability to complete the course and/or take the final exam, due to circumstances beyond the control of students; and, therefore, completion of assignments/exam are allowed after the term has ended. The student must expressly ask the instructor to issue an Incomplete grade. Incomplete grades are only allowed for students who completed at least 60 percent of the class as measured in weeks of attendance or participation in the session.
W	Withdrawn-Official; withdrawal initiated by students, with approval from faculty.
WA	Withdrawn-Excessive Absences; withdrawal initiated by the faculty due to excessive absences in the course.

# Our Policies (cont.)

## Student Conduct

While at Alliance Health Care Institute, students are expected to conduct themselves professionally. We strive to create an environment where people feel safe, sustained, engaged, challenged, and appreciated. This environment is created by the staff and students that engage in acceptable behaviors that reflect care, respect, and honesty. Interrupting instruction and being disrespectful will not be tolerated, and the student will be asked to leave or be dismissed. Students must turn silent on cellphones, tablets, and other electronic devices during class. You may check and make phone calls during your break. You will be dismissed if you miss class excessively due to being on the phone. All students are expected to arrive at school without weapons and illegal substances. If a student is caught on school grounds with any of those items, the faculty will dismiss them. Respecting the school grounds and fellow classmates/faculty is always expected. Students may be dismissed from the program due to using threatening language, harassing, bullying, or displaying physical violence on school grounds. If a student is dismissed for their conduct, they may decide to appeal the decision. To appeal conduct dismissal, the student must complete the appeals form online or in person. Students should give this form to office personnel in person or via email. The faculty will then review it to determine if readmission is approved.

# Our Policies (cont.)

## Attendance

Due to the length of our training courses, attendance is mandatory. Students are expected to be on time for class each day and stay until dismissal. Absences are students being away from their school facility during school hours or not being present during school instruction.

Unexcused absences are when students miss instruction for reasons not accepted by the school. Four unexcused absences will result in the student being dismissed from the class and given a grade of WA.

Students are allowed two excused absences; any excused absences beyond the two will be counted towards your unexcused absences unless a doctor's note is provided. Absences for the following reasons may be excused: A bonafide religious holiday, the student is not in a physical or mental condition to attend school, non-emergency medical appointments accompanied by a verified appointment slip from your provider (We ask that these be scheduled for non-class times), a death in the immediate family, an illness in the immediate family, which requires the attendance of the student, a court appearance or other legal procedure which requires the attendance of the student, and quarantine by the public health official.

If a student has a medical note, the absence will not be counted against their attendance. Medical verification is needed within 48 hours of an appointment, or the office will consider it an unexcused absence.

Daily attendance records are recorded on the student's attendance sheet, put in their record, and maintained daily throughout the course. We also keep the evidence for unexcused absences together with the attendance sheet. These records are kept for six years with the rest of the student's records.

It is the student's responsibility to contact their instructor to obtain any missed assignments during their absence. Trainers will grade missed assignments with the rest of the assignments. Please see **the Probation, Dismissal and Re-Admittance** policy for handling unexcused absences.

## Tardiness

Alliance Health Care Institute defines tardiness as a student showing up late ten minutes or more to class. Two tardies will equal to one unexcused absence.



# Our Policies (cont.)

## Leave of Absence

Due to the length of our trainings, Alliance Health Care Institute does not grant a leave of absence for students, but depending on circumstances we can offer students to start their training course in another session.

## Academic Probation, Dismissal and Re-Admittance

Due to the length our our training courses, we cannot provide probationary periods for unsatisfactory grades or progress. We will notify students throughout the course if their grade slips below a C. If they cannot bring their grade up before the start of their clinical, then the student will be dropped.

As mentioned in the student conduct, grades and attendance sections, students may be dismissed for various reasons. After being dismissed students are able to be readmitted 90 days after their date of dismissal. Please note that a student is never guaranteed readmission. Readmission is most likely if the student has been proactive in preparing for a successful return and addressing the issues that prevented him/her from being successful before being dropped. To apply for readmission the student must provide supporting documentation (transcripts from other institutions, other documents which support personal, academic, or health progress you have made during their time away) to an office personnel in person or via email; where it will then be reviewed by faculty to determine if readmission is approved. If a student is dismissed for academic reasons and wants to contest the dismissal they may do so by filing out the appeal form online or in-person. The appeal form will be reviewed by faculty to determine if re-admittance is approved

# Our Policies (cont.)

## Cancellations and Refunds

Students have the right to cancel enrollment for a program until midnight of the 3rd business day after receipt of the notice. Cancellation *must be* in writing. The customer may send a letter, telegram, or other writing indicating the desire to cancel. Usually, the customer can use one of the two copies of the notice of right to cancel by writing on it, "I hereby cancel this contract" and mailing it to the school. The notice must be mailed to the school by midnight of the third business day following the transaction. After the student sends the notice to the school, The school will send the refund to the student or payee within 10 business days.

