

The Sleep Technology Training Institute



**Course Catalog & Student Handbook
2018**



An Introduction to Sleep Care and the Institute

SleepCare, Inc. is a rapidly growing sleep diagnostics company that started in 1995. The first hospital based sleep lab opened in 1997 in Columbus, Ohio. Since then, SleepCare has grown to many centers located across Ohio.

With our success in the field of sleep medicine, we feel we have a unique opportunity to give back to the sleep community by passing along our knowledge and experience to those who may be interested in a career in sleep medicine. This belief helped create the basis for The Sleep Technology Training Institute.

Our program has been modeled after the curriculum SleepCare has used since its inception to train and register all new sleep technicians that are hired. The program is accredited by the CAAHEP and is designed to cover all aspects of diagnostic sleep medicine and will adequately prepare advanced students to take the Registered Polysomnographic Technologist Exam in just 16 weeks. The first four weeks consist of on-line course work while the final 12 weeks are clinical experience. In addition, students will learn from the same principles that have allowed SleepCare to grow into the successful company that it is today:

- Knowledgeable and Experienced Staff
- State of the Art Technology
- Meeting and Exceeding Industry Standards of Practice
- Emphasis on Patient Care and Outcomes

Program is accredited by:

Commission on Accreditation of Allied Health Education Program

25400 US Highway 19 N., Suite 158

Clearwater, FL 33763

www.caahep.org

Phone: 727-210-2350

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Program is registered with the Ohio Board of Career Colleges and Schools

Registration # 13-01-226T

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Certificate of Polysomnographic Technology Requirements

Course No	Course	Clock Hours
PSG 100	Introduction to Sleep	8
PSG 150	Anatomy of Sleep & Wakefulness	8
PSG 160	Oxygen Therapy and the Respiratory System	5
PSG 200	Sleep Disorders	8
PSG 210	Infection Control and Safety	8
PSG 220	The 10-20 System and Proper Electrode and Sensor Placement	8
PSG 230	Adult Sleep Staging and Scoring	24
PSG 240	Pediatric Sleep	8
PSG 250	ECG	8
PSG 275	Instrumentation	24
PSG 280	Troubleshooting Sleep Equipment	5
PSG 290	Therapeutic Intervention	8
PSG 295	Alternatives to PAP Therapy	5
PSG 300	Pharmacology of Sleep	5
PSG 310	Seizures and Epilepsy	5
PSG 350	Patient Interaction	5
PSG 360	Policies and Procedures and Proper Documentation	8
PSG 400	Polysomnography Clinical I	216
PSG 401	Polysomnography Clinical II	216
	Total	582

Polysomnographic Technology Course Descriptions

PSG 100 – Introduction to Sleep

An introductory course on the history of sleep medicine, patient pathways, medical ethics and professionalism, and basic medical terminology. The course will also cover the duties and standard of conduct of a polysomnographic technologist.

Clock Hours: 8

Prerequisite: none

Faculty: Sherry Plante, MPH, CPH, RPSGT

PSG 150 Anatomy of Sleep & Wakefulness

This course is a review of the structures and functions of the heart, lung, brain, and nervous system. The course covers in detail anatomy and physiology relevant to sleep and sleep disorders including the cardiovascular, respiratory, and neurological systems; clinical evaluation of sleep and wake; and normal and abnormal physiology and behavior of sleep.

Clock Hours: 8

Prerequisite: PSG 160

Faculty: Sherry Plante, MPH, CPH, RPSGT

PSG 160 – Oxygen Use and the Respiratory System

This course will cover how to properly administer oxygen during a sleep study, how pulse oximetry works, how to troubleshoot pulse oximetry, the basics of oxygen transportation, functions of related musculature, respiratory illnesses effects on PSG, and review of related medical charts.

Clock Hours: 5

Prerequisite: PSG 210

Faculty: Sherry Plante, MPH, CPH, RPSGT

PSG 200 - Sleep Disorders

An overview of sleep disorders including the major categories of sleep disorders according to the International Classification of Sleep Disorders, description of the signs and symptoms associated with major categories of disorders, normal sleep architecture, human anatomy related to sleep disorders, differentiation between disorders based on clinical and polygraphic signs and symptoms, and diagnosis and treatment of sleep disorders.

