

# ILLINOIS HEALTH CAREERS

*"Train for Tomorrow's Career Today"*



## **Main Campus**

**4709 N Harlem Ave, Harwood Heights, IL 60706**

## **Locations**

**17759 S Halsted St, Homewood, IL 60430**

**1529 S Lake St, Mundelein, IL 60060**

**5051 E State St, Rockford, IL 61108**

**1010 S Arlington Heights Rd, Arlington Heights, IL 60005**

**224-246-2694**

**[www.illinoishealthcareers.com](http://www.illinoishealthcareers.com)**

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## Welcome to Illinois Health Careers Allied Health Vocational College.

The faculty and I are pleased that you have been admitted to our Allied Health program. IHC is a premier vocational college in Northern Illinois. What makes our programs unique is the quality of our curriculum, the diversity of our student body, the commitment, and expertise of the Allied Health faculty, and access to state-of-the-art healthcare facilities. Our programs are approved by the Illinois Board of Higher Education (IBHE) and Private Business and Vocational Colleges (PBVS) Accreditation boards as an innovative leader in health sciences education dedicated to quality assurance, integrity, and collaboration.

Our faculty offers exceptional support in facilitating your education and your entry into the Allied healthcare field. As a student in our program, I hope that you will embrace the exciting and challenging courses that have been designed to educate you for the fast pace and changes of twenty-first century Health care teams. Continuous, extensive study will be required to learn the content and skills that are essential for safe and effective patient care. As you engage in the culture of Allied Health care education, it is important to recognize that learning is a dialogue; the faculty seeks your engagement, self-direction, and accountability for your learning.

We hold you as novice learners to high expectations and professional standards as well as compassion and caring. You may expect the same of us. Familiarize yourself with this handbook; it is your guidebook for success. Finally, I look forward to getting to know you and sharing our mutual passion for health care. May you find your journey at IHC a life changing experience where you keep an open mind and find that Allied Health care is a fulfilling, and worthwhile profession.

With hope and congratulations as you explore and assimilate the study of Allied Health care at IHC.



Colinda Kram, MBM, ADN, CMA (AAMA)

## Our Mission

Illinois Health Careers mission to contribute to society is by creating career ready Allied Health professionals for our community and its surrounding areas by providing fundamental knowledge and cultivating creativity in the classroom through a diverse learning environment to achieve social transformation for students of today, tomorrow and the future. Our students are provided hands-on classroom instruction by expert faculty, as well as clinical utilization of state-of-the-art technology, and promoting the highest level of professionalism, personal growth, and real-world experience.

## About Illinois Health Careers

Illinois Health Careers prepares its students for a successful future in the Allied Health Career fields which include Dental assistant, Orthodontics, Phlebotomy and Medical Assistants. Depending on the program in which the students enroll, they are placed with an experienced industry professional instructor who guides them through a module-based program, which is taught either twice a week in the evening on weekdays, or on Saturdays.

Illinois Health Careers currently offers a Dental Assisting Program, an Orthodontic Assisting, Phlebotomy Program and a Medical Assistant Program. Our innovative module-based programs are designed to maximize the convenience factor for our students, and they also put them in control of their progress. Together with the combination of small class size instruction and hands-on clinical training, students are prepared to become confident as Allied Health care professionals by the end of the course.

Illinois Health Careers provides equal opportunities for all persons regardless of age, race, creed, disability, sex, religion, sexual preference or political affiliation to apply for any of our programs.

Illinois Health Careers offers various locations to study. We also provide a virtual tour of our Dental and Orthodontic classroom settings. All locations are mirrored in clinic/ classroom set up. Our classes are held in live clinics, so our students train every class in a clinic and are exposed to real clinical equipment such as chair side instruments, Panoramic Xray machines, iTero digital Xray machines as well as Sterilization and ultrasonic machines. This type of classroom setting allows our

students to hit the ground running when entering the workforce. Take a virtual tour- [Explore Health Careers: Immersive Virtual Tour Experience](#)

## About Our Founder



In 2011 Dr. Yaroslav Yarmolyuk and his team began expanding their practice across Chicagoland. As the practice grew it was harder to keep up with hiring and training orthodontic assistants. A talented orthodontic assistant is a huge asset in a busy practice. Dr. Yarmolyuk knew that this presented an opportunity to help support local dentists who needed trained assistants to help them run their practices as well as support his passion for education and the dental profession.

Dr. Y is dedicated to providing the students of Illinois Health Careers with the most updated and comprehensive dental and orthodontic assisting theory as well as all the practical skills that will make them competent and confident in their new role of a Dental/Orthodontic Assistant.

“For me, orthodontics is more than just straightening teeth. Orthodontics is the way of helping my patients to improve their lives by giving them a beautiful, healthy, and confident smile. Orthodontic treatment changes lives by making patients’ smiles more attractive and significantly improving their confidence and self-esteem.” Dr. Y is an award-winning orthodontic specialist. He has been featured on WGN, WIFR, and ethnic stations including Polvison. In addition to awards, Dr. Y has been on a mission of philanthropy. Whether it might be giving back to the community, offering free braces for the less fortunate, and organizing charity events.

## Our Administrative Team



**Ms. Kram Director of Allied Health**

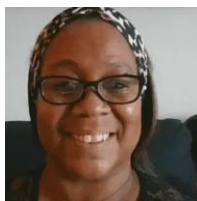
Ms Kram is the Director of Allied Health and oversees operations of all 5 campuses. Ms. Kram comes to us with 28 years of experience in Healthcare and Academics. Her experience includes management and leadership roles in a vast array of healthcare settings such as Director of Allied Health; Ms. Kram is also an expert at course development and implementation of curriculum. She holds a master's in healthcare management, Double Associate of Science in Medical Assistant and Nursing. She is also a licensed instructor through the Illinois Board of Higher Education.



**Ms. Elizabeth Onifade, School Administrative Assistant and Enrollment Coordinator**

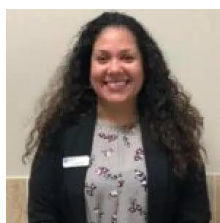
Elizabeth is passionate about fostering the next generation of healthcare workers. She is committed to providing exceptional service and guidance to aspiring healthcare workers. She is ready to help with all your documentation and answer any questions you might have regarding our programs. Just let me know, "How can I help?"

## Meet our faculty



**Chandra McGee Harwood Heights II and Homewood II Dental assistant Instructor.**

Chandra McGee- Evans has been Dental Assisting over 30 years. From General Dentistry to Specialty. She attended Apollo College of Dental and Health Careers where She obtained a Dental Assistant certificate. She had the opportunity to expand her Dental Assistant Career by Teaching & Job placement assistance. With her experience in assisting she loves to help others maintain their goals in life.



**Roxanne Santana Harwood Heights II Orthodontic Assistant Instructor.**

Roxanne has been employed as an Orthodontic Assistant for over 10 years. Roxanne loves being in the dental field and teaching students at Illinois Health Careers. She enjoys being a part of the dedicated and passionate team and helping teach those who are looking for a new career choice. She hopes to instill the love she has developed for dentistry in her students.



### **Lynn Hines Rockford II Orthodontic Assistant Instructor.**

Lynn Hines is an experienced dental assistant and lead clinical coordinator for Bull Valley Dentistry. After graduating from the Elgin Community College dental assisting program, Laurie went on to gain experience in many aspects of dentistry, including orthodontics. Even as a teenager Laurie knew she would be destined for a career in dentistry. She would straighten out paper clips bending and fitting them to her upper teeth to stimulate wearing a removable retainer. Laurie is dedicated and passionate about helping others through education to acquire the skills to achieve their goals in dentistry.



### **Juliette P. Homewood II Orthodontic Assistant Instructor.**

Juliette holds a Bachelor's degree in Community Health from the University of Illinois at Urbana-Champaign (2021). She has worked as an Orthodontic Assistant since 2022, progressing quickly from a sterilization technician to a full clinical role. Her experience spans a variety of orthodontic procedures, including appliance placement, adjustments, debonding, and retainer fabrication. Juliette is passionate about both orthodontics and patient care, and she brings that same dedication to teaching. She is committed to preparing future orthodontic assistants through hands-on instruction and mentorship.



### **Deyon Coffi Arlington Heights II Medical Assistant Instructor, Phlebotomy Instructor**

Deyon is a Certified Allied Healthcare Instructor with over 12 years of experience and outstanding qualifications in teaching adult students. He is Deeply committed to enriching students' lives by helping each student overcome personal barriers that impact their learning. He enjoys being an Illinois State Board of Education Instructor. His goal is the student's success, and philosophy is "Don't chase the grades; chase the knowledge, and the grades will follow." After finishing his education, he started working at the community care center, where we received extern medical assistant students. He oversaw training them. He feels great sharing my skills, and all the externs asked him to get into teaching. His dad was a professor, and teaching has always been his passion. The only place he feels like himself is to be in the classroom in front of students. He is an artist, and teaching is his art.



### **Kylie Kaylor Rockford II and Arlington Heights II Medical Assistant Instructor**

Kylie is a Registered Medical Assistant with over 14 years of clinical experience and 2 years of instructional experience. Her background spans multiple healthcare settings, including ICU, oncology, emergency medicine, and family practice. As an educator, Kylie is committed to student success and draws on her extensive field experience to support learners both academically and personally. Her passion for teaching developed through her role as a preceptor, where she discovered the value of mentorship and knowledge-sharing in shaping future healthcare professionals. Kylie's goal is to empower the next generation of medical assistants with the skills, confidence, and compassion needed to make a meaningful impact in the healthcare field.



## **Dr. Greeshma Ashok Harwood Heights II and Rockford II Coronal Polishing and Sealant instructor**

I have been in the field of dentistry since 2007. I graduated from Dental school in 2012 and holds a bachelor's degree in dental surgery and worked as an associate dental surgeon. I also received a certification in dental assisting with experience working in multi-specialty practices. I find immense pleasure in sharing what I have learned and making changes to the life of many students by introducing them to the field of dentistry.

### **Illinois Health Careers Accelerated Career focused programs.**

Each program is unique in its didactics and clinical course work. Classes will include a combination of lectures, integration practices, online learning coursework, and hands on clinical exercises in key content areas. Attendance at each scheduled class is mandatory since the curriculum, integration of work, and progression of the clinical training are carefully sequenced to maximize learning and retention.

Participation in each session is a prerequisite for attending the next session. If you have an extenuating circumstance that results in missed hours, you will be required to make direct contact hours with the Allied Health instructor or a designee. If you anticipate missing a class, please talk with your instructor in advance. If you miss 2 classes and do not call and notify the instructor, you may be dismissed from the program or re-enrolled into the next semester. Unused tuition will be refunded per the refund policy

### **Equal Opportunities**

To promote a diverse and inclusive workplace, Illinois Health Careers (IHC) provides equal opportunity for all people, IHC assists in creating graduates with diverse interests,

experiences and perspectives. Illinois Health Careers does not discriminate on the basis of age, race, creed, sexual preference, political affiliation, color, national origin, gender, disability or any other classification protected by law in its programs and activities.

