

THE PRAXIS INSTITUTE

**1850 SW 8th Street 4th Floor Miami, Fl. 33135
4162 W 12 Ave, Hialeah Fl. 33012
Phones: (305) 642-4104. (305) 541-5554**

**CATALOG
2017 -2018
Volume XX
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**Miami Campus
Hialeah Campus**

SCHOOL CATALOG

THE PRAXIS INSTITUTE

**Inquiries, applications, and student credentials
Should be addressed to:**

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www.praxis.edu

SCHOOL CATALOG

THE PRAXIS INSTITUTE

2017-2018

**The Praxis Institute
Is
Licensed by
The Commission for Independent Education
Florida Department of Education
325 West Gaines Street
Suite 1414
Tallahassee, Florida 32399-0400
Toll-free telephone number: (888) 224-6684**

**Accredited by
Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Telephone: (770) 396-3898
Toll-free number (800)-917-2081**

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Welcome

It is a pleasure to welcome you to The Praxis Institute (TPI). Our foremost concern is your career education leading to your successful professional future. Our curriculum is up to date with respect to the needs in the areas in which we instruct. Our staff cares about you and your education.

This Catalog presents the sum of those administrative and academic policies and procedures that are needed for the efficient and effective operation of the campuses and for achievement of the quality of education to which the school has pledged its resources and services.

The Praxis Institute mission is to provide training for the community in the careers that are currently in demand.

Our belief is that employment and economic stability are essential to the well being of the community.

The program of study you have chosen will require dedication and hard work in order to successfully enter the working world. Although it will require time and effort your future will be brighter and you will have more opportunities to succeed.

We are proud of our graduates. They know that they need to be prepared for the future today; this is the challenge and also the new adventure of the third millennium. The Praxis Institute team is here for you. Please take advantage of the opportunity you are taking and together we will make this world a better place to live in.

The Praxis Institute Staff

LICENSE AND ACCREDITATION

The Praxis Institute is licensed by:

**The Commission for Independent Education
Florida Department of Education**

Additional information regarding this institution

May be obtained by contacting the Commission at:

325 West Gaines Street Suite 1414- Tallahassee, Florida 32399-0400

Toll-free telephone number: (888) 224-6684

Accredited by: **Council on Occupational Education**

7840 Roswell Road, Building 300, Suite 325

Atlanta, Georgia 30350

Telephone: (770) 396-3898

Toll-free number (800)-917-2081

Physical Therapy Assistant program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), **only in Miami Campus**

Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE), **only in Hialeah Campus**

These credentials are on display at our school and available for review by any student or potential student during regular business hours.

APPROVALS AND MEMBERSHIPS

- Approved by U.S. Department of Education to participate in its Title IV Financial Aid Programs.
- Authorized by the United States Department of Justice, Immigration and Naturalization Services to enroll Non-immigrant Foreign Students.
- Approved by the Department of Health- Florida Board of Massage
- The Florida department of Veterans' Affairs, State Approving Agency
- Member of the Latin Chamber of Commerce.
- Member of the American Massage Therapy Association.

ADMINISTRATION, STAFF AND FACULTY

Please refer to the Addendums for a listing of Administrative Officers, Staff and Faculty.

ADVISORY BOARD

TPI utilizes an Advisory Board for gathering ideas and expertise for the development, expansion and/or revision of the programs with relevant information. This source helps the institution to make its decisions regarding curriculum, equipment, techniques and methods. Our Advisory Board meets formally twice every year.

OWNERSHIP

The Praxis Institute is owned and operated by Duran Rubero Beauty Center, Inc., and is a Florida Corporation.

The principal owners of the corporation are Miguel Alfie and Rebeca Alfie.

The Address is: 1850 SW 8th Street 4th floor, Miami Fl. 33135

The Board of Directors:

Miguel Alfie, Chairman of the Board

Rebeca Alfie President Executive Director

Flavio Alfie Vice-President and Hialeah Campus Director

Dario Alfie, Vice- President and Miami Campus Director

HISTORY

TPI was founded in 1988 as America Duran Skin Care, Massage & Nail School, a private vocational school to provide training in the art of Skin Care. In 1991, the institution expanded its scope of career education to include a Therapeutic Massage Training Program for state licensure by the Florida Board of Massage.

In 1994, America Duran Skin Care, Massage & Nail School received national accreditation from the Southern Association of Colleges and Schools and transfer its membership in 1995, to the Commission on Occupational Education Institutions (COEI), now known as Commission of the Council on Occupational Education (COE).

In 1999 a change in ownership took place and the institution has been renamed The Praxis Institute.

A second campus was initiated in the city of Hialeah in 2003.

Throughout the past years the focus of our institution has remained constant: **to provide career education in employable fields for the community.**

MISSION STATEMENT

The mission of The Praxis Institute is to provide quality training to the community leading to employment. Thereby, enabling students to engage in a mutually beneficial and supportive process.

We further believe that the primary goal of our institution is to offer programs with the necessary skills compatible with the needs and demands of today's competitive job market.

SCHOOL PHILOSOPHY

TPI maintains a philosophy that its students must receive the most thorough education available for the careers for which they are studying.

We believe that Massage Therapy and Physical Therapy are valuable tools in the approach to health care; practitioners of these therapies must understand the human body and its functions thoroughly and be able to apply this knowledge in practical situations. Understanding and engaging in a holistic therapeutic approach enable practitioners in Occupational Therapy to deliver services that allow Occupational Therapy recipients to lead lives to the best that is possible. The hands on experiences provided in the fast growing field of Dental Assistant enable students to acquire skill set in patient care, procedural care and administrative duties

The school is therefore committed to the advancement and education of future practitioners in the areas of Advanced Therapeutic Massage, Therapeutic Massage, Dental Assistant, Pharmacy Technician, Occupational Therapy Assistant and Physical Therapy Assistant. We believe all people are created equal and have the right to pursue personal and professional growth through the achievement of skills, competencies, training, and knowledge.

NON - DISCRIMINATION POLICY

TPI is committed to a policy of non-discrimination. This institution provides educational programs, activities, and employment to individuals without regard to marital status, race, color, national origin, sex or religious creed.

The operation of its student aid programs is free from discrimination as required by Federal Law. In addition, the institution endeavors to remove barriers and provide educational and employment opportunities for handicapped persons.

This policy of non-discrimination applies to all students, employees, applicants for admission, employment and all participants in institutionally sponsored activities.

TPI reserves the right to make curricular or program changes to meet the needs of the labor market it serves. Any changes in duration of our programs or curriculum will be undertaken according of our State and accrediting agencies, with their approval.

Students will be notified of any changes made to the programs or curricula.

PHYSICAL FACILITIES

The Praxis Institute, Miami Campus, is located on the complete 4th floor of The Monaco Building at 1850 SW 8th Street, in the south area of Miami-Dade County. The campus occupies approximately 18,000 sq. ft and includes classes, labs, library, student lounge, reception area and administrative offices.

The school is fully air-conditioned. It is centrally located in a well-known area of Miami, and has easy access to Interstates I95, 826 & 836 freeways, Metro bus and Metro rail lines. Nearby are found several fast foods, restaurants and shopping centers. The school provides ample free parking for students' convenience.

The Praxis Institute, Hialeah Campus is located on the second floor of Hialeah Square Shopping Center, at 4162 W 12 Avenue, in the northwest area of Miami-Dade County. The campus occupies approximately 10,000 sq. ft., is fully air-conditioned, with classes, labs, library, student lounge, reception area and administrative offices. There is adequate lighted parking for students, visitors and staff. The campus has easy access to freeways and in the surroundings are many fast food restaurants, coffee shops and shopping centers.

CLASS SIZE

A typical Therapeutic Massage Training Program class size is approximately 30 students with a maximum of 45.

The Advanced Therapeutic Massage courses the number of students is 25 with a maximum of 30.

A typical Physical Therapist Assistant Program class size is approximately 16 students with a maximum of 16.

The Dental Assistant class size is approximately 12 students with a maximum of 20 students.

The maximum class size for the Occupational Therapy Assistant program is 16 students.

The maximum class size for the Pharmacy Technician program is approximately 20 students.

GENERAL ADMISSION PROCEDURES FOR NON DEGREE PROGRAMS

Applicants for admissions are encouraged to visit TPI in person. At the time of the interview, the prospective student will receive a complete orientation of the program chosen, goals, objectives, school services, requirements, cost and duration. The applicant will also receive a complete tour of the facilities and may attend a class for the day if he or she so desires.

Based upon entrance criteria as well as any other circumstances, which may be applicable to the admission process, approval for admission is granted or denied by the Campus Director.

All documents copies received in order to establish eligibility will become property of the school and will not be returned to the student.

GENERAL ADMISSION REQUIREMENTS FOR DEGREE & NON DEGREE GRANTING PROGRAMS

- 1) The applicant must be a high school graduate, or have a GED equivalent diploma
- 2) High school graduation or the equivalent is required for admission to the degree level programs.
- 3) All applicants must also meet and/or complete all additional admission requirements that are specific to individual programs. Please see individual program descriptions for any additional admission requirements.
- 4) All applicants must receive an orientation about the school's requirements, explanation of enrollment agreement and sign it.

GENERAL ACADEMIC POLICIES

ATTENDANCE

Students are expected to attend all scheduled classes in order to achieve their learning goals. Excused absences are permitted only for specific reasons: documented family or personal illness or emergencies. Student who is going to be absent is requested to call the school beforehand.

Students are required to be in attendance a minimum of 70% of the scheduled class time of the program of study to maintain a “satisfactory academic progress. At the end of 200 hours if absence is above 30 % student must begin make-up of classes and /or time.

Students who fall below the required minimum attendance will be counseled by the school administrator. At the Administrator’s discretion, the student may be placed on probation, terminated, or assigned additional make-up time.

In addition the program must be completed within one and one-half (1 ½) times the length of the program.

TARDINESS

Each student should comply with the academic calendar and schedule established by TPI. All students are strongly urged to be in class at the time that instruction is scheduled to begin. Student’s consistently entering class after the scheduled start time will receive first a warning. Five warnings in one month equal one absence.

TERMINATION

TPI reserve the right to suspend or terminate any student whose attendance, academic standing, or personal behavior does not comply with the standards, rules and regulations of the school. Students who have been suspended or terminated may be reinstated only upon approval of the Director.

CODE OF CONDUCT AND DISCIPLINARY PROCEEDINGS

Students are expected to conduct themselves in a professional manner at all times. Foul language, possession of unprescribed drugs or alcoholic beverages, and disrespectful behavior is considered unsatisfactory conduct and may be grounds for dismissal. A student who conducts himself in a manner detrimental to the school staff or other students may be subject to immediate warning, probation, suspension or dismissal from TPI for any one of the following reasons:

- a) Failure to honor the Enrollment Agreement in its entirety.
- b) Failure to fulfill the requirements of academic probation or attendance.
- c) Financial obligation not met.
- d) Excessive absence.
- e) Possession of/ or use of drugs or alcohol.
- f) Behaving in a manner potentially dangerous to clients, fellow students, faculty, staff, administration or directors.
- g) Possession of weapons upon school premises.
- h) Behavior creating a safety hazard to other persons or to the facilities.
- i) Defacing or destruction of school property.
- j) Sexual misconduct of any kind.
- k) Stealing; evidence of acting in a conspiracy or as an accomplice in a crime on school property.
- l) Cheating or changing grades or tests.
- m) Any other stated violation or infraction to the code of conduct as determined by the Director.

Office telephones, copiers, computers and printers are for use by staff and faculty only. Incoming calls for students will be accepted on the School phones only in emergencies.

Students will be responsible for payment of all property destroyed or damaged, with or without intent. Intentional defacing, damaging, or destroying of property by any student may result in immediate expulsion without the opportunity for an appeal.

RE-ENTRY

A student who has cancelled or has been terminated and desires to enter the program of study must notify the school and follow the required Admission's procedures. A student who was terminated for any reason must have an interview with the Registrar's Department who will consult with the Financial Aid Department, and then complete the necessary paperwork. A student who is not in good standing may be admitted on a probationary basis.

If there is an outstanding balance owed by the student, they may be required to pay a percentage of that amount before re-admission to the School.

All re-entering students must complete a new Enrollment Agreement and will be charged tuition and fees in accordance with the new Enrollment Agreement.

RE-ENROLLMENT

Graduates of The Praxis Institute may re-enroll in a new program of study. Re-enrolling students must complete a new Enrollment Agreement and will be charged tuition and fees in accordance with new Enrollment Agreement. If there is an outstanding balance owed by the student, they may be required to pay a percentage of that amount before they are permitted to re-enroll at the School.

MAKE-UP WORK

Students are required to make up all class work and tests missed because of absence. He/she should make arrangements with the instructor to establish the terms of the make-up work under the guidelines and the time period required by the satisfactory academic policy guidelines.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

This institution expects its students to maintain Satisfactory Academic Progress (SAP). In order to maintain SAP as established by this institution, the student must maintain a cumulative academic average of “C” (70%) GPA (2.0) or better on all tests and work projects required by program for all non-degree programs. For the degree programs, please refer to the individual degree granting program’s cumulative academic average.

Students must also maintain a cumulative average of attendance of 70% per month in non-degree programs. The Associate degree programs of Occupational Therapy Assistant and Physical Therapy Assistant requirements for attendance are outlined in the **OTA PROGRAM & PTA PROGRAM ACADEMIC ATTENDANCE AND TARDINESS POLICIES**. In addition to attendance standards relating to SAP, students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in this catalog. Student grades and attendance will be monitored every month. Compliance with standards for satisfactory academic progress will be assessed at the mid-point of the program or the mid-point of the academic year, whichever is shorter. Programs longer than one academic year in length will be assessed for satisfactory progress at the mid-point and at the end of each academic year.

For a student to be eligible to receive financial aid he/she must be an active student, attending classes on a full time basis. If a student must take a leave of absence, financial aid will cease to be distributed until the student returns to active status. If student terminates enrollment, financial aid will stop on the last day of attendance and any refunds will be distributed to the appropriate agency. These policies are outlined in this catalog.

Students must complete the program within one and one -half (1 ½) times the length of the program. For example if the student has contracted to complete the program within 30 weeks, he or she must complete the program within 45 weeks.

ACADEMIC PROBATION

Students who fail to meet the SAP standards during a given evaluation period will be placed on academic probation for a 30-day period. Students remain eligible to receive financial aid during the probation period. Probationary students who fail to meet SAP by the conclusion of the probation period will be deemed not to be making SAP, will lose their eligibility for student financial aid, and will be placed on a second probationary period. Students failing to meet standards for satisfactory academic progress by the end of the second probationary period will be terminated from school.

In the event such students are allowed to continue with instruction, aid eligibility will be reinstated only after the student has reestablished SAP in accordance with the attendance and grading standards. Probationary students, who meet SAP by the conclusion of the probationary period, will be removed from academic probation and will retain eligibility for Title IV aid.

APPEAL PROCEDURES

Students who wish to appeal the decision that they are not making SAP must submit a written request to the SAP Review Committee. The SAP Review Committee is composed of the Instructor and the School Director. The letter should describe any circumstances related to the student's academic standing which the student believes deserve special consideration. The SAP Review Committee shall evaluate the appeal within a reasonable time frame and notify the student in writing of its decision. The decision of the committee shall be final.

LEAVE OF ABSENCE

Students who find it necessary to take a Leave of Absence (LOA) from school for personal, medical or other reasons must request such LOA in writing. Leaves of Absence will be granted only for up to 30 days. In no instance will students be allowed LOA longer than 30 days. The Leave of Absence may not be granted for a period of time, which would cause the student to take longer than one and one-half times the normal length of the enrollment period to complete. Should a student know in advance that a leave will be necessary; the request must be submitted prior to its beginning. Only one LOA may be granted during the time a student is enrolled in school.

STUDENT GRIEVANCE POLICY

Should any student have a grievance (unresolved complaint) about status, grades, records, faculty, or other, the normal recourse is for the student to consult with the Director of the school. In the event a satisfactory resolution is not achieved at this level, and the decision rendered is still disputed by the student, the case may be considered for further judgment by the Executive Director.

Finally, if the student continues to feel it necessary to dispute the judgment of the Executive Director, the student may contact:

Commission for Independent Education
325 West Gaines Street, Suite 1414
Tallahassee, Fl. 32399-0400
Toll-free telephone number: (888) 224-6684

COMPLAINT PROCEDURES

The institution is recognized by the Council on Occupational Education (C.O.E.) as meeting and maintaining certain standards of quality. It is the mutual goal of C.O.E. and the institution you are attending, to provide quality educational training programs. When problems arise, students should make every attempt through the formal complaint procedure within the institution to find a fair and reasonable solution. However, in the event that a student has exercised the channels available within the institution to resolve the problem(s) by way of the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

1. The student should contact the C.O.E. office by mail.
2. Complaints received by phone will be logged along with a request for a written follow-up letter to speed up the process.

3. The letter of complaint must contain the following:
 - a) The nature of the problem(s).
 - b) The appropriate date(s) that the problem (s) occurred.
 - c) The name(s) of the individual (s) involved in the problem (s) (within the institution and /or other students that were involved).
 - d) Copies of documentation regarding the problem (s) **.Facts, no rumors, lead to solutions.**
 - e) Evidence demonstrating that the institution’s complaint procedure was followed prior to contacting C.O.E.
 - f) All complaints should be signed.

**Send to: Council on Occupational Education:
 7840 Roswell Road, Building 300, Suite 325
 Atlanta, Georgia 30350
 Telephone: (770) 396-3898**

GRADING SYSTEM

Each student’s progress is reviewed regularly by his/her instructor and examinations are given periodically. Progress record are maintained for each student and registered in the academic progress report. All student reports are available for review, explanations and clarification by the Registrar’s Department during regular school hours.

In addition to written examinations, the students are required to pass practical evaluations designed to ascertain their ability to actually perform the skills associated with each program.

The school will use the following grading standards:

GRADE	VALUE	POINTS	DEFINITION
A	4	90 - 100	EXCELLENT
B	3	80 - 89	ABOVE AVERAGE
C	2	70 - 79	AVERAGE
D	1	60 - 69	BELOW AVERAGE
F	0	0 - 59	FAILURE

GRADUATION REQUIREMENTS FOR NON-DEGREE PROGRAMS

The Student must comply with the following requirements in order to receive a diploma:

1. Completion of the total number of hours required by the student's program.
2. Have a minimum grade point average of 70 on a scale of 100 at the completion of the contracted period of studies.
3. Passing all components of selected program with a minimum average of 70%.
4. Meet all financial obligations incurred with the institution.

TPI awards a Diploma to those students who have met successfully the program requirements and their responsibilities to the school.

GRADUATION REQUIREMENTS FOR ASSOCIATE DEGREE PROGRAM

Upon successful completion of all prescribed subjects, with a cumulative grade point average of 2.0 or higher and satisfaction of all financial obligations to the School, the student shall receive an Associate of Science Degree. Any student failing to meet the above requirements may not participate in graduation ceremonies. Degrees and transcripts will NOT be issued unless the student has met all requirements, including the satisfaction of all financial obligations.

STUDENT SERVICES

Academic counseling is encouraged and available through the director of training. Students are given assistance in finding suitable employment after graduation. The school maintains its contacts with the local civic organizations and business groups.

