



# **INSTITUTIONAL CATALOG 2023-2024**

**The Praxis Institute – Miami**  
Main Campus & Executive Offices  
1850 SW 8<sup>th</sup> Street 4<sup>th</sup> Floor  
Miami, FL 33135  
Phone: (305) 642-4104

**The Praxis Institute – Hialeah**  
4162 W 12<sup>th</sup> Ave.  
Hialeah, FL 33012  
Phone: (305) 556-1424

**[www.praxis.edu](http://www.praxis.edu)**

Volume XXV  
Effective: January 2023

# **INSTITUTIONAL CATALOG**

## **THE PRAXIS INSTITUTE**

**Inquiries, applications, and student credentials**

**Should be addressed to:**

### **Office of Admissions**

#### **The Praxis Institute – Miami**

Main Campus & Executive Offices

1850 SW 8<sup>th</sup> Street 4<sup>th</sup> Floor

Miami, FL 33135

Phones: (305) 642-4104. (305) 541-5554

Fax: (305) 642-6063

E-mail: [admissions@praxis.edu](mailto:admissions@praxis.edu)

[www.praxis.edu](http://www.praxis.edu)

#### **The Praxis Institute – Hialeah**

4162 W 12<sup>th</sup> Ave.

Hialeah, FL 33012

Phones: (305) 556-1424

Fax: (305) 556-1422

E-mail: [admissionshiv@praxis.edu](mailto:admissionshiv@praxis.edu)

[www.praxis.edu](http://www.praxis.edu)

# INSTITUTIONAL CATALOG

## THE PRAXIS INSTITUTE

**2023-2024**

### **The Praxis Institute**

is

*Licensed by*

**The Commission for Independent Education  
Florida Department of Education  
325 West Gaines Street, Suite 1414  
Tallahassee, FL 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**

<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
Welcome	6
License & Accreditation	7
Approval & Memberships	8
Advisory Board	8
Ownership	9
The Board of Directors	9
History	9
Mission Statement	10
Institution Philosophy	10
Non-Discrimination Policy	11
Physical Facilities	11
Class Size	12
General Admission Procedures	12
General Admission Criteria for Degree & Non-Degree for Granting Programs	13
General Academic Policies	13
Attendance	13
Transfer of Credits	14
Tardiness	15
Termination	15
Code of Conduct & Disciplinary Proceedings	15
Re-Entry	16
Re-Enrollment	17
Make-up Work	17
Standards of Satisfactory Academic Progress	17
Policies and Procedures for Verification	20
Academic Probation	22
Appeal Procedures	22
Leave of Absence (LOA)	23
Leave of Absence (LOA) – COVID 19	24
Maximum Time Frame of Eligibility for Students Returning to the Same Clock-Hour Program After 180 Days of Withdrawal	25
Student Grievance Policy	26
Complaint Procedures	26
Grading System	28
Graduation Requirements for Non-Degree Programs	28
Graduation Requirements for Associate Degree Programs	29
Student Services	29
Distance Education	29
Class Calendar for Diploma Programs	30
Course Numbering System	31
Units of Clocks and Credit Hours	31
Hours of Operation	31
Holidays	31
Students Records	31
Family Right & Privacy Act	32
A Drug-Free Workplace	32

Program Changes	33
Hazing	33
Placement Assistance for Degree & Non-Degree Programs	33
Non-Degree Programs Transfer Policy	34
Withdrawal Policy	34
Cancellation & Refund Policy	35
Returns of Title IV Funds	37
Payment Schedule	38
Financial Aid	39
Federal Aid Programs	39
ADA-Accommodations for Students with Disabilities	40
Title IX Compliance	41
Non-Degree Programs Objectives & Outline	42
Therapeutic Massage Technician	43
Advanced Therapeutic & Clinical Massage	45
Dental Assistant	47
Pharmacy Technician	49
Non-Degree Programs Course Descriptions	52
Therapeutic Massage Technician	53
Advanced Therapeutic & Clinical Massage	55
Dental Assistant	56
Pharmacy Technician	58
Associate Degree Programs Policies	60
Physical Therapist Assistant (AS)	61
Occupational Therapy Assistant (AS)	71
Associate Degree Programs Outline	92
Physical Therapist Assistant (AS)	93
Occupational Therapy Assistant (AS)	94
Associate Degree Programs Courses Description	95
Physical Therapist Assistant (AS)	96
Occupational Therapy Assistant (AS)	101
Institution Academic Calendar 2023	109
Institution Academic Calendar 2024	110
Tuition and Fees	111
Administration, Staff, and Faculty Listing Miami	112
Administration, Staff, and Faculty Listing Hialeah	113
Institutional Catalog 2022-2023 Certification	114

## **WELCOME**

It is a pleasure to welcome you to The Praxis Institute. Our foremost concern is your career education leading to your successful 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 the achievement of the quality of education to which the school has pledged its resources and services.

The Praxis Institute's mission is to provide training for the community in the careers that are currently in demand. We believe 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 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***

## 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 Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), **offered only in Miami Campus.**

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

Pharmacy Technician Program is accredited by the American Society of Health-System Pharmacists/Accreditation Council for Pharmacy Education (ASHP/ACPE), **offered in Miami and Hialeah Campuses.**

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,
- Approved by the Florida Board of Pharmacy,
- 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**

The Praxis Institute utilizes an Advisory Board for gathering ideas and expertise for the development, expansion, and 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 once 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 8<sup>th</sup> 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**

The Praxis Institute 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 was 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.

## **INSTITUTION'S PHILOSOPHY**

The Praxis Institute maintains a philosophy that its students must receive the most thorough education available for the careers for which they are studying. We believe that these vocational careers are valuable tools in the approach to health care; practitioners of these disciplines 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 enables practitioners to deliver services that allow recipients to lead lives to the best that is possible. The hands-on experiences provided in these fast-growing fields enable students to acquire the 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 Therapist Assistant. We believe all people are created equal and have the right to pursue personal and career growth through the achievement of skills, competencies, training, and knowledge.

## **NON-DISCRIMINATION POLICY**

The Praxis Institute is committed to a policy of non-discrimination. This institution provides educational programs, activities, and employment to individuals without regard to the person's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, or genetic information (EEOC, 2018).

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.

## **PHYSICAL FACILITIES**

**The Praxis Institute, Miami Campus,** is located on the 4<sup>th</sup> Floor of “The Monaco Building” at 1850 SW 8<sup>th</sup> 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 in 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**

At The Praxis Institute, class sizes vary based on the type of course or program:

- The Therapeutic Massage Training Program can have between 30 to 45 students,
- The Advanced Therapeutic Massage Training Program can have between 25 and 30 students,
- The Dental Assistant Program can have between 12 to 20 students,
- The Pharmacy Technician Program can have approximately 20 students,
- The Physical Therapist Assistant Program can have a maximum of 16 students,
- The Occupational Therapy Assistant Program can have a maximum of 16 students,

## **GENERAL ADMISSION PROCEDURES**

Applicants for admissions are encouraged to visit The Praxis Institute 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 apply 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 the property of the school and will not be returned to the student.

## **GENERAL ADMISSION CRITERIA FOR DEGREE & NON-DEGREE GRANTING PROGRAMS**

1. The applicant must be a high school graduate or have a GED equivalent diploma to be accepted to the degree level programs.
2. 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.
3. All applicants must receive an orientation about the Institution's requirements and an explanation of the enrollment agreement. Applicants are to sign the enrollment agreement only after accepting admission to the program.
4. Distance Education admission criteria do not differ from the General Admissions criteria.

## **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. A student who is going to be absent is requested to call the school beforehand.

Students for non-degree programs are required to be in attendance a minimum of 70% of the scheduled class time of the program of study to maintain "satisfactory academic progress." At the end of 200 hours, if the absence is above 30 %, students must begin the make-up of classes and time.

The administrator will counsel students who fall below the required minimum attendance. 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 (1½) times the length of the program.

## **TRANSFER OF CREDITS**

### **POLICY**

The Praxis Institute (TPI) awards transfer credit according to the guidelines established. The institution reserves the right to accept or reject credits earned at other institutions of higher education. In general, it is the institution's policy to only accept general education credits earned at institutions fully accredited by their regional accrediting association for colleges and universities, provided that such credits have been earned through university-level courses appropriate to the associate degree program at TPI.

### **PROCEDURES**

1. The basic policy regarding the acceptance of courses by transfer is to only allow credit for general education courses completed with satisfactory grades (C or better) in other accredited colleges provided the courses correspond in time and content to the equivalent courses offered as part of the program.
2. For international students - only official transcripts in conjunction with an official report from a state-approved evaluative agency may be used to evaluate and/or award credit.
3. Evaluation of coursework that is more than five years old is subject to final approval/acceptance from the VP of Academic Affairs.
4. TPI reserves the right to test the proficiency of any student in coursework transferred from other institutions and disallow credit in courses in which the student cannot demonstrate acceptable proficiency.
5. TPI does not grant credit for professional certificate programs, life/work experience or portfolios work.

6. The following items are among other circumstances in which credit is NOT granted:

- |   |                            |
|---|----------------------------|
| . Remedial Courses                              | . Vocational courses       |
| . Courses with essentially non-academic content | . Non-credit courses       |
|   | . Learning support courses |

## **TARDINESS**

Each student should comply with the academic calendar and schedule established by The Praxis Institute. All students are strongly urged to be in class at the time that instruction is scheduled to begin. Students consistently entering class after the scheduled start time will be subject to disciplinary action. Five warnings in one month equals one absence.

## **TERMINATION**

The Praxis Institute reserves 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 Executive Director.

## **CODE OF CONDUCT AND DISCIPLINARY PROCEEDINGS**

Students are expected to always conduct themselves in a proper manner. 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 staff or other students may be subject to disciplinary action.