## Program Goals

Illinois Health Careers strives to make our students successful members of the allied health care community. Our school is committed to giving students opportunities to gain knowledge and develop skills while utilizing critical thinking as an integral part of the process as well. Our program goals are the following:

- Upon successful completion of the program student will be able to apply and work in their chosen field of study
- Prepare our students to become career-ready Allied Health professionals and confident in their clinical and practice management skills.
- Provide our students with open access and a supportive environment that fosters student success in and out of the classroom.
- Prepare our students to function as integral members of the health care team while performing chairside and related office and laboratory procedures.
- Provide our students with interpersonal skills and necessary competencies for patient-centered care.
- Educate our students about current technologies and give them the skills necessary to adapt to the changes in health care fields.
- Provide a curriculum that will give our students the knowledge and understanding of the professional duties and standards, incorporating legal and ethical responsibilities of an Allied health care professionals.

## Dental Assisting Program Description

Illinois Health Careers Dental Assistant Program is designed for a comprehensive coverage of dental assistant theory and practice in all aspects of clinical and administrative responsibilities. This program

is designed to be completed on a part-time basis by enrollment in each of the 20 modules, 2.5 hours each.

Upon successful completion of the program, students will earn a Certificate for the Dental Assistant Program. Graduates are eligible to sit for dental assistant certification examinations such as the one conducted by American Medical Technologies (AMT) or DANB.

### **Occupational Objective**

Graduates are trained to work as dental assistants and may find work in dental offices, clinics, or other dental facilities.

### **Program Objectives**

Upon completion of the program, the student should be able to:

- Work under the direct supervision of a practicing dentist and qualify for the title of Dental Assistant, performing all tasks required in a dental office
- Demonstrate knowledge of the standards of care in chairside assisting; proper use of dental instruments; and in exposing, processing, and monitoring radiographs.
- Demonstrate knowledge of disinfection, sterilization, infection control, handling and disposing of hazardous materials and sharps; mixing techniques of laboratory materials, tray setups, and assistance in chair-side restorative procedures.
- Demonstrate the use of instruments and sequential procedures of orthodontic treatments.

### **Orthodontic Assisting Program Description**

The Illinois Health Careers Orthodontic Assisting Program consists of 10 modules, 2.5 hours each, offered on Saturdays (please refer to the Academic Calendar posted in the School Catalog for details) and a 20-hr internship component. Orthodontic Assisting modules to include theoretical and clinical components, covering advanced dental and oral anatomy and physiology, basic to advanced orthodontic chairside assisting, orthodontic materials and supplies, instruments and procedures, appliances, Invisalign, radiology, and impressions.

A 20-hour internship requirement needs to be completed within 1 month from the date when the 10 orthodontic modules have been completed. An internship can be completed at any of the listed Orthodontic Experts clinics (please see the addresses and contact information below). Students can

also rotate between the clinics to fulfill the internship requirement in a timely manner. Please see Orthodontic Internship forms for additional details and guidelines.

### Occupational Objectives

Graduates are trained to work mostly independently. Once a patient is outfitted with corrective instruments such as aligners, braces, or expanders, it's the orthodontic assistant's job to perform any minor adjustments.

### Program Objectives

- Students will be able to Demonstrate knowledge of replacement of wires
- Students will be able to Demonstrate knowledge of cutting off wires.
- Students will be able to Demonstrate knowledge of refitting bands on braces.
- Students will be able to Demonstrative knowledge of the tightening of corrective coils.

### Locations of Internships

Addresses and contact information of the orthodontic clinics for the 20-hour orthodontic internship shadowing experience will be shared with a student after successful completion of the program and acceptance by the clinic.

## Certified Clinical Medical Assisting Program Description

Illinois Health Careers Clinical Medical Assistant programs will provide students with the training and resources to achieve a rewarding career. Our program provides practical clinical applications so you will be **job-ready** upon successful completion of our program. You'll attain skills and knowledge such as:

- Medical assisting professional overview
- CPR certification
- Medical terminology, anatomy, & physiology
- Pathology, diseases, infection control, & pharmacology
- Overview of Medical Insurance and electronic health records (EHR)

- Phlebotomy (collecting blood samples)
- EKG's
- Injections and immunizations
- Laboratory and CLIA waived test
- Patient measurements, vital signs, & injections, wound care.
- Patient exams including eye and ear assessment, sterilizing medical equipment, and assisting with surgical procedures
- Standard Precautions and safety
- Soft skills such as communications, interpersonal relations, and critical thinking
- HIPAA compliance

**Clinical Externship course overview:** Completing externship in a provider's office may include asepsis and infection control, taking patient histories and vital signs, performing first aid and CPR, preparing patients for procedures, assisting the physician with examinations and treatments, collecting and processing specimens, performing selected diagnostic tests, and preparing and administering medications as directed by the physician and as permitted by state law.

### Occupational Objectives

The Medical Assistant graduate will function as a multi-skilled allied health professional who works primarily in ambulatory settings such as medical offices and clinics. The Medical Assistant will be able to function as a member of the health care delivery team by performing a variety of administrative tasks and by assisting with clinical procedures to facilitate the work of the physician. The Medical Assistant will be essential for the smooth workflow of the medical office.

### Program Objectives

#### **MEDICAL ASSISTANT END OF PROGRAM STUDENT PROGRAM OBJECTIVES**

REVIEWED/REVISED 2025

On completion of the Medical Assistant Program the graduate will be able to:

- Incorporate clinical and theoretical knowledge while safely performing clinical skills

efficiently.

- Apply computer skills while entering varying data accurately.
- Prioritize patient care support activities effectively and efficiently.
- Combine varying methods of communication to support patient centered care.
- Demonstrate professional behaviors in the Medical Assistant profession.
- Communication: Students will exchange ideas effectively in different settings and modalities
- Flexible Thinking: Students will expand their mindset by using experience, reason, problem solving, ingenuity, and research and data.
- Cultural Competence: Students will develop an awareness of one's own cultural values and how they differ from the cultural beliefs and values of others in a variety of contexts, both local and global.

Students who successfully complete the program are eligible to sit for the national certification exam through the NHA.

### **Phlebotomy Program Description**

The Illinois Health Careers Phlebotomy Technician Program is designed to develop both manual and cognitive skills essential for successful blood specimen collection and laboratory support. The Phlebotomy Program is completed over 10 weeks with classes held once per week during weekends for 4 hours per session, providing students with a convenient schedule that accommodates work and personal commitments while ensuring comprehensive training in blood collection techniques and laboratory procedures.

This program is offered at two convenient campus locations: Arlington Heights and Rockford, allowing students to choose the location that best fits their needs and providing accessibility for students throughout the region.

### **Occupational Objectives**

Graduates are trained to work in hospital settings, nursing homes, blood banks, plasma centers, paramedical examination services, outpatient clinics, and reference laboratories. The profession

offers opportunities for both structured institutional work and independent mobile services, allowing professionals to choose work environments that best match their preferences and lifestyle goals.

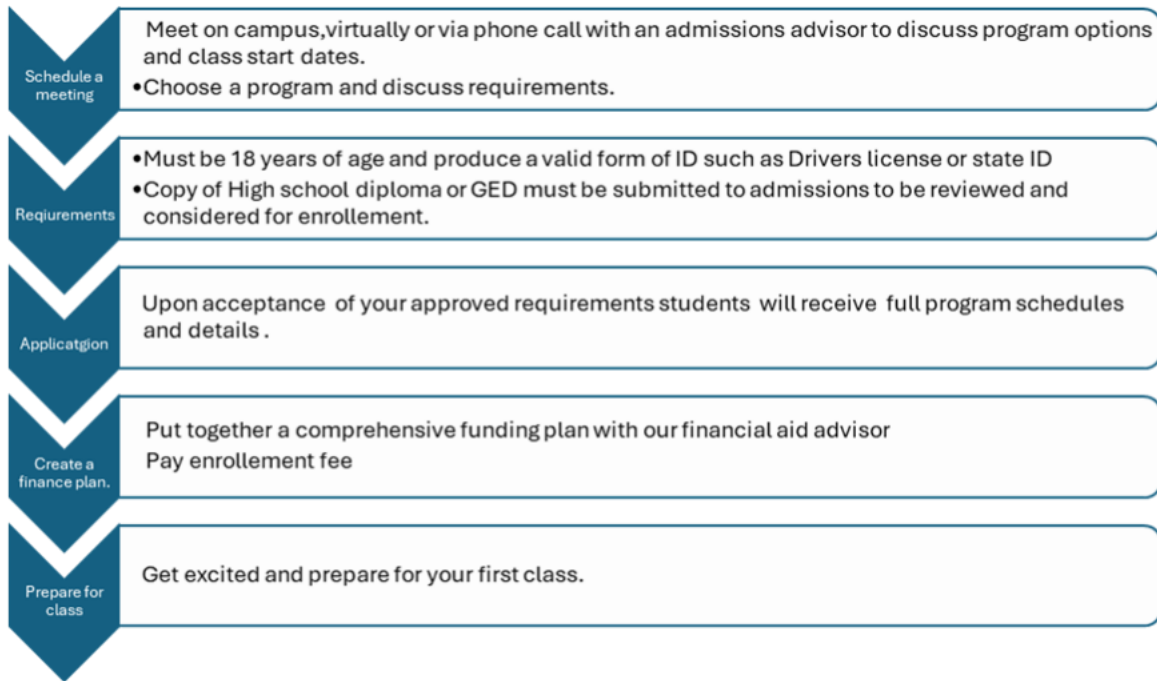
### **Program Objectives**

On completion of the Phlebotomy program, graduate will be able to:

- Collect and transport blood specimens correctly.
- Perform venipuncture and skin puncture techniques correctly.
- Collect and transport specimens other than venous blood, including urine, sputum, and tissue specimens safely.

### **Admission Requirements for all programs offered at Illinois health Careers**

Illinois Health Careers (IHC) welcomes applicants 18 years old and older for admission consideration. Applicants can apply to the program as a new student with high school transcripts or GED. To be considered for admission, applicants must meet the following expectations and complete the application process in full. Incomplete applications will not be reviewed.



Please note: Admission requirements may differ based on Program selection.

**Medical assistant Applicants only.**

**POLICY STATEMENT**

Medical Assistants are healthcare professionals who are part of the interdisciplinary team responsible for the safe, quality care of patients. Medical Assistants must demonstrate professionalism and must be accountable for their own actions. To ensure that all Medical Assistant students are fully aware of the policies and requirements of the program, students sign documents that demonstrate understanding of the policies and commit to remaining compliant, understanding consequences for non-compliance.