The institution actively pursues its contacts with all spas, massage therapy clinics, hospitals, chiropractic offices, private clientele.

The school does not provide any housing facilities for the students.

Tutoring is available on as-need basis. Students are requested to make an appointment with the instructor to arrange time for individual tutoring.

The students receive a transcript of grades upon completion of the prescribed program of study at no additional cost.

Students can conveniently purchase books, videos, posters, massage tables & chairs, and various other items related to their programs of study.

CLASS CALENDAR FOR DIPLOMA PROGRAMS

Class will begin on Monday of each week.

COURSE NUMBERING SYSTEM

The course numbering system uses a five or six digit alphanumeric identifier. The prefixes are characters that represent the type of course and the suffixes are numbers that represent the sequence in which they are taught.

UNITS OF CLOCK AND CREDIT HOURS

One clock hour constitutes 50 minutes of directed, supervised instruction and appropriate breaks in a 60-minute period of time. For degree programs, one semester credit hour is equal to 15 clock hours of lecture, or 30 clock hours of lab, or 45 clock hours of externship, or any combination of the above.

HOURS OF OPERATION

TPI administrative offices are open Monday through Friday from 9:00 a.m. to 6:00 p.m. Classes are in session Monday through Thursday, from 8:00 a.m. to 10:00 p.m., Friday from 8:00 a.m. to 4:00 p.m.

HOLIDAYS

New Year Day
Martin Luther King's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve
Christmas Day

TPI is also closed during Winter Break, usually the week between Christmas and New Year's Day.

STUDENTS RECORDS

All students' records are permanently kept on file. Students wishing to see their records must schedule an appointment with the Registrar's Department during regular office hours.

FAMILY RIGHT AND PRIVACY ACT

TPI complies with the confidentiality and student accessibility provisions of the Family Right Act of 1974 (P.L. 93-380, Section 438), commonly known as the Buckley Amendment. Confidentiality of student's records is strictly protected. Information on students is not available to anyone without:

- a) Written request/release from the student.
- b) A court order, or.
- c) Accreditation agency requirements

However, parents of minor students and guardians of "tax dependent" students have the right to inspect and challenge the information contained within the records of a specific student.

A DRUG-FREE WORKPLACE

The Praxis Institute certifies that it provides a drug-free workplace for both employees and students.

Listed below are resources of Drug Prevention Programs:

-The Center for Substance Abuse Prevention HOTLINE.

(1-800-662-HELP)

-The Center for Substance Abuse Prevention HELPLINE.

(1-800-967-5752)

-The National Clearinghouse for Alcohol and Drug Information.

(1-301-0468-2600)

-The Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse.

(1-202-219-2265)

-U.S. Department of Education Regional Centers Drug-Free Schools and Communities.

(1-502-588-0052)

PROGRAM CHANGES

TPI reserves the right to amend, add, or delete classes, programs, policies, equipment, tuition, fees, and /or facilities, with prior notice of scheduled changes. Reasonable accommodation will be made for students impacted by such a change.

HAZING

Hazing: any conduct or initiation into any organization, which willfully or recklessly endangers the physical or mental health of a person. Its imposition or its use in any form of initiation is prohibited.

Violation of this policy will result in disciplinary actions against the violator to include counseling and possible termination from The Praxis Institute.

PLACEMENT ASSISTANCE FOR DEGREE & NON DEGREE PROGRAMS

While TPI cannot guarantee employment, it is the objective of this Department to provide assistance and guidance for our graduates and/or active students who are seeking employment. Our main purpose is to assist our students to find jobs and to provide support services to enable them to keep their jobs and to continue their overall professional development. Prior to and after graduation, the Job Placement Assistance Department will advise the student in career development skills that will assist the student in finding entry-level employment. To that end, we will provide this assistance through a job referral service: this is maintained by our constant updating of job banks for our students. This complete support and development service for our graduates and active students seeking employment is augmented by our systematic and attentive interaction with potential employers in our local communities. We meet our overall TPI educational mission by first providing the training, and then providing the tools to effectively use the training in the work environment

These employment opportunities may include positions in:

Occupational Therapy Clinics	Dental offices
Physical Therapy Clinics	Ski Resorts
Massage Therapy Clinics	Private Clientele
Sports Medicine Clinics	Luxury Health Spas
Chiropractic Offices	Salons
Resort Hotels	Hospitals
Cruise Ships	Nursing homes
School based settings	

TRANSFER POLICY

TPI reserves the right to accept or deny the transferring in clock hours/credits received from another school offering training in the fields of massage, skin care or physical therapist assistant.

Students transferring from another school in or out of Florida must provide the school with the following:

- A certification of credit /clock hours from the school from which he/she transfers.
- A financial aid transcript completed and signed by the school from where the student is transferring. (Not required if the student is not applying for federal financial assistance)
- A satisfactory reason for transferring.
- The school will make an evaluation of the transferring student and will grant credit for the amount of hours that the student deserves according to the evaluation
At least 25 percent of the units required in a nontraditional degree program shall be given by the institution awarding the degree.

Any Student transferring from one program to another, within the school, will receive credit for the amount of hours according with each program.

The acceptance of any credits earned at The Praxis Institute is at the discretion of the receiving institution.

According with the Institution Refund Policy and/or Returns of Title IV Funds, applicable funds will be applied to the new program of study.

WITHDRAWAL POLICY

Any student who does not attend classes in a period of fourteen (14) calendar days without obtaining a leave of absence shall be dropped from the program.

For the purpose of computing refunds, the last date of actual attendance by the student will be considered the termination date.

CANCELLATION AND REFUND POLICY

Should student be terminated or cancel for any reason refunds will be made according to the following refund schedule:

1. Cancellation must be made in person or by electronic mail, by certified mail or by termination.
2. All monies will be refunded if the applicant is not accepted by the school or if the student cancels within three (3) business days after signing the Enrollment Agreement and making initial payment.
3. Cancellation after the third (3) business day, but before the first class, will result in a refund of all monies paid; with the exception of the registration fee. (not to exceed \$150.00)
4. Cancellation after attendance has begun, but prior to 40% completion of the program, Will result in a Pro Rata refund computed on the number of hours completed to the Total program hours.
5. Cancellation after completing 40% of the program will result in no refund.
6. Termination Date: in calculating the refund due to a student, the last date of actual Attendance by the student is used in the calculation unless earlier written notice Received.
7. Refunds will be made within 30 days of termination of students' enrollment or receipt Of Cancellation Notice from student.
8. Refunds for the first time student who has not received Title IV Financial Aid will be calculated according to the standard institutional refund policy.

RETURNS OF TITLE IV FUNDS

Effective October 2000 the law now specifies how your school must determine the amount of SFA program assistance that you earn if you withdraw. Our institution will calculate the amount of Title IV aid that was earned based on a payment period basis. Refunds will continue to be calculated by the enrollment period. The student will be obligated for any tuition, fees, books or equipment not covered by Title IV funds.

The institution will calculate the amount of Title IV aid that was earned on a payment period basis.

Refunds will continue to be calculated by enrollment period.

The institution will determine:

1. The Title IV Aid disbursed or that could have been disbursed.
2. The percentage of Title IV aid earned by the student.
3. The amount of Title IV aid earned by the student.
4. The total Title IV aid to be disbursed or returned.
5. The amount of unearned Title IV aid to be returned by the school.
6. The amount of Title IV funds to be returned to each program by the school.
7. The initial amount of unearned Title IV funds to be returned by the student.
8. The amount of Title IV funds to be returned to each program by the student.

Refunds of unearned Title IV funds will be returned within 30 days from the date that the institution determines that the student withdrew.

PAYMENT SCHEDULE

The following schedule is to be followed for the programs payment:

THERAPEUTIC MASSAGE TECHNICIAN: Full payment must be made in advance of beginning of classes or tuition and fee payments may be arranged on weekly or monthly basis Weekly payments are due on Monday; monthly payments are due the first Monday of each month.

ADVANCE THERAPEUTIC, SPORTS & CLINICAL MASSAGE: Full payment must be made in advance of beginning of classes or tuition and fee payments may be arranged on weekly or monthly basis Weekly payments are due on Monday; monthly payments are due the first Monday of each month.

PHYSICAL THERAPIST ASSISTANT: Full payment must be made in advance of beginning of classes or tuition and fee payments may be arranged on weekly or monthly basis Weekly payments are due on Monday; monthly payments are due the first Monday of each month.

DENTAL ASSISTANT: Full payment must be made in advance of beginning of classes or tuition and fee payments may be arranged on weekly or monthly basis Weekly payments are due on Monday; monthly payments are due the first Monday of each month.

OCCUPATIONAL THERAPY ASSISTANT: Full payment must be made in advance of beginning of classes or tuition and fee payments may be arranged on weekly or monthly basis

Weekly payments are due on Monday; monthly payments are due the first Monday of each month.

There are no additional carrying charges, interest or service charges, for installment plans. This schedule of payments does not apply to DVR or Pell Grant students.

FINANCIAL AID

The Praxis Institute is accredited by a nationally recognized accrediting commission and is approved by the U.S. Department of Education to provide Title IV Funding. This enables its students, if qualified, to be eligible for government assistance.

The primary purpose of the student aid programs will be to provide financial resources to students who would otherwise be unable to pursue post-secondary education.

The school is looking forward to helping those students who have a sincere desire to better themselves through higher education and are willing to contribute according to their family's income and assets.

A student must apply for admission and be accepted to TPI prior to applying for financial aid. The student must maintain satisfactory academic progress to receive financial aid. Financial aid is awarded based upon need. Please contact the financial aid department to obtain the necessary forms required to apply.

Discrimination is prohibited. No person in the United States of America shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or subjected to discrimination under any program or activity receiving Federal Financial Assistance, or be so treated on the basis of sex under the education programs or activities receiving Federal assistance.

FEDERAL AID PROGRAMS

Federal Pell Grant: This is a grant awarded to assist undergraduates with their education expenses. This award does **NOT** have to be repaid. An undergraduate is one who has not earned a bachelor or professional degree.

Federal Supplemental Education Opportunity Grant (FSEOG): This is a grant awarded to undergraduate students with exceptional financial need who will also receive Federal Pell Grant during the award year. FSEOG funds are limited; the first priority for receiving this grant will be an applicant with the lowest expected family contribution (EFT) who is also Pell eligible.

Federal Direct Subsidized Loan: This is a low interest variable rate loan for students attending school at least half time. It **MUST** be paid back. Interest is non-bearing while students are attending school and during their grace period.

Federal Direct Unsubsidized Loan: This is a low interest loan for independent students enrolled at least half time. It **MUST** be paid back. Interest will accrue on this loan and can be capitalized or paid quarterly while the student is in school.

Federal Direct Plus Loan: This is a low interest variable rate loan for parents who want to borrow to help pay for their child's education. This loan is available only to parents with good credit histories. It **MUST** be paid back.

NON-DEGREE PROGRAMS

OBJECTIVES AND

OUTLINE

THERAPEUTIC MASSAGE TECHNICIAN- 600 Hrs

PROGRAM OBJECTIVE: To prepare students for the National Certification Examination for licensure as a Licensed Massage Therapist by developing the skills necessary to meet the needs of the health care community. Our students will have knowledge of the structure and function of the human body. Will apply successfully Hydrotherapy and massage techniques. Students will be familiar with exercise programs which can help the musculoskeletal system; Florida Law and allied modalities currently being practiced. This program trains students to be able to use skills which promote the health and wellness of their clients.

PROGRAM OUTLINE

COURSE TITLE	CLOCK HOURS
TMT01-HUMAN ANATOMY & PHYSIOLOGY	210
TMT02-MASSAGE THEORY & CLINICAL PRACTICUM	255
TMT03-THEORY & PRACTICE OF HYDROTHERAPY	15
TMT04-INTRODUCTION TO ALLIED MODALITIES	100
TMT05-FLORIDA STATE LAW	10
TMT06-BUSINESS PRINCIPLES & DEVELOPMENT	6
TMT07-H.I.V./AIDS	4
TOTAL	600

This program has 600 hours of theory, practice and clinical training.

Services: all students are required to complete at least 60 services as part of their applied clinical training.

Services are:

Face and neck massage	10
Hands and arms massage	10
Abdomen massages	10
Feet and legs massage	10
Back massage	10
Full body massages	10

Upon completion of the program hours the student will be ready to take the final exam in theory and practice.

The student will receive a diploma.

A student who has completed the Therapeutic Massage Technician Program may sit for the National Certification Examination for Therapeutic Massage and Bodywork. Upon passing, students can apply to receive their Florida State License. Upon completion of this program and passing the licensure exam, students may be employed as entry-level massage therapists.

ADVANCED THERAPEUTIC, SPORTS & CLINICAL MASSAGE- 900 Hrs

PROGRAM OBJECTIVE Upon completion of this program students will have the skills and knowledge to apply and sit for the licensing exam by the National Certification Board for Therapeutic Massage and Bodywork (NCBTNB) or by the Federation of State Massage Therapy Boards (MBLEx). In addition students will obtain certification in Spa Therapies, Deep Tissue, Sport Massage, Electro Stimulation, Ultrasound, Laser, Neuromuscular Therapy (granted by International Academy of Neuromuscular Therapies through partnership with TPI), and Holistic Manual Lymphatic Drainage (granted by the Manual Lymph Drainage Institute International through partnership with TPI) in order to seek employment in spas, facilities that treat athletic injuries or in clinical and medical settings where massage therapy is part of a patient’s rehabilitation program. Graduates will have skills to expand their marketability as massage therapist.

PROGRAM OUTLINE

COURSE TITLE	CLOCK HOURS
TMT01-HUMAN ANATOMY & PHYSIOLOGY	210
TMT02-MASSAGE THEORY & CLINICAL PRACTICUM	255
TMT03-THEORY & PRACTICE OF HYDROTHERAPY	15
TMT04-INTRODUCTION TO ALLIED MODALITIES	100
TMT05-FLORIDA STATE LAW	10
TMT06-BUSINESS PRINCIPLES & DEVELOPMENT	6
TMT07-H.I.V./AIDS	4
DT100- DEEP TISSUE	40
NMT100- NEUROMUSCULAR THERAPY	100
SP100- SPORTS MASSAGE	85
MLD100- MANUAL LYMPH DRAINAGE	55
CR-100- CLINICAL REHABILITATION (Laser-Ultrasound-Electro stimulation-Infrared)	20
TOTAL	900

This program has 900 hours of theory, practice and clinical training.

Services: all students are required to complete at least 115 services as part of their applied clinical training.

Services are:

Face and neck massage	10	Deep Tissue massages	8
Hands and arms massage	10	NMT massage	17
Abdomen massages	10	Sports massage	17
Feet and legs massage	10	Pathology	13
Back massage	10		
Full body massages	10		

A student who has completed the 600 hours (theory, practice and services) of the Therapeutic Massage Technician portion of the program may sit for the National Certification Examination for Therapeutic Massage and Bodywork.

Upon passing, students can apply to receive their Florida State License.

Students successfully completing the 900 hours will receive a diploma. Upon completion of this program and passing the licensure exam, students may be employed as entry-level massage therapists.

PERSONAL TRAINING – 930 Hrs

According to the Bureau of Labor Statistics' Occupational Outlook Handbook, personal training occupations are expected to grow by 24 percent between 2010 and 2020, adding 60,400 jobs in the market. Businesses and insurance organizations are recognizing the benefits of health and fitness programs and have offered incentives for employees to join gyms and other fitness facilities. As a result of this surge in gym patrons, there is an expected growth in personal training occupations. The Personal Training diploma program at The Praxis Institute provides instruction in health and fitness appraisal, exercise testing, and program design and implementation. As a personal trainer, it will be your objective to lead, instruct and motivate clients in exercise activities, including cardiovascular exercise, strength training and stretching.

Upon graduation, you can find job opportunities in health clubs, country clubs, recreation centers, gyms, hospitals, universities, resorts, yoga and Pilate's studios, as well as freelance opportunities. Graduates are eligible to take the personal trainer certifying examination given by various organizations, including ASCM, NSCA, ACE and NASM.

COURSE TITLE		CLOCK HOURS
HSC103	Introduction to Psychology	60
SMD101	Essentials of Wellness	60
SMD102	Health Promotion	45
SMD103	Orientation to Exercise Training	60
SMD100	Intro to Exercise Science	45
SMD205	Kinesiology (+ lab)	75
SMD105	Health Appraisal	45
SMD104	Intermediate Exercise Training	60
SMD200	Exercise Physiology (+ lab)	75
SMD201	Fitness Assessment	60
SMD202	Exercise Prescription	45
SMD203	Exercise Leadership I	60
SMD106	Nutrition in Health and Exercise	60
SMD204	Exercise Leadership II	60
SMD107	First Aid, CPR	45
SMD108	Weight Management	75
TOTAL		930

This program has 930 hours of theory, practice and clinical training.

DENTAL ASSISTANT – 900 Hrs

Program Objective

The professional objective of the program is to prepare students at an entry-to-industry level of competence for gainful employment in the dental field where they will work with dentists to perform a wide variety of patient care, office and laboratory duties.

Dental assistants work alongside dentists by providing them with support in every day dental procedures and office work. They usually work in dental facilities but may also be found working in hospitals that provide dental treatment services. Apart from helping dentists at the chair side, they are required to perform clerical and administrative work which may include scheduling appointments and providing front desk services.

PROGRAM OUTLINE

	Course Title	Clock Hours
DAP 100	Introduction to Dental Assistant	120
DAP200	Dental Chairside Assisting	160
DAP300	Dental X-Ray	100
DAP400	Dental Materials and Laboratory Techniques	120
DAP500	Specialized Dentistry	120
DAP600	Administrative Procedures	80
DAP700	Dental Externship	120
DAP800	Preparation for Employment	80
	Total	900

MEDICAL ASSISTANT – 800 Hrs

PROGRAM OBJECTIVE

The Medical Assistant Diploma Program at the Praxis Institute has been developed with the main objective of training students with the knowledge and dexterity needed for entry-level positions as Medical Assistants in a diversity of medical specialties.

By the end of the program the graduate should be able to execute routine medical procedures such as checking vital signs, phlebotomy, EKG, First Aid, preparing patients for medical examinations while assisting physicians in administering them. In addition, graduates will be able to demonstrate proficiency with front office procedures such as communicating effectively and professionally via telephone, registering and checking out patients, and scheduling appointments.

PROGRAM OUTLINE

MAP-101	Medical Assistant Profession, Law and Ethics, and Deambulatory Procedures	80
MAP-102	Special Senses, Integumentary and Nervous Systems, Basic Safety and First Aid	80
MAP-103	Cardiopulmonary System, Electrocardiography and CPR	80
MAP-104	Musculoskeletal System, Microbiology, Surgical Procedures and Patient Education	80
MAP-105	Endocrine, Reproductive Systems, and Human Growth and Development	80
MAP-106	Urinary, Blood, Lymphatic and Immune Systems and Laboratory Procedures	80
MAP-107	Gastrointestinal System, Nutrition and Front Office Procedures	80
MAP-108	Electronic Health Record, Finances and Pharmacology	80
EXT-160	Medical Assistant Externship	160
Total		800

PHARMACY TECHNICIAN – 900 Hrs

Program outline

PHT101	History & Ethics of Pharmacology	100
PHT102	Infection Control	80
PHT103	Pharmacy Administration for the Pharmacy Technician	100
PHT104	Pharmacology for the Pharmacy Technician	80
PHT105	Pharmacy Settings	100
PHT106	Administration of Medications	100
PHT107	Pharmacy Technician Duties	100
PHA108	Pharmacy Externship	240
Total		900

**NON-DEGREE
PROGRAMS COURSE
DESCRIPTIONS**

THERAPEUTIC MASSAGE TECHNICIAN

COURSE TITLES

TMT01- HUMAN ANATOMY & PHYSIOLOGY

(210 hours)

Student will learn the anatomical position of the body, the human structure and function of the body. The integumentary system, skeletal system, skeletal nomenclature, muscular system, endocrine glands and hormones, circulatory system, respiratory system, digestive system, urinary system; Cells & Tissues, Heart, Vascular, Blood and Lymph. The dynamic of the human body is the most important part in this program. Understanding the body action and its response to the mind; learning the relationship of body and feelings is the foundation for all students pursuing a career in the health and wellness fields.