The Praxis Institute will execute disciplinary actions for any one of the following reasons:

- Failure to honor the Enrollment Agreement in its entirety,
- Failure to fulfill the requirements of academic probation or attendance,
- Financial obligation not met,

- Excessive absence,
- Possession of/or use of drugs or alcohol,
- Behaving in a manner potentially dangerous to clients, fellow students, faculty, staff, administration or director,
- Possession of weapons upon school premises,
- Behavior that creates a safety hazard to other persons or the facilities,
- Defacing or destruction of school property,
- Sexual misconduct of any kind,
- Stealing; evidence of acting in a conspiracy or as an accomplice in crime on school property,
- Cheating or changing grades on tests,
- 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 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 canceled or has been terminated and desires to re-enter the program of study must notify the school and follow the required Admission 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 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.

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

*See Associate Programs Sections for their respective re-entry policies.*



## **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 the 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.

## **MAKE-UP WORK**

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

## **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

The institution expects all its full-time and part-time 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 the program for all non-degree programs. For the AS degree-granting programs, all tests in program core courses must be successfully completed with a grade of 75% or better. If an AS program student fails a lab test in the program core course, they will be given one make-up test opportunity. The student must complete the re-test with a 75% or better before the end of the course.

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, Physical Therapist Assistant requirements for SAP are outlined in the OTA Program, PTA Program Policies Manual. 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. 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. Students in 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.

Federal regulations stipulate that the maximum timeframe for degree completion cannot exceed 150% of the published length of the academic program. All transfer credit hours are used to calculate the student's remaining eligibility for SAP purposes. Once a student reaches the maximum timeframe, the student is no longer eligible for financial aid.

To ensure students will graduate within the maximum time frame for completion of the educational program, a student must successfully complete at least 67% of all hours attempted. Withdrawals and F's will be counted as hours attempted but not completed if they occur after the add/drop period has ended. Initial and repeated courses count as hours attempted each time the course is taken.

The pace at which a student must progress through his/her educational program to ensure completing the program within the maximum timeframe is as follows:

- 540 hours program – Day Schedule - 20 hours/week
  - Timeframe for completion - 6 months
  - Maximum 150% Timeframe –9 months (720 Hours)

Evening Schedule - 16 hours/week

- Timeframe for completion - 8 months
- Maximum 150% Timeframe – 12 months (768 Hours)

- 750 hours program – Day Schedule - 20 hours/week
  - Timeframe for completion - 9 months
  - Maximum 150% Timeframe – 14 months (1120 Hours)

Evening Schedule – 16 hours/week

- Timeframe for completion - 14 months
- Maximum 150% Timeframe – 21 months (1344 Hours)

- 900 hours program - Day Schedule – 20 hours/week
  - Timeframe for completion - 11 months
  - Maximum 150% Timeframe – 16.5 months (1360 Hours)
  
- Evening Schedule – 16 hours/week
  - Timeframe for completion – 14 months
  - Maximum 150% Timeframe – 21 months (1344 Hours)
  
- PTA AS Program - 1<sup>st</sup> Semester – 15 Credits  
                                   2<sup>nd</sup> Semester – 18 Credits  
                                   3<sup>rd</sup> Semester – 16 Credits  
                                   4<sup>th</sup> Semester – 12 Credits  
                                   5<sup>th</sup> Semester – 12 Credits
  - Timeframe for completion – 20 months
  - Maximum 150% Timeframe – 30 months
  
- OTA AS Program - 1<sup>st</sup> Semester – 15 Credits  
                                   2<sup>nd</sup> Semester – 16 Credits  
                                   3<sup>rd</sup> Semester – 12 Credits  
                                   4<sup>th</sup> Semester – 16 Credits  
                                   5<sup>th</sup> Semester – 16 Credits
  - Timeframe for completion – 20 months
  - Maximum 150% Timeframe – 30 months

Students must complete the program within one and one-half (1½) times the length of the program.

Students must demonstrate progress toward a degree or certificate completion. All students must have successfully completed at least 67% of all clock or credit hours attempted. The percentage is calculated by dividing the number of completed clock or credit hours by the number of attempted clock or credit hours.

- Attempted hours are defined as any course that the student is enrolled in after the add/drop period expires,
- Courses attempted to include any course in which grades of A, B, C, D, F, W, I\*, P, NP, and T are given,
- Successfully completed hours are defined as the number of hours in which a student received a grade of A, B, C, D, or P,

- Incompletes are counted as attempted but not completed. After an incomplete class (I) is converted into a grade, the grade will then be counted in the GPA calculation and the completion rate,  
(Note: For SAP calculation, a course with a letter grade of “D” or higher is considered an attempted course).
- All transfer credits count as both attempted and completed units,
- For the PTA and OTA Associate Degree-granting programs, course incompletes or withdrawals will affect the pace of completion as course completion is a requirement for progression on the curriculum. Course withdrawals or repetitions do not affect GPA.

### **Termination of Financial Aid**

Termination of financial aid indicates that the student is no longer eligible for any type of financial aid and occurs for the following reasons:

- Student did not meet all SAP policy requirements.
- Student has reached their maximum timeframe to complete degree or certificate.

Students who are terminated are not eligible to receive financial aid. Students will be notified in writing of their termination and loss of eligibility for financial aid.

## **POLICIES AND PROCEDURES FOR VERIFICATION**

The Praxis Institute (TPI) has developed the following policy and procedure regarding the verification of information provided by applicants for Federal Student Financial Aid under the Title IV Programs.

- 1- Only those students who are selected for verification by the U.S. Department of Education or who have conflicting information in their records will be required to submit supporting documentation. In most cases, the required documentation consists of a completed Verification Worksheet and a signed United States Income Tax Return from the prior year. Any conflicting information in the student’s file must be resolved before any financial aid may be disbursed, regardless of the student’s verification status.
- 2- No Federal Pell Grant, Campus based, or Subsidized Direct Loan Funds will be disbursed prior to the completion of verification.

- 3- Students eligible to receive Pell, Campus-Based, or Subsidized Direct Loan will have until 120 days after their last day of attendance or August 31, whichever is earlier, to complete verification. However, in the interim, the student must have made arrangements with the school for payment of tuition and fees due, or risk termination from school. After the passage of the aforementioned period, all financial aid that might have been due is forfeited.
- 4- When the FAFSA for a student or prospective student is selected for verification, the Financial Aid Department will send a timely message to the student's or prospective student's personal email account. The message will direct the student or prospective student to complete and submit the requested documents required to confirm the accuracy of data reported on the FAFSA. At that time, the student will be informed of the time parameters and the consequences of not completing the verification cycle. For a complete list of documents, please refer to the Income Verification Form.

All document requests must be completed before any financial aid can be disbursed. After verifying the new additional information that a student or prospective student submits, the Financial Aid Department may correct the FAFSA data, if necessary. If any additional discrepancies are discovered during the verification process, the Financial Aid Department may require additional information to correct the discrepancies. If a student or prospective student fails to provide the requested documentation in a timely manner, the Financial Aid Department at TPI will cancel the subsidized federal aid, and no aid will be disbursed.

The institution will notify the student or prospective student via letter if an award changes. The Institution will use as its reference the most recent Verification Guide supplied by the U.S. Department of Education.

Under section 479A(a) of the Higher Education Act (HEA), TPI's financial aid office cannot adjust an applicant's cost of attendance or other data that may affect the applicant's Expected Family Contribution (EFC) prior to the applicant completing the verification.

5. If the student receives an overpayment based on providing inaccurate or conflicting information on any application and refuses to correct the information or

repay the Federal funds after being counseled by the institution, TPI will refer the case to the U.S. Department of Education for resolution. Unless required by the U.S. Department of Education, no Federal financial aid will be disbursed to the student.

6. Students and parents are advised that TPI must and will refer to the Office of Inspector General (OIG) any credible information indicating that an applicant for Federal Student Aid may have engaged in fraud or other criminal misconduct in connection with FAFSA applications. Common misconduct includes false claims of an independent status, false claims of citizenship, use of false identities, forgery of signatures of certifications, and false statements of income. Note that fraud is the intent to deceive as opposed to a mistake on an application.
7. The financial aid file must state that the verification is completed.

## **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 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 the program.

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 regain eligibility for Title IV aid.

## **APPEAL PROCEDURES**

Students who wish to appeal the SAP decision, must submit a written request to the SAP Review Committee. The SAP Review Committee is composed of the Instructor and the School Director. The basis on which a student may file an appeal includes the death of a relative, an injury or illness of the student, or other special circumstances that caused the student to fail to

make SAP. The letter should describe any circumstances related to the student's academic standing, which the student believes deserve special consideration, and what has changed in the student's situation that will allow the student to demonstrate SAP at the next evaluation. In the event such a student is allowed to continue with instruction, financial aid eligibility will be reinstated only after the student has reestablished SAP in accordance with the attendance and grading standards. In other words, after the student has made up the absent hours or re-taken the missing or failed exams with a satisfactory passing grade.

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 (LOA)**

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. 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. Leave 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 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.

Students should provide a written, signed, and dated request for leave that includes the reason for the request. If the student does not have or is unable to obtain this documentation, then the student should submit a declaration stating when and why the student requested the leave of absence, if and when it was granted by the school, the expected date of return, and why the student does not have documentation. If unforeseen circumstances prevent a student from providing a written request, the school may grant the request as long as it documents the decision and collects the written request at a later date. If the student does not return to school after a leave of absence, the withdrawal date will be the date that the school determines the student began the leave of absence.

**ACADEMIC LEAVE OF ABSENCE (LOA) DISRUPTION AS A  
RESULT OF A DECLARED NATIONAL EMERGENCY OR ANY  
OTHER TYPE OF PUBLIC HEALTH THREAT (EXTENUATING  
CIRCUMSTANCES) SUCH AS THE DECLARED NATIONAL  
EMERGENCY CONCERNING COVID-19.**

A Leave of Absence (LOA) is a temporary interruption in a student's program of study up to a maximum of 180 days. A COVID-19 related circumstance LOA will be processed when one of the following situations is present:

- A student completes all the required academic hours (theory didactic component) of the registered program but is unable to move forward with the completion of the hands-on face-to-face, in campus (laboratory) or off campus (externship), academic component.
- Student becomes ill due to COVID-19 and is unable to complete or attend online classes (theory didactic component).
- Student is unable to attain and secure the required technological resources to participate in online classes.