**PROCEDURE**

1. Students will receive the Medical Assistant Student Handbook during the mandatory New Student Orientation.
2. The Medical Assistant Program Director will review the Handbook, in its entirety, allowing time for clarification of any questions.
3. After review, students will sign and date the following documents, signifying they have been oriented to the information:
  - a. Medical Assistant Handbook Review

- b. Waiver of Responsibility
- c. Student Release Form

For a student's Medical Assistant Program application to be considered complete, the student must include all of the following in their submission:

1. IHC Medical Assistant Program application
2. Physical exam documentation
3. Immunizations

**Coronal Polishing and Dental Sealant Placement Applicants only**

1. Candidates must be a graduate of an accredited/approved Dental Assisting Program or have one thousand (1000) or more hours of dental assisting experience or be certified dental assistant as designated by DANB.
2. Each participant must follow the OSHA guidelines for infection control, must wear scrubs and bring their own safety glasses for the clinical portion, and use clinical Personal Protective Equipment (i.e. gloves, mask, eyewear, and clinic gown).
3. Each participant must agree to act as a patient for coronal polishing.
4. Applicant must provide an employer letter.

**Advance standing**

Illinois Health Careers does **not** grant advanced standing, transfer credit, or academic credit for coursework, training, or education completed at other colleges, universities, institutions, or training providers. Credit is not awarded for prior learning, work experience, military training, or any form of previously completed education.

All students accepted into an Illinois Health Careers program are required to complete the full program curriculum as prescribed by the institution in order to graduate.

Illinois Health Careers measures its programs in **vocational credits**. Vocational credit programs are

designed to provide focused, practical, and technical skills training that prepares students for specific healthcare careers. These programs emphasize employability and work readiness and typically do not include general education coursework.

Illinois Health Careers is a non-degree-granting institution. Completion of a program results in the awarding of a certificate not an academic degree

### Acceptance and Notification

Potential students will be contacted within 1-3 working days upon receipt of the application. Illinois Health Careers will contact the student via email and phone call to complete the enrollment process. Students will also be provided with a link to pay the application fee at the time of admissions call. After the call, all enrolled students will receive a welcome email from admissions highlighting the details of their upcoming class. The deadline for applications for all programs offered is one week prior to the program's start date.

### Theory and Clinical grade standards

The grading standard is the same for all programs. Exam grades must average 80% to pass

Letter grades for all programs will be based on the following values:

Grade	Percentage
A	90-100%
B	80-89%
C	79-70%
D	69-60%

#### Theory

- Grades are not rounded to make a passing grade; example 79.9 is not a passing grade of C (80).
- Only one make-up exam is permitted.
- Any student who must be absent for an exam must notify the instructor prior to the exam.
- Proof of excused absence on the day of exam must be submitted; the make-up exam may be Form B.

- The test will be made-up at the instructor's convenience prior to the next scheduled class (within one week of the absence).
- The following are the only acceptable reasons for absence on an exam day:
  - a. A personal emergency
  - b. Illness of the student or immediate family
  - c. A death in the immediate family
  - d. Jury duty/court appearance
  - e. Military reserve duty
  - f. Verification of the reason for the absence will be required. Non-verified exam day absences will result in a 10% reduction in the exam grade when made up.
- The E-book will be used as a final answer if there is a question regarding an exam question.
- Students must complete course assignments and engage in critical listening, critical reading, and critical thinking as assigned by the instructor.
- Assignments must be completed and submitted on Sunday at the end of each week by 11:59pm.
- Five points will be deducted for every day an assignment is late.
- Any student demonstrating a breach of ethics, unprofessional conduct, cheating, failure to maintain confidentiality, and or plagiarism will FAIL the course. Disrespectful conduct during class time may result in the student being asked to leave class and a possible decrease in overall grade for course.
- The faculty reserves the option to structure group and class seating to facilitate maximum learning.
- Cell phones should not ring or vibrate and are not allowed in class
- No electronic devices, smart phones, laptop computers will be allowed in class during exams.
- Recording lectures is not allowed.

### Lab

- Clinical skills practice in the Lab is required during scheduled lab time. The student is expected to practice each skill in the lab. If additional skill practice time is needed, students will have to schedule an appointment with the professor based on lab availability.
- Students are required to stay in the lab during a demonstration for the entire course of time. Failure to stay the entire course time will count as an absence. Refer to attendance policy.

- If a student fails to complete practice, they will not be allowed to validate on validation day. This will count as your first skill attempt failure.
- Skill validation absence will be made up at the convenience of the professor.
- Failure of the student to show up for the scheduled skill testing will be considered the first failed attempt.
- Skills are evaluated by Faculty validators as either Pass or Fail using criteria focused on safe patient practices and evidence-based practices.
- *In the event that the student receives a Fail during a skill validation, the student is expected to schedule an appointment for revalidation within one (1) week.*
- *NO retesting will be allowed on the same day as the non-pass. The student will need to have supervised practice of the failed skill in the Lab prior to testing rescheduling.*
- Failure to pass the assigned lab skill on the second attempt will result in failing the course.
- Any skill lab return demonstration may be photographed for teaching purposes. Successful skill validation is required to pass the course

### **Academic Testing environment**

#### **POLICY STATEMENT**

All programs administering paper and online exams will maintain a testing environment that supports academic integrity and promotes optimal conditions for student performance.

#### **PROCEDURE:**

- Students arriving more than 10 minutes late will be prohibited from entering the testing environment.
- All personal items must be placed in front of the classroom.
- The only items students may place on the desk are their own pencils/pens. If calculators or scratch paper are needed, they will be provided.
- Use of ear plugs is allowed; ear pods are not.
- All electronic watches and devices must be removed.
- No caps, hats, scarves, sweatshirts, or jackets are permitted.
- Personal drink containers must be kept in front of the class.
- Students are to sit apart from other students when possible.

- Online tests: only one browser window can be opened; volume must be turned off; screen must be maximized and set to brightest display; earphones may be used if instructed by instructor.
- No talking is permitted. If the student needs assistance, they are to raise their hand or quietly approach the instructor.
- Failure to adhere to these procedures may result in dismissal from the classroom and a grade of zero for the exam.
- Students requiring the use of the college's testing center for both accommodation and makeup exams will follow the same procedure.
- Exceptions to the above requirements will be made only where required per student's approved disability-related accommodation(s) or with prior written approval of the course instructor.
- Missing exam/quiz:

If absent on the day of a quiz/exam, the student must contact the instructor to makeup the quiz/exam *prior to the next class*.

Student will be required to take the quiz/exam at the Testing Center  
see course syllabus for details.

### **Academic Honesty standard**

#### **POLICY STATEMENT**

A foundation of mutual trust and responsibility is an essential component to education and the future of a student in Allied Health Programs at Illinois Health Careers. Faculty at the college as well as the clinical affiliates of the program are responsible for creating an environment where honesty and professionalism is encouraged. Furthermore, students are expected to do their own, original work, except when collaboration on projects is directed by faculty as part of the course or specific assignment. Students are expected to observe the Academic Integrity Policy and the commonly accepted standards of academic honesty at all times.

Academic dishonesty constitutes a serious violation of academic and professional integrity. Students are obligated to perform with academic integrity and honesty as well as report any violations of academic honesty as laid out in this policy.

Illinois health Careers Academic dishonesty policy can be found in the student syllabus.

First Offense: Academic Warning which consists of:

- A written reprimand by the instructor stating the specific academic penalty.
- The specific academic penalty will be determined by the Director of Allied Health and may be any of the following:
  1. Redoing the assignment/test
  2. Lowering of the assignment/test score
  3. No credit for the assignment/test score
  4. Program dismissal

Second offense

- The student will be dismissed from the Program.
- Re-Admission/Re-entry into the Program will not be permitted

## **Student Academic Progress Reports**

As students progress through courses, the only individual(s) qualified to determine progress and improvement are the educator designated as the course faculty. The faculty is responsible for the evaluation of student performance in Allied Health courses and has final responsibility for the course grade. Students are required to follow the course syllabus and are responsible for meeting the objectives and all requirements of the course as outlined in the syllabus. Students are required to complete hands on clinical skills assessments each week which are evaluated in real time. Students have access to their individual grade book at all times throughout the program. The instructors complete weekly reviews of the grade book and provide feedback. Upon successful completion of the program, a report is submitted to the administrative office, where student transcripts and certificates are created and sent to the student within 14 days of program completion

## **Holidays**

Illinois health careers observe all Federal holidays that are established by law (5 U.S.C. 6103):

- New Year's Day (January 1).
- Memorial Day (Last Monday, May).

- Independence Day (July 4).
- Labor Day (First Monday in September).
- Thanksgiving Day (Fourth Thursday in November).
- Christmas Eve and Christmas Day (December 25).

## Tuition and Fees

Dental Assisting Program - \$3,500.00 + \$150.00 (online LMS book fee)

Orthodontic Assisting Program - \$2,100.00 (Course workbook is included in tuition fee)

Phlebotomy Technician Program - \$2,100.00. (Online LMS is included in tuition fee)

Clinical Medical Assisting Program - \$3,800.00 + \$220.00 (Textbook and online LMS Book Fee)

Non Refundable Admin Fee - \$210.00

\*Please note that book fee refers to either course workbook, E-book and/ or access to Learning management system. All books must be purchased through the school at the time of enrollment to ensure accuracy of content and online access. (online access is dependent upon program) books and online access will be given to the student on the first day of class.

## Additional certificate courses available

- CPR/AED \$50.00
- Coronal Polishing and Dental Sealant Placement \$499.00

Military veterans and active duty get a 12% discount for Allied Health Programs.

## Certificates

All certificates will be mailed to students after all financial obligations have been met and successful completion of the course. It may take up to 14 days (about 2 weeks) after the class has ended for all data to be finalized and to receive the certificate.

## Student Records

Illinois Health Careers maintains complete and accurate student records in a confidential manner.

Student records are maintained by the School Administrator and are accessible only to authorized school personnel in accordance with applicable privacy and record-retention regulations.

Illinois Health Careers maintains the following student records while a student is enrolled and when the student is no longer enrolled;

- Student enrollment application and enrollment agreement
- Payment receipts and refund records
- A copy of the student's high school diploma or GED certificate
- Student academic records, including transcripts, completed coursework, quizzes, and evaluations
- Attendance records
- Student identifying information, including ID or Driver's license
- Records documenting the student's program completion or termination, including the date and reason for completion or termination
- Records of student grievances and documentation of their resolution

All student records are considered confidential. Copies of student records will be released only upon receipt of a **written and signed authorization** from the student, except where disclosure is otherwise permitted or required by law.

Student records are retained in accordance with regulatory requirements as follows:

- General student records are maintained for a **minimum of six (6) years** after the student leaves the school.
- Student transcripts are maintained permanently.

Students requesting duplicate copies of transcripts or certificates will be charged a \$15.00 processing and handling fee per request.