TMT02- MASSAGE THEORY & CLINICAL PRACTICUM

(255 hours)

This course is the clinical application of the therapeutic massage program.. Massage techniques and procedures. Classification and mastery of massage movements. Procedures for a complete body massage. Face and scalp massage. Restoring the client's body fluidity; thus they can be healthy and relaxed. Included in this section are: theory and practice of massage, history and development, professionalism, body wrap, face and scalp massage, client relaxation, body physiology, technique enhancement and practice, and principles of movement to sustain the client's demands, clients draping and communication. Students practice both giving and receiving massage therapy in a clinical setting.

TMT03- THEORY & PRACTICE OF HYDROTHERAPY

(15 hours)

In this course the student will learn the science of water treatment, hot and cold for external applications to the body. The temperature of the water affects the body and is important to have knowledge and understand how water temperature relates to body temperature. Students will learn the correct use paraffin, steam inhalation, hot packs and cold packs.

TMT04- INTRODUCTION TO ALLIED MODALITIES

(100 hours)

Associated Modalities are different kinds of treatments which help a client's needs: Connective tissue massage, Shiatsu, Sports massage Acupressure, Reiki, Reflexology, Lymphatic Drainage, hands treatment with paraffin, Deep relaxation techniques, Stone Massage, C.P.R., Voice music relaxation.

TMT05- FLORIDA STATE LAW**(10 hours)**

Requirements of the Florida Massage Practice Act (Chapter 480 of the Florida Statutes). These are the laws governing the practice of massage in the State of Florida. With these guidelines, students can develop potentially prosperous massage practices.
Prevention of Medical Errors.

TMT06- BUSINESS PRINCIPLES & DEVELOPMENT**(6 hours)**

Massage is the grouping of many elements that need to be practiced and renewed. These dynamic skills need to be developed and increased all the times. To be the spearhead of this profession, the student needs to continuously enhance his/her knowledge of new elements and practice these until perfection is reached.

TMT07- HIV/AIDS**(4 hours)**

This course discusses H.I.V. and how it relates to health care professionals. Students will receive information on the origin, transmission, prevention and diagnosis of HIV.

ADVANCED THERAPEUTIC, SPORTS & CLINICAL MASSAGE

COURSE TITLES

DT100- DEEP TISSUE

(40 hours)

Deep Tissue is a requirement for employment in most spas and medical setting such as chiropractors' offices or physical therapy clinics. Deep tissue massage is a massage technique that focuses on the deeper layers of muscle tissue. In this course the students will learn how to apply slow strokes and deep finger pressure on the contracted areas to release the chronic patterns of tension in the body.

NMT100- NEUROMUSCULAR THERAPY

(100 hours)

Neuromuscular Therapy is the utilization of static pressure on specific myofascial points to relieve pain. The course will educate the students in the physiology of the nervous system and its effect on the muscular and skeletal systems. The neuromuscular therapist will be also educated in kinesiology and biomechanics and how to work in a clinical or medical environment using techniques that manipulate the soft tissue of the body (muscles, tendons and connective tissue).

SP100- SPORTS MASSAGE

(105 hours)

Massage has become an integral part of the new athletic regimen from sports medicine clinics, to college training rooms, to professional locker rooms to Olympic training. Growing number of trainers believe that massage can provide an extra edge to the athletes who participate in high performance sports. Sports massage is a special form of massage and is typically used before, during, and after athletic events. In this course the students will know how to use the Swedish massage, Shiatsu, and hydrotherapy for the recovery after injuries and the best performance of the professional athletes. The skilled massage therapist will be able to detect variations in the soft tissues and by using the correct techniques, help the sports person maintain a much healthier physical state

MLD100-MANUAL LYMPH DRAINAGE

(55 hours)

Students will learn the manual lymphatic drainage and how this differs from the others massages, lymphatic drainage is a therapeutic method that uses manipulations to stimulate the lymph movement.; has to be very gentle and aims to encourage movement of lymph away from swollen areas, MLD is particularly useful if there is swelling in the face, breast, abdomen, genitals or elsewhere on the trunk. Students also will learn the lymphatic drainage manipulations and contraindications for this technique.

NOTE: The Therapeutic Massage Technician courses are part of the Advanced Therapeutic, Sports & Clinical Massage.

PERSONAL TRAINING

COURSE TITLES

HSC 103-INTRODUCCION TO PSYCHOLOGY (60 hours)

This introductory course will provide students with an overview of the current body of knowledge and methods of the science of psychology. Topics will include the historical foundations of psychology, cognition, emotions, learning, human development, biological bases of behavior, personality, psychological disorders, psychotherapy and behavior change, and social behavior. Emphasis also will be placed on the development over the life span. Psychological disorders and the therapeutic approaches will also be covered. This course is a study of the general field of psychology and is designed to provide an understanding of human behavior by studying the adaptation of the individual to his physical and social environment.

SMD 101 – ESSENTIAL OF WELLNESS (60 hours)

This course provides an opportunity for students to gain knowledge and motor skills in the psychomotor area. It acquaints students with a basic knowledge, understanding, and value of physical activity as related to optimal wellness.

SMD 102 – HEALTH PROMOTION (45 hours)

This course introduces students to the wellness concept, which builds the foundation for health literacy and an appreciation for life-long health and physical fitness. Components of wellness will be studied, including physical, intellectual, emotional, social, spiritual, environmental, and occupational, with the goal of promoting and advocating for self-responsibility, health literacy, and a life-long commitment to wellness.

SMD 103 – ORIENTATION TO EXERCISE TRAINING (60 hours)

This class provides an introduction to fitness activities that will assist in the development and maintenance of a healthy active lifestyle now and for the future. A series of activities will be presented in this class and the student will be provided the opportunity experience a variety of exercises. Activities will emphasize improving flexibility, endurance, strength, and overall fitness.

SMD 100 – INTRO TO EXERCISE SCIENCE
(45 hours)

An introductory course designed to examine the philosophical, historical, psycho-social origin of the fields of exercise science and health promotion. Current issues, professions, and future directions will also be explored.

SMD 205 – KINESIOLOGY
(75 hours)

This course examines the relationship between anatomical structures and function in the production of movement. It also investigates the relationships between fundamental principles of mechanics and musculoskeletal system function.

SMD 105 – HEALTH APPRAISAL
(45 hours)

This course covers topics concerning wellness, holistic health, mind-body connection, health and wellness models, mental wellness, positive self-concept, preventing heart disease and cancer, licit and illicit lifestyle drugs, stress management, diet, nutrition, weight control, aerobic and strength building exercise, healthy lifestyle behaviors and applications to life.

SMD 104- INTERMEDIATE EXERCISE TRAINING
(60 hours)

This class provides an introduction to fitness activities that will assist in the development and maintenance of a healthy active lifestyle now and for the future. A series of activities will be presented in this class and the student will be provided the opportunity experience a variety of exercises. Activities will emphasize improving flexibility, endurance, strength, and overall fitness.

SMD 200 – EXERCISE PHYSIOLOGY (+LAB)
(75 hours)

A combined lecture and laboratory course dealing with the acute physiological responses and chronic adaptations to exercise. Areas of emphasis include: energy metabolism, cardiovascular, physiology, pulmonary function, muscular system, body composition, and aging.

**SMD 201 – FITNESS ASSESSEMENT
(60 hours)**

A practical course in exercise test administration including health status assessment, evaluation of cardiovascular functions, aerobic capacity, muscular fitness, pulmonary function, and body composition, basic electrocardiography, interpretation of test results, and handling emergency situations

**SMD 202 – EXERCISE PRESCRIPTION
(45 hours)**

This course will address the scientific basis of designing effective and safe exercise programs. Principles of exercise prescription will focus on improving health-related fitness, rather than elite athletic performance. Since health-related fitness includes cardiorespiratory fitness, muscular fitness, body composition and flexibility, these fitness parameters will be emphasized.

**SMD 203 – EXERCISE LEADERSHIP I
(60 hours)**

Principles and methods of exercise leadership. This includes exercise programming and participation, teaching methods, technique evaluation, supervision, and leadership for various types of group aerobic exercise programs including aquatic exercise..

**SMD 106 – NUTRITION IN HEALT AND EXERCISE
(60 hours)**

Study of the nutritional needs of the athlete and active person. Emphasis includes: fat, carbohydrate, protein, vitamin, mineral and water needs of the active person; energy metabolism, food and fluid intake prior to, during, and after exercise; nutritional management of anemia and diabetes; nutrient needs of the young and old athlete.

**SMD 204 – EXERCISES LEADERSHIP II
(60 hours)**

Methods and techniques in the use of various weight training equipment and machines. Scientific principles of strength training, program development, exercise leadership and supervision of weight training and other group exercise activities are included

**SMD 107 – FIRST AID, CPR
(45 hours)**

I Study of the techniques of emergency first aid, cardiopulmonary resuscitation (CPR) and accident prevention. Emphasis will be placed on examining the interrelationships among human behavior of the environment and accidents. Opportunities exist for each student to earn CPR and First Aid certification.

SMD 108 – WEIGHT MANAGEMENT
(75 hours)

This course will examine the various influences affecting weight gain and obesity including biology, psychology, and culture. Different approaches and settings of prevention and intervention in weight loss/weight maintenance will be covered including physical activity, dietary habits, and pharmacological.

DENTAL ASSISTANT

COURSE DESCRIPTION

DAP 100. 120 hours

Introduction to Dental Assistant

In this course the students will be exposed to the following subjects: History of Dentistry, Characteristics of a Professional Dental Assistant, The Dental Health Care Team, Dental Ethics, Dentistry and the Law,

DAP 200. 160 hours

Dental Chairside Assisting

The following subjects will be taught in this course: General Anatomy, General Physiology, Oral Embryology and Histology, Head and Neck Anatomy, Landmarks of the Face and Oral Cavity, Overview of the Dentitions, Tooth Morphology, Dental Caries, Periodontal Disease, Preventive Dentistry, Nutrition, Oral Pathology, Microbiology, Disease Transmission and Infection Prevention, Principles and Techniques of disinfection, Principles and Techniques of Instruments Processing and Sterilization, Regulatory and Advisory Agencies, Chemical and Waste Management, Dental Units Waterlines, Ergonomics, The Patient Record, Vital Signs, Oral Diagnosis and Treatment Planning, The Special Need and Medical Compromised Patient, Principles of Pharmacology, Assisting in a Medical Emergency, The Dental Office, Delivering Dental Care, Dental Hand Instruments, Dental Handpieces and Accessories, Moisture Control, Anesthesia and Pain Control.

DAP 300. 80 hours

Dental X-Ray

In this course the students will be exposed to the following subjects: Foundations of Radiography, Radiographic Equipment, and Radiation Safety, Digital Imaging, Dental Film, and Processing Radiographs, Legal Issues, Quality Assurance, and Infection Prevention, Intraoral Imaging, Extraoral Imaging.

DAP 400. 120 hours

Dental Materials and Laboratory Techniques

This course will include the following subjects: Restorative and Esthetic Dental Materials, Dental Liners, Bases, and Bonding Systems, Dental Cements, Impression Materials, Laboratory Materials and Procedures, General Dentistry. Matrix System for Restorative Dentistry, Coronal Polishing, Dental Sealants

DAP 500. 120 hours

Specialized Dentistry

The students will be exposed to the following subjects: Fixed Prosthodontics, Provisional Coverage, Removable Prosthodontics, Full (Complete) Denture, Dental Implants, Endodontics, Periodontics, Oral and Maxillofacial Surgery, Pediatric Dentistry, Orthodontics.

DAP 600. 100hours

Dental Administrative Procedures

The students will be taught the following skills: Communication in the Dental Office, Business Operating Systems, and Financial Management in the Dental Office.

DAP 700. 120 hours

Dental Externship

In this part of the program the students will be exposed to a learning environment by participating as observers in an actual dental office where they will learn a wide variety of dental skills.

DAP 800. 80 hours

Preparation for Employment

The students will learn: How to marketing Your Skills, Locating Employment Opportunities, and Achieving Career Objectives.

MEDICAL ASSISTANT

Course Descriptions

MAP-101 *Medical Assistant Profession, Law and Ethics, and Deambulatory Procedures*

80 Hours

In this course students will be introduced to the medical assistant profession. Students are sensitized to the legal responsibilities of the healthcare team and the importance of patient privacy and confidentiality. Students are introduced to medical terminology. They learn the different components of medical terms and medical terminology related to body structure and posture. Students will practice how to provide support to patients with physical limitations and emotional needs. This course also covers topics in professional development such as resume building and interviewing strategies. Students measure vital signs, perform injections, collect blood samples and obtain patients' chief complain. Students practice on their keyboarding skills with an emphasis on speed and accuracy.

MAP-102 *Special Senses, Integumentary and Nervous Systems, Basic Safety and First Aid*

80 Hours

Students in this course learn the basic anatomy and physiology and clinical procedures related to the skin, sensory organs and nervous system. Students learn medical terminology related to these areas and are trained to promptly recognize medical emergencies and to provide first aid when necessary. They will demonstrate knowledge of the components of a medical office safety plan and will learn the importance of complying with OSHA regulations to maintain a safe work environment. Students will identify the cycle of infection and learn how to break it by demonstrating proficiency in methods for infection control. Students master procedures such as checking for vital signs, administering injections, collecting blood samples, eye and ear irrigation and instillation, administering the visual acuity test, obtaining patients' chief complain, and practicing aseptic techniques. They continue to build on their keyboarding and word processing skills.

MAP-103 *Cardiopulmonary System, Electrocardiography and CPR*

80 Hours

In this course students will study the structure and function of the cardiovascular and respiratory systems in conjunction with the disorders, diagnostic procedures and medical terminology related to them. Students perform electrocardiograms and pulmonary function tests. They explain the steps to set up a Holter monitor. Students perform venipuncture, injections and measure vital signs. They will receive training to perform Cardiopulmonary resuscitation (CPR) and utilize Automatic External Defibrillator (AED) preparing them to identify and respond to cardiac emergencies. Students continue to

improve on their keyboarding and word processing skills and begin to work on transcription reports.

MAP-104

80 Hours *Musculoskeletal System, Microbiology, and Surgical Procedures*

This course examines the anatomy and physiology of the muscular and skeletal systems. Students learn basic microbiology and its relation with infectious disease and infection control. Students learn the guidelines for obtaining culture specimens and how to handle and transport them. They demonstrate culturing specimens in the laboratory. Students are introduced to minor surgical procedures and sterile techniques. They identify instruments used in minor surgical procedures and prepare sterile field. They learn how to remove sutures, apply bandages and care for wounds. Students will learn the skills involved in educating patients as well as proper maintenance of medical records with an emphasis on the need to receive patient consent. They continue to practice checking for vital signs, phlebotomy, and injections techniques. Students prepare medical history reports and enhance their keyboarding skills.

MAP-105 *Endocrine, Reproductive Systems, and Human Growth and Development*

80 Hours

This course covers the structure and function of the endocrine and reproductive systems along with the diseases, diagnostic tests and medical terminology related to them. Students learn the different stages of human growth and development from infancy through old age. They practice skills specific to pediatrics, such as measuring infants, using a growth chart, and maintaining immunizations records. They will distinguish the normal and abnormal changes related to the aging process. Students also practice positioning patients for gynecological and urological evaluations and educating patients regarding Breast and Prostate Cancer awareness and prevention. They continue to demonstrate increasing speed and accuracy on keyboarding, word processing and transcription reports.

MAP-106 *Urinary, Blood, Lymphatic and Immune Systems and Laboratory Procedures*

80 Hours

This course is designed to provide basic knowledge of the function and structure of various systems: Urinary, blood, lymphatic and immune systems. Students will learn medical terminology, diseases, and diagnostic procedures related to these systems. Students learn how to collect, process, and test urine and fecal samples as they follow the guidelines for safely handling biological specimens. Students practice various techniques to collect blood samples such as capillary puncture and venipuncture. They practice glucose/cholesterol analysis, urinalysis, administering pregnancy tests, hematocrit measurement, serum separation and obtaining throat culture specimen. Students identify

and maintain the different equipment in the laboratory. Students gain knowledge on X-Ray and other diagnostic imaging tests

MAP-107 *Gastrointestinal System, Nutrition and Front Office Procedures*
80 Hours

This course covers the anatomy and physiology of the digestive system. Students will learn the diseases related to this system as well as the associated diagnostic procedures and medical terminology. Students describe the importance of nutrients and their role in health. They learn methods to identify patients with nutritional needs and educate patients about healthy nutrition habits. Students become familiar with the role of the medical assistant in the reception area. They learn professional telephone techniques as well as other basic office procedures including reception area maintenance, techniques for scheduling effectively, and medical record keeping. Students advance in their keyboarding skills and continue to practice medical transcriptions. Students measure vital signs, perform venipuncture and administer injections.

MAP-108 *Electronic Health Record, Finances and Pharmacology*
80 Hours

This course exposes the students to Electronic Health Records (EHR), Office Finances and introduces them to Pharmacology. They study the history and concept of EHR. They will practice the following skills using Spring Charts simulation software: scheduling appointments, tracking patients, e-mailing and messaging, retrieving reports, utilizing coding tools, charting chief complains and vital signs, and working on different transcription templates. Students will learn the basics of billing and coding and will file and process a CMS-1500 claim form and submit it electronically. Students will demonstrate knowledge of bookkeeping and banking techniques. Students will gain knowledge of basic Pharmacology and will become familiar with the various methods of drug dosage calculations. They will prepare and administer medications utilizing various methods and routes. Special emphasis will be placed on Medication inventory, classification, and side effects. Students learn to use the Physicians' Desk Reference book and to implement accurate and complete medications documentation.

EXT-160 *Medical Assistant Externship*

160 Hours

Under the supervision of a qualified Healthcare professional students will practice medical assistant functions in an ambulatory medical facility. They will be evaluated on their ability to multi task in a fast-paced environment. In addition to other duties assigned by the on-site supervisor or physician, students will perform phlebotomy, administer injections, check vital signs, work on the EHR of the facility, and prepare patients for exams.

PHARMACY TECHNICIAN

Program Description

Pharmacy technician is an outcome-oriented program that promotes personal and professional development using classroom lectures, laboratory demonstrations and hands-on practice, and in turn, enhances critical thinking and multi-tasking skills during the clinical experience.