Leave of Absence will be granted for the time period, up to a maximum of 180 days:

- The campus is officially closed, or the community based clinical centers are not permitted to accept students to complete their required externship hours. Such LOA will remain until the campus re-opens for academic activities, or the community based clinical centers are allowed to accept students for externships.
- The student health condition prevents him/her to retake academic responsibilities.
- The student is unable to attain/secure the required technological resources.

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.

Only one LOA may be granted during the time a student is enrolled in school.

For all leaves of absence granted as the result of disruptions due to COVID-19 related circumstances, Praxis may approve, and students may begin, the LOA prior to submitting a written request for the LOA. However, a LOA request must be obtained subsequently.



If the student does not return to school after a leave of absence, the withdrawal date will be the date that the school determines the student began the leave of absence or the last date the student attended an academically related activity, whichever is first.

Furthermore, as stipulated in the electronic announcement (EA) from the Department published on March 5, 2020, and updated on June 16, 2020, the Department will permit students to take an approved leave of absence for COVID-19-related concerns or limitations (such as interruption), to take such leave, even if the student notifies the institution in writing after the approved leave of absence has begun. In such a case, the institution may retain those Title IV funds to apply when the student continues enrollment. If the student does not return to complete their program within 180 days, the school would then be expected to perform the Return of Title IV funds calculation based on the date on which the leave-of-absence began.

### **MAXIMUM TIME FRAME OF ELIGIBILITY FOR STUDENTS RETURNING TO THE SAME CLOCK-HOUR PROGRAM AFTER 180 DAYS OF WITHDRAWAL**

All students in a clock-hour program who withdraw from the program and returns to the same program after 180 days of withdrawal with no transfer hours (i.e., no prior hours earned accepted into the new enrollment) will be treated as a new student, similar to a new student in a new program.

Therefore, a student's maximum time frame of eligibility is based on the hours in the program the student is returning to, regardless of any previous hours completed prior to the withdrawal (greater than 180 days earlier).

The institution's determination that a student has no transfer hours accepted into the program the student is returning to after 180 days will be solely based on well-documented students' past academic performance.

Students returning to the same clock-hour program after 180 days with transfer hours will be processed according to the institution's policy for the transferred student.

## 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 Program's Director. 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

**FBON:** <https://floridasnursing.gov>  
**CIE:** <http://www.fldoe.org/policy/cie>  
**DOE:** <http://fldoe.org>

## COMPLAINT PROCEDURES

The institution is recognized by the Council on Occupational Education (COE) as meeting and maintaining certain standards of quality. It is the mutual goal of COE and the institution 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 COE office by mail.

Complaints received by phone will be logged along with a request for a written follow-up letter to speed up the process.

2) The letter of complaint must contain the following:

- The nature of the problem(s).
- The appropriate date(s) that the problem(s) occurred.
- The name(s) of the individual(s) involved in the problem(s) (within the institution and /or other students that were involved).
- Copies of documentation regarding the problem(s).  
Facts, no rumors, lead to solutions.
- Evidence is demonstrating that the institution's complaint procedure was followed prior to contacting COE.
- 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  
[www.council.org](http://www.council.org)

**For PTA Program Only:**  
Complains or comments about the program should be also directed to:  
CAPTE  
1111 North Fairfax Street, Alexandria, Virginia 22314  
Telephone: 703-706-3245  
Email: [accreditation@apta.org](mailto:accreditation@apta.org)  
Website: <http://www.capteonline.org>

**FBON:**      <https://floridasnursing.gov>  
**CIE:**      <http://www.fldoe.org/policy/cie>  
**DOE:**      <http://fldoe.org>

## GRADING SYSTEM

Each student's progress is regularly reviewed by his/her instructor, and examinations are given periodically. Progress record is 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 perform the skills associated with each program.

The institution will use the following grading standards for non-degree programs and General Education courses:

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

For Grading System for Associates programs Core Courses, please refer to the specific section within this catalog.

## 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 the selected program with a minimum average of 70%,
4. Meet all financial obligations incurred with the institution.

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

## **GRADUATION REQUIREMENTS FOR ASSOCIATE DEGREE PROGRAMS**

Upon successful completion of all prescribed subjects and satisfaction of all financial obligations, 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 program directors and faculty. Students are assisted in finding suitable employment after graduation and obtaining their license. The institution maintains its contacts with the local civic organizations and business groups. The institution actively pursues its contacts with spas, therapy clinics, hospitals, outpatient clinics/centers, retail and hospital pharmacies, dental practices, nursing homes, SNF, chiropractic offices, and rehabilitation centers.

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

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

The students receive a transcript of grades upon completion of the selected 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.

A student can access counseling services available in the community, as needed, by requesting the community available resources list at the admission office. The institution is not responsible for any cost associated with these services.

### **DISTANCE EDUCATION**

The Praxis Institute offers opportunities for completion of courses outside the traditional classroom via the Internet. Distance education courses meet academic standards recognized by the Council on Occupational Education (COE) and are established as part of the graduation

condition for an approved degree. Curriculum clock/credit value for distance learning courses is equal to credit hours to on-campus traditionally delivered classes of the matching courses listed in the Praxis Institute Catalog. In the online platform, the students must be exceptionally self-motivated and self-sufficient.

Fundamental computer skills, including word processing, excel, and PowerPoint is required, as well as access to computer, internet service, and library resources. Detailed instructions and policies for executing distance education are presented to students during the registration process. Regular contact with the course instructor is required. Many distance learning courses require students to have one or more of their exams proctored. Students may contact the appropriate program area department and access the institution's website for additional information.

### **Distance Education Technology Requirements**

Online and combined delivery mode courses at The Praxis Institute use the Blackboard Web-based Learning System.

### **Hardware and Software Requirements**

To access the Blackboard course site, students will need to have Internet access, a valid email account, and the use of a computer with a Blackboard supported browser and operating system. Campus computers for online and combined delivery student use are available in the library.

### **Basic Skill Requirements**

Distance Education courses require that the students know how to:

- Use email
- Use word-processing programs
- Save documents
- Navigate and search the internet
- Install new software applications

### **Distance Education Admission Criteria**

*See* general admission criteria for degree & non-degree granting programs.

## **CLASS CALENDAR FOR DIPLOMA PROGRAMS**

Classes begin on Monday of each week.

## **COURSE NUMBERING SYSTEM**

The course numbering system uses a five or six-digits 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 direct, 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 work-based activities.

## **HOURS OF OPERATION**

The Praxis Institute 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., and Friday from 8:00 a.m. to 4:00 p.m.

## **HOLIDAYS**

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

The Praxis Institute is 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**

The Praxis Institute 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. The 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 for Drug Prevention Programs:

- National Drug and Alcohol Treatment Hotline at 1-800-662-HELP (4357)
- Drug-Free Workplace Helpline at 1-800-WORKPLACE (967-5752)
- National Clearinghouse for Alcohol & Drug Information at 800-729-6686
- The Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse at 1-877-726-4727
- U.S. Department of Education Regional Centers Drug-Free Schools and Communities at 1-502-588-0052.



## **PROGRAM CHANGES**

The Praxis Institute 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, including counseling and possible termination from The Praxis Institute.

## **PLACEMENT ASSISTANCE FOR DEGREE & NON-DEGREE PROGRAMS**

While The Praxis Institute cannot guarantee employment, it is the objective of this Department to provide assistance and guidance to 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 career 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 which is maintained by 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     | . Resorts               |
| . Massage Therapy Clinics      | . School-based settings |
| . Sports Medicine Clinics      | . Luxury Health Spas    |

- . Chiropractic Offices
- . Resort Hotels
- . Cruise Ships
- . Outpatient Clinics
- . Retail pharmacies

- . Salons
- . Hospitals
- . Nursing homes
- . Rehabilitation Center
- . Hospital pharmacies

## **NON-DEGREE PROGRAMS TRANSFER POLICY**

The Praxis Institute reserves the right to accept or deny the transferring of clock hours/credits received from another school.

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

- Official transcript of credit /clock hours from the school from which he/she transfers,
- A satisfactory reason for transferring,
- The school will evaluate the transferring student and will grant credit for the number 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 number of hours according to each program.

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

According to 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; all refunds will be made according to the following refund schedule:

1. Cancellation must be made in person or certified mail, if possible.
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).
4. Cancellation after attendance has begun, through 40 % completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hour.
5. Cancellation after completing more than 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.
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.

### **9. STANDARD INSTITUTIONAL POLICY:**

- a) The institution will refund at least 90% of the tuition if withdrawal occurs during the first 10% of the period of financial obligation.
- b) The Institution will refund at least 50% of the tuition if withdrawal occurs between 10.1 % and 25% of the period of financial obligation.

- c) The institution will refund at least 25% of the tuition if withdrawal occurs between 25.1% and 50% of the period of financial obligation.
- d) No refund will be made if withdrawal occurs after 50% of the period of financial obligation.

The “period of financial obligation” is based on what the student is charged on their contract.

10. Refunds will be made within thirty (30) days of the last day of attendance if written notification has been given to the school by student. All refunds shall be made without requiring a request from the student and within thirty (30) days from the date that The Praxis Institute terminates the student or determines withdrawal by the student. In any event, all refunds shall be made within thirty (30) days of the student’s last day of attendance, except: in case of leave of absence. For student that do not return from a leave of absence, refunds will be made within (30) days from the date the institution determines that the student did not return from the leave of absence. Students who withdraw will be assessed an administration fee charge of 10% or \$100 .00, whichever is less.
11. A student can be dismissed at the discretion of the Director for insufficient progress, non-payment of cost, or failure to comply with the rules. Enrollment time is defined as the time elapsed between the actual starting date and the date of the student’s last day of physical attendance in the school. When situation of mitigating circumstances are in evidence, the school will adopt a policy wherein the refund to the student may exceed the minimum cancellation and settlement policy. If the school, for any reason is permanently

closed and no longer offering instructions after a student enrolled, the student shall be entitled to 100% of all monies collected.