Clock Hours: 8

Prerequisite: PSG 250

Faculty: Sherry Plante, MPH, CPH, RPSGT

PSG 210 – Infection Control

The Infection Control class covers infection control, patient safety, and employee safety in sleep centers.

Clock Hours: 8

Prerequisite: PSG 100

Faculty: Sherry Plante, MPH, CPH, RPSGT

PSG 220 - The 10-20 System and Proper Electrode and Sensor Placement

This course covers the 10-20 system and proper electrode placement including: determining electrode placement location for EEG, EOG, ECG, and EMG across patient ages and conditions and site preparation.

Clock Hours: 8

Prerequisite: PSG 240

Faculty: Sherry Plante, MPH, CPH, RPSGT

PSG 230 – Adult Sleep Staging and Scoring

A course on the protocol of scoring adult staging and events, recognizing artifact, protocols and generating verifying reports. Further it will cover identification of sleep stages, arousals, respiratory events and patterns, movement events and patterns, and summations.

Clock Hours: 24

Prerequisite: PSG 310

Faculty: Sherry Plante, MPH, CPH, RPSGT

PSG 240 – Pediatrics

This course is an overview on pediatric staging and scoring, studies and the interaction between the technologists, parents and child.

Clock Hours: 8

Prerequisite: PSG 350

Faculty: Sherry Plante, MPH, CPH, RPSGT

PSG 250 - ECG

This course will cover how to analyze and recognize arrhythmias and abnormal ECG, define clinical manifestations of arrhythmias, review cardiac emergency protocol and scoring rules.

Clock Hours: 8

Prerequisite: PSG 200

Faculty: Sherry Plante, MPH, CPH, RPSGT

PSG 275 - Instrumentation

This course covers the fundamental concepts of instrumentation including selection and preparation of appropriate equipment, recording montage design for PSG, recognition of recording artifact, and basic principles of biopotential recording and digital data acquisition.

Clock Hours: 24

Prerequisite: PSG 295

Faculty: Sherry Plante, MPH, CPH, RPSGT

PSG 280 – Troubleshooting Equipment

This course will cover recognition of artifact and correct methods of troubleshooting sleep equipment, problems that may arise during or prior to PSG, and systematic methods for problem solving.

Clock Hours: 5

Prerequisite: PSG 300

Faculty: Sherry Plante, MPH, CPH, RPSGT

PSG 290 - Therapeutic Intervention

An overview of the basics of CPAP, BPAP, O2 therapy and different mask interface devices for CPAP and BPAP therapy.

Clock Hours: 8

Prerequisite: PSG 280

Faculty: Kathy Ferguson, BA, RPSGT

PSG 295 - Alternatives to PAP Therapy

This course covers alternative therapies including dental devices and surgeries.

Clock Hours: 5

Prerequisite: PSG 290

Faculty: Sherry Plante, MPH, CPH, RPSGT

PSG 300 - Pharmacology of Sleep

This course is an overview on how different classes of drugs affect wakefulness and sleep.

Clock Hours: 5

Prerequisite: PSG 230

Faculty: Sherry Plante, MPH, CPH, RPSGT

PSG 310 - Seizures and Epilepsy

This course will cover the protocol for recognizing and categorizing seizures and provide further information on seizures and epilepsy including: identification of symptoms of seizures, differentiation between seizures and epilepsy, scoring of seizures on PSG, identify different types of seizures, physiological understanding of a seizure, and emergency procedures for seizure patients.

Clock Hours: 5

Prerequisite: PSG 275

Faculty: Sherry Plante, MPH, CPH, RPSGT

PSG 350 –

Patient Interaction

This course covers the correct interaction of staff with patients, problems that may arise and methods of problem solving. This course covers a wide scope of possible patient issues and strategies for overcoming problems.

Clock Hours: 5

Prerequisite: PSG 220

Faculty: Sherry Plante, MPH, CPH, RPSGT

PSG 360 – Policies and Procedures and Proper Documentation

This course is an overview of sleep policies and procedures and documentation for sleep studies.