History & Ethics of Pharmacology includes pharmacy laws and professional behavior expected in the pharmacy settings. It provides certifications for BLS/First Aid and HIPPA. Basic pharmacological aspects of the respiratory and the musculoskeletal systems.

Infection Control includes basic pharmacological aspects of the endocrine, reproductive, and lymphatic systems together with aseptic technique skills, OSHA and HIV certifications.

Pharmacy Administration for the Pharmacy Technician introduces the stock and billing aspects of the pharmacy including: manufacturing, inventory control, pharmacy software, and over the counter medications. Includes basic pharmacological aspects of the integumentary system and the eyes and ears.

Pharmacology for the Pharmacy Technician introduces general aspects of pharmacology and terminology. It includes nervous system lectures to enhance psychopharmacology and mental disorders. Also, provides knowledge on different types of alternative medicine and the use of vitamins and minerals

Pharmacy Settings introduces all aspects of each pharmacy settings and career opportunities such as working in a hospital, community and/or specialty pharmacy and oncology and chemotherapy centers. It also covers methods used in the prevention of medication errors and the technician involvement.

Administration of Medications develops skills in repackaging and compounding of medications, medication administration, home healthcare and introduces durable medical equipment. Course covers the gastrointestinal, urinary and cardiovascular systems.

Pharmacy Technician Duties introduces basic computer and typing skills, referencing resources together with basic pharmacy calculations. Provides interviewing skills, mock interviews, resume building and customer service skills.

ASSOCIATE DEGREE

PROGRAM PROGRAMMATIC

POLICIES

PHYSICAL THERAPIST ASSISTANT

Associate in Science

Degree Awarded

Upon completion of requirements this program awards an Associate in Science in Physical Therapist Assistant degree. An associate degree is an undergraduate academic degree awarded by a degree granting institution, college or university upon completion of a course of study usually lasting two years.

Accreditation Status

The Physical Therapist Assistant Program at The Praxis Institute is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>. **Only in Miami Campus**

Feedback or comments regarding the PTA program could be directed to the program director at robertobermudez@the-praxisinstitute.com.

Feedback or comments regarding the PTA Program Director could be directed to Flavio Alfie at 1850 SW 8th St, 4th floor Miami, Fl. 33135

Program Admission Criteria

- Evidence of High School Diploma or Equivalent
- Physical Examination (MD clearance/PPD)
- Criminal Background Check
- Drug Testing
- Evidenced of CPR certification
- Evidence of Health Insurance - (If candidate does not possess, once qualified to enter the program and registered student could obtain coverage through the APTA after becoming a member).
- Entrance Exam with the following minimum scores:
 - Sentence Skills 86
 - Reading Comprehension 80
 - Elementary Algebra 57
 - Computer Skills 20
- Two professional/character references
- Applicant's Personal Letter of Application
- Interview/Assessment

Satisfaction of minimum requirements does not imply guarantee admission. Admission is competitive among eligible applicants. Candidacy is also influenced by applicants' interview/assessment and applicants display motivation and knowledge of the field.

Program Mission

In keeping with the mission of The Praxis Institute, the PTA Program is committed to a high standard of scholarship as it educates students with the theory, knowledge, and clinical skills essential to the physical therapist assistant. The Physical Therapist Assistant Program will help fulfill the mission of the institution by meeting the needs of the student, the physical therapy profession and the community at large. The program supports the practice of physical therapy as a vocation, and seeks to graduate individuals who are competent and qualified to assume roles in the health care field as physical therapist assistants under the direction and supervision of a licensed physical therapist.

Program Goals

1. To prepare physical therapist assistants who are well rounded in basic and clinical sciences and problem solving, and who demonstrate excellence in physical therapy skills.
2. To impart realistic, up-to-date information to the community and to prospective students, regarding the practice of physical therapy and the role of the physical therapist assistant in health care delivery.
3. To incorporate a faculty of physical therapy educators and clinicians who are committed to the education of the physical therapist assistant student and who are qualified to teach in an educational institution. Faculty in the program will strive to provide students with learning experiences that reflect the prevalent practice of physical therapy.
4. To supply adequate classroom, laboratory, and learning resource facilities to enhance the student's attainment of the knowledge and skills needed for graduation from the program and licensure.
5. To provide sites for clinical education that offers the student with the appropriate environment for attainment of competence in the day-to-day work of the physical therapist assistant.
6. To graduate individuals who under the direction and supervision of a licensed physical therapist can carry out technical aspects of clinical work in a safe, efficient manner; who are able to communicate orally and in writing in a clear and understandable manner; who conduct themselves in a truthful and ethical manner with both patients and other health professionals; who recognize their personal qualities and limitations; who seek out avenues in which to broaden and expand their professional roles to more adequately; and who can transition effectively from this educational program to a physical therapist assistant career.

Program Objectives

Objectives for Goal 1

- All students completing the program will be able to provide interventions under the direction and supervision of a PT in a safe manner while minimizing the risk to patients, self and others; and following the established procedures and respond appropriately to emergencies in the clinical setting.
- All students completing the program will be able recognize when an intervention is no longer appropriate due to changes in the patient's status and report such to the supervising PT.
- All students completing the program demonstrate ability to meet the entry-level job responsibilities of a PTA.

Objective for Goal 2

- All individuals applying to the program will be provided up-to-date accurate information regarding the profession and the role of the PTA.

Objectives for Goal 3

- Advertise faculty positions broadly and provide academic and administrative support to attract candidates who would provide a wide body of knowledge and expertise in the field of physical therapy.
- All faculties will provide positive role modeling for students by maintaining high professional/ethical standards and by consistently delivering high quality instruction of current and accepted standards of practice in the field of physical therapy.

Objective for Goal 4

- Program will remain appraised of new and current learning resources and attempt to facilitate access to them via purchasing, leasing or loan agreements.

Objective for Goal 5

- Program will maintain sufficient clinical agreements with diverse sites that provide the appropriate clinical environment for competence attainment.

Objective for Goal 6

- The program curriculum prepares students to exhibit conduct that reflects a commitment to meet the expectations of members of society receiving health care services and members of the profession of physical therapy. Hence, demonstrating an awareness and commitment to social responsibility, citizenship, advocacy and the importance of health promotion and wellness.

Student Outcomes

Upon completion of the PTA Program, the student will be able to:

Communicate

1. Communicate verbally and nonverbally with the patient/client, the physical therapist, health care delivery personnel, and others in an effective, appropriate, and capable manner.

Individual and Cultural Differences

1. Adjust behavior appropriately out of respect for individual and cultural differences with each patient/client.

Behavior and Conduct

1. Exhibit conduct that reflects a commitment to meet or exceed the expectations of members of society receiving health care services.
2. Exhibit conduct that reflects a commitment to meet or exceed the expectations of members of the profession of physical therapy.

Clinical Problem Solving

1. Within the process of patient/client management established by the physical therapist, modify or withhold interventions based on patient status as determined through observation, data collection, and problem solving processes.
2. Select appropriate patient/client care resolutions within the plan of care established by the physical therapist.
3. Select appropriate solutions to conflict and adapt to change in the clinical environment.
4. Report changes in patient/client status to the supervising physical therapist.

Education

1. Instruct aides, volunteers, peers, and coworkers using established techniques, programs, and instructional materials commensurate with the learning characteristics of the audience.
2. Educate others about the role of the physical therapist assistant.

Data Collection

1. Demonstrate competence in performing specific data collection techniques as directed by the supervising physical therapist.
2. Utilize information from data collection to progress patient/client interventions within the plan of care established by the physical therapist, and reports changes to the supervising physical therapist.

Plan of Care

1. Review and describe the plan of care written for the individual patient/client.
2. Implement directed interventions to achieve the short- and long-term goals and outcomes identified in the plan of care.
3. Use information from data collection to monitor patient/client status and progress toward short- and long-term goals and outcomes, and report to the physical therapist.
4. Participate in educating patients/clients and caregivers as directed.
5. Participate in discharge planning and follow-up as directed.

Intervention

1. Provide safe and competent evidence-based interventions as directed in the plan of care established by the physical therapist to minimize risk to the patient/client, self, and others.
2. Recognize when interventions have been inappropriately directed, and initiate clarification with the physical therapist.
3. Modify interventions within the plan of care established by the physical therapist in response to patient/client clinical indications and in compliance with state practice acts, the practice setting, and other regulatory agencies.
4. Withhold intervention when appropriate due to changing clinical conditions, and defer to the physical therapist.
5. Provide instruction to patient/client, family members, and caregivers to achieve patient/client outcomes described in the plan of care established by the physical therapist.
6. Complete thorough, accurate, logical, concise, timely, and legible documentation that follows guidelines and specific documentation formats required by state practice acts, the practice setting, and other regulatory agencies.
7. Take appropriate action in an emergency in any practice setting.

Outcomes Measurement and Evaluation

1. Use data collection and communication to participate in determining a patient's/client's progress toward specific outcomes as established in the plan of care.
2. Participate in performance improvement activities (quality assurance) and clinical outcome audits as directed.

Health Care Delivery Systems

1. Provide services under the direction of the physical therapist in primary, secondary, and tertiary settings.
2. Utilize human and material resources and services to provide high-quality, efficient, and cost-effective physical therapy services based on patient/client goals and outcomes.

3. Interact with patients/clients, family members, other health care providers, and community-based organizations and resources for the purpose of coordinating activities to facilitate efficient and effective patient/client care.

Administration

1. Supervise the physical therapy aide in patient-related activities as assigned by the physical therapist and in non-patient care activities, as defined by the policies and procedures of the practice setting.
2. Provide accurate and timely information for billing and reimbursement purposes.
3. Participate in the organizational planning and operation of the physical therapy service.
4. Participate in the implementation of established public relation activities.

Social Responsibility

1. Demonstrate a commitment to meeting the needs of the patients/clients and consumers.
2. Demonstrate social responsibility, citizenship, and advocacy, including participation in community and service organizations and activities.
3. Participate with the physical therapist in the provision of pro bono services.

Career Development

1. Participate in career development based on self-assessment, performance appraisals, work setting, and special interests.
2. Assume the role of clinical educator.
3. Monitor and implement changes in physical therapy practice based on ongoing clinical research.

Derived from APTA’s A Normative Model of Physical Therapist Assistant Education: Version 2007.

Grading Scale for General Education Courses

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	69% and below

Grading Scale for Technical Courses

A	90% - 100%
B	80% - 89%
C	75% - 79%
D	74% and below

Satisfactory Academic Progress

All PTA courses must be taken in sequence and can be taken only in the semester listed. All courses required within the listed curriculum must be passed with a "C" or higher. A passing grade of 75% or above is required in all PTA technical classes. For general education courses the passing grade is 70% or higher. Students must pass both the clinical and theoretical components of each PTA course to progress to the next course. To demonstrate competency and demonstrate satisfactory academic progress, all tests in program technical courses must be successfully completed with a grade of 75% or better. If students fail tests in a program course, they will be given one make up test for each test failed. Students must complete the re-test with a 75% or better before the end of the course or as scheduled by the instructor. Students must also pass the final exam of each course with a 75% or better. The original test grades will be used for computing the test average. Students who were unsuccessful with the re-tests but whose overall test average is 75% or better, even with a failed exam, will receive a grade of Incomplete for the course. To clear the incomplete grade, the student will be required to re-test after the final but before the start of the next semester in order to continue in the program. Students who cannot successfully re-test during the semester and whose overall average is below 75% will fail the course and be dismissed from the program. If the re-test is passed with a 75% or higher, the incomplete grade will be changed to reflect the student's final average based on the original test grades.

PTA PROGRAM ACADEMIC ATTENDANCE POLICY

Attendance is mandatory for all classes, labs and clinical experiences, as it is a measurement of student participation. If a student must be absent from class due to family emergency or illness he or she must call the instructor prior to the beginning of class. If no contact is made with the instructor, the absence will be considered unexcused and 5 points will be deducted from the student's final grade. Maximum excused absence allowed is three (3) for lectures and lab courses; and two (2) for clinical experiences/rotations.

Each excused absence exceeding the number three and number two respectively; will lead to a 5 point deduction (per episode) from the final grade.

PTA PROGRAM TARDINESS POLICY

A student who is repeatedly late for class is considered unprofessional and disruptive to the instructor and students. Students will be granted a five (5) minute grace period from the start of class. After the 5 minute period, 2 points will be deducted from the final grade for each incidence of tardiness.

PTA STUDENT CONFIDENTIALITY POLICY

Faculty will take special precautions to ensure all communication regarding student academic and clinical performance is kept private and confidential. Examinations and student immunization records are maintained in locked file cabinets in the records department.

PTA PROGRAM TEST/EXAM POLICY

If a student is unable to take test/exam due to unforeseen reasons such as illness and/or family emergency, the student is to contact the instructor prior to the test/exam date and time. If the instructor views the excuse as reasonable, arrangements will be made for a make-up test/exam on the following day of classes regardless if the student has a class. For each day missed beyond the following day, there will be a 10 point deduction from the test/exam grade. It is the responsibility of the student to contact the instructor regarding the make up time and place and to complete the “request for taking a missed exam form”. If request is granted student will be notify and a make-up time and place determined. If a student is absent the day of the test/exam and has failed to contact the instructor prior to the beginning of the test/exam date and time, the student will be given a zero and no opportunity to make up the test/exam. All students are expected to abide by the academic honesty policies of the college. Dishonest academic behavior includes, but is not limited to cheating and plagiarism.

PTA PROGRAM PRACTICAL EXAM POLICY

If a student is unable to take a practical exam due to an unforeseen reason, the student must contact the instructor prior to the practical. If the instructor views the excuse as reasonable, arrangements will be made for a make-up practical time. Students who do not show for the day of any practical exam will be granted a zero and no make-up practical will be granted. Students who fail the practical exam (less than 75%) must repeat the practical at date determined by the instructor. The objective of the repeat practical is to ensure that the student is able to demonstrate safety and competency in the physical therapy skills being evaluated.

The grade achieved on the first attempt will be calculated into the student's final grade. A practical may only be repeated one time. If safety and competency are not demonstrated upon the student's second attempt, he or she will be ineligible to proceed through the rest of the course and will subsequently receive a final grade of "F." A student receiving a final grade of "F" will be required to continue attending and participating during lab until the end of the semester. Should the student re-take the lab course the following semester it is offered, he or she will also be required to audit the co-requisite lectures during the same semester the lab is being repeated.

PTA PROGRAM PROFESSIONAL BEHAVIOR POLICY

In preparation for a career in the health profession, students are expected to behave in a responsible and professional manner in the classroom as well as in the clinical setting. The faculty has determined the following to be standards of acceptable behavior for students in the academic and clinical components of the Physical Therapist Assistant program.

In the classroom setting, students are expected to:

1. Use tact and courteous behavior towards faculty and peers.
2. Follow directions and complete assigned tasks.
3. Respect the classroom as a place of learning and avoid disruption of the learning process by not doing the following:
 - making comments unrelated to the subject matter.
 - engaging in unnecessary conversation during class.
 - leaving the classroom without permission.
 - entering the classroom after class has begun without permission of instructor.
4. Show respect for differences that exist in others. The Praxis Institute does not discriminate on the basis of race, creed, religion, handicap or sexual preference. We expect our students to act in the same manner as the Institution they represent.
5. Notify instructors prior to absences or tardiness.
6. Attend classes on a regular basis. Repeated absence is considered unprofessional and will result in a lowering of grades. Refer to the program's attendance policy described in each course syllabus.
7. Take responsibility for seeking prior approval from the faculty for borrowing items from the program and for returning them in a timely fashion. Borrowed equipment and/ or literature must be signed out and returned as soon as possible in good condition. Please note that the program's videotapes or DVD's may not be reproduced.
8. Properly maintain classrooms and laboratory areas by returning supplies and equipment to designated areas.
9. Adhere to the PTA program learning contract.

In the clinical setting, students are expected to:

1. Be punctual, dependable and adhere to scheduled assignments
2. Wear appropriate professional attire/maintain appropriate hygiene
3. Adhere to ethical and legal standards of physical therapy practice
4. Show respect for others (clients/patients, peers, clinical instructors)
5. Treat clients in a manner that reflects dignity, respect and value for human life
6. Maintain confidentiality and use discretion when conversing with and in front of patients
7. Demonstrate initiative and accept responsibility for learning
8. Demonstrate active listening
9. Accept criticism and respond in a manner that reflects an understanding of constructive criticism
10. Express a positive attitude, which reflects cooperation and flexibility
11. Maintain balance between personal and professional relationships with clients and staff.

COMMUNICATIONS AND GRIEVANCE POLICY

A student who wishes to discuss an issue of academic or professional concern should adhere to the following procedure:

1. The student should first have a discussion with the instructor who is responsible for the course in which there is a concern. Most circumstances that arise can be and should be addressed with the instructor who is directly involved. Rarely, will situations occur that require more than a calm, open, and professional discussion between the student and his/her instructor.
2. However, if the student does not believe that the issue has been resolved in a reasonable and satisfactory way, the student may discuss it with the faculty member who supervises the instructor. The supervisor will attempt to gather all necessary information from all available sources in order to determine the appropriate resolution of the problem.

If another faculty member is contacted before the student address the concern with the instructor in question, then the student will be referred, immediately, back to the instructor for the appropriate discussion/resolution.

PUBLIC COMMENT POLICY (OUTSIDE OF DUE PROCESS)

Comments regarding the program could be directed to the Director at robertobermudez@the-praxisinstitute.com . Comments regarding the program director could be directed to Flavio Alfie, VP of Academic Affairs at 1850 SW 8th Street, Miami, FL 33135. Complaints which fall outside of due process will be handled on an individual or case by case basis. Upon receiving the informal or written complaint, the Program Director will assimilate the information presented and respond accordingly depending upon the nature of the complaint. With respect to employers of graduates and/or the general public, the Program Director may seek consultation from the program's Advisory Board and forwarded to the Executive Director of the institution. All complaint records will be maintained and held in a locked file cabinet located in the office of the Program Director.

ACADEMIC HONESTY POLICY

Members of The Praxis Institute are expected to act within the standards of academic honesty. Any willfully dishonest behavior is subject to disciplinary action, which may range from that which the instructor imposes relative to the specific course to dismissal from the Institute, depending on the seriousness of the act.

Dishonest academic behavior includes, but is not limited to:

Cheating – use of unauthorized notes during an examination; giving or receiving unauthorized assistance on an examination; copying from someone else’s examination, term paper, homework, or report; theft of examination materials; falsification of works or records.

Plagiarism: - using the words, data or ideas of another, as one’s own, without properly acknowledging their source.

In addition to action taken relative to the specific course, the course instructor may bring any matter related to academic honesty to the Program Director for further disciplinary action. The Director will review the case and determine if further action is to be taken. Disciplinary action may be appealed by the affected student/s.

SMOKING POLICY

Smoking is strictly prohibited in all institutional facilities.

ALCOHOL AND DRUG POLICY

The use of alcohol in any form and the illegal use of drugs at any Institution-sponsored activities are strictly forbidden, regardless of location. Violators will be subject to disciplinary action, by the appropriate governing body.