If a program is cancelled subsequent to a student's enrollment, the school shall al the student's option:

1. Provide a full refund of all monies paid; or
2. Provide completion of the program.

### **RETURN OF TITLE IV FUNDS POLICY**

Effective October 2000 the law now specifies how your school determine must 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 based on a payment period basis. Refunds will continue to be calculated by the 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 (thirty) days from the date that the institution determines that the student withdrew.

**DIPLOMA:** THE PRAXIS INSTITUTE awards a Diploma to those students who have successfully completed his/her program.

**PLACEMENT SERVICES:** Upon graduation from the program, the student will, without additional charges, receive the full benefit of THE PRAXIS INSTITUTE placement services, but employment is not guaranteed.

### **PAYMENT SCHEDULE**

The following schedule is to be followed for all academic programs' payment:

- THERAPEUTIC MASSAGE TECHNICIAN
- ADVANCE THERAPEUTIC & CLINICAL MASSAGE
- DENTAL ASSISTANT
- PHARMACY TECHNICIAN
- PHYSICAL THERAPIST ASSISTANT
- OCCUPATIONAL THERAPY ASSISTANT

Full payment must be made in advance of the beginning of classes or tuition, and fee payments may be arranged on a weekly or monthly basis. Weekly payments are due on Monday; monthly payments are due between the 1<sup>st</sup> and 15 of the months.

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

## FINANCIAL AID

The Praxis Institute is accredited by a nationally recognized accrediting agency 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 institution 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 The Praxis Institute 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, age, sexual orientation, disability, 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's degree.

**Federal Supplemental Education Opportunity Grant (FSEOG):** This is a grant awarded to undergraduate students with exceptional financial need who will also receive the 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 halftime. 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 halftime. 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.

**ADA Accommodations for Students with Disabilities:** All classrooms and facilities at all campuses are accessible to students with disabilities in accordance with the **Americans with Disability Act of 1990 (ADA)**. Title III of the Americans with Disability Act of 1990 (ADA) prohibits discrimination on the basis of disability in access to private colleges and universities. The Praxis Institute provides reasonable accommodations (e.g., a modification or adjustment to the status quo inherent in the program or activity) to qualified students with disabilities, allowing them to participate fully in the programs and activities of the institution.

Students who believe they are in need of such accommodations should contact the office of student services/placement. Praxis Institute maintains strict confidentiality with regards to medical information related to student's disabilities.

Any complaints or concerns regarding disability accommodations should be presented to the office of student services/placement. Complaints will be handled in accordance with the institution's grievance (due process) procedures.



## **Title IX Compliance**

### **Title IX Compliance Coordinator Contact Information**

Miami Campus – Rebeca Alfie  
[praxis@praxis.edu](mailto:praxis@praxis.edu)  
(305) 642-4104

Hialeah Campus – Flavio Alfie  
[flavio@praxis.edu](mailto:flavio@praxis.edu)  
(305) 556-1424



**NON-DEGREE PROGRAMS**

**OBJECTIVES**

**AND**

**OUTLINE**

*\*\*Completing a course or program in a language other than English may reduce employability where English is required.*

## **THERAPEUTIC MASSAGE TECHNICIAN- 540 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 healthcare community. Our students will have knowledge of the structure and function of the human body. Will apply Hydrotherapy and massage techniques successfully. 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 that promote the health and wellness of their clients.

### **PROGRAM OUTLINE**

<b>COURSE TITLE</b>	<b>CLOCK HOURS</b>
TMT01-HUMAN ANATOMY & PHYSIOLOGY	190
TMT02-MASSAGE THEORY & CLINICAL PRACTICUM	225
TMT03-THEORY & PRACTICE OF HYDROTHERAPY	15
TMT04-INTRODUCTION TO ALLIED MODALITIES	76
TMT05-FLORIDA STATE LAW	10
TMT06-BUSINESS PRINCIPLES & DEVELOPMENT	15
TMT07-HIV/AIDS	3
TMT08-MEDICAL ERRORS	2
TMT09-PROFESSIONAL ETHICS	4
<b>TOTAL</b>	<b>540</b>

This program has 540 hours of theory, practice, and clinical training. Program's Theory component is delivered via distance education mode, practice and clinical training is done in a face-to-face/traditional mode.

**Massage Services:** all students are required to complete at least 40 massage services as part of their applied clinical training.

**Technology Requirements:** Computer and Internet Access

<b>Massage Services are:</b>	. Face and neck massage	5
	. Hands and arms massage	5
	. Abdomen massages	5
	. Feet and legs massage	5
	. Back massage	5
	. Full body massages	15

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.

**"The academic content, theoretical and practical lab portion, of this program is also available and entirely delivered in English."**

## **ADVANCED THERAPEUTIC & CLINICAL MASSAGE- 750 Hrs**

**PROGRAM OBJECTIVE:** Upon completion of this program, the student 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, Electro Stimulation, Ultrasound, Laser, Neuromuscular Therapy (granted by International Academy of Neuromuscular Therapies through a partnership with TPI), and Holistic Manual Lymphatic Drainage (granted by the Manual Lymph Drainage Institute International through a 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 a massage therapist.

### **PROGRAM OUTLINE**

<b>COURSE TITLE</b>	<b>CLOCK HOURS</b>
TMT01-HUMAN ANATOMY & PHYSIOLOGY	190
TMT02-MASSAGE THEORY & CLINICAL PRACTICUM	225
TMT03-THEORY & PRACTICE OF HYDROTHERAPY	15
TMT04-INTRODUCTION TO ALLIED MODALITIES	76
TMT05-FLORIDA STATE LAW	10
TMT06-BUSINESS PRINCIPLES & DEVELOPMENT	15
TMT07-HIV/AIDS	3
TMT08-MEDICAL ERRORS	2
TMT09-PROFESSIONAL ETHICS	4
DT100- DEEP TISSUE	45
NMT100- NEUROMUSCULAR THERAPY	100
MLD100- MANUAL LYMPH DRAINAGE	50
CR-100- CLINICAL REHABILITATION (Laser-Ultrasound-Electro Stimulation-Infrared)	15
<b>TOTAL</b>	<b>750</b>

This program has 750 hours of theory, practice, and clinical training. Program's Theory component is delivered via distance education mode, practice and clinical training is done in a face-to-face/traditional mode.

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

**Technology Requirements:** Computer and Internet Access

**Massage Services are:**

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

A student who has completed the 540 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 750 hours will receive a diploma. Upon completion of this program and passing the licensure exam, students may be employed as entry-level massage therapists.

**"The academic content, theoretical and practical lab portion, of this program is also available and entirely delivered in English."**

## **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 everyday 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**

<b>COURSE TITLE</b>	<b>CLOCK HOURS</b>
DAP100 - Introduction to Dental Assistant	5
DAP200 - Dental Chairside Assisting	330
DAP300 - Dental X-Ray	70
DAP400 - Dental Materials and Laboratory Techniques	150
DAP500 - Specialized Dentistry	205
DAP600 - Administrative Procedures	15
DAP700 - Dental Externship	120
DAP800 - Preparation for Employment	5
<b>TOTAL</b>	<b>900</b>

This program has 900 hours of theory, lab practice, and clinical externship. Program's Theory component is delivered via distance education mode, practice and clinical externship is done in a face-to-face/traditional mode.

#### **Technology Requirements:** Computer and Internet Access

Students will receive a diploma once the academic requirements of the program are fulfilled.

Praxis' Dental Assistant Program is accepted by the Dental Assisting National Board, Inc. (DANB). Therefore, program graduates are eligible for the National Entry Level Dental Assistant (NELDA) certification

<https://www.danb.org/Become-Certified/Exams-and-Certifications/NELDA.aspx>

The NELDA exam is composed of three component exams: Radiation Health and Safety (RHS), Infection Control (ICE) and Anatomy, Morphology and Physiology (AMP). Graduates of the program will be eligible for the NELDA certification after passing the three component exams and fulfilling the remaining eligibility requirements under one of the NELDA certification eligibility pathways.

Candidates must pass the RHS, ICE and AMP component exams with a three-year time period in order to earn NELDA certification. Once a candidate have passed the final component exam, candidate can then apply for the NELDA certification.



## **PHARMACY TECHNICIAN – 900 Hrs**

**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. The curriculum is standardized in compliance with accreditation agencies to provide competency-based, outcome-oriented, didactic, laboratory, and clinical experience. Students are provided with a syllabus that contains the course-specific objectives. Course may be offered in a language-assisted delivery format. All textbooks, PowerPoint® presentation software, class material, medical terminology, and examinations are in the English language only. Weekly examinations are conducted to ensure content dominance, and hands-on laboratory practices are evaluated on a one-on-one basis.

The Pharmacy Tech laboratory incorporates the latest teaching aid, videos, audiovisual equipment, and demo Pharmacy software that allows our students to obtain practice and return demonstration that prepares them for the community externship component of the program. The Pharmacy Technician Program laboratories are designed to resemble an equipped pharmacy, incorporating computers and dedicated software programs designed to demonstrate expected hospital, and community pharmacy protocols.

Pharmacy technicians work under the supervision of a licensed pharmacist. Technicians assist the pharmacist in dispensing medications, maintain patient records and inventory control; use the latest automated dispensing system; and compounding medications, sterile, and chemotherapy drugs. Pharmacy technicians work in community pharmacies, hospitals, mail service facilities, wholesale industries, government organizations or educational/training programs, as well as in veterinary facilities under the supervision of a licensed veterinarian.