## Financial Aid

Illinois Health Careers provides a range of financial assistance options, including customized payment plans, payment deferment, outside resources such as Worthy tuition plan, and WIOA grants

(Workforce Connection) tuition assistance. For more details, please visit our website at [www.illinoishealthcareers.com](http://www.illinoishealthcareers.com)

Additionally, Illinois Health Careers has partnered with TFC Financial Services to offer student tuition financing. TFC provides benefits such as free credit reporting to help you build your credit, no credit checks, low interest rates, no penalties for early payoff, minimal paperwork, and an approval rate exceeding 99%.

## **Attendance Policy**

Illinois Health Careers requires regular and punctual attendance in all scheduled classes. Due to the accelerated and skills-based nature of vocational programs, attendance is essential to achieving required competencies. **Attendance is mandatory for all theory and clinical instruction.**

### **Attendance Recording and Reporting**

- The instructor conducts roll call at the beginning of each class session and records attendance on the official attendance record.
- Attendance records are maintained by the instructor and reported to school administration after each class session.
- Attendance records are retained by the school in accordance with data protection legislation.

### **Tardiness and Absences**

- Students arriving 10 minutes or more late are marked tardy; two tardies equal one absence.
- Students arriving 30 minutes or more after the scheduled start time are considered absent.
- Tardiness and absences may negatively affect academic performance and skill competency.

### **Reporting Absences**

Students who will be absent must notify the instructor in advance by email or telephone, when possible. Failure to notify does not excuse the absence.

## Make-Up Instruction and Progression

- All absences must be coordinated with the instructor for approved make-up instruction.
- Students missing **20% or more of scheduled classes** without completing required make-up instruction may be required to enroll in a subsequent course offering.
- Students missing more than two classes in a term are subject to a \$150 instructional fee per make-up class.

All required coursework, including theory and clinical competencies, must be completed **by the end of the term** to meet program completion requirements.

## Transferable Credit

Illinois Health Careers does not transfer credits, and in most cases, credits or coursework are not likely to transfer to another institution.

## Approvals and Authorizations

Illinois Health Careers is approved by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education (IBHE-PBVS) for its allied Health Programs and is authorized to conduct training in the following areas for Allied Health.

- Dental Assistant
- Orthodontic Assistant
- Medical Assistant
- Phlebotomy Technician

## Self-Evaluation

Self-evaluation is a process by which faculty in a college reflect on their practice and identify areas for action to stimulate improvement in the areas of student academics and professional learning. Instructors are given a faculty survey each term to evaluate their course and resources. Students are directly affected by college decision-making and planning, and there is increasing recognition of their right to be heard as part of this process. Illinois Health Careers provides students with a link to provide reviews as well as a student survey at the end of the program. Students have a detailed knowledge of what happens in individual classrooms and therefore a particularly valuable perspective on the conditions of teaching and learning which provides information to the Director of Allied Health, Admissions and faculty to summarize the evaluation outcomes under the following broad headings:

- Student achievement
- The quality of teaching
- Instructional resources
- The leadership of, and management in, the school
- Curriculum and outcomes

Illinois health careers will use this data to monitor and interpret data over time to ensure and enhance quality education.

## Grievances

Students may encounter a variety of academic and nonacademic grievances and conflicts that may require review by appropriate personnel. The purpose of this policy is to provide an equitable system for resolving grievances and conflicts. No student shall be penalized for filing a complaint or for participating in a complaint resolution process when the student has acted reasonably and in good faith. All complaints must be initiated within 1-3 days of the incident.

1. Students are encouraged to first utilize informal discussion to resolve any problems with the specific faculty or clinical instructor.

2. If the informal discussion does not resolve the issue, the student should bring their concerns to the Administrator.
3. If no resolution is reached via the aforementioned process, the student should follow the formal complaint procedure listed below.

**Illinois;**

Grievances not satisfied with the instructor shall be submitted To the Director of Allied Health Colinda Kram in writing or by email to [ckram@illinoishealthcareers.com](mailto:ckram@illinoishealthcareers.com). Complaints not satisfied by the Director of Allied Health may be sent in writing to the Illinois Board of Higher Education. Division of Private Business and Vocational Schools. Information about the complaint may be submitted online through the IBHE website <http://complaints.ibhe.org/>. Additional information regarding the complaint process can be obtained by contacting the Board at 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701, Phone Number: (217) 782-2551, Fax Number: (217) 782-8548.

**Wisconsin;**

Grievances not satisfied with the instructor shall be submitted to the Director of Allied Health, Colinda Kram, in writing or by email to [ckram@illinoishealthcareers.com](mailto:ckram@illinoishealthcareers.com). Complaints not satisfied by the Director of Allied Health may be escalated to the EAP.

EAP contact information: Department of Safety and Professional Services – Educational Approval Program, P.O. Box 8366, 4822 Madison Yards Way, Madison, WI 53705; [www.dsps.wi.gov](http://www.dsps.wi.gov); [dspseap@wisconsin.gov](mailto:dspseap@wisconsin.gov); (608) 266-1996

## **Academic Dismissal Appeals**

All students will have an appeal process with the school. Students will be required to submit their appeal to Ms Kram, Director of Allied health [Ckram@illinoishealthcareers.com](mailto:Ckram@illinoishealthcareers.com), along with an action plan on how the student will assure the school that his/her behavior will no longer be detrimental to the school, staff or patients. Action plans must be submitted to the DOAH within 3 days of dismissal from the program or internship site. DOAH will review and have the final decision as to

whether or not the student will be readmitted to a different program or internship site for completion of the internship. Students will only be allowed to appeal 1 time. If the student is still unable to meet academic requirements or unable to complete an internship due to further misconduct, the student will be dismissed from the program and will not be allowed to re-apply for entry into any program.

### Dress Code

Students must wear black scrubs and gym shoes or clogs, and no open-toe shoes to class meetings. Students will need to pin up their long hair as the class will be entering the clinical area on the first day and must follow all OSHA guidelines. Students enrolled in the Medical Assistant Program will wear Navy blue scrubs. Students must purchase scrubs independently.

### Class Conduct

Mature behavior and conduct are expected of each and every student. Illinois Health Careers reserves the right to dismiss or suspend a student whose conduct is regarded as unsatisfactory, and who engages in such conduct as: Theft or inappropriate removal or possession of property, attending class under the influence of alcohol or illegal drugs, boisterous or disruptive activity during class, disrespectful conduct, violation of health and safety rules, smoking in prohibited areas, unauthorized use of cellphones, violation of personnel policies, and unsatisfactory performance or conduct. We retain the right to drop any student that has violated any of these rules.

Please review the student's Conduct Policy and the Principles of Conduct in your enrollment form and sign.

Students in the Illinois Health Careers Certificate Programs are expected to follow the rules of student conduct as set forth in the Illinois Health Careers Catalog. Students are also expected to abide by the conduct of policies that pertain to all Allied Health programs offered through Illinois Health Careers.

One purpose of the program is to prepare the students to be caring, compassionate, well-educated Allied Health professionals who assume responsibility and accountability for his or her actions. The Director of Allied Health and all faculty expect the following behaviors from students enrolled in any

of the Allied Health professionals Certificate Programs:

1. The student will interact with peers, patients, clinical personnel, and teachers in a professional and respectful manner at all times, on campus, or off campus. The student will demonstrate a professional demeanor and polished communication skills that reflect positively on themselves, the program, and the institution that they represent.
2. The student will keep confidential, at all times, all information regarding patients.
3. The student will be properly prepared for every internship experience since he or she is legally accountable for the care he or she provides.
4. The student will promote a positive atmosphere and attitude in the classroom, lab and clinical setting by attending classes, being prompt, actively participating and respecting fellow students and instructors.
5. The student must always demonstrate professional behavior and attitude in the classroom. During the semester before externship, any student who fails to demonstrate acceptable attitude and behavior or falls below 75% will not be allowed to enter or continue their externship. Denial of entry into the externship will be based on written documentation by the clinical instructor(s). The student who is denied entry into the externship will have to re-apply to enter the externship the following term.

**Behavior not consistent with those behaviors described above will be brought to the attention of the Director of Allied Health in the form of a written report. Misconduct will be handled in accordance with the procedures outlined in the student handbook and with the *Illinois Health Career Code of Conduct*.**

#### **Principles of Conduct for the Illinois Health Careers Certificate Programs at the Externship Site**

These principles are intended to aid Allied Health students in maintaining a high level of ethical conduct in the workplace/internship site. They are standards by which all Allied Health may determine the propriety of his or her conduct in his or her relationship with patients, physicians, and co-workers.

1. *Everything you see, hear, or read about patients remains **confidential** and does not leave the office.*

2. *Never criticize or make negative remarks about the Dentist or physician(s), the site or site staff you work for in front of a patient. Never make negative or critical remarks about the treatment given to a patient by another Dentist or physician.*
3. *Be neat, clean, and dignified at all times. Professionalism is the key word. Anything less than that will not be tolerated.*
4. *Do not do anything that could be construed as advertising the Dentist or physician's services because in many states it is illegal to solicit.*
5. *Maintain a dignified, courteous relationship with all persons in the office-patients, co-workers, Dentist and physicians – as well as with insurance company representatives, vendors, and all others that come to the office or telephone the office.*
6. *Do not collect payment from another Dentist or physician or member of his family for services unless your employer tells you to do so.*
7. *Do not discuss a patient's condition within hearing distance of others.*
8. *Do not discuss a patient with acquaintances – yours or theirs.*
9. *Do not leave patients' records and information exposed on a counter or desk.*

## **Facility Policy**

Maintaining and preserving school facilities and equipment is the obligation of all students and staff members. Illinois Health Careers expects all students to treat the facilities and equipment with proper care. Students will be held responsible for any destruction to school property. Any student who deliberately damages the equipment of our facility will be expelled from the school of Illinois Health Careers. Smoking is not allowed inside the school. Any smoking must take place off of the grounds of the Illinois Health Careers.

## **Financial Policy**

Students are set up with a payment plan at the time of enrollment. Each student receives emails and SMS messages weekly as a reminder of upcoming payments. If students fail to make regularly scheduled payments while attending classes, students will be put on financial suspension from class until payment is received. It will be the student's responsibility to make up any classes due to financial suspension. Students will not receive final Certification of achievement or transcripts until

payment is made in full.

## **Withdrawal and Refund Policy for Coronal Polishing and Dental Sealants Placement Program only**

Please read over the eligibility and requirements before making your payment. Space is limited so early registration is recommended. A Non-refundable administrative fee of \$210.00 will be charged when cancellations are made up to three days prior to the course. If cancellation is made within 24 hours of course there will be a \$ 210.00 cancellation fee. No-shows are responsible for the entire amount. Illinois Health Careers reserves the right to cancel the course with a full refund due to insufficient enrollment. Students may transfer funds to attend a different course date.