Clock Hours: 8

Prerequisite: PSG 150

Faculty: Sherry Plante, MPH, CPH, RPSGT

PSG 400 - Polysomnography Clinical I

This course is the clinical application of polysomnographic testing at an affiliated sleep disorder center. This includes patient interaction, application of testing equipment, scoring studies and monitoring sleep behavior. Includes the first 6 weeks of clinical.

Clock Hours: 216

Prerequisite: PSG 360

Faculty: various

PSG 401 - Polysomnography Clinical

This course is the clinical application of polysomnographic testing at an affiliated sleep disorder center. This includes patient interaction, application of testing equipment, scoring studies and monitoring sleep behavior. Includes the second 6 weeks of clinical.

Clock Hours: 216

Prerequisite: PSG 400

Faculty: various

Admission Requirements

To be considered for acceptance to the Institute, the Program Director needs to receive the following:

- Application
- Official College Transcripts
- Copy of College Diploma
- License, if applicable

The following pre-requisites are also required before acceptance into the program:

- English reading, technical writing, and communication
- Social or behavioral science
- Biological science
- Math skills with competence in algebra
- Physics, particularly electronics and gas laws
- Negative Tuberculosis (TB) Test within the last 12 months
- Current CPR certification
- Negative Drug screen
- Applicable criminal background check

Admission will be based on:

- **Proof of Bachelors degree in related field or a holder of one of the following credentials:**
 - Nursing - (RN, LPN)
 - Respiratory Care - (RRT, CRT)
*These credentials must be granted by the NBRC or a foreign equivalent.
State licenses do not fulfill this requirement*
 - Electroneurodiagnostic - (R. EEG T., R. EP T., CNIM)
 - Physician's Assistant - (PA)
 - PhD. in a health-related field
 - Medical Doctor - (MD)
 - Doctor of Osteopathy - (DO)
 - Doctor of Chiropractic - (DC)
 - Paramedic - (EMT-P)
 - Physical Therapist (PT)
 - Occupational Therapist (OT)
 - Doctor of Dental Surgery - (DDS)
 - Radiology - (RT, RT (R), RT (CT), RT (BD), RT (N))
 - Certified Hyperbaric Technologist - (CHT)
 - Certified Nuclear Medicine Technologist - (CNMT)
 - Certified Cardiographic Technician - (CCT)
 - Doctor of Public Health – (DrPH)
 - Registered Cardiac Sonographer -- (RCS)
 - Registered Diagnostic Cardiac Sonographer – (RDCS)
 - Registered Cardiovascular Invasive Specialist – (RCIS)
 - Doctor of Audiology – (Au. D.)
 - Certified Athletic Trainer – (AT)
 - Medical Technologist – (MT)
 - Doctor of Podiatry – (DPM)
 - Certified Rhythm Analysis Technician - (CRAT)
 - Clinical Neurophysiologist - (CNP)
 - Registered Vascular Technologist - (RVT)

NOTE: (CPSGT does NOT allow admission).

- Level of related experience
- Customer service experience and skills
- Computer skills
- Communication skills

- Criminal background check
- Ability to work in an office environment not subject to variations in temperature, noise, dust, etcetera. Ability to lift and carry 15-20 pounds occasionally. Ability to crouch, bend and twist body.

For students who seek re-entrance to the program who have been dismissed or suspended for unsatisfactory progress, they must reapply through the admissions process and demonstrate why they are likely to be successful in the program.

Enrollment

Prior to enrollment, the Program Director will ensure each student meets all admissions requirements and all required documentation is obtained. The Program Director will only enroll those students, in his/her best judgment, who can reasonably graduate from the program.

Prior to enrollment, each student will be educated about the following:

1. The graduation requirements and expected outcomes of the program
2. The financial obligations they are entering into
3. Their responsibilities and rights under any contracts or agreements they are asked to sign
4. The placement and graduation rates for the for each of the preceding three years
5. The school's most recently available passage rates on the BRPT's exam
6. Review and complete the state board of career colleges and schools student disclosure form

No student may be officially enrolled in the program until they have completed the enrollment agreement. A signed copy will be provided to the student at the time of enrollment.

A student who applies for financial aid through the school shall be required to attend the school's informational briefing on financial aid and sign a statement acknowledging an understanding of the financial obligations into which they are entering and a copy must be kept in the student's file.