A Pharmacy Technician may perform any or all of the following tasks, although specific responsibilities depend on the pharmacy setting and scope of practice:

- Assisting Pharmacists in labeling and filling prescriptions,
- Assisting patients in dropping off and picking up prescriptions,
- Entering prescriptions into the computer,
- Verifying that customer receives correct prescription(s),
- Preparing compound oral solutions, ointments, and creams,

- Scheduling and maintaining workflow,
- Pre-packaging bulk medications,
- Screening calls for Pharmacists,
- Ordering medication,
- Billing of third-party insurers,
- Preparing medication inventories,
- Preparing chemotherapeutic agents,
- Preparing compound total parenteral nutrition solutions,
- Preparing compound large volumes of intravenous mixtures,
- Assisting in outpatient dispensing,
- Assisting inpatient dispensing,
- Preparing IV mixtures,
- Purchasing and billing.

**Program Objectives:**

1. Graduates will acquire the knowledge to assist the pharmacist in accordance with local, state, and federal regulations under the supervision of a licensed pharmacist.
2. Graduates will have the knowledge to transcribe and process physician orders.
3. Graduates will have the knowledge to use specialized equipment to prepare intravenous admixtures, TPN and chemotherapy medications
4. Graduates will acquire the knowledge to prepackage bulk medications and compounding extemporaneous formulations.
5. Graduates will acquire an understanding of maintaining patient profiles and prescription records electronically
6. Graduates will acquire the skills for communicating effectively with insurance carriers to obtain payment for prescription claims
7. Graduates will acquire the skills for maintaining inventory control.  
Graduates will acquire the skills for communicating professionally and effectively with patients and members of the health care team

## PROGRAM OUTLINE

Course Number	Subjects/Topics	Hours
PHT101	Pharmacy Law	100
PHT102	Sterile Compounding	60
PHT103	Extemporaneous Compounding	70
PHT104	Medical Terminology	60
PHT105	Scope of Support	60
PHT106	Patient Care Process	80
PHT107	Pharmacy Calculations	80
PHT108	Pharmacy Externship	390
<b>TOTAL</b>		<b>900</b>

This program has 900 hours of theory, lab practice, and clinical externship. Program's Theory component is delivered via distance education mode, practice and clinical externship is done in a face-to-face/traditional mode.

### **Pharmacy Technician State Registration Requirement:**

According to the 2018 Florida Statutes (465.014, Title XXXII, Chapter 465), any person who wishes to work as a Pharmacy Technician must complete an application and register with the Florida Board of Pharmacy. Please visit [www.floridaspharmacy.gov](http://www.floridaspharmacy.gov) for more information on becoming a Registered Pharmacy Technician in the state of Florida.

**Technology Requirements:** Computer and Internet Access

**Accreditation:** This program is accredited by ASHP/ACPE.

### **Immunization requirements:**

Immunization may be required by some externship sites or employers. Therefore, immunization status may prevent the applicant from participating in site specific externships or future employment as a pharmacy technician.

Students will receive a diploma once the academic requirements of the program are fulfilled. The Pharmacy Technician Program is accredited by the American Society of Health-System Pharmacists (ASHP), offered in both Campuses.

**NON-DEGREE PROGRAMS**

**COURSES**

**DESCRIPTIONS**

# **THERAPEUTIC MASSAGE TECHNICIAN**

## **COURSE DESCRIPTIONS**

### **TMT01- HUMAN ANATOMY & PHYSIOLOGY. (190hours)**

The 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 of this program. Understanding the body action and its response to the mind; learning the relationship between body and feelings is the foundation for all students pursuing a career in the health and wellness fields.

### **TMT02- MASSAGE THEORY & CLINICAL PRACTICUM (225 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 it is important to have the knowledge and understand how water temperature relates to body temperature. Students will learn the correct use of paraffin, steam inhalation, hot packs, and cold packs.

### **TMT04- INTRODUCTION TO ALLIED MODALITIES (76 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  
(15 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  
(3 hours)**

This course discusses HIV, and how it relates to healthcare professionals. Students will receive information on the origin, transmission, prevention, and diagnosis of HIV.

**TMT08- MEDICAL ERRORS  
(2 hours)**

This course goes over the common issue of medical errors and how to apply strategies for prevention. Those who take this course will be able to discuss the impact of human error, identify where these errors tend to happen and explain programs that reduce medical errors.

**TMT07- PROFESSIONAL ETHICS  
(4 hours)**

It is essential for professionals in any field to have an understanding of the ethical problems and principles in their field. But anyone, no matter what their job, must deal with many other professions as well. Part of professional ethics is the understanding of the ethics of other professions: how they interact and what can be expected from them as correct ethical behavior. In turn, any professional will benefit from a critical scrutiny of their own ethics by those from other professions. The general principles of professional ethics will be examined, as well as the distinctive problems of the different fields.

## **ADVANCED THERAPEUTIC & CLINICAL MASSAGE**

NOTE: The previously listed Therapeutic Massage Technician courses are part of the Advanced Therapeutic & Clinical Massage.

### **COURSE DESCRIPTIONS**

#### **DT100- DEEP TISSUE**

**(45 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 also be 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).

#### **MLD100-MANUAL LYMPH DRAINAGE**

**(50 hours)**

Students will learn the manual lymphatic drainage, and how this differs from the other messages, 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.

#### **CR100-CLINICAL REHABILITATION**

**(15 hours)**

The Clinical Rehabilitation course covers An ideal combination of theoretical aspects with clinical application, an evidence-based approach, an evaluation of the treatment procedures, a description of the new approaches and how to use the different equipment used in the clinics to rehabilitees patients.

## **DENTAL ASSISTANT – 900 Hrs**

### **COURSE DESCRIPTIONS**

#### **DAP 100- Introduction to Dental Assistant**

**(5 hours).** 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- Dental Chairside Assisting**

**(330 hours).** The following subjects will be taught in this course: General Anatomy, General Physiology, 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, 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- Dental X-Ray**

**(70 hours).** 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, Infection Prevention, Intraoral Imaging, and Extra-oral Imaging.

#### **DAP 400- Dental Materials and Laboratory Techniques**

**(150 hours).** This course will include the following subjects: Preventive care, Coronal Polishing, and Dental Sealants. 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

#### **DAP 500- Specialized Dentistry**

**(205 hours).** 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, and Orthodontics.



**DAP 600-Dental Administrative Procedures**

**(15 hours).** 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- Dental Externship**

**(120 hours).** In this part of the program, the students will be exposed to a learning environment by participating in an actual dental office where they will learn a wide variety of dental skills.

**DAP 800- Preparation for Employment**

**(5 hours)** Preparation for Employment the students will learn: How to Market his/her skills, Locating Employment Opportunities, and Achieving Career Objectives.

# **PHARMACY TECHNICIAN**

## **COURSE DESCRIPTIONS**

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.

### **PHT101- Pharmacy Law**

**(105 hours)** Includes pharmacy laws and professional behavior expected in pharmacy settings. It provides certifications for BLS/First Aid and HIPPA. Basic pharmacological aspects of the respiratory and the musculoskeletal systems.

### **PHT102- Sterile Compounding**

**(105 hours)** Includes basic pharmacological aspects of the endocrine, reproductive, and lymphatic systems together with aseptic technique skills, OSHA, and HIV certifications.

### **PHT103- Extemporaneous Compounding**

**(105 hours)** 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.

### **PHT104- Medical Terminology**

**(90 hours)** 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

### **PHT105- Scope of Support**

**(105 hours)** 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 technician involvement.

### **PHT106- Patient Care Process**

**(105 hours)** Develops skills in repackaging and compounding of medications, medication administration, and home health care and introduces durable medical equipment. The course covers the gastrointestinal, urinary, and cardiovascular systems.

### **PHT107- Pharmacy Calculations**

**(105 hours)** Introduces basic computer and typing skills, referencing resources together with basic pharmacy calculations. Provides interviewing skills, mock interviews, resume building and customer service skills.

**PHT108- Pharmacy Externship**

**(180 hours)** This course develops all skills during a hands-on live environment under the supervision of a licensed pharmacist. Upon successful completion of this course, the student will be able to: acquire a job in the Pharmacy Technician Vocational Program after licensing, having acquired all necessary skills, and training. Develop relationships in the pharmacy field as a student to benefit future career advancement.

# **ASSOCIATE DEGREE PROGRAMS**

## **PROGRAM POLICIES**

## **Physical Therapist Assistant Associate in Science**

**This Program is offered only in Miami Campus**

### **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](mailto:accreditation@apta.org); website: <http://www.capteonline.org>. This program is only offered at the Miami Campus.

***Feedback or comments regarding the PTA program could be directed to the program director at [nafeesah.khan@praxis.edu](mailto:nafeesah.khan@praxis.edu)***

Feedback or comments regarding the PTA Program Director could be directed to Flavio Alfie at 1850 SW 8<sup>th</sup> St, 4<sup>th</sup> 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 a 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:
  - Writing 246
  - Reading 246
  - Quantitative Reasoning, Algebra, and statistics 229
- Two professional/character references
- 15 Hours of Observation in a PT clinical setting
- Applicant's Personal Letter of Application
- Interview/Assessment

The 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 healthcare field as physical therapist assistants under the direction and supervision of a licensed physical therapist.

### **Program Goals**

The program will:

- Prepare physical therapist assistants who are well rounded in basic clinical sciences and problem solving, and who demonstrate excellence in physical therapy skills.
- Impart realistic, up-to-date information to the community and prospective students, regarding the practice of physical therapy and the role of the PTA in health care delivery.
- Supply adequate classroom, laboratory, and learning resources facilities to enhance the student's attainment of the knowledge and skills needed for graduation from the program and licensure.
- Provide sites for clinical education that offers the student the appropriate environment for the attainment of competence in the day-to-day work of the PTA.

The program academic and clinical faculty will:

- Be committed to the education of the PTA student and are qualified to teach in a higher education institution.
- Provide students with learning experiences that reflect the prevalent contemporary practice of physical therapy.

The program graduate will:

- Provide physical therapy care in a safe, efficient, and ethical manner under the direction and supervision of a physical therapist.
- Communicate orally and in writing in a clear and understandable manner.
- Recognize their qualities and limitations and seek avenues in which to broaden and expand their career roles.