- Students must submit a written notice of cancellation/withdrawal to the Administrator.
- Please, refer to the Refund/Cancellation Policy to determine the amount of refund requested.
- All notices of cancellation/withdrawal should be submitted in person to the Illinois Health Careers Director of Allied Health; notice can be submitted via email to ckram@illinoishealthcareers.com.

## **Academic Probation, Dismissal and Readmittance**

### **Academic Probation**

Any student who fails to meet the College's academic standards at the conclusion of an evaluation period will be placed on academic probation. Due to the accelerated nature of the program, academic evaluations are conducted during Week Two and Week Four. If a student does not achieve a satisfactory level of academic performance by **Week Four**, the student may be placed on academic probation.

Students placed on academic probation will receive written notification via email at the end of Week Four, and the probationary status will be documented in the student's academic record. The student is required to meet with his or her academic advisor at the conclusion of Week Five to

review academic progress and discuss strategies for improvement.

A student will be removed from academic probation once he or she meets the required **cumulative academic standards** at the end of the applicable evaluation period. If a student fails to meet the cumulative standards for a given week, the student will remain on academic probation for the following week.

A student who does not meet the academic probation requirements by Week Seven will be dismissed from the program.

Because of the accelerated format of the College's programs, probationary periods are limited to **two (2) days**. If the student does not demonstrate satisfactory improvement within this two-day period, the student may be withdrawn from the program and may be eligible to restart the same program in the next cohort.

## Dismissal Policy

Violations of the policies of the Illinois Health Careers Allied Health Programs and/or the clinical site, or failure to meet the academic and/or clinical standards for a course may result in consequences, including but not limited to a student's course failure and/or dismissal from the Program. A student whose conduct conflicts with ethical standards is also subject to consequences. For very serious incidents, such as those involving a threat to patient safety, gross insubordination, the disclosure of confidential information, falsifying student or hospital records, cheating, theft of property, damage to hospital or college property, physical or verbal abuse of patients, staff, fellow students or faculty, intoxication or being under the influence of drugs or alcohol during clinical or classroom/lab time, or possession of a dangerous weapon, a student can be dismissed immediately. The faculty also reserves the right to request the withdrawal of any student whose integrity, health, or conduct is in conflict with the clinical facility policies and/or ethical standards of the health profession.

Academic Probation or Dismissal from the Program may be based upon one or more of the following:

1. Withdrawal or failure to meet the minimum grade of 80% where applicable
2. Unprofessional behavior.
3. Unsafe classroom/lab behavior and/or performance.
4. Failure to pass competency skills in two attempts.
5. Clinical performance that does not meet professional standards or constitutes unsafe

practice.

6. Failure to meet Essential Abilities (see Essential Abilities Policy)
7. Violation of clinical policies.
8. Attending class/lab/clinical while impaired (see Alcohol & Substance Use Policy)
  - a. Absences in excess of 2 or more days. ( Students will be given the opportunity to Schedule make up class with their instructor. Only 2 make up days will be allowed in a course) Extenuating circumstances will be considered on a case-by-case basis.

All faculty recommendations to dismiss a student must be submitted in writing to the Administrator and the Director of Allied Health. Students failing to meet requirements for progression in the Program must meet with the faculty. Official notification of program dismissal will be sent via mail by the Administrator after formal review. After official notice of program dismissal, the student may submit a written appeal within 3 days of notification of dismissal. The student appeal will be afforded due process according to IHC procedures.

#### RE-ADMISSION / RE-ENTRY

Students who exit a Program due to program dismissal or voluntary program withdrawal may request to be re-admitted to or re-enter the program. Only if there is space available, the Admissions Committee evaluates each student's request on a case-by-case basis. There is no guarantee of re-admission or re-entrance to the Program.

- I. Students must re-apply by program application dates with a letter requesting admission.
  - a. Students must submit evidence of the following for review:
    - i. Documentation of corrective action regarding previous identified problems that will be incorporated to increase their chances of success in the program.
  - b. Re-admitted students will be placed on Academic Probation for the remainder of the program. Failure to meet the requirements below will result in dismissal from the program without further review.
    1. Students must complete all academic program requirements with a "C" (80.0%) or higher
    2. Students must meet all attendance requirements
    3. Students must meet all Clinical lab requirements
    4. Students must have any missed course work or clinical labs made

up within the first week of being placed on Probation.

5. Students must uphold all professional conduct as laid out in the student catalog.
- II. If space is available, re-admitted students will begin the program from the beginning.
- III. Prior dismissal related to unsafe clinical performance, unprofessional conduct, failure to meet essential abilities, or violation of clinical agencies policies will be grounds for re-admission denial without review.
- IV. Students will be required to resubmit all clinical requirements, including immunizations, background check, & drug testing.

**ACADEMIC DISMISSAL;** Readmission after termination for failing to meet satisfactory academic progress standards may be granted to a student if a written appeal is made to the School Administrator and Director of Allied Health, the individual substantiates that mitigating circumstances were involved, and corrective measures have been taken to prevent a recurrence. Appeals must be made within ten (10) days of the date of the dismissal notice. The School Administrator and Director of Allied Health will review the submitted appeal and respond with a determination within ten (10) days of receipt of the appeal.

**CONDUCT DISMISSAL;** Students who are dismissed for misconduct may file an appeal with the School Administrator and Director of Allied Health, along with an action plan as to how the student will ensure the school that his/her behavior will no longer be detrimental to the school or to other students. The Director of Allied Health will have the final decision as to whether a student may be readmitted to the institution.

### Leave of Absence ( LOA)

Unexpected life events require a request for Leave of Absence (LOA). Students may request a LOA while currently in a course. Due to accelerated course offerings, Students may need to start at the beginning of a course at the next start date to assure competency in skills. Requests for an approved LOA must be submitted in writing to the Administrator as soon as the request is required. If no request for LOA is submitted and student occurs maximum absences student will

be withdrawn from the program. Qualifying events may be:

- a. A personal emergency
- b. Illness of the student or immediate family
- c. A death in the immediate family
- d. Jury duty/court appearance
- e. Military reserve duty
- f. Verification of the reason for the absence will be required.

## Refund/Cancellation Policy

### REFUND/CANCELLATION POLICY:

For any cancellation or withdrawal, a **non-refundable administrative/enrollment processing fee** will apply as follows:

- **\$210.00** for **Illinois-based campuses**
- **\$100.00** for **Wisconsin-based campuses**

Refunds are calculated based on the **amount paid** and the **number of modules completed** at the time the cancellation or withdrawal request is received. All cancellation and withdrawal requests must be submitted **in writing via email**, which will serve as the official date of notification unless otherwise documented.

### **Cancellation and Refund Provisions**

Illinois Health Careers shall provide refunds in accordance with the following provisions when a student submits written notice of cancellation:

1. **Cancellation Within Three Business Days of Enrollment (Prior to Class Attendance)**  
If a student submits written notice of cancellation before midnight of the third business day following the date of enrollment and prior to attending the first class, the student is entitled to a refund of 100% of tuition paid, less the applicable non-refundable administrative/enrollment processing fee:
  - a. \$210.00 for Illinois-based campuses
  - b. \$100.00 for Wisconsin-based campuses
2. **Cancellation After Three Business Days but Before Completion of First Class Day**  
If written notice of cancellation is submitted after midnight of the third business day following enrollment but before the close of business on the student's first day of class attendance, the school may retain:
  - a. The applicable non-refundable administrative/enrollment processing fee (\$210.00 Illinois / \$100.00 Wisconsin)
  - b. Book fees, lab models, and instruments not returned in original condition, up to **\$295.00**, as outlined in the Student Loaner Agreement
3. **Applicants** **Not** **Accepted**  
Applicants who are not accepted into the program will receive a refund of all tuition and

fees paid within 30 calendar days of the determination of non-acceptance, less:

- a. Any book fees paid by the school
- b. The applicable non-refundable administrative/enrollment processing fee (\$210.00 Illinois / \$100.00 Wisconsin)

4. **Deposits and Down Payments**

All deposits and down payments are applied toward tuition and are subject to this refund policy.

**Withdrawal and Refund Processing**

- The school shall mail or email a written acknowledgment of a student’s cancellation or withdrawal within 15 calendar days of the postmark or receipt date of the notification. This acknowledgment is not required if the refund has already been issued within the same 15-day period.
- All refunds due to students shall be processed and issued within 30 calendar days from the date the school receives the official cancellation notice.

**Transfers and Constructive Cancellation**

- Students who are enrolled and wish to withdraw from their current course may request to transfer funds to a different course, location, or module by submitting a written email request to the administrator for approval.
- Students are required to complete **at least one module per week** to remain actively enrolled. Failure to complete at least one module per week will be considered constructive notice of cancellation. For refund calculation purposes, the date of cancellation shall be the student’s last date of attendance.

**REFUNDS SHALL BE GIVEN TO STUDENTS AS FOLLOWS:**

Number of Modules completed	Refund amount (% of tuition)
1	100% minus 210.00 non refundable Administrative fee
2	70% tuition
3	30% tuition
4	20%tuition
5	0% tuition

Wis. Admin. Code s. SPS 408.05 (partial refund)

**EMPLOYMENT SERVICES**

Illinois Health Careers offers a job board that provides details of businesses that have available positions students may apply for. These jobs have been reviewed and deemed relevant career options. Illinois Health Careers makes no promises or guarantees regarding future employment,

nor does it obligate the school to secure employment for the student. Employment outcomes are determined by the broader job market and individual effort. Student referrals to prospective employers are not based on direct contact with the employer regarding current job openings. In addition to the job board listed on our website, we do offer resume review. If a student wishes to have their resume reviewed, the student must submit the request via email with their current resume attached to their instructor. The instructor will review and submit it to the Director of Allied Health. Please be advised that this process can take up to 14 days for review.

[Illinois Health Careers Jobs: Unlocking Opportunities](#)

## APPENDICES

- I. Academic Calander
- II. Program Curriculum
- III. Essential Abilities
- IV. Alcohol and substance Use

### ACADEMIC CALENDAR 2026

**DENTAL ASSISTING PROGRAM 10 Weeks Harwood Heights, IL**  
**WINTER - 2026**

Date	Module	Time
January 13 <sup>th</sup> – March 19 <sup>th</sup> Tues & Thurs	<b>DEN 1- DEN 20</b>	6:00 pm – 8:30 pm

**SPRING - 2026**

Date	Module	Time
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April 14 <sup>th</sup> - June 18 <sup>th</sup> Tues & Thurs	<b>DEN 1- DEN 20</b>	6:00 pm – 8:30 pm
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**SUMMER - 2026**

Date	Module	Time
July 14 <sup>th</sup> - September 17 <sup>th</sup> Tues & Thurs	<b>DEN 1- DEN 20</b>	6:00 pm – 8:30 pm

**FALL - 2026**

Date	Module	Time
October 13 <sup>th</sup> - December 17 <sup>th</sup> Tues & Thurs *HMD No Classes November 27 <sup>th</sup> and 28 <sup>th</sup>	<b>DEN 1- DEN 20</b>	6:00 pm – 8:30 pm

Class schedule is subject to change with prior notice to the students.