PROGRAM OUTCOMES

Class of	Graduation Rate	NPTE Board Passing Rate	Employment Rate
2013	75%	First Time – 100%	100%
		Ultimate – 100 %	
2014	87%	First Time – 83%	100 %
		Ultimate – 100 %	
2015	87%	First Time – 77%	100 %
		Ultimate – 100 %	
2016	81%	First Time – 100%*	**
		Ultimate –	

* Preliminary Data

** Data not available ye

This program is offered only at the Miami Campus

Occupational Therapy Assistant

Associate in Science

Degree Awarded

Upon completion of requirements this program awards an Associate in Science in Occupational Therapy Assistant degree. An associate degree is an undergraduate academic degree awarded by a degree granting institution, college or university upon completion of a course of study usually lasting two years.

Accreditation Status

Program Accreditation

The OTA program at The Praxis Institute obtained Accreditation status in August 2016 from ACOTE (Accreditation Council for Occupational Therapy Education)

We look forward to the opportunity to share information with you regarding our Occupational Therapy Assistant program.

For additional questions regarding programmatic accreditation, ACOTE can be reached at:

ACOTE

c/o Accreditation Department

American Occupational Therapy Association (AOTA)

4720 Montgomery Lane, Suite 200

Bethesda, MD 20814-3449

(301) 652-AOTA

www.acoteonline.org

Feedback or comments regarding the OTA program could be directed to the Program

Director at jmiller@praxis.edu

Feedback or comments regarding the OTA Program Director could be directed to Flavio

Alfie at 4162 W 12th avenue, Hialeah, Florida 33012

Program Admission Criteria

Evidence of High School Diploma or Equivalent

Physical Examination (MD clearance/PPD)

Criminal Background Check

Drug Testing

Evidenced of CPR certification

Evidence of Health Insurance

Entrance Exam with the following minimum scores:

- Sentence Skills 86
- Reading Comprehension 80
- Elementary Algebra 57
- Computer Skills 20

Two professional/character references

Applicant's Personal Letter of Application

Interview/Assessment

Satisfaction of minimum requirements does not imply guarantee admission. Admission is competitive among eligible applicants. Candidacy is also influenced by applicants' interview/assessment and applicants display motivation and knowledge of the field. Eligible applicants not admitted for the year in which they apply may be listed as an alternate for that year and will be place on a waiting list for next available class.

Once admitted, it is the student's responsibility to update the school regarding any status changes (medical, personal, background).

As part of the Admissions process, it is necessary for students to disclose criminal background history. State and/or federal legislations have regulations regarding issuance of licensures and certification. A marred criminal background check could pose restrictions to licensure and certification. For example, the Florida Board of Occupational Therapy:

“Effective July 1, 2012, Section 456.0635, Florida Statutes (F.S.), provides that health care boards or the department shall refuse to issue a license, certificate or registration and shall refuse to admit a candidate for examination if the applicant:

1. Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under Chapter 409, F.S., (relating to social and economic assistance), Chapter 817, F.S., (relating to fraudulent practices), Chapter 893, F.S., (relating to drug abuse prevention and control) or a similar felony offense(s) in another state or jurisdiction unless the candidate or applicant has successfully completed a drug court program for that felony and provides proof that the plea has been withdrawn or the charges have been dismissed. Any such conviction or plea shall exclude the applicant or candidate from licensure, examination, certification, or registration, unless the sentence and any subsequent period of probation for such conviction or plea ended:
 - For the felonies of the first or second degree, more than 15 years from the date of the plea, sentence and completion of any subsequent probation;
 - For the felonies of the third degree, more than 10 years from the date of the plea, sentence and completion of any subsequent probation;
 - For the felonies of the third degree under section 893.13(6)(a), F.S., more than five years from the date of the plea, sentence and completion of any subsequent probation;
2. Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under 21 U.S.C. ss. 801-970 (relating to controlled substances) or 42 U.S.C. ss. 1395-1396 (relating to public health, welfare, Medicare and Medicaid issues), unless the sentence and any subsequent period of probation for such conviction or pleas ended more than 15 years prior to the date of the application;
3. Has been terminated for cause from the Florida Medicaid program pursuant to section 409.913, F.S., unless the candidate or applicant has been in good standing with the Florida Medicaid program for the most recent five years;

4. Has been terminated for cause, pursuant to the appeals procedures established by the state or Federal Government, from any other state Medicaid program, unless the candidate or applicant has been in good standing with a state Medicaid program for the most recent five years and the termination occurred at least 20 years before the date of the application;
5. Is currently listed on the United States Department of Health and Human Services Office of Inspector General's™ List of Excluded Individuals and Entities. The section above does not apply to candidates or applicants for initial licensure or certification who were enrolled in an educational or training program on or before July 1, 2009, which was recognized by a board or, if there is no board, recognized by the department, and who applied for licensure after July 1, 2012.

NBCOT (National Board for Certification in Occupational Therapy) has an Early Determination process, for a \$100 fee, as indicated below:

“An individual who is considering entering, or who has already entered, an occupational therapy educational program can have his/her background reviewed prior to actually applying for the exam by requesting an Early Determination Review.

In this Early Determination Review process, NBCOT may give early or prior approval to take the certification exam, as it pertains to good moral character, provided that the information reviewed is not found to be a violation of any of the principles of the Practice Standards/Code of Conduct

Each early review case is reviewed on an individual basis. After NBCOT has completed its review, the individual is notified in writing regarding whether he/she would be eligible to sit for the NBCOT exam, provided all eligibility requirements are met”.

NBCOT also subjects all candidates/applicants to a Character review.

Program Mission

The Occupational Therapy Assistant Program aims to continue the enhancement of the profession by producing individuals who demonstrate all the necessary qualification becoming of a qualified entry level OT practitioner. The profession is susceptible to industry changes and enhancements; therefore, it is the Program's aim to produce individuals that are competent and professional.

To advance the profession at all levels, the Occupational Therapy Assistant Program is dedicated to obtaining and retaining effective faculty and establishing community relationships who will demonstrate the goals of the profession.

Upon successful program accreditation and curriculum completion, graduates of the Program will be eligible to sit for the National Board of Certification of Occupational Therapy (NBCOT) examination and must, in conjunction, apply for state licensure as required by most state guidelines (the State of Florida requires a license). Additionally, according to applicable supervision guidelines, the OTA will work under the supervision of an Occupational Therapist.

Contact information for NBCOT:
National Board for Certification in
Occupational Therapy (NBCOT)
800 South Frederick Avenue
Gaithersburg, Maryland 20877-4150
(301) 990-7979
www.nbcot.org

Contact information for the State of Florida:
Department of Health
Board of Occupational Therapy
4052 Bald Cypress Way
Bin C-05
Tallahassee, FL 32399-3255
(850) 245-4373
<http://floridasoccupationaltherapy.gov/>

Program Learning Goals

1. To prepare Occupational Therapy Assistants who are well rounded in rudimentary and advanced skills related to occupation centered practice and who demonstrate excellence in Occupational Therapy skills. The Program will offer throughout the curriculum ample opportunity to learn and demonstrate progressively acquired skill set. The culmination will be the fieldwork experiences. The Faculty and Clinical educators will be responsive in their roles to provide support and motivation needed to facilitate student development.
2. To educate the community and prospective students, regarding the practice of Occupational Therapy and the role of the Occupational Therapy Practitioners in health care delivery.
3. To incorporate a faculty of Occupational Therapy Instructors/clinicians who are committed to the education of the Occupational Therapy Assistant student and who are qualified to teach in an educational institution. Faculty in the program will strive to provide students with learning experiences that reflect the prevalent practice of Occupational Therapy.
4. To supply adequate classroom, laboratory, and learning resource facilities to enhance the student's attainment of the knowledge and skills needed for graduation from the program and licensure.

5. To provide sites for clinical education that offers the student with the appropriate environment for attainment of competence in the day-to-day work of the Occupational Therapy Assistant.
6. To graduate individuals who under the direction and supervision of a licensed Occupational Therapist and can carry out all aspects of clinical work, within the scope of practice, in a safe, efficient manner. The need to communicate verbally and in writing in a clear and concise manner will be introduced early. The Code of Ethics and the profession's Standards of Practice will be introduced early to guide the student in their role of conducting themselves in a truthful and ethical manner with both patients and other health professionals. The curriculum will seek to engage students in integration of cultural diversity, recognition of personal qualities and limitations (self and the client) and motivate the student to seek out avenues in which to broaden and expand their professional roles and thereby transition effectively from this educational program to an entry level practitioner.

Program Objectives

Objectives for Goal 1

- All students completing the program will be able to provide interventions under the direction and supervision of an OT in a safe manner and with critical thinking, while minimizing the risk to patients, self and others; and following the established procedures. through demonstrated appropriate responses.
- All students completing the program will be able recognize when an intervention is no longer appropriate due to changes in the patient's status and report such to the supervising OT and facilitate changes in the patient's plan of care.
- All students will demonstrate the ability to meet the demands of the current, entry-level job responsibilities of an Occupational Therapy Assistant while supporting engagement in meaningful occupations.
- Objective for Goal 2
- All individuals applying to the program will be provided up-to-date accurate information regarding the profession and the role of the OTA.

Objectives for Goal 3

- Advertise faculty positions broadly and provide academic and administrative support to attract candidates who would provide a wide body of knowledge and expertise in the field of Occupational Therapy.
- The Program, Faculty and Staff will ensure role modeling, continuous mentorship and the promotion of personal and professional growth for students by maintaining

high professional/ethical standards and by consistently delivering high quality instruction utilizing current and accepted standards of practice in the field of Occupational Therapy.

Objective for Goal 4

- The Program will remain apprised of new and current learning resources and attempt to facilitate access to them via purchasing, leasing or loan agreements.

Objective for Goal 5

- The Program will maintain sufficient clinical agreements with diverse sites that provide the appropriate clinical environment for competence attainment.

Objective for Goal 6

- The Program will ensure awareness and commitment to social responsibility, citizenship, advocacy and the importance of health promotion, wellness, and lifelong learning.

Student Outcomes

Upon completion of the OTA Program, the student will be able to:

Communicate

1. Communicate verbally and nonverbally with the patient/client, the Occupational Therapist, health care delivery personnel, and others in an effective, appropriate, and capable manner.

Individual and Cultural Differences

1. Adjust professional behavior appropriately out of respect for individual and cultural differences with each patient/client.

Behavior and Conduct

1. Exhibit conduct that reflects a commitment to meet or exceed the expectations of members of society receiving health care services.
2. Exhibit conduct that reflects a commitment to meet or exceed the expectations of members of the profession of Occupational Therapy.

Clinical Problem Solving

1. Within the process of patient/client management established by the Occupational Therapist, modify or withhold interventions based on patient status as determined through
2. observation, data collection, and problem solving processes.
3. Select appropriate patient/client care resolutions within the plan of care established by the Occupational Therapist.

4. Select appropriate solutions to conflict and adapt to change in the clinical environment.
5. Report changes in patient/client status to the supervising Occupational Therapist.

Education

1. Instruct aides, volunteers, peers, and coworkers using established techniques, programs, and instructional materials commensurate with the learning characteristics of the audience.
2. Educate others about the role of the Occupational Therapy Assistant.

Data Collection

1. Understand the role of the Occupational Therapy practitioner in performing specific data collection techniques
2. Utilize information from data collection to progress patient/client interventions within the plan of care established by the Occupational Therapist, and reports changes to the supervising Occupational Therapist.

Plan of Care

1. Review and describe the plan of care written for the individual patient/client.
2. Implement directed interventions to achieve the short and long term goals and outcomes identified in the plan of care.
2. Use information from data collection to monitor patient/client status and progress toward short and long term goals and outcomes, and report to the Occupational Therapist
3. Participate in educating patients/clients and caregivers as directed.
4. Participate in discharge planning and follow-up as directed.

Intervention

1. Provide safe and competent evidence-based interventions as directed in the plan of care established by the Occupational Therapist to minimize risk to the patient/client, self, and others.
2. Recognize when interventions have been inappropriately directed, and initiate clarification with the Occupational Therapist.
3. Modify interventions within the plan of care established by the Occupational Therapist in response to patient/client clinical indications and in compliance with state practice acts, the practice setting, and other regulatory agencies.
4. Withhold intervention when appropriate due to changing clinical conditions, and defer to the Occupational Therapist.
5. Provide instruction to patient/client, family members, and caregivers to achieve patient/client outcomes described in the plan of care established by the Occupational Therapist.

6. Complete thorough, accurate, logical, concise, timely, and legible documentation that follows guidelines and specific documentation formats required by state and federal practice acts, the practice setting, and other regulatory agencies.
7. Take appropriate action in an emergency in any practice setting.

Outcomes Measurement and Evaluation

1. Use data collection and communication to participate in determining a patient's/client's progress toward specific outcomes as established in the plan of care.
2. Participate in performance improvement activities (quality assurance) and clinical outcome audits as directed.

Health Care Delivery Systems

1. Provide services under the direction of the Occupational Therapist.
2. Utilize human and material resources and services to provide high-quality, efficient, and cost-effective Occupational Therapy services based on patient/client goals and outcomes.
3. Interact with patients/clients, family members, other health care providers, and community-based organizations and resources for the purpose of coordinating activities to facilitate efficient and effective patient/client care.

Administration

1. Understand the task of the supervision of personnel as the clinician progresses in the profession as defined in policies and procedures under state, federal and other regulatory guidelines.
2. Provide accurate and timely information for billing and reimbursement purposes.
3. Participate in the organizational planning and operation of the Occupational Therapy service.
4. Participate in the implementation of established public relation activities.

Social Responsibility

1. Demonstrate a commitment to meeting the needs of the patients/clients and consumers.
2. Demonstrate social responsibility, citizenship, and advocacy, including participation in community and service organizations and activities.
3. Participate with the Occupational Therapist in the provision of pro bono services.

Career Development

1. Participate in career development based on self-assessment, performance appraisals, work setting, and special interests.
2. Assume the role of clinical educator.
3. Monitor and implement changes Occupational Therapy practice based on ongoing clinical research

Grading Scale for General Education Courses	
A	90% - 100%
B	80% - 89%
C	<u>70% - 79%</u>
D	69% and below

Grading Scale for Core Courses	
A	90% - 100%
B	80% - 89%
C	<u>75% - 79%</u>
D	74% and below

Satisfactory Academic Progress

To demonstrate competency and demonstrate satisfactory academic progress, all tests in program courses must be successfully completed with a grade of 75% or better. If students fail tests in a program course, they will be given one make up test for each test failed. Students must complete the re-test with a 75% or better before the end of the course or as scheduled by the instructor. Students must also pass the final exam of each course with a 75% or better. The original test grades will be used for computing the test average. Students who were unsuccessful with the re-tests but whose overall test average is 75% or better, even with a failed exam, will receive a grade of Incomplete for the course. To clear the incomplete grade, the student will be required to re-test after the final but before the start of the next semester in order to continue in the program. Students who cannot successfully re-test during the semester and whose overall average is below 75% will fail the course and be dismissed from the program. If the re-test is passed with a 75% or higher, the incomplete grade will be changed to reflect the student's final average based on the original test grades. Failure on attaining satisfactory academic level as described above will result on student not being able to advance in the curriculum. Student would not be allowed to progress to the clinical education component of the program unless competence is achieved in **ALL** practical exams.

OTA PROGRAM ACADEMIC ATTENDANCE & TARDINESS POLICY

Attendance is mandatory for all classes, labs and clinical experiences, as it is a measurement of student participation. If a student must be absent from class due to family emergency or illness he or she must call the instructor prior to the beginning of class. If no contact is made with the instructor, the absence will be considered unexcused. For unexcused absences exceeding more than three 5 points will be deducted from the student's final grade.

Maximum excused absence allowed is three (3) for lectures and lab courses; and two (2) for clinical experiences/rotations.

Each excused absence exceeding the number three and number two respectively; will lead to a 2 point deduction (per episode) from the final grade.

A student who is repeatedly late for class is considered unprofessional and disruptive to the instructor and students. Students will be granted a five (5) minute grace period from the start of class. After the 5 minute period, a tardy will be recorded. Three tardy equals one absence, which will lead to a (1) point deduction from the final grade for **each incidence of 3 tardiness**.

Students are fully responsible for ALL material/subject missed during absence and he/she could be subject to make up conditions at faculty discretion. If students miss 2 days of a clinical rotation, the clinical instructor will decide whether those days should be made up. The decision will be based on the student's overall performance during the rotation and the reason for the absence. If students miss greater than 2 days, they will be required to make up the time prior to attending the next clinical and/or course. The clinical instructor will contact the Fieldwork Coordinator to coordinate the make up days.

OTA STUDENT CONFIDENTIALITY POLICY

Faculty will take special precautions to ensure all communication regarding student academic and clinical performance is kept private and confidential. Examinations and student immunization records are maintained in locked file cabinets in the records department and/or OTA storage area.

OTA PROGRAM TEST/EXAM POLICY

Students will be tested both in the classroom and in the laboratory situation using fellow students, simulated patients, and faculty. Students must first review procedures, check off skills and applications in the lab with peers until they are comfortable with the procedure and then are tested or checked off by the instructor. They must demonstrate competency of at least 75% to pass a written test or lab practical. Lab practicals will incorporate problem solving, communication, and note writing skills. The tests (written and lab) will include knowing the indications, contraindications, precautions, physiologic effects on the body, correct and safe application, and/or demonstration of the skill. The maximum time allowed to repeat a failed test (written or practical) is one time.

TEST TAKING PROCEDURES

1. Seating arrangements, leaving the room, and stopping an examination for violations of the test taking policy are at the option of the instructor.
2. **ATTENDANCE AT ALL SCHEDULED EXAMINATIONS IS MANDATORY.**
Any student absent from examinations due to illness or injury must have a written justification from their physician. Absence from an examination for any other reasons must be excused by the instructor before the time of the scheduled examination, or be brought about by a very serious, verifiable circumstance. If a student is unable to take test/exam due to unforeseen reasons such as illness and/or family emergency, the student is to contact the instructor prior to the test/exam date and time. If the instructor views the excuse as reasonable, arrangements will be made for a make-up test/exam on the following day of classes regardless if the student has a class. For each day missed beyond the following day, there will be a 10 point deduction from the test/exam grade. It is the responsibility of the student to complete the "Request for taking a missed exam" form. If request is granted student will be notified and a makeup time and place determined. If a student is absent the day of the test/exam and has failed to contact the instructor prior to the beginning of the test/exam date and time, the student will be given a zero and no opportunity to make up the test/exam. All students are expected to abide by the academic honesty policies of the institution. Dishonest academic behavior includes, but is not limited to cheating and plagiarism.
3. An area will be designated for personal belongings (books, purses, backpacks, cell phones, etc.) before students enter a testing situation. The only materials that students may have at the table with them where they are taking the test are pencils to fill in the test answer sheets. The faculty will distribute scratch paper to be used during the test.
4. Cheating will not be tolerated. If a student is found cheating, he/she will receive a grade of zero and will not be allowed to retake the test. If repeat offenses occur, the student will receive the maximum penalty that TPI allows, including dismissal from the program.
5. All tests and answer sheets must be handed in within the time limit.
6. Violation of the testing policy may be grounds for dismissal from the program.
7. Test grades will be provided to students by the instructor.
8. Time allowed for exams will be determined by the instructor prior to the exam. Students will have one class period to take the examination unless otherwise specified. Students will be allowed 2 hours for final exams.
9. After completing the exam the student must leave the classroom and move away from the doorway. Students should not ask the instructor in the room to explain an answer or try to argue the answer while an exam is in progress. Again, talking is disruptive to other students taking the exam. Students may re-assemble after all students have completed the test.