If a person who does not meet the normal basic qualifications for acceptance is enrolled, the Program Director will keep a record of whatever communication has taken place about the prospective student and of the reasons why they were permitted to enroll.

The enrollment agreement may be canceled within five calendar days after the date of signing provided that the school is notified of the cancellation in writing. If such cancellation is made, the school will promptly refund in full all tuition and fees paid pursuant to the enrollment agreement and the refund shall be made no later than thirty days after cancellation. This provision shall not apply if the student has already started academic classes.

Enrollment must be completed at least two weeks prior to beginning the program.

Academic Calendar

Students are admitted into the program on a rolling admissions basis. However, each student will be required to begin on a Monday or the first day of the week that the school is open given holiday schedules.

Holidays celebrated: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day

Advanced placement/transfer of Clock Hours/Clock Hours for experiential learning

The Institute offers advanced placement to qualified students in which the student and faculty feel that they have the necessary preparation and/or experience in the subject area. This can include coursework or experience in the subject area. Interested applicants should schedule an appointment with the Program Director to discuss advanced placement testing. The student may take the required exam for each course they would like to test out of and/or show competency in the skills required for each course. If the student receives a passing score of 75% or above then Clock Hours will be given for the course.

Tuition

Students will be charged \$3000.00 to complete the course work including all fees and textbooks if they find their own clinical site that accepts and completes a formal affiliation agreement. A fee of \$5000.00 will be charged for the course work as well as clinical in one of SleepCare's locations. The program is two half semesters in length so the total tuition due for the entire program will be broken into 2 payments due prior to the beginning of each term.

Fee Payment

At the time of formally registering for the program, the student will be given or mailed a combination class schedule and fee statement with fee schedule. Fees will not be accepted after the deadline date. Upon payment of fees, the student will be issued a PAID fee receipt which is the student's verification of having paid fees and permission to enter scheduled classes.

Late Payment of Fees

Students who registered for courses but not paid all fees are subject to having their schedule dropped for nonpayment. Fees must be paid in full by the stated deadline.

Graduation Requirements

All students must satisfactorily complete 582 Clock Hours of approved courses and pass a comprehensive final exam. Satisfactory completion of all courses and the final exam require a final grade of 75% or higher.

Please Note:

Curriculum requirements are always subject to change. Students are responsible for knowing and following all prerequisites. See the course descriptions located in the Sleep Technology Institute Handbook to identify prerequisites for all courses. The curriculum is reviewed on an annual basis. The

curriculum is updated by the instructor if new material or information is made available. The updated curriculum is submitted to the program director for approval. The Institute's transfer and equivalency guides are updated at a minimum of once a year.

Attendance Policy for Students

Students are expected to attend all scheduled classes and clinical shifts. Students who are unable to report to class must directly notify the Program Director at least 2 hours before the start of the scheduled class and 8 hours before the start of a clinical shift. Direct notification requires confirmation from the Program Director. If the student does not give proper notification and does not report to class, he/she will be subject to possible immediate termination from the program. If the student is absent for 3 or more consecutive days due to illness or injury, a physician's statement must be provided verifying the reason for the absence and its beginning and expected ending dates. Such verification may be requested for other sick leave absences. If a student fails to report for three consecutive assigned classes without calling in or otherwise notifying the Program Director of the reason for the absence, the student will be deemed to have resigned without notice. A student who leaves class before the end of the class must notify the faculty member. Any class that was missed must be made up. The student must make arrangements with the faculty member to find a time to make up the missed class.

Emergency Closings

Emergency conditions, such as fire, flood or a snowstorm may require the Institute to close. In the event of severe weather, students are expected to report to class or their clinical shift unless public officials declare a Level III weather related emergency or a blizzard warning. In that case, the Institute will be closed. The program director must be notified if a student is living in an area with a Level III weather related emergency or blizzard warning.

Tardiness Policy

Students are expected to be punctual for all classes and clinical shifts. Students who are tardy for a scheduled class or clinical shift may be subject to discipline up to and including dismissal.