## Student Outcomes

Upon successful completion of the AS degree in Physical Therapist Assistant, the graduates will be able to:

1. Demonstrate entry-level competency, consistent with current practice and literature, for all required skills of a PTA, including psychosocial and cultural proficiency, for employment in the variety of PT clinical settings applying scientific principles and knowledge of diseases/conditions as they interact and affect a patient/client's rehabilitation process.
2. Proficiently implement the plan of care and intervention in a safe, effective, efficient, and appropriate manner to promote patient progression and address patient needs, under the direction and supervision of the physical therapist.
3. Effectively perform necessary data collection skills as they pertain to patient/client diagnosis and the plan of care established by the PT to demonstrate a response to care.
4. Demonstrate the use of clinical problem-solving skills in the clinical scenario to recognize the need to communicate with evaluating PT for modification of care.
5. Adeptly perform as a PTA heeding the APTA Core Values, Standards of Ethical Conduct of the PTA, the Guide for Conduct of the PTA, and legal & safety standards of the profession.
6. Recognize the value of a self-directed plan for career development and lifelong learning based on self-assessment, performance appraisals, and a commitment to maintaining abreast of current evidence-based research and practice.
7. Produce documentation that is accurate, effective, and timely to support the need and rationale for physical therapy intervention using appropriate format and terminology.
8. Display appropriate verbal and non-verbal communication, manifesting sensitivity and attentiveness to individual psychosocial and cultural diversities in all aspects of physical therapy services.
9. Provides skilled education to patients, co-workers or healthcare providers about physical therapy, the role of the PTA addressing primary and secondary preventions, including health and wellness promotion, using effective teaching strategies appropriate for the anticipated audience.
10. Skillfully manage resources including appropriate supervision of support personnel, time management, and equipment to achieve goals of the respective clinical setting.

11. Demonstrate respect for the local and national professional organizations, commitment to patient advocacy, and responsibility to meet the needs of the patients and community they serve as they relate to health promotion, wellness, and injury preventions.

### **Grading Scale for General Education Courses**

A	90% - 100%
B	80% - 89%
<u>C</u>	<u>70% - 79%</u>
D	69% and below

### **Grading Scale for Technical Courses**

A	90% - 100%
B	80% - 89%
<u>C</u>	<u>75% - 79%</u>
F	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 technical program courses must be successfully completed with a grade of 75% or better. If a student fails a laboratory test in a programmatic 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 for every THREE unexcused absences. 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.

## **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 five (5) minute period, a tardy will be recorded. Three tardy equals one absence, which will lead to a one (1) point deduction from the final grade for EACH INCIDENT OF 3 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.

## **Technology Requirements**

Smart device (PC), Flash drive, and Wristwatch with sweep second hand. Internet Access.

## **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 makeup time and place and to complete the "request for taking a missed exam form." If the request is granted, student will be notified 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 practical make-up 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 a date determined by the instructor. The objective of the repeat practical is to ensure that the student can 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 Proper 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. Be punctual, dependable, and adhere to class assignments.
2. Use tact and courteous behavior towards faculty and peers.
3. Follow directions and complete assigned tasks.
4. 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 the class has begun without the permission of the instructor.
5. 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.
6. Notify instructors prior to absences or tardiness.

7. 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.
8. 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.
9. Properly maintain classrooms and laboratory areas by returning supplies and equipment to designated areas.
10. 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 a balance between personal and professional relationships with clients and staff.

## **DISTANCE EDUCATION**

The Praxis Institute is accountable for distance education at the Miami and Hialeah Campuses; this embrace providing standards, guidance, policies, methodologies and support for the growth and coverage of teaching that utilizes the Internet and an automated course management platform, electronic communication, web conferencing structures as the primary stage of broadcasting.

The Praxis Institute ensures that the distance education courses and programs comply with all the Accreditation codes and ethics. This policy applies to each educational program and services offered, anywhere situated, or however delivered.

The Physical Therapist Assistant program offer, through distance education delivery, selected courses (General Education):

- ENC101 - English Composition I
- ENC102 - English Composition II
- HSC100 - Anatomy and Physiology I
- HSC102 - Anatomy & Physiology II
- HSC103 - Introduction to Psychology
- MAT100 - College Algebra
- SPC100 - Basics of Speech Communication

The Praxis Institute is dedicated to the student learning success, and the institution's highest priority is the maintenance of successful student educational experiences. The initiative for distance learning at The Praxis Institute has come from faculty, students, and selected departments involved.

This delivery method in the PTA program is seen as the step to allow the Physical Therapist Assistant program, with a development of a centralized strategy for distance education with proper resources, new technology, and receptive to changing demands and expectations of both students and faculty.

The Distance Education Department also is expecting an increase or steady enrollment. Also, the development of the Distance Education is taking place to respond to student request and expectations and to set The Praxis Institute to remain competitive in the fast change of technology environment of higher education. The Praxis Institute will continue to be on the growth of distance learning to improve existing degree programs.

### **Communications and Grievance Policy**

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

The student should first discuss 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 the 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 [nafeesah.khan@praxis.edu](mailto:nafeesah.khan@praxis.edu). Comments regarding the program director could be directed to Flavio Alfie, VP of Academic Affairs at [flavio@praxis.edu](mailto:flavio@praxis.edu), 1850 SW 8<sup>th</sup> 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.

## PTA PROGRAM OUTCOMES

Year	Graduation Rate	Ultimate NPTE Pass Rate	Employment Rate (% working in field six months post-graduation)
2022	100 %	TBD*	TBD*
2021	100%	50%	100%
2020	100%	72.7%	100%

\*Pending stabilization for Ultimate NPTE Passage rates, class of 2022. \*

# **Occupational Therapy Assistant Associate in Science**

**This Program is offered only in Hialeah Campus**

## **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)

6116 Executive Boulevard, Suite 200, Bethesda, MD 20852-4929.

ACOTE's telephone number c/o AOTA is (301) 652-6611.

ACOTE's website: [www.acoteonline.org](http://www.acoteonline.org)

ACOTE's email: [accred@aota.org](mailto:accred@aota.org)

*Feedback or comments regarding the OTA program could be directed to Judith Miller, Program Director at [jmiller@praxis.edu](mailto:jmiller@praxis.edu)*

*Feedback or comments regarding the OTA Program Director could be directed to Flavio Alfie at 4162 W 12<sup>th</sup> 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:

- Writing 246
- Reading 246
- Quantitative Reasoning,  
Algebra, and statistics 229

Two professional/character references

Applicant's Personal Letter of Application

Interview/Assessment

The 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 placed 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 legislation have regulations regarding the 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 establishes the following:

**“456.0635 Health care fraud; disqualification for license, certificate, or registration. —**

- (1) Health care fraud in the practice of a health care profession is prohibited.
- (2) Each board within the jurisdiction of the department, or the department if there is no board, shall refuse to admit a candidate to any examination and refuse to issue a license, certificate, or registration to any applicant if the candidate or applicant or any principal, officer, agent, managing employee, or affiliated person of the candidate or applicant:
  - (a) Has been convicted of or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under chapter 409, chapter 817, or chapter 893, or a similar felony offense committed in another state or jurisdiction, unless the candidate or applicant has successfully completed a pretrial diversion or 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:
    1. For felonies of the first or second degree, more than 15 years before the date of application.
    2. For felonies of the third degree, more than 10 years before the date of application, except for felonies of the third degree under s. 893.13(6)(a).
    3. For felonies of the third degree under s. 893.13(6)(a), more than 5 years before the date of application;
  - (b) 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, or 42 U.S.C. ss. 1395-1396, unless the sentence and any subsequent period of probation for such conviction or plea ended more than 15 years before the date of the application;
  - (c) Has been terminated for cause from the Florida Medicaid program pursuant to s. 409.913, unless the candidate or applicant has been in good standing with the Florida Medicaid program for the most recent 5 years;
  - (d) Has been terminated for cause, pursuant to the appeals procedures established by the state, 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 5 years and the termination occurred at least 20 years before the date of the application; or
  - (e) Is currently listed on the United States Department of Health and Human Services Office of Inspector General’s List of Excluded Individuals and Entities.

This subsection does not apply to an applicant for initial licensure, certification, or registration who was arrested or charged with a felony specified in paragraph (a) or paragraph (b) before July 1, 2009.

(3) The department shall refuse to renew a license, certificate, or registration of any applicant if the applicant or any principal, officer, agent, managing employee, or affiliated person of the applicant:

(a) Has been convicted of or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under chapter 409, chapter 817, or chapter 893, or a similar felony offense committed in another state or jurisdiction, unless the applicant is currently enrolled in a pretrial diversion or drug court program that allows the withdrawal of the plea for that felony upon successful completion of that program. Any such conviction or plea excludes the applicant from licensure renewal unless the sentence and any subsequent period of probation for such conviction or plea ended:

1. For felonies of the first or second degree, more than 15 years before the date of application.
2. For felonies of the third degree, more than 10 years before the date of application, except for felonies of the third degree under s. 893.13(6)(a).
3. For felonies of the third degree under s. 893.13(6)(a), more than 5 years before the date of application.

(b) 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, or 42 U.S.C. ss. 1395-1396 since July 1, 2009, unless the sentence and any subsequent period of probation for such conviction or plea ended more than 15 years before the date of the application.

(c) Has been terminated for cause from the Florida Medicaid program pursuant to s. 409.913, unless the applicant has been in good standing with the Florida Medicaid program for the most recent 5 years.

(d) Has been terminated for cause, pursuant to the appeals procedures established by the state, from any other state Medicaid program, unless the applicant has been in good standing with a state Medicaid program for the most recent 5 years and the termination occurred at least 20 years before the date of the application.

(e) Is currently listed on the United States Department of Health and Human Services Office of Inspector General's List of Excluded Individuals and Entities".

NBCOT (National Board for Certification in Occupational Therapy) has an Early Determination process, for a \$225 fee, as indicated below:

“An individual who is considering entering, or who have already entered, an occupational therapy educational program can have his/her background reviewed prior to 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 not be 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 is becoming a qualified entry-level OT practitioner. The profession is susceptible to industry changes and enhancements; therefore, the Program aims 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, which 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)  
One Bank Street,  
Suite 300,  
Gaithersburg, MD 20878  
(301) 990-7979  
[www.nbcot.org](http://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 the 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 the 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.