EXAM REVIEW ETIQUETTE

1. Talking is not allowed during exam sessions; others are trying to concentrate.
2. Students should not ask the instructor in the room to explain an answer or try to argue the answer while an exam is in progress.

3. Any student wishing to challenge an answer on an exam should complete a challenge form: (Attached)
 - Each student should write his or her own challenges – no collaboration.
 - All challenges must be documented with source and page number – they won't be reviewed if not documented.
 - Students should use the texts available.
 - All challenges must be signed and dated.

Note: the faculty reviews all appropriately written challenges and analyzes all questions. Instructors accept challenges with appropriate reasoning and documentation and also may accept more than one answer on questions that have questionable statistics. However, the faculty has no obligation to accept challenges without a sound base.

OTA PROGRAM PROFESSIONAL BEHAVIOR POLICY

In preparation for a career in the health profession, students are expected to behave in a responsible and professional manner in the classroom as well as in the clinical setting. Once per semester program faculty will complete a Professional Behavioral Skills Review Form on each student and provide individual and private feedback. The faculty has determined the following to be standards of acceptable behavior for students in the academic and clinical components of the Occupational Therapy Assistant program.

In the classroom setting, students are expected to:

- Use tact and courteous behavior towards faculty and peers.
- Follow directions and complete assigned tasks.
- Respect the classroom as a place of learning and avoid disruption of the learning process by not doing the following:
 - making comments unrelated to the subject matter.
 - engaging in unnecessary conversation during class.
 - leaving the classroom without permission.
 - entering the classroom after class has begun without permission of instructor.
 - Show respect for differences that exist in others. The Praxis Institute does not discriminate on the basis of race, creed, religion, handicap or sexual preference. We expect our students to act in the same manner as the Institution they represent.
 - Notify instructors prior to absences or tardiness.
 - Attend classes on a regular basis. Repeated absence is considered unprofessional and will result in a lowering of grades. Refer to the program's attendance policy described in each course syllabus.
- Take responsibility for seeking prior approval from the faculty for borrowing items from the program and for returning them in a timely fashion. Borrowed equipment and/ or literature must be signed out and returned as soon as possible in good condition. Please note that the program's videotapes or DVD's may not be reproduced.
- Properly maintain classrooms and laboratory areas by returning supplies and equipment to designated areas.
- Adhere to the OTA program learning contract.

In the clinical setting, students are expected to:

1. Be punctual, dependable and adhere to scheduled assignments
2. Wear appropriate professional attire/maintain appropriate hygiene
3. Adhere to ethical and legal standards of occupational therapy practice
4. Show respect for others (clients/patients, peers, clinical instructors)
5. Treat clients in a manner that reflects dignity, respect and value for human life
6. Maintain confidentiality and use discretion when conversing with and in front of patients
7. Demonstrate initiative and accept responsibility for learning
8. Demonstrate active listening
9. Accept criticism and respond in a manner that reflects an understanding of constructive criticism
10. Express a positive attitude, which reflects cooperation and flexibility
11. Maintain balance between personal and professional relationships with clients and staff

GENERAL ATTITUDE

Each Occupational Therapy Assistant represents the entire profession of Occupational Therapy to the client/patient being served. The OTA's expressed or demonstrated attitudes toward others, as well as toward other health professions and services are very apt to be reflected in the subsequent attitude of the patient toward other therapists and towards health care in general. Attitudes may be reflected in outward behavior such as facial expressions, actions, body language, and conversation. Students must exhibit behaviors that reflect an attitude of openness to learning and motivation to helping others. Listed below are some of the expected attitudes, with examples of the type of observable behavior that is desirable.

- **Honesty and integrity.** Refuses to lie, steal or deceive in any way; abides by the profession's code of ethics.
- **Punctuality.** Arrives on time for class, clinics and labs; completes assignments on time.
- **Cooperativeness.** Follows established departmental protocol and procedures; demonstrates a willingness to work well with others and is receptive to suggestions for improvement.
- **Pride in workmanship.** Strives for improvement in assignments and clinic; requests assistance when having difficulty in attaining the specified performance standards.
- **Mature actions.** Assumes responsibility and consequences for his/her actions; accepts his/her own limitations; strives to resolve personal conflicts. Students are liable for supplies checked out in his/her name.
- **Consideration for others.** Demonstrates by verbal and non-verbal communication thoughtful regard for the feelings and rights of other students, faculty and staff, and clinic personnel. The OTA is a member of the healthcare team and must therefore learn to cooperate with others. Being respectful and

courteous with classmates is the first step toward this goal. Students should show the proper respect and courtesy to the members of the faculty and staff. This applies whether in the classroom, in the laboratory, at the clinical facility, or anywhere on campus.

- **Concern for patients.** Demonstrates by verbal and non-verbal communication that the patient comes first; refrains from spoken remarks and/or facial expressions which could arouse undue concern, alarm, or embarrassment to the patients; respects patient's rights to confidentiality of personal information; refrains from referring disparagingly to the services of another health professional in the presence of a patient. The OTA student must be prompt, courteous, and respectful **at all times**. *The patient's care must always be the OTA's primary concern.*
- **Enthusiasm.** Displays initiative in class, lab, and in clinical situations; volunteers to assume responsibility.
- **Ability to accept constructive criticism gracefully.** Strives to improve and is not defensive but receptive to suggestions for improvement.
- **Clinical decorum.** Focuses conversation during class and lab on information relevant to learning. Students should remember that lab and clinic are designed to be learning experiences. There should be no visiting in lab or clinic that disrupts the instructor. Remember the patient hears everything. Likewise, "chatting" with classmates can also be overheard by patients in waiting rooms and hallways. Each student is responsible for maintaining the cleanliness of his/her area and locker.
- **Loyalty.** Supports with words and actions the ideals and policies of the school, the program, and the profession.
- **Pride in personal appearance.** Maintains professional appearance and personal hygiene consistent with the program's guidelines.
- **Tact.** Exercises discretion in words and actions in order to maintain good relations with patients, peers and faculty.

NOTE: The faculty reserves the right to dismiss any student for failure to display attitudes, reflected by their behavior, consistent with those listed above. Behavior that will lead to disciplinary action to include warning, probation, suspension or dismissal from institution includes:

1. Financial obligations not met
2. Possession of / or use of drugs or alcohol.
3. Behaving in a manner potentially dangerous to clients, fellow students, faculty, staff and administrators.
4. Possession of weapons on school premises.
5. Defacing or destructing school property.
6. Sexual misconduct of any kind.
7. Stealing
8. Evidence of acting in a conspiracy or as an accomplice in a crime on school property.
9. Cheating (see academic honesty policy)

10. Any other violation or infraction to the code of conduct as determined by the Director.
11. Failure to achieve a C grade in any OTA course (75%) or general course (70%).
12. Failure to achieve a minimal competency level of 75% on each graded assignment or exam in all OTA courses.
13. Unprofessional or unsafe conduct in the clinical area, including but not limited to unsafe clinical practice.*
14. Failure to comply with rules and regulations of the program, The Praxis Institute, or affiliating agency.*
15. Failure to comply with professional behavior skills as outlined in the OTA Student Handbook.*

*The final decision for dismissal will be made by the Program Director after consultation with the faculty, and Executive Director.

PROFESSIONAL BEHAVIORAL SKILLS REVIEW FORM

An Occupational Therapy Assistant student is expected to demonstrate professional behavior at all times.

Students will be counseled on their failure to comply with expected behaviors and professional skills.

If students demonstrate unacceptable behavior or professional skills, the Generic Abilities Assessment will be used for remediation to identify weaknesses and document progress towards meeting expected student behavior levels. Repeated failure to comply with professional behaviors is grounds for dismissal from the OTA program. Criteria for classroom/laboratory evaluation include but are not limited to the following:

Student Name:

EXPECTED STUDENT BEHAVIOR COMMENTS

- Is respectful and considerate of peers/faculty
- Arrives to class/lab on time and prepared
- Accepts and gives criticism in a constructive manner
- Demonstrates professional body language
- Reports lateness and absence according to OTA handbook guidelines
- Adheres to OTA dress code in lecture, laboratory and in clinical situations
- Notifies instructor of commission/omission errors
- Commits no fraudulent or negligent acts
- Maintains personal hygiene
- Manages personal affairs in a manner that does not interfere with professional responsibilities
- Demonstrates proper safety techniques in classroom, laboratory, and clinical settings.
- Actively participates in group discussion and projects

COMMUNICATIONS AND GRIEVANCE POLICY

A student who wishes to discuss an issue of academic or professional concern should adhere to the following procedure:

1.

The student should first have a discussion with the instructor who is responsible for the course in which there is a concern. Most circumstances that arise can be and should be addressed with the instructor who is directly involved. Rarely, will situations occur that require more than a calm, open, and professional discussion between the student and his/her instructor.

However, if the student does not believe that the issue has been resolved in a reasonable and satisfactory way, the student may discuss it with the faculty member who supervises the instructor. The supervisor will attempt to gather all necessary information from all available sources in order to determine the appropriate resolution of the problem.

If another faculty member is contacted before the student address the concern with the instructor in question, then the student will be referred, immediately, back to the instructor for the appropriate discussion/resolution.

PUBLIC COMMENT POLICY (OUTSIDE OF DUE PROCESS)

Comments regarding the program could be directed to the Director at jmiller@praxis.edu. Comments regarding the Program Director could be directed to Flavio Alfie, VP of Academic Affairs at 4162 W. 12th avenue Hialeah, Florida 33012. Complaints which fall outside of due process will be handled on an individual or case by case basis. Upon receiving the informal or written complaint, the Program Director will assimilate the information presented and respond accordingly depending upon the nature of the complaint. With respect to employers of graduates and/or the general public, the Program Director may seek consultation from the program's Advisory Board and forwarded to the Executive Director of the institution. All complaint records will be maintained and held in a locked file cabinet located in the office of the Program Director.

ACADEMIC HONESTY POLICY

Members of The Praxis Institute are expected to act within the standards of academic honesty. Any willfully dishonest behavior is subject to disciplinary action, which may range from that which the instructor imposes relative to the specific course to dismissal from the Institute, depending on the seriousness of the act.

Dishonest academic behavior includes, but is not limited to:

Cheating – use of unauthorized notes during an examination; giving or receiving unauthorized assistance on an examination; copying from someone else's examination, term paper, homework, or report; theft of examination materials; falsification of works or records.

Plagiarism: - using the words, data or ideas of another, as one's own, without properly acknowledging their source.

In addition to action taken relative to the specific course, the course instructor may bring any matter related to academic honesty to the Program Director for further disciplinary action. The Director will review the case and determine if further action is to be taken.

Disciplinary action may be appealed by the affected student/s.

SMOKING POLICY

Smoking is strictly prohibited in all institutional facilities.

ALCOHOL AND DRUG POLICY

The use of alcohol in any form and the illegal use of drugs at any Institution-sponsored activities are strictly forbidden, regardless of location. Violators will be subject to disciplinary action, by the appropriate governing body.

This program is offered only at the Hialeah Campus

ASSOCIATE DEGREE

PROGRAM OUTLINE

PHYSICAL THERAPIST ASSISTANT

Associate in Science

Program Outline

Course Number	Course Title	Credits
General Requirements		
MAT 100	College Algebra	3
SPC 100	Basics of Speech Communication	3
ENC 101	English Composition I	3
ENC 102	English Composition II	3
HSC 100	Anatomy & Physiology I (+Lab)	3
HSC 102	Anatomy & Physiology II (+Lab)	3
HSC 103	Intro to Psychology	3
Specialty/Core Courses		
PTA 100	Introduction to PTA	4
PTA 101	Kinesiology (+Lab)	4
PTA 102	Physical Agents (+ Lab)	4
PTA 200	Therapeutic Exercise I	3
PTA 201	Therapeutic Exercise II (+ Lab)	4
PTA 202	Patient Care Procedures (+ Lab)	4
PTA 203	Documentation, Test & Measurements (+ Lab)	4
PTA 205	Pathological Conditions	6
PTA 208	Neurorehabilitation (+ Lab)	4
PTA 220	Clinical Experience I	2
PTA 221	Clinical Experience II	5
PTA 222	Clinical Experience III	5
PTA 223	Seminar	3
Total Credits		73

This program is offered only in Miami Campus

SPORT MEDICINE & FITNESS TECHNOLOGY

Associate in Science

Course	Number Course	Title Credits
General Requirements		
ENC 101	College Composition I	3
HSC 100	Anatomy & Physiology I (+lab)	3
HSC 103	Intro to Psychology	3
MAT 100	College Algebra	3
SPC 100	Basics of Speech Communication	3
ENC 102	College Composition II	3
HSC 102	Anatomy & Physiology II (+lab)	3
Specialty /Core Courses		
SMD 100	Intro to Exercise Science	3
SMD 205	Kinesiology	4
SMD 105	Health Promotion	3
SMD 203	Exercise Leadership I	3
SMD 200	Exercise Physiology (+lab)	4
SMD 201	Fitness Assessment/td>	3
SMD 202	Exercise Prescription	3
SMD 208	Exercise for Special Populations	3
SMD 106	Nutrition in Health and Exercise	3
SMD 204	Exercise Leadership II	3
SMD 107	First Aid, CPRI	3
SMD 108	Weight Management	3
SMD 109	Sport Management & Organization	3

SMD 206	Speed, Agility, Quickness	3
SMD 207	Advanced Strength & Conditioning	3
SMS-210-Externship		5
TOTAL		73

OCCUPATIONAL THERAPY ASSISTANT**Associate in Science****Program Outline**

Course Number	Course Title	Credit Hours
MAT 100	College Algebra	3.0
SPC 100	Basics of Speech Communication	3.0
ENC 101	English Composition I	3.0
ENC 102	English Composition II	3.0
HSC 100	Anatomy & Physiology I + Lab	3.0
HSC 102	Anatomy & Physiology II + Lab	3.0
HSC 103	Introduction to Psychology	3.0

OTA 100	Introduction to Occupational Therapy	3.0
OTA 101	Introduction to Occupational Therapy Lab	2.0
OTA 102	Functional Anatomy & Kinesiology for Occupational Therapy	3.0
OTA 103	Functional Anatomy & Kinesiology for Occupational Therapy Lab	2.0
OTA 104	Activity Analysis	3.0
OTA 105	Activity Analysis Lab	2.0
OTA 106	Therapeutic Media & Group Therapy	3.0
OTA 107	Therapeutic Media & Group Therapy Lab	2.0
OTA 108	Patient Care Procedures	1.0
OTA 109	Patient Care Procedures Lab	1.0
OTA 110	OT Treatment Planning & Techniques for Traditional & Emerging Practice Areas	3.0
OTA 200	OT Treatment Planning & Techniques for Adolescents & Pediatrics II	3.0
OTA 201	OT Treatment Planning & Techniques for Adolescents & Pediatrics II Lab	2.0
OTA 202	OT Treatment Planning &	3.0

	Techniques for Geriatrics & Mental Health III	
OTA 203	OT Treatment Planning & Techniques for Geriatrics & Mental Health III Lab	2.0
OTA 204	Fieldwork Education Level Ia-Id	2.0
OTA 205	Fieldwork Reflections	1.0
OTA 206	Fieldwork Education Level IIa	7.0
OTA 207	Fieldwork Education Level IIb	7.0
OTA 208	From OTA Student to OTA New Graduate Seminar	2.0
	TOTAL	75

This program is offered only at the Hialeah Campus

Occupational Therapy Assistant Program Objectives

1. Program will attract and develop faculty and staff sufficiently in order to provide a wide body of knowledge and expertise in the field of occupational therapy.
2. Program Faculty and Staff will ensure role modeling, continuous mentorship and the promotion of personal and professional growth for students by maintaining high professional/ethical standards and by consistently delivering high quality instruction utilizing current and accepted standards of practice in the field of Occupational Therapy.
3. Program will remain apprised of, attempt to facilitate access to and/or purchase, or lease, new and current learning resources that will contribute to an environment for the safe exploration of personal and professional attitudes and behaviors.
4. Program will ensure that students will provide high quality interventions in a wide variety of settings under the direction and supervision of an Occupational Therapist in a safe manner while minimizing the risk to patients, self and others; and following the established procedures and responding appropriately to emergencies in the clinical setting.
5. Program will ensure that students will be able recognize when an intervention is no longer appropriate due to changes in the patient's status and report such to the supervising Occupational Therapist.
6. Program will ensure that students will demonstrate the ability to meet the demands of the current, entry-level job responsibilities of an Occupational Therapy Assistant while supporting engagement in meaningful occupations.
7. Program will maintain sufficient clinical agreements with diverse clinical settings that provide the appropriate clinical environment for competence attainment in the field of Occupational Therapy as an Occupational Therapy Assistant General Practitioner.
8. Program will ensure awareness and commitment to social responsibility, citizenship, advocacy and the importance of health promotion, wellness, and lifelong learning.
9. Program will provide ongoing evaluation and planning processes, including the input from current and past students, faculty, and Program Advisory Committees, that ensures that the mission of the program is being accomplished.