Outside commitments

Students may hold outside jobs and pursue academic goals as long as they meet The Sleep Technology Training Institute's performance standards. Students will be subject to the program's scheduling requirements regardless of outside commitments. If the program director determines that a student's outside commitments affect his/her performance, the student will be asked to modify or terminate the outside commitment if he/she wants to remain in the training program. Outside commitments that constitute a conflict of interest are prohibited. Students may not receive any income or other benefit from individuals outside the program for material produced or services rendered while training.

Student Code of Conduct

General misconduct is defined as any behavior of a student which compromises the health, safety, peace or property of any other student or Institute staff member or any other way interferes with the operation of the Institute. General misconduct includes, but is not limited to the following behaviors:

- Inflicting or threatening to inflict bodily harm or emotional harm. Whether done intentionally or failure to exercise reasonable care, including threat or action in retaliation for making allegations of misconduct or the use of language which is personally and significantly abusive, degrading and insulting to another.
- Knowingly forging, altering or misusing official Institute documents.
- Theft, malicious destruction, damage, vandalism or misuse of Institute property or the property of others. This includes non-Institute use of the Internet or email systems.
- Disruptive or disorderly behavior including intoxication or indecent conduct and disruptive behavior in class or on Institute property.
- Failure to obey the directive of an authorized Institute official in the performance of his/her duty.
- Causing, making or circulating a false report or warning of fire, explosion, crime or other catastrophe or tampering with any fire, safety, or alarm equipment.
- Hazing, defined as any planned action or created situation, on or off campus that is demeaning to an individual; produces significant mental or physical duress or ridicule; or which recklessly or otherwise endangers the health or safety of any person.
- Possessing a firearm or any dangerous weapon on campus.
- The use, distribution or possession of illegal drugs or alcohol on campus.
- Unauthorized solicitation including selling, collection monies and promoting on campus or within Institute buildings.
- Participating in any unauthorized demonstrations or activity which disrupts the functions of the Institute.
- Improper relationships with patients.
- Entry upon the property of the Institute or into and Institute facility or any portion thereof which has been reserved, restricted or placed off limits; or any unauthorized presence in any Institute facility after closing hours; or unauthorized possession of a key to any Institute facility.
- Violating any state, federal, or local law on Institute premises or violating Institute rule or regulations.
- Using or attempting to use records, assess to which has not been authorized by the proper Institute official
- Making copies of copyrighted software or other materials.

Violations of any provision of the student misconduct policy shall be reported in writing to the program director. The report of the incident shall include the date, time, place and nature of the alleged violation and any documents or statements of witnesses relative to the charge. The student shall have the alleged violation heard by the program director:

(a) The student agrees to abide by the decision of the hearing official and the hearing official's decision is considered final, subject to the student's right to appeal as contained in the subsections (c) below. The student will be informed of the decision in writing.

(b) Sanctions the program director may recommend include:

- Disciplinary suspension from the Institute not to exceed three full academic terms.
- Disciplinary dismissal from the Institute.

(c) A student found by the program director to have violated the student conduct policy has the right to appeal in writing within thirty days of the decision. The only grounds for such an appeal are prejudicial

error, prejudicial error a findings of fact, discovery of substantial new facts unavailable at the time of the decision, or excessive severity of the sanction. If it is determined that the asserted grounds for appeal are valid, the charges may be referred for a new hearing. The decision on the appeal shall be final.

Harassment

The Sleep Technology Institute believes that all employees and students should be able to work and learn in an environment free of all discrimination and any form of harassment. To help ensure that employees and students are not subjected to illegal harassment and in order to create a comfortable work and learning environment, the Institute strongly opposes and prohibits any offensive physical, written, spoken, or nonverbal conduct as defined and prohibited by state and federal law.

For more information or if you or someone you know is being harassed, you should contact the Program Director.

Tobacco, Drug, and Alcohol Use

The Sleep Technology Training Institute values the health and safety of its students and employees and therefore supports local, state, and federal laws concerning illegal drugs and smoking tobacco. Students who possess, use or distribute illegal drugs or alcohol will be in violation of Institute policy and will be subject to disciplinary action. Additionally, smoking is not permitted in the buildings or on the grounds of the Institute or any affiliated facilities. Students who violate these policies could also be subject to arrest and prosecution under applicable local, state or federal laws.