**DENTAL ASSISTING PROGRAM 10 Weeks Homewood, IL**

**WINTER - 2026**

Date	Module	Time
January 12 <sup>th</sup> - March 18 <sup>th</sup> Mon & Wed	<b>DEN 1- DEN 20</b>	6:00 pm – 8:30 pm

**SPRING - 2026**

Date	Module	Time
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April 13 <sup>th</sup> - June 17 <sup>th</sup> Mon & Wed	<b>DEN 1- DEN 20</b>	6:00 pm – 8:30 pm
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**SUMMER- 2026**

Date	Module	Time
July 6 <sup>th</sup> - September 9 <sup>th</sup> Mon & Wed	<b>DEN 1- DEN 20</b>	6:00 pm – 8:30 pm

**FALL- 2026**

Date	Module	Time
October 5 <sup>th</sup> - December 9 <sup>th</sup> Mon & Wed *HMD No Classes November 27 <sup>th</sup> and 28 <sup>th</sup>	<b>DEN 1- DEN 20</b>	6:00 pm – 8:30 pm

Class schedule is subject to change with prior notice to the students.

**DENTAL ASSISTING PROGRAM 10 Weeks Rockford, IL**

**WINTER - 2026**

Date	Module	Time
January 5 <sup>th</sup> - March 11 <sup>th</sup> Mon & Wed	<b>DEN 1- DEN 20</b>	6:00 pm – 8:30 pm

**SPRING - 2026**

Date	Module	Time
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April 6 <sup>th</sup> - June 10 <sup>th</sup> Mon & Wed	<b>DEN 1- DEN 20</b>	6:00 pm – 8:30 pm
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**SUMMER - 2026**

Date	Module	Time
July 6 <sup>th</sup> - September 9 <sup>th</sup> Mon & Wed	<b>DEN 1- DEN 20</b>	6:00 pm – 8:30 pm

**FALL - 2026**

Date	Module	Time
October 5 <sup>th</sup> - December 9 <sup>th</sup> Mon & Wed *HMD No Classes November 27 <sup>th</sup> and 28 <sup>th</sup>	<b>DEN 1- DEN 20</b>	6:00 pm – 8:30 pm

Class schedule is subject to change with prior notice to the students.

**DENTAL ASSISTING PROGRAM 10 Weeks Mundelein, IL**

**WINTER - 2026**

Date	Module	Time
January 5 <sup>th</sup> - March 11 <sup>th</sup> Mon & Wed	<b>DEN 1- DEN 20</b>	6:00 pm – 8:30 pm

**SPRING - 2026**

Date	Module	Time
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April 6 <sup>th</sup> - June 10 <sup>th</sup> Mon & Wed	<b>DEN 1- DEN 20</b>	6:00 pm – 8:30 pm
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**SUMMER- 2026**

Date	Module	Time
July 6 <sup>th</sup> - September 9 <sup>th</sup> Mon & Wed	<b>DEN 1- DEN 20</b>	6:00 pm – 8:30 pm

**FALL- 2026**

Date	Module	Time
October 5 <sup>th</sup> - December 9 <sup>th</sup> Mon & Wed *HMD No Classes November 27 <sup>th</sup> and 28 <sup>th</sup>	<b>DEN 1- DEN 20</b>	6:00 pm – 8:30 pm

Class schedule is subject to change with prior notice to the students.

**ORTHODONTIC ASSISTING PROGRAM 9 Weeks + 20 Hour Internship Harwood Heights, IL**

**WINTER - 2026**

Date	Module	Time
January 24 <sup>th</sup> - March 21 <sup>st</sup> Saturday	<b>ORT 1 - ORT 10</b>	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

**SPRING - 2026**

Date	Module	Time
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April 4 <sup>th</sup> - May 30 <sup>th</sup> Saturday	<b>ORT 1 - ORT 10</b>	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm
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**SUMMER - 2026**

Date	Module	Time
July 11 <sup>th</sup> - Sept 5 <sup>th</sup> Saturday	<b>ORT 1 - ORT 10</b>	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

**FALL - 2026**

Date	Module	Time
October 9 <sup>th</sup> – December 12 <sup>th</sup> Saturday *HMD No Classes November 27 <sup>th</sup> and 28 <sup>th</sup>	<b>ORT 1 - ORT 10</b>	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

Class schedule is subject to change with prior notice to the students.

**ORTHODONTIC ASSISTING PROGRAM 9 Weeks + 20 Hour Internship Homewood, IL**

**WINTER - 2026**

Date	Module	Time
January 10 <sup>th</sup> - March 14 <sup>th</sup> Saturday	<b>ORT 1 - ORT 10</b>	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

**SPRING - 2026**

Date	Module	Time
April 4 <sup>th</sup> - May 30 <sup>th</sup> Saturday	<b>ORT 1 - ORT 10</b>	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

**SUMMER - 2026**

Date	Module	Time
July 11 <sup>th</sup> - Sept 5 <sup>th</sup> Saturday	<b>ORT 1 - ORT 10</b>	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

**FALL - 2026**

Date	Module	Time
October 10 <sup>th</sup> - December 12 <sup>th</sup> Saturday *HMD No Classes November 27 <sup>th</sup> and 28 <sup>th</sup>	<b>ORT 1 - ORT 10</b>	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

Class schedule is subject to change with prior notice to the students.

**ORTHODONTIC ASSISTING PROGRAM 9 Weeks + 20 Hour Internship Rockford, IL**

**WINTER - 2026**

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Date	Module	Time
January 10 <sup>th</sup> - March 7 <sup>th</sup> Saturday	<b>ORT 1 - ORT 10</b>	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

**SPRING - 2026**

Date	Module	Time
April 4 <sup>th</sup> - May 30 <sup>th</sup> Saturday	<b>ORT 1 - ORT 10</b>	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

**SUMMER - 2026**

Date	Module	Time
July 11 <sup>th</sup> - Sept 5 <sup>th</sup> Saturday	<b>ORT 1 - ORT 10</b>	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

**FALL - 2026**

Date	Module	Time
October 10 <sup>th</sup> - December 12 <sup>th</sup> Saturday *HMD No Classes November 27 <sup>th</sup> and 28 <sup>th</sup>	<b>ORT 1 - ORT 10</b>	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

Class schedule is subject to change with prior notice to the students.

**ORTHODONTIC ASSISTING PROGRAM 9 Weeks + 20 Hour Internship, Mundelein, IL**

**WINTER - 2026**

Date	Module	Time
January 10 <sup>th</sup> - March 7 <sup>th</sup> Saturday	<b>ORT 1 - ORT 10</b>	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

**SPRING - 2026**

Date	Module	Time
April 4 <sup>th</sup> - May 30 <sup>th</sup> Saturday	<b>ORT 1 - ORT 10</b>	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

**SUMMER - 2026**

Date	Module	Time
July 11 <sup>th</sup> - Sept 5 <sup>th</sup> Saturday	<b>ORT 1 - ORT 10</b>	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

**FALL - 2026**

Date	Module	Time
October 10 <sup>th</sup> - December 12 <sup>th</sup> Saturday *HMD No Classes November 27 <sup>th</sup> and 28 <sup>th</sup>	<b>ORT 1 - ORT 10</b>	8:00 am - 1:00 pm or 1:00 pm- 6:00 pm

Class schedule is subject to change with prior notice to the students.

## PHLEBOTOMY TECHNICIAN 10 Weeks, Arlington Heights, IL

### WINTER - 2026

Date	Module	Time
January 10 <sup>th</sup> - March 14 <sup>th</sup> Saturday	<b>PHL 1 -PHL 24</b>	3:00 pm - 7:00 pm

### SPRING - 2026

Date	Module	Time
April 4 <sup>th</sup> - June 6 <sup>th</sup> Saturday	<b>PHL 1 -PHL 24</b>	1:00 pm - 5:00 pm

### SUMMER - 2026

Date	Module	Time
July 25 <sup>th</sup> - September 26 <sup>th</sup> Saturday	<b>PHL 1 -PHL 24</b>	1:00 pm - 5:00 pm

### FALL - 2026

Date	Module	Time
October 10 <sup>th</sup> - December 12 <sup>th</sup> Saturday *HMD No Classes November 27 <sup>th</sup> and 28 <sup>th</sup>	<b>PHL 1 -PHL 24</b>	1:00 pm - 5:00 pm

Class schedule is subject to change with prior notice to the students.

**PHLEBOTOMY TECHNICIAN 10 Weeks, Rockford, IL**

**WINTER - 2026**

Date	Module	Time
January 10 <sup>th</sup> - March 14 <sup>th</sup> Saturday	<b>PHL 1 -PHL 24</b>	1:00 pm - 5:00 pm

**SPRING - 2026**

Date	Module	Time
April 4 <sup>th</sup> - June 6 <sup>th</sup> Saturday	<b>PHL 1 -PHL 24</b>	1:00 pm - 5:00 pm

**SUMMER - 2026**

Date	Module	Time
July 25 <sup>th</sup> - September 26 <sup>th</sup> Saturday	<b>PHL 1 -PHL 24</b>	1:00 pm - 5:00 pm

**FALL - 2026**

Date	Module	Time
October 10 <sup>th</sup> - December 12 <sup>th</sup> Saturday	<b>PHL 1 -PHL 24</b>	1:00 pm - 5:00 pm

*HMD No Classes November 27 <sup>th</sup> and 28 <sup>th</sup>		
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Class schedule is subject to change with prior notice to the students.

**CERTIFIED CLINICAL MEDICAL ASSISTANT PROGRAM 16 Weeks + 100 Hour Internship,  
Arlington Heights, IL**

**WINTER - 2026**

Date	Module	Time
March 7 <sup>th</sup> - June 20 <sup>th</sup> Tues & Satur	<b>CMA 1- CMA 19</b>	5:30 pm – 8:00 pm & 8:30 am - 2:00 pm

**SPRING - 2026**

Date	Module	Time
June 30 <sup>th</sup> - October 17 <sup>th</sup> Tues & Satur	<b>CMA 1- CMA 19</b>	5:30 pm – 8:00 pm & 8:30 am - 2:00 pm

**FALL - 2026**

Date	Module	Time
Nov 3 <sup>rd</sup> - Feb 20 <sup>th</sup> Tues & Sat  *No Classes November 27 <sup>th</sup> and 28 <sup>th</sup>  December 24 <sup>th</sup> and 31 <sup>st</sup>	<b>CMA 1- CMA 19</b>	Tuesday: 6:00pm – 9:30 pm Saturday 2:00 pm –6:00 pm

Class schedule is subject to change with prior notice to the students.