ASSOCIATE DEGREE

PROGRAM COURSES

DESCRIPTION

PHYSICAL THERAPIST ASSISTANT - COURSE DESCRIPTIONS

General Requirements

<p>ENC 101 – English Comp. I 3 credits</p>	<p>This is the first required general core course in college-level writing. Students will compose essays and other works using various methods of development such as narration, description, illustration and example; process, cause and effect; and comparison and contrast. Introduction to the use of library resources will also be covered in this course. Note: This course must be completed with a grade of C or better. Lecture (3 hours).</p>
<p>ENC 102 – English Comp. II 3 credits</p>	<p>This is a required general education course in college level-writing. Observing the conventions of standard edited American English, students will compose informative and persuasive essays, write responses to a variety of literary genres and/or non-fiction, and produce a documented paper based on research. Library skills will also be reviewed during this course. Note: This course must be completed with a grade of C or better. Prerequisite: ENC 101 with a grade of C or better. Lecture (3 hours).</p>
<p>MAT 100 – College Algebra 3 credits</p>	<p>College algebra course designed to provide a basis for understanding of mathematics concepts and its applications. Topics include: functions and relations and their graphs; algebraic operations on functions; linear and quadratic functions, theory of polynomial equations; analysis of rational functions; exponential and logarithmic relationships; trigonometric functions and its applications, analytic trigonometry, systems of equations and inequalities, and conics. Lecture (3 hours).</p>
<p>HSC 103 – Intro to Psychology 3 credits</p>	<p>This introductory course will provide students with an overview of the current body of knowledge and methods of the science of psychology. Topics will include the historical foundations of psychology, cognition, emotions, learning, human development, biological bases of behavior, personality, psychological disorders, psychotherapy and behavior change, and social behavior. Emphasis also will be placed on the development over the life span. Psychological disorders and the therapeutic approaches will also be covered. This course is a study of the general field of psychology and is designed to provide an understanding of human behavior by studying the adaptation of the individual to his physical and social environment. Lecture (3 hours).</p>
<p>SPC 100 – Basics of Speech Communication 3 credits</p>	<p>Introduces students to Human Communication and provides them with the oral communications skills necessary for success in personal, professional and educational settings; through the study and experiential practice of interpersonal and intercultural communication, workplace communication, presentational speaking (topic selection and target audience) and group dynamics of communication. Lecture (3 hours).</p>
<p>HSC 100 – Anatomy & Physiology I with Lab 3 credits</p>	<p>It discusses the structure and functions of the systems of the human body, emphasizing those aspects most pertinent to students in the PTA program. A study of chemistry, cells, tissue, the integument, the skeletal system, the muscular system, and the nervous system. Structure and function taught concurrently. Lecture (2 hours)/Lab (2hours).</p>

<p>HSC 102 – Anatomy & Physiology II with Lab 3 credits</p>	<p>The structure and functions of the systems of the human body, emphasizing those aspects most pertinent to students in the PTA program. A study of the circulatory system, lymphatic system, fluid balance, the gastrointestinal system, the genitor-urinary system, the endocrine system, the respiratory system and the reproductive system. Structure and function taught concurrently. A general review of the integration of system, structure and function is also covered in this course. Prerequisite: HSC 100. Lecture (2 hours)/Lab (2hours).</p>
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Specialty/Core Courses

<p>PTA 100 – Introduction to PTA 4 credits</p>	<p>Introduction to the history, current practice and future trends of the profession. Introduction to team concept in health care, including the role and responsibilities of the PTA, as well as communication and professional conduct. This course will present concepts of professional communication, introduction to basic concepts of documentation, medical terminology, legal and ethical issues related to the PTA as applied to the field of PT. Student is also introduced to scientific inquiry through the analysis and review of professional literature and concepts of Scientific Method. Patient management model, psycho-social aspects of disability and patient/family education are also covered on this course. Lecture (4 hours). Prerequisite: Admission into PTA Program.</p>
<p>PTA 101 – Kinesiology with Lab 4 credits (3 + 1 Lab)</p>	<p>This course covers anatomical structures and movements of primary body joints as related to physical therapy procedures, emphasizing functional components of the musculoskeletal and neuromuscular system as they relate to therapeutic activities, posture and gait training (mechanisms, muscle actions, planes, and other relationships to body movements). Basics biomechanics and physics concepts are also covered. Lecture (3 hours)/Lab component (2 hours). Prerequisite: Admission into PTA Program.</p>
<p>PTA 102 – Physical Agents with Lab 4 credits (2 + 2 Lab)</p>	<p>Study of the physical principles, physiological effects, indications, contraindications, and rationales in the use of therapeutic heat, cold, light, water, pressure, traction, electricity, ultrasound, biofeedback and massage in the treatment of specific pathologies. The student will safely and effectively select and apply physical agents; utilize appropriate judgment to monitor response to treatment; and discuss biophysical principles as they relate to the application of physical agents. Student will demonstrate competency in the use, maintenance, and safety inspection of equipment, as well as disinfection/sterilization techniques of materials and equipment. Lecture (2 hours)/Lab component (4 hours). Prerequisite: Passing grade in all previous PTA courses. PTA 100, PTA 101, PTA 202.</p>
<p>PTA 200 – Therapeutic Exercises I 3 credits</p>	<p>Introduces foundational concepts of therapeutic exercise. Rationale for and functional basis of exercises and techniques employed for therapeutic reasons. Use and maintenance of a variety of exercises equipment. Introduces stretching principles, aerobic, conditioning and reconditioning training; resistance exercises, balance exercises, soft tissue management, postop interventions and peripheral nerve disorders management. This course also explores the concepts of lifespan fitness and wellness. Lecture (3 hours). Prerequisite: Passing grade in all previous PTA courses. PTA 100, PTA 101, PTA 202.</p>

<p>PTA 201 – Therapeutic Exercises II with Lab 4 credits (3 + 1 Lab)</p>	<p>Study of the use and purpose of therapeutic exercises techniques within a plan of care for specific body regions which could include aerobic endurance, balance, coordination, and agility training; body mechanics and postural stabilization; flexibility exercises; gait and locomotion training; neuromotor development training; relaxation; and strengthening training/resistive program. Obstetrics and pelvic floor exercise interventions will also be covered in this course. Lecture (3 hours)/Lab component (2 hours). Prerequisite: Passing grade in all previous PTA courses. PTA 100, PTA 101, PTA 205, PTA 200, PTA 102, PTA 202, PTA 208, PTA 220, PTA 203.</p>
<p>PTA 202 – Patient Care Procedures with Lab 4 credits (3 + 1 Lab)</p>	<p>Introduction to basic patient care skills; moving, lifting, and transferring patients; patient positioning and draping; preparation of treatment area; medical asepsis and infection control; body mechanics, wheelchair operation and adjustment; ambulation training; wound care concepts; prosthetics and orthotics; safety issues in patient care and transport; fitting and application of selected adaptive devices, bed mobility skills, vital signs, and range of motion. Lecture (3 hours)/Lab component (2 hours). Prerequisite: Admission into PTA Program.</p>
<p>PTA 203 – Documentation, Tests and Measurements with lab 4 credits (3 + 1 Lab)</p>	<p>Presents information relating to documentation in physical therapy. Theories and guidelines for documenting and writing progress or interim notes in the medical record, incorporating the language of the Guide to Physical Therapist Practice. Exploration of processes and procedures used to gather information through observation, measurement, subjective, objective, and functional findings. Includes range of motion, muscle strength, skin and sensory integrity, balance, spinal nerve reflexes and selective special tests. Lecture (3 hours)/Lab component (2 hours). Prerequisite: Passing grade in all previous PTA courses. PTA 100, PTA 101, PTA 205, PTA 200, PTA 102, PTA 202.</p>
<p>PTA 205 – Pathological Conditions 6 credits</p>	<p>Exploration of pathological processes in body systems commonly treated in physical therapy and their clinical signs and symptoms in physical disabilities. Relationships between pathological conditions and their prognosis and treatment. Pharmacological, medical/surgical aspects of treatment with implications for physical are also covered. Lecture (6 hours). Prerequisite: Passing grade in all previous PTA courses. PTA 100, PTA 101, PTA 205, PTA 200, PTA 102, PTA 202.</p>
<p>PTA 208 – Neurorehabilitation with Lab 4 credits (3 + 1 Lab)</p>	<p>This course covers clinical manifestations and rehabilitation interventions for selected Neurological conditions related to physical therapy. Course includes therapeutic treatments for children and adults with different neurological conditions such as cerebral palsy, spinal cord injury, traumatic brain injury, CVA, genetic disorders and other neurological diseases. Applies concepts, skills and behaviors to master the delivery of a plan of care to return patient/client to optimal functioning. Students will also explore home and public accessibility during this course. Lecture (3 hours)/Lab component (2 hours). Prerequisite: Passing grade in all previous PTA courses. PTA 100, PTA 101, PTA 205, PTA 200, PTA 102, PTA 202.</p>

<p>PTA 220 – Clinical Experience I 2 credit</p>	<p>Beginning clinical experience in a supervised patient care setting. Introductory experience in the application of skills learned. Students implement PT treatments and perform specific tasks, based on skills learned, under the close supervision of a licensed physical therapist. Emphasis is placed on developing ease in the moving and handling of patients; confidence in communication and interacting with staff, patients and their families; sharpened skills of observation, and deepens the understanding of the role of the physical therapist assistant. Clinical Practice (6 hours). Prerequisite: Passing grade in all previous PTA courses. PTA 100, PTA 101, PTA 205, PTA 200, PTA 102, PTA 202.</p>
<p>PTA 221 – Clinical Experience II 5 credits</p>	<p>Intermediate level clinical experience in the application of academically acquired knowledge under the direct supervision of a licensed physical therapist. Problem-solving techniques are employed in the interpretation and execution of patient care plans. Students will prepare and give an in service/in depth care study to the facility staff. Clinical Practice (15 hours). Prerequisite: Passing grade in all previous PTA courses. PTA 100, PTA 101, PTA 205, PTA 200, PTA 102, PTA 202, PTA 208, PTA 220, PTA 203.</p>
<p>PTA 222 – Clinical Experience III 5 credits</p>	<p>Advanced level clinical placement. Designed to be an in-depth experience in the delivery of physical therapy services. Although designed to be a supervised experience, emphasis will be on the students' developing more autonomy in: patient care, problem solving, critical thinking, and communication/teaching skills. Broadens independence in involvement with the entire scope of physical therapy services from clerical to patient scheduling and treatment to department maintenance. A departmental quality improvement proposed study will be developed. Clinical Practice (15 hours). Prerequisite: Passing grade in all previous PTA courses. PTA 100, PTA 101, PTA 205, PTA 200, PTA 102, PTA 202, PTA 208, PTA 220, PTA 203, PTA 201, PTA 221.</p>
<p>PTA 223 – Seminar 3 credits</p>	<p>During this course students will be exposed to Physical therapy practice operational aspects, such as budgeting and finances, reimbursement process in health care, QA, patient rights and responsibilities and organizational structure. Licensure/Exam Requirements as well as job hunting and interview skills will also be covered. Lecture will also include the types of clinical settings and complementary therapies commonly used in rehabilitation. Review and preparation for licensing exam. Lecture (3 hours). Prerequisite: Passing grade in all previous PTA courses. PTA 100, PTA 101, PTA 205, PTA 200, PTA 102, PTA 202, PTA 208, PTA 220, PTA 203, PTA 201, PTA 221.</p>

OCCUPATIONAL THERAPY ASSISTANT

Course Sequence

First semester:

General education courses: (taught by general education faculty)

<p>First semester MAT 100: College Algebra (3 credits)</p>	<p>College algebra course designed to provide a basis for understanding of mathematics concepts and its applications. Topics include: functions and relations and their graphs; algebraic operations on functions; linear and quadratic functions, theory of polynomial equations; analysis of rational functions; exponential and logarithmic relationships; trigonometric functions and its applications, analytic trigonometry, systems of equations and inequalities, and conics. Lecture (3 credits)</p>
<p>SPC 100: Basics of Speech Communication (3 credits)</p>	<p>Introduces students to Human Communication and provides them with the oral communications skills necessary for success in personal, professional and educational settings; through the study and experiential practice of interpersonal and intercultural communication, workplace communication, presentational speaking (topic selection and target audience) and group dynamics of communication. Lecture (3 credits).</p>
<p>ENC 101: English Composition I (3 credits)</p>	<p>This is the first required general core course in college-level writing. Students will compose essays and other works using various methods of development such as narration, description, illustration and example; process, cause and effect; and comparison and contrast. Introduction to the use of library resources will also be covered in this course. Note: This course must be completed with a grade of C or better. Lecture (3 credits)</p>
<p>HSC 100: Anatomy & Physiology I (3 credits)</p>	<p>It discusses the structure and functions of the systems of the human body, emphasizing those aspects most pertinent to students in the OTA program. A study of chemistry, cells, tissue, the integument, the skeletal system, the muscular system, and the nervous system. Structure and function taught concurrently. Lecture 3 credits</p>

HSC 103: Introduction to Psychology (3 credits)	<p>This introductory course will provide students with an overview of the current body of knowledge and methods of the science of psychology.</p> <p>Topics will include the historical foundations of psychology, cognition, emotions, learning, human development, biological bases of behavior, personality, psychological disorders, psychotherapy and behavior change, and social behavior. Emphasis also will be placed on the development over the life span. Psychological disorders and the therapeutic approaches will also be covered. This course is a study of the general field of psychology and is designed to provide an understanding of human behavior by studying the adaptation of the individual to his physical and social environment.</p> <p>Lecture (3 credits)</p>
TOTAL	15
Second Semester	
ENC 102: English Composition II (3 credits)	<p>This is a required general education course in college level-writing. Observing the conventions of standard edited American English, students will compose informative and persuasive essays, write responses to a variety of literary genres and/or non-fiction, and produce a documented paper based on research. Library skills will also be reviewed during this course.</p> <p>Note: This course must be completed with a grade of C or better.</p> <p>Prerequisite: ENC 101 with a grade of C or better.</p> <p>Lecture (3 credits).</p>
HSC 102: Anatomy & Physiology II (3 credits)	<p>The structure and functions of the systems of the human body, emphasizing those aspects most pertinent to students in the OTA program. A study of the circulatory system, lymphatic system, fluid balance, the gastrointestinal system, the genitor-urinary system, the endocrine system, the respiratory system and the reproductive system.</p> <p>Structure and function taught concurrently. A general review of the integration of system, structure and function is also covered in this course.</p> <p>Prerequisite: HSC 100.</p> <p>Lecture (3 credits)</p>

Core courses begin

<p>OTA 100: Introduction to Occupational Therapy (3 credits)</p>	<p>This course provides a basic introduction to the field of Occupational Therapy for the Occupational Therapy Assistant student. Content areas include the introduction to the history, philosophy, and practice of occupational therapy, professional organization structure, legal and ethical implications and the process of service delivery. Lecture (3 credits) Clock hours (45 hours) Prerequisite: successful completion of general education courses with the minimum GPA requirement.</p>
<p>OTA 101: Introduction to Occupational Therapy/Lab (2 credits)</p>	<p>This course provides a basic introduction lab to the field of Occupational Therapy for the Occupational Therapy Assistant student. Content areas include an overview of the profession of Occupational Therapy, introduction of Occupational Therapy practice specialties, basic life support and first aid, infection control and vital signs, medical terminology, transfer techniques, assistive and adaptive devices used to enhance functional ability and independence in daily life tasks and occupations. Lab component (2 credits) Clock hours (60 hours)</p>
<p>OTA 102: Functional Anatomy & Kinesiology for Occupational Therapy (3 credits)</p>	<p>This course expands upon previous knowledge of musculoskeletal anatomy and neuromuscular physiology to include applied movement concepts and normal functional movement patterns, identifying anatomical position and major planes of the body, and the structure and basic functional implications of the skeletal, muscular, and nervous systems. Lecture (3 credits) Clock hours (45 hours lecture) Prerequisite: passing grade in OTA 100/101</p>
<p>OTA 103: Functional Anatomy & Kinesiology for Occupational Therapy/Lab (2 credits)</p>	<p>This lab course provides hands-on experiences that correspond to the didactic portion of Functional Anatomy & Kinesiology for Occupational Therapy. This course includes hands on surface palpation of joints and muscles, biomechanical principles of</p>

	<p>joint motion, posture, and balance.</p> <p>Lab component (2 credits). Clock hours (60 hours)</p>
TOTAL	16
Core courses Third semester:	
OTA 104: Activity Analysis (3 credits)	<p>Critical analysis of Activity Analysis components as it relates to Occupational Therapy. Utilizing the Occupational Therapy Practice Framework as an engineering guide, this aims to have the student understand the impact and role of each related component by systematically breaking down a task. Factors therefore being considered include the dynamics of occupation and activity, including the interaction of areas of occupation, performance skills, performance patterns, activity demands, context(s), and client factors. This understanding/ rational behind being able, as a clinician, to select, adapt and grade a task in order to facilitate client goals and motivation to execute task.</p> <p>Lecture (3 credits) Clock hours (45 hours) Prerequisite: passing grade in all previous OTA courses: OTA 100/101, OTA 102/103</p> <p>81</p>
OTA 105: Activity Analysis/Lab (2 credits)	<p>This course builds upon the basic principles of biomechanics and kinesiology learned in OTA 102 and 103, and focuses on concepts and principles related to the development, assessment, analysis, and production of human movement and occupational performance. Topics include (1) the interrelationship among the central nervous, peripheral nervous, and musculoskeletal systems; (2) reflexes; (3) goniometry; (4) manual muscle testing; (5) palpation of anatomical landmarks, including joints; (6) sensation; (7) coordination; (8) endurance; (9) balance; (10) prehension and hand function tests; and (11) analysis of functional movement required for work, self-care, and play.</p> <p>Lab component (2 credits). Clock hours (60 hours)</p>

<p>OTA 106: Therapeutic Media & Group Therapy (3 credits)</p>	<p>This manipulation and group facilitation course provides knowledge and use of tools, equipment, and basic techniques of therapeutic media and group therapy facilitation. Emphasis is given to analysis and instruction of activities frequently used as occupational therapy media and groups therapy in multiple community and clinical settings.</p> <p>Lecture (3 credits) Clock hours (45 hours) Prerequisite: passing grade in all previous OTA courses: OTA 100/101, OTA 102/103, OTA 104/105</p>
<p>OTA 107: Therapeutic Media & Group Therapy/Lab (2 credits)</p>	<p>This lab class provides hands-on experiences that correspond to the didactic portion of Therapeutic Media& Group Therapy. The student will demonstrate analysis of activity, identifying media for various populations, adapting activities for patients and clients, both individually and in group settings, and skill and safety in use of tools.</p> <p>Lab component (2 credits). Clock hours (60 hours)</p>
<p>OTA 108: Patient Care Procedures (1 credit)</p>	<p>This manipulative course provides fundamental knowledge of practice skills used with patients/clients across the life span and with various diagnoses. Observation and documentation techniques will be introduced.</p> <p>Lecture (1 hour) Clock hours (15 hours) Pre requisite: passing grade in all previous OTA courses: OTA 100/101, OTA 102/103, OTA 104/105, OTA 106/107</p>
<p>OTA 109: Patient Care Procedures/Lab (1 credit)</p>	<p>This manipulative course provides fundamental knowledge of practice skills used with patients/clients across the life span and with various diagnoses. Observation and documentation techniques will be</p>

	introduced. Lab component (1 credit).Clock hours (30hour)
TOTAL	12

Core courses

Fourth semester:

OTA 110 : OT Treatment Planning & techniques for traditional & emerging practice areas (3 credits)	This manipulative course provides intermediate practice skills for therapeutic interventions and techniques used to enhance functional ability and independence in daily life tasks and occupation across the life span with various diagnoses specifically in the emerging practice areas of occupational therapy. Lecture (3 credits) Clock hours (45 hours) Prerequisite: passing grade in all previous OTA courses: OTA 100/101, OTA 102/103, OTA 104/105, OTA 106/107, OTA 108/109
OTA 200: OT Treatment Planning & techniques for Adolescent & pediatrics II (3 credits)	This course provides intermediate practice skills for therapeutic interventions and techniques used to enhance functional ability and independence in daily life tasks and occupation across the life span with various diagnoses; specifically for adolescents and pediatric clientele. Lecture (3 credits) Clock hours (45 hours) Prerequisite: passing grade in all previous OTA courses: OTA 100/101, OTA 102/103, OTA 104/105, OTA 106/107, OTA 108/109, OTA 110
OTA 201: OT Treatment Planning & techniques for Adolescent & pediatrics II/Lab (2 credits)	This lab course provides hands-on experiences that relate to the didactic portion of OT Treatment Planning & Techniques for Adolescents & Pediatrics. The student will review the use of occupational therapy terminology as it relates to practice, demonstrate selected practice skills including the fabrication, application,