Drug and Alcohol testing

Drug and alcohol tests will be conducted in the following situations. (There is no requirement of certainty.) A positive drug test will result in disciplinary action, including suspension or dismissal, even for the first offense.

(a) Pre-Acceptance: Any offer of acceptance to the program is conditioned upon the satisfactory completion of a drug test and a negative result.

(b) Reasonable Cause: Reasonable cause is defined to include, but not limited to, evidence that a student is or was using alcohol or ac controlled substance drawn from facts and inferences such as observable physical or behavioral changes, a pattern of abnormal conduct, deteriorating performance, excessive tardiness or absenteeism, report by a credible source, the identification of a student as the focus of a criminal investigation into illegal drug or alcohol activity, repeated or flagrant violations of safety or work rules and/or involvement in a serious accident or unsafe practice under circumstances which give rise to a suspicion that the accident or unsafe practice may have been attributable to drugs or alcohol.

(c) Post Accident: Students involved in an accident on Institute or any affiliated facilities premises will be required to report for drug-testing if any of the following circumstances:

- A fatality occurred
- Bodily injury to the student, faculty member, patient, and/or another person that requires off or on site medical attention
- Vehicular damage in apparent excess of \$1,000
- Non-vehicular property damage in apparent excess of \$100

Students may be required to report for post-accident drug testing if other circumstances indicate that the prohibited use of drugs or alcohol may have been a factor in the accident.

(d) Random Testing: Students may be subject to testing at any time in accordance with the Institute's drug testing program.

Security Inspections

The Sleep Technology Training Institute reserves the right to inspect, on a random or other basis, with or without notice, any desk, locker, or personal property of students, such as lunch boxes, purses, tool boxes, or any other container or bag, that is on Institute or any affiliated facilities premises, including the Institute or any affiliated facilities parking lot. The Institute may require any student to allow access to their personal vehicle parked on Institute or any affiliated facilities property for the purpose of a security inspection.

Institute Equipment

Equipment essential in accomplishing training is expensive and difficult to replace. When using Institute property, students are expected to exercise care and follow all operation instructions and safety guidelines. No student is to operate any company equipment unless he/she has been trained in the safe and proper operation and maintenance of the equipment he/she is operation.

Students are responsible for the safekeeping of equipment that is furnished to them. This includes cell phones, cameras, laser levels, digital transits, etc. Any damage or equipment failure should be reported to the supervising faculty member immediately. Equipment or supplies are not to be removed from Institute property without proper authorization. Failure to get authorization may result in immediate disciplinary action, up to and including dismissal.

Recording Devices

To maintain the security of our premises, personnel and systems, The Institute prohibits unauthorized photography or recording (audio or video) of employees, students, patients, or confidential documents. Students may not use a cell phone, PDA or any other handheld device in a manner that violates our No Harassment Policy, Equal Employment Opportunity Policy, or other Institute policy. Students may not use a cell phone, PDA or any other handheld device that may be perceived as insulting, disruptive, obscene, offensive, or harmful to morale. Students who violate this policy are subject to discipline, up to and including immediate dismissal.

Personally Owned Cell Phones, PDAs, and Other Handheld Devices

While training, students are expected to exercise the same discretion in using personal cell phones, PDAs, and other handheld devices as is expected for the use of all Institute devices and equipment. (Hereafter, these devices are collectively referred to as "handheld devices".) Excessive use of personal handheld devices during a class or clinical shift can interfere with your productivity and be distracting to others. A reasonable standard is to limit personal calls while training to no more than one or two per day as needed. Students are, therefore, asked to use these handheld devices on non-class/clinical time and to ensure that friends and family members are aware of the Institute's policy. Flexibility will be afforded in circumstances demanding immediate attention. The Institute will not be liable for the loss of handheld devices brought to any of its affiliated facilities.

Policy and Procedure for Student Clinical Work

The student must perform clinical work at an approved lab under direct supervision of a registered polysomnographic technologist after successfully passing the first four weeks of classes and HIPAA training. The student shall be orientated at each individual sleep lab that clinical work is being performed on specific protocols, procedures, and policies of that lab.