### **Technology Requirements**

Smart device (PC), Flash drive, and Wristwatch with sweep second hand. Internet Access.

## **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 to recognize when 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.

### **Objectives 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.

### **Objectives 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.

### **Objectives for Goal 5**

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

### **Objectives 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 observation, data collection, and problem-solving processes.
2. Select appropriate patient/client care resolutions within the plan of care established by the Occupational 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 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.
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 Occupational 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 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 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 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 healthcare providers, and community-based organizations and resources to coordinate 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 in Occupational Therapy practice based on ongoing clinical research

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

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



## Satisfactory Academic Progress

To demonstrate competency and demonstrate satisfactory academic progress, a minimum GPA of 2.5 or greater has to be maintained, and program Core courses must be successfully completed with a grade of 75% (C) or better in order to continue in the program. If students fail tests in a programming course, they may be considered for a make- up test for each test failed (subject to PD and Instructor approval). It is recommended that the student complete the re-test with a 75% or better before the end of the course or as scheduled by the instructor. An unsuccessful re-test during the term will likely impact the overall average of 75% (C), thereby resulting in the student failing the course and being dismissed from the program. If the eligible, student may apply for re-entry (see Re-Admission to Program policy, page 86). The re-test grade will be reflected in the student's final average along with the other achieved grades. Failure on attaining satisfactory academic level as described above will result on the student not being able to advance in the curriculum and therefore, not to the clinical education component of the program and graduation.

## 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 before 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 an absence, and he/she could be subject to make up conditions at faculty discretion. If students miss two days of 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 two days, they will be required to make up the time

before attending the next clinical and/or course. The clinical instructor will contact the Fieldwork Coordinator to coordinate the makeup 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 practical 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 repeating 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 absents 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 the 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 the 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. The 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 the class has begun without the permission of the 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.

1. 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,
2. Properly maintain classrooms and laboratory areas by returning supplies and equipment to designated areas,
3. Adhere to the OTA program learning contract,

### **In the clinical setting, students are expected to:**

4. Be punctual, dependable and adhere to scheduled assignments,
5. Wear appropriate professional attire/maintain appropriate hygiene,
6. Adhere to ethical and legal standards of occupational therapy practice,
7. Show respect for others (clients/patients, peers, clinical instructors),
8. Treat clients in a manner that reflects dignity, respect, and value for human life,
9. Maintain confidentiality and use discretion when conversing with and in front of patients,
10. Demonstrate initiative and accept responsibility for learning
11. Demonstrate active listening,
12. Accept criticism and respond in a manner that reflects an understanding of constructive criticism,
13. Express a positive attitude, which reflects cooperation and flexibility,
14. Maintain a 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 in 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 to this goal. Students should show 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 the lab and clinic are designed to be learning experiences. There should be no visiting in the 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 standards and policies of the school, the program, and the profession.
- **Pride in personal appearance.** Maintains a 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 a 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 the 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:

#### **EXPECTED STUDENT BEHAVIOR COMMENTS**

- Is respectful and considerate of peers/faculty
- Arrives to the 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 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 the 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:

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 the 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](mailto:jmiller@praxis.edu). Comments regarding the Program Director could be directed to Flavio Alfie, VP of Academic Affairs at 4162 W. 12<sup>th</sup> 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.

## PROGRAM OUTCOMES

Year	Total # of Program Graduates	Graduation Rate	NBCOT Passing Rate	Employment Rate (% working in field six months post-graduation)
2022	10	45%	60%	100%
2021	15	68%	60%	100%
2020	22	79%	18%	90%

*\* Preliminary information: statistics to be updated as incoming date is collected & analyzed.*

**This program is offered only at the Hialeah Campus**

## DISTANCE EDUCATION

The Praxis Institute is accountable for distance education at the Miami and Hialeah Campuses; this embrace providing standards, guidance, policies, methodologies and support for the growth and coverage of teaching that utilizes the Internet and an automated course management platform, electronic communication, web conferencing structures as the primary stage of broadcasting.

The Praxis Institute ensures that the distance education courses and programs comply with all the Accreditation codes and ethics. This policy applies to each educational program and services offered, anywhere situated, or however delivered.

The Occupational Therapy Assistant program offers, through distance education delivery, General Education and Specialty/Core Courses.

The Praxis Institute is dedicated to the student learning success, and the institution's highest priority is the maintenance of successful student educational experiences. The initiative for distance learning at The Praxis Institute has come from faculty, students, and selected departments involved.

This delivery method in the OTA program is seen as the step to allow the Physical Therapist Assistant program, with a development of a centralized strategy for distance education with proper resources, new technology, and receptive to changing demands and expectations of both students and faculty.

The Distance Education Department also is expecting an increase or steady enrollment. Also, the development of the Distance Education is taking place to respond to student request and expectations and to set The Praxis Institute to remain competitive in the fast change of technology environment of higher education. The Praxis Institute will continue to be on the growth of distance learning to improve existing degree programs.

## **Occupational Therapy Assistant Program Objectives**

1. The 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. The 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. The 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  
PROGRAMS OUTLINE**

**PHYSICAL THERAPIST ASSISTANT**  
**Associate in Science**

**Program Outline**

<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Clock Hours</b>
<b>General Requirements</b>			
MAT 100	College Algebra*	3	45
SPC 100	Basics of Speech Communication*	3	45
ENC 101	English Composition I*	3	45
ENC 102	English Composition II*	3	45
HSC 100	Anatomy & Physiology I (+Lab) *	3	60
HSC 102	Anatomy & Physiology II (+Lab) *	3	60
HSC 103	Intro to Psychology*	3	45
<b>Specialty/Core Courses</b>			
PTA 100	Introduction to PTA	4	60
PTA 101	Kinesiology (+Lab)	4	75
PTA 102	Biophysical Agents (+ Lab)	4	90
PTA 103	Intro to Therapeutic Exercise	1	15
PTA 200	Therapeutic Exercise I	3	45
PTA 201	Therapeutic Exercise II (+ Lab)	4	75
PTA 202	Patient Care Procedures (+ Lab)	4	75
PTA 203	Documentation, Test & Measurements (+ Lab)	4	75
PTA 205	Pathological Conditions	5	75
PTA 208	Neurorehabilitation (+ Lab)	4	75
PTA 220	Clinical Experience I	2	90
PTA 221	Clinical Experience II	5	225
PTA 222	Clinical Experience III	5	225
PTA 223	Seminar	3	45
<b>TOTAL</b>		<b>73</b>	<b>1590</b>

*\*Courses offered via Distance Education (online).*

**This program is offered only in Miami Campus**

**Transfer of program's credits is governed by admission policy of the receiving organization**

# OCCUPATIONAL THERAPY ASSISTANT

## Associate in Science

### Program Outline

Course Number	Course Title	Credit Hours	Clock Hours
<b>General Requirements</b>			
MAT 100	College Algebra*	3	45
SPC 100	Basics of Speech Communication*	3	45
ENC 101	English Composition I*	3	45
ENC 102	English Composition II*	3	45
HSC 100	Anatomy & Physiology I (+Lab) *	3	60
HSC 102	Anatomy & Physiology II (+Lab) *	3	60
HSC 103	Intro to Psychology*	3	45
<b>Specialty/Core Courses</b>			
OTA 100	Introduction to Occupational Therapy*	3.0	45.0
OTA 101	Introduction to Occupational Therapy Lab	2.0	60.0
OTA 102	Functional Anatomy & Kinesiology for Occupational Therapy*	3.0	45.0
OTA 103	Functional Anatomy & Kinesiology for Occupational Therapy Lab	2.0	60.0
OTA 104	Activity Analysis*	3.0	45.0
OTA 105	Activity Analysis Lab	2.0	60.0
OTA 106	Therapeutic Media & Group Therapy*	3.0	45.0
OTA 107	Therapeutic Media & Group Therapy Lab	2.0	60.0
OTA 108	Patient Care Procedures*	1.0	15.0
OTA 109	Patient Care Procedures Lab	1.0	30.0
OTA 110	OT Treatment Planning & Techniques for Traditional & Emerging Practice Areas*	3.0	45.0
OTA 200	OT Treatment Planning & Techniques for Adolescents & Pediatrics II*	3.0	45.0
OTA 201	OT Treatment Planning & Techniques for Adolescents & Pediatrics II Lab	2.0	60.0
OTA 202	OT Treatment Planning & Techniques for Geriatrics & Mental Health III*	3.0	45.0
OTA 203	OT Treatment Planning & Techniques for Geriatrics & Mental Health III Lab	2.0	60.0
OTA 204	Fieldwork Education Level Ia-Id	2.5	120.0
OTA 205	Fieldwork Reflections Seminar	1.0	15.0
OTA 206	Fieldwork Education Level IIa	7.0	320.0
OTA 207	Fieldwork Education Level IIb	7.0	320.0
OTA 208	From OTA Student to OTA New Graduate Seminar*	2.0	30.0
<b>TOTAL</b>		<b>75.0</b>	<b>1870.00</b>

\*Courses offered via Distance Education (online).

**This program is offered only at the Hialeah Campus**  
**Transfer of program's credits is governed by admission policy of the receiving organization**

**ASSOCIATE DEGREE PROGRAMS**

**COURSES DESCRIPTION**

## Physical Therapist Assistant - Course Descriptions

### General Requirements

<b>ENC 101 –</b> English Comp. 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. Note: This course must be completed with a grade of C or better. Lecture (3 hours).
<b>ENC 102 –</b> English Comp. 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. 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).
<b>MAT 100 –</b> College Algebra 3 credits	College algebra course designed to provide a basis for the understanding of mathematics concepts and its applications. Topics include functions and relations and their graphs; algebraic operations on functions; linear and quadratic functions, the 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).
<b>HSC 103 –</b> Intro 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 lifespan. Psychological disorders and 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).