**CERTIFIED CLINICAL MEDICAL ASSISTANT PROGRAM 16 Weeks + 100 Hour Internship,  
Rockford, IL**

**WINTER - 2026**

Date	Module	Time
February 9 <sup>th</sup> - May 30 <sup>th</sup> Mon & Satur	<b>CMA 1- CMA 19</b>	5:30 pm – 8:00 pm & 8:30 am - 2:00 pm

**SPRING - 2026**

Date	Module	Time
June 8 <sup>th</sup> - September 26 <sup>th</sup> Mon & Satur	<b>CMA 1- CMA 19</b>	5:30 pm – 8:00 pm & 8:30 am - 2:00 pm

**FALL - 2026**

Date	Module	Time
Group 1: Oct 12 <sup>th</sup> – Jan 30 <sup>th</sup> Mon & Thur Group 2: Oct 12 <sup>th</sup> – Jan 30 <sup>th</sup> Mon & Sat  * No Classes November 27 <sup>th</sup> and 28 <sup>th</sup>  December 24 <sup>th</sup> and 31 <sup>st</sup>	<b>CMA 1- CMA 19</b>	Monday: 6:00pm – 9:30 pm Thursday: 5:30 – 9:30 pm Saturday 8:30 pm –12:30pm

Class schedule is subject to change with prior notice to the students.

**Coronal Polishing and Dental Sealants Placement Program schedule 2026:**

Class schedule is subject to change with prior notice to the students.

## Coronal Polishing and Sealant program

Harwood Heights	Rockford
01/18/2026	1/25/2026
02/08/2026	2/22/2026
03/08/2026	03/22/2026
04/12/2026	04/26/2026
05/10/2026	05/24/2026
06/07/2026	06/21/2026

### Dental Assisting Program Curriculum

Instructors: Amy Amaya/ Chandra McGee

#### **DEN 1 - Introduction to Dental Profession**

- The practice of general dentistry
- Dental specialties (orthodontics, endodontics, periodontics, prosthodontics, pediatric dentistry, oral and maxillofacial surgery)
- Role of dental assistant
- Role of expanded duty dental assistant
- Dental office overview: equipment, setting up and breaking chairs, procedure tray set up
- LAB: Dental chair set-up, tray set-up

#### **DEN 2 - Dental and Oral Anatomy and Physiology I**

- Anatomy of the Oral Cavity
- Dental anatomy (tooth structure, type of teeth)
- LAB: typodont review

#### **DEN 3 - Dental and Oral Anatomy and Physiology II**

- Numbering teeth (primary, permanent, Universal system, Palmer notation)
- Dental anomaly (missing teeth, peg-shaped laterals, etc.)
- LAB: records review

#### **DEN 4 - Assisting in General Dentistry I**

- Setting up chairs (morning)
- Procedure tray set up
- Breaking down chairs (at the end of the day)
- LAB: Chair set-up, tray set-up

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**DEN 5 - Assisting in General Dentistry II**

- Assistant duties
- Suctioning
- Four-handed dentistry
- LAB: Four-handed dentistry

**DEN 6 - Dental Biomaterials and Pharmacology I**

- Anesthetics (topical, local)
- Nitrous oxide
- Anti-Anxiety/sedation
- LAB: Anesthetics

**DEN 7 - Dental Biomaterials and Pharmacology II**

- Antibiotic Pre-Medication
- Analgesics
- Medical history and medical records
- LAB: Medical record taking

**DEN 8 - Dental and Oral Pathology I**

- Pathology of teeth (decalcification, caries)
- Pathology of soft tissues (gingivitis, periodontitis)
- LAB: Case review

**DEN 9 - Dental and Oral Pathology II**

- Congenitally missing teeth
- Impacted teeth
- Tooth loss
- Oral and dental trauma
- LAB: Case review

**DEN 10 - Dental Restorations I**

- Direct dental restorations (composite filling, amalgam filling, bonding)
- Indirect restorations (crowns, onlays, inlays, bridges)
- LAB: Instrument and material review, four-handed dental assisting

**DEN 11 - Dental Restorations II**

- Removable dental restorations (partial dentures, fixed dentures, implant-supported dentures)
- Implants and implant-supported restorations (fixed, removable)
- LAB: Instrument and material review, four-handed dental assisting

**DEN 12 - Infection Control**

- Guidelines for Infection Control in Dental Health-Care Settings
- Personal protective equipment (PPE): gloves, safety goggles, masks, etc.
- Hepatitis and HIV: What Every Dental Healthcare Worker Needs to Know
- Hand Hygiene: Infection Control/Exposure Control Issues for Oral Healthcare Workers
- LAB: PPE, chair set up

**DEN 13 - Infection Control**

- Sterilization and Disinfection of Patient-care Items in Oral Healthcare Settings
- LAB: Disinfection and instrument processing (ultrasonic, autoclave, etc.)

**DEN 14 - Radiology I**

- Radiology overview
- Intraoral radiology (periapical, bitewings)
- LAB: X-ray taking

**DEN 15 - Radiology II**

- Radiology overview
- Extraoral radiology (panoramic, cephalometric)
- LAB: X-ray taking

**DEN 16 - Assisting in Dental Specialties**

- Orthodontics
- Pediatric Dentistry (extended duty assistants)
- LAB: Typodont and instrument overview

**DEN 17 - Assisting in Dental Specialties**

- Periodontics
- Oral and maxillofacial surgery
- LAB: Instrument and material overview

**DEN 18 - Dental Biomaterials I**

- Restorative dental materials (amalgam, composite, bonding agents)
- Cements
- LAB: Introduction to materials

**DEN 19 - Dental Biomaterials II**

- Impression materials (alginate, PVS)
- Stones
- LAB: Impression taking and model pour up

**DEN 20 - Coronal Polishing, Pit and Fissure Sealants**

- Coronal polishing State regulations
- Coronal polishing procedure
- Pit and Fissure sealant State regulations
- Pit and Fissure sealant placement procedure

# Orthodontic Assisting Program Curriculum

Instructors: Roxanne Santana/Juliette /Lynn Hines

## **ORTHO 1 - Introduction to Orthodontics I**

- Practice of orthodontics
- Role of an orthodontic assistant
- Advanced dental anatomy

## **ORTHO 2 - Introduction to Orthodontics II**

- Abnormalities of teeth and malocclusions
- Common orthodontic problems
- Instrument overview

## **ORTHO 3 - Introduction to Assisting in Orthodontics I**

- Orthodontic assistant duties
- Orthodontic procedures
- Orthodontic instruments

## **ORTHO 4 - Introduction to Assisting in Orthodontics II**

- Orthodontic instruments cont.
- Chair setup
- Procedure tray setup

## **ORTHO 5 - Intermediate Assisting in Orthodontics I**

- Consultation and records
- Photography

## **ORTHO 6 - Intermediate Assisting in Orthodontics II**

- Record taking
- Radiographs
- Consultation appointments

## **ORTHO 7 - Intermediate Assisting in Orthodontics III**

- Orthodontic appliances and procedures
- Fixed appliances
- Removable appliances

## **ORTHO 8 - Advanced Assisting in Orthodontics I**

- Application of separators
- Bonding and banding
- Adjustments and de-bonds

## **ORTHO 9 - Advanced Assisting in Orthodontics II**

- Patient teaching
- Oral hygiene instructions
- Appliances instructions

### **ORTHO 10 - Advanced Assisting in Orthodontics III**

- Patient teaching cont.
- Appliances instructions
- Internship requirements

## **Phlebotomy Technician Program Curriculum**

**Instructors: Colinda Kram/Deyon Coffi/ Ky Kaylor**

PHL 1 - Introduction to History of Phlebotomy

PHL 2 - Introduction to Medical Terminology

PHL 3 - Anatomy and Physiology

PHL 4 - Anatomy and Physiology

PHL 5 - Healthcare Settings

PHL 6 - Blood Collection Equipment

PHL 7 - Infection Control

PHL 8 - Patient Relation and Skin Puncture Procedures

PHL 9 - Bleeding Times

PHL 10 - Venipuncture Procedures

PHL 11 - Arterial Punctures

PHL 12 - Blood Smears

PHL 13 - Pipettes

PHL 14 - Unique Collection Techniques

PHL 15 - Blood borne Pathogens: Prevention HIV Transmission

PHL 16 - Blood borne Pathogens: Prevention of the Spread of HBV

PHL 17 - Communication and Transport

PHL 18 - Quality Control

PHL 19 - Blood Donors Interview and Physicals

PHL 20 - Bedside Glucose Testing

PHL 21 - Chemical Examination of Urine

PHL 22 - Venipuncture- Butterfly and Syringe Techniques

PHL 23 - Body Fluid Collection Techniques

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## Certified Clinical Medical Assistant Program Curriculum

Instructors: Colinda Kram/Deyon Coffi/ Ky Kaylor

### **CMA 1 - The Medical Record**

- Procedure 1-1: Obtaining and Documenting Patient Symptoms

### **CMA 2 - Medical Asepsis and OSHA**

- Procedure 2-1: Handwashing
- Procedure 2-2: Applying an Alcohol-Based Hand Rub
- Procedure 2-3: Application and Removal of Clean Disposable Gloves
- Procedure 2-A: Proper Use of a Sharps Container
- Procedure 2-B: Disposal of Hazardous Material

### **CMA 3 - Vital Signs**

- Procedure 4-1: Measuring Oral Body Temperature—Electronic Thermometer
- Procedure 4-2: Measuring Axillary Body Temperature—Electronic Thermometer
- Procedure 4-3: Measuring Rectal Body Temperature—Electronic Thermometer
- Procedure 4-4: Measuring Aural Body Temperature—Tympanic Membrane Thermometer
- Procedure 4-5: Measuring Temporal Body Temperature
- Procedure 4-6: Measuring Pulse and Respiration
- Procedure 4-7: Measuring Apical Pulse
- Procedure 4-8: Performing Pulse Oximetry
- Procedure 4-9: Measuring Blood Pressure

### **CMA 4 - Phlebotomy**

- Procedure 17-1: Venipuncture—Vacuum Tube Method
- Procedure 17-2: Venipuncture—Butterfly Method
- Procedure 17-3: Separating Serum from a Blood Specimen
- Procedure 17-4: Skin Puncture—Disposable Semi Automatic Lancet Device
- Procedure 17-A: Skin Puncture—Reusable Semi Automatic Lancet Device

#### **CMA 5 - Physical Agents to Promote Tissue Healing**

- Procedure 7-1: Applying a Heating Pad
- Procedure 7-2: Applying a Hot Soak
- Procedure 7-3: Applying a Hot Compress
- Procedure 7-4: Applying an Ice Bag
- Procedure 7-5: Applying a Cold Compress
- Procedure 7-6: Applying a Chemical Pack
- Procedure 7-7: Measuring for Axillary Crutches
- Procedure 7-8: Instructing a Patient in Crutch Gaits
- Procedures 7-9 and 7-10: Instructing a Patient in Use of a Cane and Walker