During clinical rotations students shall adhere to the following criteria:

- The student must meet attendance requirements
- The student must follow all policies, procedures, and standards of the clinical site
- The student may not work over 40 hours in a week
- The student will be supervised at all times with patients
- The student shall complete all competencies listed in the weekly competencies checklist in their clinical logbook
- The student shall fill out their clinical logbooks on a daily basis
- The student will be CPR certified and have had a negative TB test within the last year. If the test is positive, a letter from a physician approving them to work must be on file.
- The student will not engage in behaviors that jeopardize the safety and welfare of self and/or others, including clients, patients, customers, and co-workers
- The student shall report any inappropriate behaviors or situations in accordance to the Student Grievance Procedure

Withdrawal Procedure

Students may withdraw from the program through the third week of the term. To withdraw from the program, it is necessary for the student to notify the Institute by submitting a completed Withdrawal Form to the Program Director during business hours. Receipt of the revised schedule, either in person or by mail, is the student's verification of completed registration transactions. Failure on the part of the student to follow withdrawal procedures will result in a failing grade.

Refunds

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. There are two (2) half semester academic terms for this program that are each 291 clock hours in length. Refunds for tuition and refundable fees shall be made in accordance with following provisions:

1. A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition.
2. A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition.
3. A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition.
4. A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.
5. Students to complete the online coursework but do not enroll in PSG 400 will be refunded any monies over \$2500.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

Student Grievance Procedure

If a student believes that any of the following situations has occurred:

Error in evaluation or recording of a grade
Working over 40 hours in a week
Being left unsupervised in a clinical setting
Lack of resource availability
Lack of availability of faculty members
Unfair testing procedures
Any other situation deemed inappropriate

The student shall discuss the case with the applicable staff member first. If the problem cannot be resolved in that manner, program director will be notified by the student in writing within two weeks of being unable to resolve the issue with the staff member. After consulting with the appropriate parties, the program director will inform the student in writing, the result of the consultation within seven calendar days of this consultation.

Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio, 43215, Phone 614-466-2752; toll free 877-275-4219.

Transcripts

A transcript is an official record of all classes a student has taken at the Institute. The transcript lists a student's grade for each class by term.

Official copies of the student's transcript can be obtained by written request to the Program Director.

Placement Assistance

SleepCare will actively assist students with job placement including forwarding nationwide job openings, resume assistance, interviewing techniques, and professional attire information. Students should contact the Program Director for details.

Withdrawal Form

Date: _____ Quarter/Year: _____

Name (Last, First, MI): _____

Social Security Number: _____

I request permission to withdraw from the Institute.

I request permission to drop the following course(s), but not withdraw from the Institute.

Course No.	Course Name	Clock Hours	Instructor

The reason for this request is:

Student Signature

Today's Date

Action: Approved Disapproved

Effective date: _____

Authorized Signature

Application for Admission

We are an equal opportunity institute and do not unlawfully discriminate in admission. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for acceptance on a basis prohibited by local, state, or federal law. Equal access to the program is available to all persons. Any applicant requiring reasonable accommodation during the selection process should notify a representative of SleepCare.

Applicant name: _____ Date: _____

Previous name (other name under which your transcripts might appear): _____

Address: _____

Telephone #: _____ Social Security #: _____

Cell phone #: _____ Email address _____

Date you will be available to begin program: _____

How were you referred to us? _____

Educational History

<p>High School School Name: _____ Location: _____ Date of Graduation: _____</p>
<p>College School Name: _____ Location: _____ Date of Graduation: _____ Course of Study: _____ Degree Earned: _____ Licensure/Credential info (if applicable) _____</p>

Please attach to this form the following items: college transcripts, college diploma, licensure/credential proof (if applicable) and a one page personal statement about why you desire to enroll in this program.

I certify that the information in this application is true and complete to the best of my knowledge and that I understand that inaccurate information may affect my enrollment.

I understand that it is the policy of SleepCare, Inc. not to refuse to enroll or otherwise discriminate against a qualified individual with a disability because of that persons need for a reasonable accommodation as required by the ADA. I agree as part of the admissions process to have a criminal background check, drug screen, TB test, OIG fraud check, and sex offender check completed.

I represent and warrant that I have read and fully understand the foregoing, and that I seek admission under these conditions.

Applicant Signature: _____ Date: _____