A student who withdraws or is dismissed after 3 days but before completing 60% of the potential units of instruction in the current enrollment period shall be entitled to a pro-rata refund, as calculated below, less any amounts owed by the student for the current enrollment period, less a one-time application fee of \$100. Pro rata refund shall be determined as the number of units remaining after the last unit completed by the student, divided by the total number of units in the enrollment period, rounded downward to the nearest ten percent. A pro-rata refund is the resulting percent applied to the total tuition and other required costs paid by the student for the current enrollment period. All efforts will be made to refund prepaid amounts for books, supplies, and other charges unless the student has consumed or used those items, and they can no longer be used or sold to new students or returned by the school to the supplier. Refunds shall be paid within 40 days after the effective date of termination. No refund is required for any student who withdraws or is dismissed after completing 60% of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit go the program and which are beyond the student's control.

A student is deemed to have provided constructive notice of withdrawal when they have failed to attend at least four consecutive days of class, utilize instructional facilities, or submit lessons/coursework without providing an explanation to the school prior to or during that period regarding the inactivity. A written notice of withdrawal is not required.

# Our Policies (cont.)

## Student Complaints

All reports made using our Report Form or expressed to office personnel will be taken seriously, and faculty will share information with the appropriate people for further investigation. The steps we take to handle student complaints after a complaint is submitted include: our institution will evaluate the concern, reports will be acknowledged within 24 hours of submission, immediate and appropriate action will be taken when it is determined that discrimination, harassment, or other misconduct has occurred (each concern or incident is different), faculty will take appropriate action on a case by case basis and Alliance Health Care offices and personnel will be engaged if necessary, and an official log of the incident will be made and kept on file. Please note that student complaints must be made within one year after the student's last recorded date of attendance.

If you believe that your complaint was not satisfactorily resolved with the school you may contact the Educational Approval Program. Their contact information is listed below.

Phone: (608) 266-2112, ext. 5, ext. 2

Address: 4822 Madison Yards Way  
Madison, WI 53705

Website: <https://dsps.wi.gov/Pages/Programs/EducationalApproval/EAPFileAComplaint.aspx>

Email: [DSPSEAP@wisconsin.gov](mailto:DSPSEAP@wisconsin.gov)

## Non-Discrimination

Alliance Health Care Institute does not discriminate on the basis of age gender, physical ability, marital status, sexual orientation, race, or religion.

## Self-Evaluation

Alliance Health Care Institute takes pride in providing the best curriculum and learning environment possible for students. To provide this training we request that students send back the post class survey that is sent via email.

# Our Policies (cont.)

## Student Records

While students are enrolled in a class, we maintain records of their attendance, exam results, enrollment information, and grade reports. Records are kept in a locked filing cabinet. These records are held after the student is no longer enrolled for at least six years from the last enrollment date. The student's transcripts are kept permanently. Student academic and personal records are confidential and protected by the Family Educational Rights and Privacy Act of 1974. Faculty shall release records only to appropriate faculty, administrative personnel, parents, and guardians if the student has provided our office personnel with a signed, written release. Release of these records to others, including institutions or governmental and legal agencies, shall occur only upon approval by the student or graduate or upon subpoena. Transcripts of academic work are available to the student or graduate at our office when requested in writing. There is a limit of one transcript per request per day.

## Employment Services

Placement services provided by Alliance Health Care Institute is offered as an assistance in working out the student's placement but is not offered as an assumption of the responsibilities for finding the student a job. Student referrals to prospective employers are not based on direct contact with the employer regarding current job openings.

# Our Policies (cont.)

## Holidays

These holiday dates are ones in which the school will not provide instruction.

Dates	Holiday
January 2, 2023	New Years Day
January 16, 2023	Martin Luther king Jr. Birthday
February 20, 2023	President's Day
May 29, 2023	Memorial Day
June 19, 2023	Juneteenth National Independence Day
July 4, 2023	Independence Day
September 4, 2023	Labor Day
October 9, 2023	Columbus Day
November 10, 2023	Veterans Day
November 23, 2023	Thanksgiving Day
December 25, 2023	Christmas Day