#### **CMA 6 - The GYN Exam and Prenatal Care**

- Procedure 8-1: Breast Self-Examination Instructions
- Procedure 8-2: Assisting with a Gynecologic Examination
- Procedure 8-3: Assisting with a Return Prenatal Examination

#### **CMA 7 - The Physical Examination**

- Procedure 5-1: Measuring Weight and Height
- Procedure 5-2: Sitting Position
- Procedure 5-3: Supine Position
- Procedure 5-4: Prone Position
- Procedure 5-5: Dorsal Recumbent Position
- Procedure 5-6: Lithotomy Position
- Procedure 5-7: Sims Position
- Procedure 5-8: Knee-Chest Position

- Procedure 5-9: Fowler Position
- Procedure 5-10: Wheelchair Transfer
- Procedure 5-11: Assisting with the Physical Examination
- Procedure 5-A: Body Mechanics

### **CMA 8 - The Pediatric Examination**

- Procedure 9-1: Measuring the Weight and Length of an Infant
- Procedure 9-2: Measuring Head and Chest Circumference of an Infant
- Procedure 9-3: Calculating Growth Percentiles
- Procedure 9-4: Applying a Pediatric Urine Collector
- Procedure 9-5: Newborn Screening Test
- Procedure 9-A: Carrying an Infant

### **CMA 9 - Minor Office Surgery**

- Procedure 10-1: Applying and Removing Sterile Gloves
- Procedure 10-2: Opening a Sterile Package
- Procedure 10-3: Pouring a Sterile Solution
- Procedure 10-4: Changing a Sterile Dressing
- Procedure 10-5: Removing Sutures and Staples
- Procedure 10-6: Applying and Removing Adhesive Skin Closures
- Procedure 10-7: Assisting with Minor Office Surgery
- Procedure 10-8: Applying a Tubular Gauze Bandage
- Procedure 10-A: Bandage Turns

### **CMA 10 - Administration of Medication**

- Procedure 11-1: Administering Oral Medication
- Procedure 11-2: Preparing an Injection
- Procedure 11-3: Reconstituting Powdered Drugs
- Procedure 11-4: Administering a Subcutaneous Injection
- Procedure 11-5: Administering an Intramuscular Injection
- Procedure 11-6: Z-Track Intramuscular Injection Technique

- Procedure 11-7: Administering an Intradermal Injection
- Procedure 11-A: Locating Intramuscular Injection Sites

### **CMA 11 - Cardiopulmonary Procedures**

- Procedure 12-1: Running a 12-Lead, Three-Channel Electrocardiogram
- Procedure 12-2: Applying a Holter Monitor
- Procedure 12-3: Spirometry Testing
- Procedure 12-4: Measuring Peak Flow Rate

### **CMA 12 - Colon Procedures and Male Reproductive Health**

- Procedure 13-A: Testicular Self-Examination Instructions
- Procedures 13-1 and 13-2: Fecal Occult Blood Testing: Guaiac Slide Test Method and Developing the Fecal Occult Blood Test

### **CMA 13 - Introduction to Clinical Laboratory**

- Procedure 15-1: Collecting a Specimen for Transport to an Outside Laboratory
- Procedure 15-A: Operating an Emergency Eyewash Station
- Procedure 18-1: Hematocrit
- Procedure 18-3 : Hemoglobin

### **CMA 14 - Urinalysis**

- Procedure 16-1: Clean-Catch Midstream Specimen Collection Instructions
- Procedure 16-2: Collection of a 24-Hour Urine Specimen
- Procedure 16-3: Chemical Testing of Urine with the Multistix 10 SG Reagent Strip
- Procedure 16-4: Prepare a Urine Specimen for Microscopic Examination of Urine: Kova Method
- Procedure 16-5: Performing a Rapid Urine Culture Test
- Procedure 16-6: Performing a Urine Pregnancy Test
- Procedure 16-A: Assessing Color and Appearance of a Urine Specimen

### **CMA 15 - Medical Microbiology**

- Procedure 20-1: Using the Microscope
- Procedure 20-2: Collecting a Throat Specimen
- Procedure 20-3: CLIA-Waived Rapid Strep Testing
- Procedure 20-4: Rapid Influenza Testing

### **CMA 16 - Blood Chemistry and Immunology**

- Procedure 19-1: Blood Glucose Measurement Using the Accu-Chek Advantage Glucose Meter
- Procedure 19-A: Performing a Blood Chemistry Test
- Procedure 19-B: Rapid Mononucleosis Testing (QuickVue+ Mono Test)

### **CMA 17 - Eye and Ear Assessment**

- Procedure 6-1: Assessing Distance Visual Acuity—Snellen Chart
- Procedure 6-2: Assessing Color Vision—Ishihara Test
- Procedure 6-3: Performing an Eye Irrigation
- Procedure 6-4: Performing an Eye Instillation
- Procedure 6-5: Performing an Ear Irrigation
- Procedure 6-6: Performing an Ear Instillation

### **CMA 18 - Sterilization and Disinfection**

- Procedure 3-1: Sanitization of Instruments
- Procedure 3-2: Chemical Disinfection of Articles
- Procedure 3-3: Wrapping Instruments Using Paper or Muslin
- Procedure 3-4: Wrapping Instruments Using a Pouch
- Procedure 3-5: Sterilizing Articles in the Autoclave

### **CMA 19 - Clinic checkouts, Final Exam**

## **STANDARDS AND GUIDELINES FOR ESSENTIAL STANDARDS**

In order to assure safe and successful advancement through Allied health programs, there are essential Standards that may or may not apply to a student's specific program of choice. Students must possess the following Essential Standards necessary to complete the entire curriculum, either with or without reasonable accommodation. These Essential Standards should be considered conditions for continuation in the Program, as they reflect the characteristics necessary for success as a student. These Essential Standards are based on *CAAHEP/MAERB* Standards and Guidelines, the demands of the profession, and the standards established by this academic program faculty and staff. Students must continually meet these Essential Standards throughout their course of study. Failure to maintain these Essential Standards may result in but is not limited to non-admission to the program or removal from the program.

### **Physical Standards:**

- Lifting Requirements: 50 pounds. Lift and carry equipment and patients up to 50 pounds. Support and assist patients in and out of a wheelchair, and on and off an examination table. Frequency of the lifting requirement is 0-25% of the time.
- Pushing requirement 200 pounds. (Push a patient weighing 200 pounds in a wheelchair).
- Average percent of time during a regular workday spent walking, squatting, sitting, and bending reaching is 25%.
- Average percent of time during a regular workday spent standing is 75%.
- Kneel, bend, stoop and/or crouch to perform CPR, assist patients, and to retrieve items from cabinets located below waist level.
- Bend, reach above shoulder height, and or twist to position examination table, adjust equipment, or obtain supplies.
- Fine motor dexterity should be adequate to grasp with both hands, pinch with thumb or forefinger, to manipulate equipment and delicate instruments such as microscopes,

sphygmomanometers, and perform tasks such as phlebotomy, electrocardiography, drawing up and administering parenteral medications, handling small containers of potentially biohazardous specimens (one inch by one inch), using sample measuring devices such as capillary tubes, setting up and maintaining a sterile field, putting on personal protective equipment, and operating controls on instruments and equipment, operating multi-line telephone systems, computer keyboards, and ten-key adding machines, and the ability to talk on the telephone and write simultaneously.

#### **Tactile Standards**

- Palpate pulses, muscle contractions, bony landmarks and edema.
- Differentiate between temperature and pressure variations.

#### **Visual Standards**

- Adequate visual acuity, such as is needed in the preparation and administration of all forms of medication, the performance of diagnostic laboratory procedures, and for observation necessary in patient assessment and care.
- Read accurately numbers, letters, and cursive writing on instruments, equipment, computer screens and paper.
- Discriminate shapes and color in order to identify reagents and other materials such as laboratory media, stained preparations and the physical properties of various body fluids.
- All the above with or without corrective devices.

#### **Auditory Standards**

- Adequate auditory perception to receive verbal communication from patients and members of the health care team either in person or over the telephone.
- Hear heart sounds, blood pressure sounds, patient distress sounds to assess health needs of patients.
- Hear instrument timers and alarms.
- Hear over the telephone, paging systems or intercom in order to communicate with patients and other members of the health care team.
- All of the above with or without corrective devices.

#### **Communication Standards**

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- Adequate communication skills (verbal, nonverbal, and written) to interact effectively with individuals.
- Speak in the English language in clear, concise manner in order to communicate with patients (such as interviewing and taking patient history, obtaining chief complaint, and providing patient education regarding treatment plans, disease prevention, or health maintenance), families, healthcare providers, other members of the healthcare team and the community.
- Comprehend oral and written language including medical terminology in order to communicate with patients, families, healthcare providers, other members of the healthcare team and the community.
- Write in English clearly, legibly, for documentation in the medical record, completion of forms, and to initiate written communication.

#### **Mental/Cognitive Standards**

- Sufficient intellectual and emotional functions to plan and implement assigned duties in a responsible manner.
- Function safely, responsibly and effectively under stressful situations.
- Remain alert to surroundings and potential emergencies.
- Interact effectively and appropriately with patients, families and coworkers.
- Display attitudes and actions consistent with ethical standards of medical assisting.
- Maintain composure while managing and prioritizing multiple tasks.
- Communicate an understanding of the principles of confidentiality, respect, tact, politeness, collaboration, teamwork and discretion.
- Handle difficult interpersonal situations in a calm and tactful manner.
- Remain calm, rational, decisive, and in control at all times, especially during emergency situations.
- Maintain cleanliness and personal grooming consistent with close personal contact.
- Function without causing harm to others if under the influence of prescription or over-the-counter medication.
- Function without causing harm to others. This would include situations that may result from any mental or physical conditions.

## **ALCOHOL AND SUBSTANCE USE**

Impairment due to alcohol or other substances while participating in Program-related activities is strictly prohibited. Identification of impairment is based on observable, objective, and quantifiable behaviors that suggest an individual's inability to meet performance standards and safety criteria in the classroom, lab, and clinical sites. This may include:

- Slurred speech
  - Impaired motor skills
  - Odor of alcohol
  - Altered thought processes and/or
  - Inappropriate behaviors
1. If a student demonstrates disruptive or unsafe behavior while participating in classroom, LAB or clinical activities and faculty or clinical staff suspect that the student is impaired by alcohol or another substance, the faculty or clinical staff member will report the incident and the signs/symptoms of impairment observed to the Director of Allied Health .
  2. The student will be required to complete mandatory substance screening within 2 hours. The student will be responsible for the costs of testing.
  3. The Medical Assistant Program will consider the results of the substance screen in determining whether the student violated the Program standards and in determining appropriate consequences, which may include dismissal from the Program.

**Illinois Health Careers DBA Illinois Dental Careers was approved to operate by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education.**