	<p>fitting and training in orthotic devices, principles and concepts of therapeutic exercise, advanced positioning techniques and recognize the use of superficial thermal and mechanical modalities for the adolescent and pediatric population. Lab (2 credits). Clock hours (60 hours)</p>
<p>OTA 202: OT treatment planning & techniques for geriatrics & mental health III (3 credits)</p>	<p>Review of historic perspective of OT in relation to mental health. Additionally review of the geriatric population and diagnoses/disorders related to this population. Review of psychosocial issues and settings. Case studies will be assigned to incorporate evidence based practice, critical and analytical thinking and demonstration of skill set (s) previously learned by the student. Lecture (3 credits) Clock hours (45 hours) Prerequisite: passing grade in all previous OTA courses: OTA 100/101, OTA 102/103, OTA 104/105, OTA 106/107, OTA 108/109, OTA 110, OTA 200/201</p>
<p>OTA 203: OT treatment planning & techniques for geriatrics & mental health III/Lab (2 credits)</p>	<p>This lab course provides hands-on experiences that relate to the didactic portion of OT Treatment Planning & Techniques for Geriatrics & Mental Health-III course. The student will demonstrate selected practice skills including joint protection, energy conservation, work simplification; explore alternative and emerging treatment approaches; describe evaluation techniques for activities of daily living; learn development, remediation, and compensation for physical, cognitive, perceptual, sensory, neuromuscular and behavioral skills; and demonstrate knowledge of assistive technology and augmentative communication as relates to the geriatric and mental health/illness population Lab component (2 credits). Clock hours (60 hours)</p>
<p>OTA 204: Fieldwork Education Level 1a – 1d (2 credits)</p>	<p>This course is designed to provide the student with an opportunity to observe and participate in clinical fieldwork in a variety of clinical and non-clinical settings. The student will also begin to develop professional work habits. Students are expected to function as participant observers in the assigned clinical setting. *Students will spend one (1) week, (40 clock hours each) in three (3) different field work settings</p>

	<p>for a total of 120 clock hours.</p> <p>Clinical hours (120 hours). Prerequisite: Passing grade in all previous OTA courses. OTA 100/101, OTA 102/103, OTA 104/105, OTA 106/107, OTA 108/109, OTA 110, OTA 200/201, OTA 202/203</p>
OTA 205: Fieldwork reflections seminar (1 credit)	<p>This course expands the knowledge and skills gained from previous courses presenting aspects of OT practice, communication, professional ethics, conduct, and academic and clinical competencies required for testing and licensure, scope of practice, and the OTA's professional organization.</p> <p>Lecture (1 credit) Clock hours (15 hours) Prerequisite: Passing grade in all previous OTA courses. OTA 100/101, OTA 102/103, OTA 104/105, OTA 106/107, OTA 108/109, OTA 110, OTA 200/201, OTA 202/203, OTA 204</p>
TOTAL	16
Core courses Fifth semester:	
OTA 206: Fieldwork Level II a (7 credits)	<p>This application course synthesizes previous didactic instruction and clinical experiences obtained in Fieldwork Education Level-1. In Fieldwork Education Level II-A, the student may encounter a variety of populations in a traditional or non-traditional based setting. The student will assume increasing responsibilities under supervision as appropriate for the setting.</p> <p>Prerequisite: Successfully completed all General Education, all OTA classroom and Fieldwork Education-Level I courses Clinical hours (320 hours). Prerequisite: Passing grade in all previous OTA courses. OTA 100/101, OTA 102/103, OTA 104/105, OTA 106/107, OTA 108/109, OTA 110, OTA 200/201, OTA 202/203, OTA 204, OTA 204, OTA 205</p>

<p>OTA 207: Fieldwork Level II b (7 credits)</p>	<p>This application course synthesizes previous didactic instruction and clinical experiences obtained in Fieldwork Education Level Ia-Id. In Fieldwork Education Level II-A, the student may encounter a variety of populations in a traditional or non-traditional based setting. The student will assume increasing responsibilities under supervision as appropriate for the setting. Prerequisite: Successfully completed all General Education, all OTA classroom and Fieldwork Education Level I courses Clinical hours (320 hours). Prerequisite: Passing grade in all previous OTA courses. OTA 100/101, OTA 102/103, OTA 104/105, OTA 106/107, OTA 108/109, OTA 110, OTA 200/201, OTA 202/203, OTA 204, OTA 204, OTA 205, OTA 206</p>
<p>OTA 208: From OTA Student to OTA New Graduate Seminar (2 credits)</p>	<p>This course provides information and guidance to the student for their transitional process of becoming an occupational therapy practitioner. This course will encompass a variety of professional skills and concepts, complete documentation for state licensure, participate in final preparations for certification by the National Board of Certification in Occupational Therapy, and examine employability skills.</p> <p>Lecture (2 credits). Clock hours (30 hours) Prerequisite: Passing grade in all previous OTA courses. OTA 100/101, OTA 102/103, OTA 104/105, OTA 106/107, OTA 108/109, OTA 110, OTA 200/201, OTA 202/203, OTA 204, OTA 205, OTA 206, OTA 207</p>
<p>TOTAL</p>	<p>16</p>

SPORT MEDICINE & FITNESS TECHNOLOGY

HSC 100 - Anatomy and Physiology I with Lab (3 credits)

It discusses the structure and functions of the systems of the human body, emphasizing those aspects most pertinent to students in the nursing and allied health technology programs. A study of chemistry, cells, tissue, the integument, the skeletal system, the muscular system, and the nervous system. Structure and function taught concurrently.

HSC 102 - Anatomy and Physiology II with Lab (3 credits)

The structure and functions of the systems of the human body, emphasizing those aspects most pertinent to students in the PTA program. A study of the circulatory system, lymphatic system, fluid balance, the gastrointestinal system, the genitor-urinary system, the endocrine system, the respiratory system and the reproductive system. Structure and function taught concurrently. A general review of the integration of system, structure and function is also covered in this course.

MAT 100 - College Algebra (3 credits)

College algebra course designed to provide a basis for understanding of mathematics concepts and its applications. Topics include: functions and relations and their graphs; algebraic operations on functions; linear and quadratic functions, theory of polynomial equations; analysis of rational functions; exponential and logarithmic relationships; trigonometric functions and its applications, analytic trigonometry, systems of equations and inequalities, and conics.

ENC 101 -College Composition I
(3 credits)

This is the first required general core course in college level writing. Students will compose essays and other works using various methods of development such as narration, description, illustration and example; process, cause and effect; and comparison and contrast. Introduction to the use of library resources will also be covered in this course.

ENC 102-College Composition II
(3 credits)

This is a required general education course in college level-writing. Observing the conventions of standard edited American English, Students will compose informative and persuasive essays, write responses to a variety of literary genres and/or non-fiction, and produce a documented paper based on research. Library skills will also be reviewed during this course.

HSC 103- Introduction to Psychology
(3 credits)

This introductory course will provide students with an overview of the current body of knowledge and methods of the science of psychology. Topics will include the historical foundations of psychology, cognition, emotions, learning, human development, biological bases of behavior, personality, psychological disorders, psychotherapy and behavior change, and social behavior. Emphasis also will be placed on the development over the life span. Psychological disorders and the therapeutic approaches will also be covered. This course is a study of the general field of psychology and is designed to provide an understanding of human behavior by studying the adaptation of the individual to his physical and social environment

SPC 100 -Basics of Speech Communication
(3 credits)

Introduces students to Human Communication and provides them with the oral communications skills necessary for success in personal, professional and educational settings; through the study and experiential practice of interpersonal and intercultural communication, workplace communication, presentational speaking (topic selection and target audience) and group dynamics of communication.

SMD 100 - Introduction to Exercise Science
(3 credits)

An introductory course designed to examine the philosophical, historical, psycho-social origin of the fields of exercise science and health promotion. Current issues, professions, and future directions will also be explored.

SMD 205 –Kinesiology
(4 credits)

This course examines the relationship between anatomical structures and function in the production of movement. It also investigates the relationships between fundamental principles of mechanics and musculoskeletal system function.

SMD 105 -Health Promotion
(3 credits)

This course covers topics concerning wellness, holistic health, mind-body connection, health and wellness models, mental wellness, positive self-concept, preventing heart disease and cancer, licit and illicit lifestyle drugs, stress management, diet, nutrition, weight control, aerobic and strength building exercise, healthy lifestyle behaviors and applications to life.

SMD 203 -Exercise Leadership I
(3 credits)

Principles and methods of exercise leadership. This includes exercise programming and participation, teaching methods, technique evaluation, supervision, and leadership for various types of group aerobic exercise programs including aquatic exercise.

SMD 200 -Exercise Physiology
(4 credits)

A combined lecture and laboratory course dealing with the acute physiological responses and chronic adaptations to exercise. Areas of emphasis include: energy metabolism, cardiovascular, physiology, pulmonary function, muscular system, body composition, and aging.

SMD 201 - Fitness Assessment
(3 credits)

A practical course in exercise test administration including health status assessment, evaluation of cardiovascular functions, aerobic capacity, muscular fitness, pulmonary function, and body composition, basic electrocardiography, interpretation of test results, and handling emergency situations.

SMD 202 –Exercise Prescription
(3 credits)

This course will address the scientific basis of designing effective and safe exercise programs. Principles of exercise prescription will focus on improving health-related fitness, rather than elite athletic performance. Since health-related fitness includes cardiorespiratory fitness, muscular fitness, body composition and flexibility, these fitness parameters will be emphasized.

SMD 208 -Exercise for Special Populations
(3 credits)

This course presents an overview of the benefits of fitness and exercise programs for special populations. The goal is to introduce a variety of special populations and discuss the ways in which exercise may benefit these individuals. Emphasis will be placed upon the physiological benefits of regular physical activity.

SMD 106 -Nutrition in Health and Exercise
(3 credits)

Study of the nutritional needs of the athlete and active person. Emphasis includes: fat, carbohydrate, protein, vitamin, mineral and water needs of the active person; energy metabolism, food and fluid intake prior to, during, and after exercise; nutritional management of anemia and diabetes; nutrient needs of the young and old athlete.

SMD 204-Exercise Leadership II
(3 credits)

Methods and techniques in the use of various weight training equipment and machines. Scientific principles of strength training, program development, exercise leadership and supervision of weight training and other group exercise activities are included .

SMD 107 -First Aid and CPR
(3 credits)

Study of the techniques of emergency first aid, cardiopulmonary resuscitation (CPR) and accident prevention. Emphasis will be placed on examining the interrelationships among human behavior of the environment and accidents. Opportunities exist for each student to earn CPR and First Aid certification.

SMD 108 - Weight Management
(3 credits)

This course will examine the various influences affecting weight gain and obesity including biology, psychology, and culture. Different approaches and settings of prevention and intervention in weight loss/weight maintenance will be covered including physical activity, dietary habits, and pharmacological

SMD 109 - Sport Management and Organization
(3 credits)

This course provides a study of management principles as they relate to budget, facility design, purchasing, scheduling, supervision, and personnel issues in the field of exercise science and wellness.

SMD 206 - Speed, Agility, Quickness
(3 credits)

This course provides both theoretical background and practical experiences in the development of muscular speed, agility and power. Emphasis is placed on the general and athletic populations. Students will also learn how to properly perform assessments in this area and to coordinate training programs.

SMD 207 – Advance strength and Conditioning
(3 credits)

This course is designed to prepare future professionals in various fitness fields to apply scientifically sound principles to strength and conditioning programs. Students will study strength, speed, cardiovascular, and flexibility training through the use of concepts learned in physiology, anatomy, kinesiology, and psychology. The course will cover appropriate exercise program design, safe exercise technique, and the ways to assess physical improvement in your clients

SMD 210 - Externship
(5 credits)

Physical Therapist Assistant Calendar 2017-2018

Calendar 2017*

Winter Term	
January 3	Semester Begins
January 16	MLK Day Observance
April 14	Good Friday Observance
April 22	End of Semester
Summer Term	
May 1	Semester Begins
May 29	Memorial Day Observance
July 4	Independence Day Observance
August 18	End of Semester
Fall Term	
August 28	Semester Begins
November 23-24	Thanksgiving Recess
December 15	End of Semester

Calendar 2018*

Winter Term	
January 3	Semester Begins
January 15 th	MLK Day Observance
March 30 th	Good Friday Observance
April 20 th	End of Semester
Summer Term	
April 30 th	Semester Begins
May 28	Memorial Day Observance
July 4	Independence Day Observance
August 17	End of Semester
Fall Term	
August 27	Semester Begins
November 22-23	Thanksgiving Recess
December 14	End of Semester

**Program Calendars are subject to changes.*

Occupational Therapy Assistant Calendar 2017-2018

Calendar 2017*

Winter Term	
January 3	Semester Begins
January 16	MLK Day Observance
April 14	Good Friday Observance
April 21	End of Semester
Summer Term	
May 1	Semester Begins
May 29	Memorial Day Observance
July 4	Independence Day Observance
August 18	End of Semester
Fall Term	
August 28	Semester Begins
November 23-24	Thanksgiving Recess
December 15	End of Semester

Calendar 2018*

Winter Term	
January 3	Semester Begins
January 15	MLK Day Observance
March 30 th	Good Friday Observance
April 20	End of Semester
Summer Term	
April 30 th	Semester Begins
May 28	Memorial Day Observance
July 4	Independence Day Observance
August 17	End of Semester
Fall Term	
August 27	Semester Begins
November 22-23	Thanksgiving Recess
December 14	End of Semester

**Program Calendars are subject to changes.*

ADDENDUM

Programs Holidays Observed 2017

New Year's Day	January 1 2017
Martin Luther King's Day	January 16, 2017
Good Friday	April 14, 2017
Memorial Day	May 29, 2017
Independence Day	July 4, 2017
Labor Day	September 4, 2017
Thanksgiving and Friday after Thanksgiving's Day	November 23-24, 2017
Winter Break	December 15, 2017 to January 2, 2018

Programs Holidays Observed 2018

New Year's Day	January 2, 2018
Martin Luther King's Day	January 15, 2018
Good Friday	March 30, 2018
Memorial Day	May 28, 2018
Independence Day	July 4, 2018
Labor Day	September 3, 2018
Thanksgiving and Friday after Thanksgiving's Day	November 22-23, 2018
Winter Break	December 15, 2018 to January 3, 2019

ADDENDUM

The Praxis Institute

Tuition, Fee and Supplies

Program	Clock Hours/Credits	Months	Weeks	Tuition	Registration Books & Supplies	Total
Therapeutic Massage Technician	600	7-9	30-38	9,850	750	10,600
Advanced Therapeutic, Sports & Clinical Massage	900	11-13	45-56	12,550	1,350	13,900
Physical Therapist Assistant	73		80	42,900	100.00 (Registration Fee)	43,000
Personal Training	900	11-13	45-56	14,800	100 (Registration Fee)	14,900
Sport Medicine & Fitness Technology	73		80	34,900	100 (Registration Fee)	35,000
Dental Assistant	900	11-13	45-56	15,200	100 (Registration Fee)	15,300
Occupational Therapy Assistant	75	20	80	39,900	100.00 (Registration)	40,000
Medical Assistant	800	9	40	12,800	100.00	12,900
Pharmacy Technician	900	11-13	45-56	15,200	100.00 (Registration Fee)	15,300

Prices are subject to change

The Admission Representative will notify the prospective student of the changes

ADDENDUM

CORPORATE OFFICE Administration & Staff

MIGUEL ALFIE	CHAIRMAN OF THE BOARD
REBECA ALFIE	EXECUTIVE DIRECTOR
DARIO ALFIE	SCHOOL DIRECTOR
ROBERTO BERMUDEZ	PTA PROGRAM DIRECTOR
GUSTAVO PEREZ-ORIO	LIBRARIAN
IMAILY VELASCO	ADMISSION REPRESENTATIVE
ZOILA ESPINOSA	CAMPUS REGISTRAR
NORYS BENITEZ	CAMPUS REGISTRAR ASSISTANT
SAIMY DIAZ	FINANCIAL AID OFFICER
LAZARO E. RODRIGUEZ	FINANCIAL AID ASSISTANT
RENEE O. SCIOVILLE	PLACEMENT OFFICER

Faculty Miami Campus

MARIANO LEYVA MA26969	THERAPEUTIC MASSAGE INSTRUCTOR Diploma: America Duran School
JOEL MONTANE MA24777	THERAPEUTIC MASSAGE INSTRUCTOR Diploma: America Duran School
ARIEL CHUDNOVSKY DN9075	DENTAL ASSISTANT INSTRUCTOR Diploma: University of Buenos Aires
ROBERTO BERMUDEZ PT4531	PTA PROGRAM PROGRAM DIRECTOR INSTRUCTOR BA of Science in Physical Therapy University of Puerto Rico Master: St. Thomas University PhD: Maimonides University
EILEEN GARAY PT16957	PTA PROGRAM ACCE INSTRUCTOR BA of Science in Physical Therapy Florida International University Degree: Nova Southeastern University
PATRICK JACOBS	SPORTS MEDICINE & FITNESS TECHNOLOGY PERSONAL TRAINING PROGRAM INSTRUCTOR Master of Arts-BA of Science in Education Degree: Northern Arizona University
Dr. TAMIKA BARRANT	MEDICAL ASSISTANT Doctor in Medicine, Ross University School of Medicine
OMARIS J. DIAZ DAVILA RPT32425	PHARMACY TECHNICIAN Certified Pharmacy Technician Everest Institute

HIALEAH CAMPUS

Administration & staff

FLAVIO ALFIE	ASSOCIATE EXECUTIVE DIRECTOR SCHOOL DIRECTOR
GLENDA LEGON	ADMISSION REPRESENTATIVE
MAYRA RODRIGUEZ	CAMPUS REGISTRAR
ANEITER GARCIA	FINANCIAL AID OFFICER
ADIBA BALLESTERO	FINANCIAL AID ASSISTANT

Faculty Hialeah Campus

OSCAR SANTIESTEBAN MA31548	THERAPEUTIC MASSAGE INSTRUCTOR Diploma: America Duran School
MARIA FERNANDA MUSSO MA49605	THERAPEUTIC MASSAGE INSTRUCTOR Diploma: The Praxis Institute
MARIANO LEYVA MA26969	THERAPEUTIC MASSAGE INSTRUCTOR Diploma: America Duran School
ARIEL CHUDNOVSKY DN9075	DENTAL ASSISTANT Diploma: University of Buenos Aires
Judith M. Miller OTA 9769	OCCUPATIONAL THERAPY ASSISTANT OTA Program Director Faculty BA in Political Science CUNY@York College AS in Occupational Therapy Assistant CUNY@Laguardia Community College Masters in Business Administration Diploma: Nova Southeastern
Norberto Negrón OTI3247	OTA Program AFWC

	Faculty BS in occupational Therapy University of Puerto Rico Masters in Public Health University of Connecticut Masters in Public Administration New York University
Dr. TAMIKA BARRANT	MEDICAL ASSISTANT Doctor in Medicine, Ross University School of Medicine
CHRISTINA M. HERNANDEZ RPT53513	PHARMACY TECHNICIAN Certified Pharmacy Technician Heritage College

Veteran's Attendance Policy

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as ___1___ absence.

Students exceeding ___20___% **total** absences in a calendar month **will be** terminated from their VA benefits for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

Standards of Academic Progress for VA Students

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of ___70___ each _____term_____ (term, quarter, semester, evaluation period, etc.).for Non -degree programs. All PTA and OTA courses must be taken in sequence and can be taken only in the semester listed. All courses required within the listed curriculum must be passed with a "C" or higher. A passing grade of 75% or above is required in all PTA and OTA technical classes.

A VA student whose CGPA falls below ___70___ at the end of any _____term_____ (term, quarter, semester, evaluation period, etc.) will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below ___70___ at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of ___70___.

Veteran's Credit for Previous Education or Training

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

This Addendum becomes a part of the Catalog for all intents and purposes.