<b>SPC 100</b> – 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. Lecture (3 hours).
<b>HSC 100</b> – Anatomy & 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 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).
<b>HSC 102</b> – Anatomy & 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. Prerequisite: HSC, 100. Lecture (2 hours)/Lab (2hours).

### Specialty/Core Courses

<b>PTA 100</b> – Introduction to PTA 4 credits	Introduction to the history, current practice, and future trends of the profession. Introduction to a 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. The 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.
<b>PTA 101</b> – Kinesiology with Lab	This course covers anatomical structures and movements of primary body joints as related to physical therapy procedures, emphasizing functional components of the musculoskeletal and

4 credits (3 + 1 Lab)	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.
<b>PTA 102 –</b> Biophysical Agents with Lab 4 credits (2 + 2 Lab)	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 the appropriate judgment to monitor response to treatment; and discuss biophysical principles as they relate to the application of physical agents. The 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.
<b>PTA 103 –</b> Intro to Ther Ex 1 Credit	Introduces foundational concepts of therapeutic exercise. The rationale for and functional basis of exercises and techniques employed for therapeutic reasons.
<b>PTA 200 –</b> Therapeutic Exercises I 3 credits	Foundational concepts of therapeutic exercise are revisited. 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.
<b>PTA 201 –</b> Therapeutic Exercises II with Lab 4 credits (3 + 1 Lab)	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.

<b>PTA 202 –</b> Patient Care Procedures with Lab 4 credits (3 + 1 Lab)	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.
<b>PTA 203 –</b> Documentation, Tests, and Measurements with lab 4 credits (3 + 1 Lab)	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 a 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.
<b>PTA 205 –</b> Pathological Conditions 5 credits	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.
<b>PTA 208 –</b> Neurorehabilitation with Lab 4 credits (3 + 1 Lab)	This course covers clinical manifestations and rehabilitation interventions for selected Neurological conditions related to physical therapy. The 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 the 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.
<b>PTA 220 –</b> Clinical	Beginning clinical experience in a supervised patient care setting. Introductory experience in the application of skills learned.

Experience I 2 credits	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.
<b>PTA 221 –</b> Clinical Experience II 5 credits	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.
<b>PTA 222 –</b> Clinical Experience III 5 credits	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.
<b>PTA 223 –</b> Seminar 3 credits	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. The lecture will also include the types of clinical settings and complementary therapies commonly used in rehabilitation. Review and preparation for the 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.

## Occupational Therapy Assistant - Course Descriptions

### Course Sequence

#### First semester:

#### General education courses: (taught by general education faculty)

MAT 100: College Algebra (3 credits)	College algebra course designed to provide a basis for the understanding of mathematics concepts and its applications. Topics include functions and relations and their graphs; algebraic operations on functions; linear and quadratic functions, the 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)
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. Lecture (3 credits).
ENC 101: English 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, an 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)
HSC 100: Anatomy & Physiology I (3 credits)	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
HSC 103: Introduction to Psychology	This introductory course will provide students with an overview of the current body of knowledge and methods of the

(3 credits)	<p>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 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>
<b>TOTAL</b>	15
<b>Second Semester</b>	
ENC 102: English Composition II (3 credits)	<p>This is a required general education course in college level-writing.</p> <p>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>
<b>Core courses begin</b>	
OTA 100: Introduction to Occupational Therapy (3 credits)	<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.</p>

	<p>Lecture (3 credits)</p> <p>Clock hours (45 hours)</p> <p>Prerequisite: successful completion of general education courses with the minimum GPA requirement.</p>
OTA 101: Introduction to Occupational Therapy/Lab (2 credits)	<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, the 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.</p> <p>Lab component (2 credits)</p> <p>Clock hours (60 hours)</p>
OTA 102: Functional Anatomy & Kinesiology for Occupational Therapy (3 credits)	<p>This course expands upon previous knowledge of musculoskeletal anatomy and neuromuscular physiology to include applied movement concepts and normal functional movement patterns, identifying the anatomical position and major planes of the body, and the structure and basic functional implications of the skeletal, muscular, and nervous systems.</p> <p>Lecture (3 credits)</p> <p>Clock hours (45 hours lecture) Prerequisite: a passing grade in OTA 100/101</p>
OTA 103: Functional Anatomy & Kinesiology for Occupational Therapy/Lab (2 credits)	<p>This lab course provides hands-on experiences that correspond to the didactic portion of Functional Anatomy &amp; Kinesiology for Occupational Therapy. This course includes hands-on surface palpation of joints and muscles, biomechanical principles of joint motion, posture, and balance.</p> <p>Lab component (2 credits).</p> <p>Clock hours (60 hours)</p>
TOTAL	16
<b>Core courses</b> <b>Third semester:</b>	
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</p>

	<p>task in order to facilitate client goals and motivation to execute the task.</p> <p>Lecture (3 credits)</p> <p>Clock hours (45 hours)</p> <p>Prerequisite: a passing grade in all previous OTA courses: OTA 100/101, OTA 102/103</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).</p> <p>Clock hours (60 hours)</p>
OTA 106: Therapeutic Media & Group Therapy (3 credits)	<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)</p> <p>Clock hours (45 hours)</p> <p>Prerequisite: a passing grade in all previous OTA courses: OTA 100/101, OTA 102/103, OTA 104/105</p>
OTA 107: Therapeutic Media & Group Therapy/Lab (2 credits)	<p>This lab class provides hands-on experiences that correspond to the didactic portion of Therapeutic Media&amp; 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 the use of tools.</p> <p>Lab component (2 credits).</p> <p>Clock hours (60 hours)</p>
OTA 108: Patient Care Procedures (1 credit)	<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)</p> <p>Clock hours (15 hours)</p> <p>Prerequisite: a passing grade in all previous OTA courses: OTA 100/101, OTA 102/103, OTA 104/105, OTA 106/107</p>
OTA 109: Patient Care Procedures/Lab (1 credit)	<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>Lab component (1 credit). Clock hours (30hour</p>
TOTAL	12
<b>Core courses Third semester:</b>	
OTA 110: OT Treatment Planning & techniques for traditional & emerging practice areas (3 credits)	<p>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.</p> <p>Lecture (3 credits)</p> <p>Clock hours (45 hours)</p> <p>Prerequisite: passing grade in all previous OTA courses: OTA 100/101, OTA 102/103, OTA 104/105, OTA 106/107, OTA 108/109</p>
OTA 200: OT Treatment Planning & techniques for Adolescent & pediatrics II (3 credits)	<p>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.</p> <p>Lecture (3 credits)</p> <p>Clock hours (45 hours)</p> <p>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</p>
OTA 201: OT Treatment Planning & techniques for Adolescent & pediatrics II/Lab (2 credits)	<p>This lab course provides hands-on experiences that relate to the didactic portion of OT Treatment Planning &amp; Techniques for Adolescents &amp; Pediatrics. The student will review the use of occupational therapy terminology as it relates to practice, demonstrate selected practice skills including the fabrication, application, fitting and training in orthotic devices, principles, and concepts of therapeutic exercise, advanced positioning</p>

	<p>techniques and recognize the use of superficial thermal and mechanical modalities for the adolescent and pediatric population.</p> <p>Lab (2 credits).</p> <p>Clock hours (60 hours)</p>
OTA 202: OT treatment planning & techniques for geriatrics & mental health III (3 credits)	<p>Review of the historic perspective of OT in relation to mental health. Additionally, a 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.</p> <p>Lecture (3 credits)</p> <p>Clock hours (45 hours)</p> <p>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>
OTA 203: OT treatment planning & techniques for geriatrics & mental health III/Lab (2 credits)	<p>This lab course provides hands-on experiences that relate to the didactic portion of OT Treatment Planning &amp; Techniques for Geriatrics &amp; 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</p> <p>Lab component (2 credits).</p> <p>Clock hours (60 hours )</p>
OTA 204: Fieldwork Education Level 1a – 1d (2 credits)	<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 fieldwork settings for a total of 120 clock hours.</p> <p>Clinical hours (120 hours).</p> <p>Prerequisite: Passing grade in all previous OTA courses. OTA</p>

	100/101, OTA 102/103, OTA 104/105, OTA 106/107, OTA 108/109, OTA 110, OTA 200/201, OTA 202/203
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, the scope of practice, and the OTA's professional organization.</p> <p>Lecture (1 credit)</p> <p>Clock hours (15 hours)</p> <p>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
<b>Core courses Fifth semester:</b>	
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</p> <p>Clinical hours (320 hours).</p> <p>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>
OTA 207: Fieldwork Level II b (7 credits)	<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</p> <p>Clinical hours (320 hours).</p> <p>Prerequisite: Passing grade in all previous OTA courses. OTA 100/101, OTA 102/103, OTA 104/105, OTA 106/107, OTA</p>

	108/109, OTA 110, OTA 200/201, OTA 202/203, OTA 204, OTA 204, OTA 205, OTA 206
OTA 208: From OTA Student to OTA New Graduate Seminar (2 credits)	<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>
TOTAL	16

## Institution Academic Calendar

### Calendar 2023\*

*\*Program Calendars are subject to changes.*

<b>Winter Term</b>	
January 3	Semester Begins
January 10	Last date to withdraw without penalty
January 16	MLK Day Observance
February 20	President's Day
April 7	Good Friday Observance
April 21	End of Semester
<b>Summer Term</b>	
May 1	Semester Begins
May 8	Last date to withdraw without penalty
May 29	Memorial Day Observance
June 19	Juneteenth
July 4	Independence Day Observance
August 18	End of Semester
<b>Fall Term</b>	
August 28	Semester Begins
September 4	Labor Day
September 5	Last date to withdraw without penalty
November 11	Veterans Day
November 23-24	Thanksgiving Recess
December 15	End of Semester

## Institution Academic Calendar

### Calendar 2024\*

<b>Winter Term</b>	
January 2	Semester Begins
January 9	Last date to withdraw without penalty
January 15	MLK Day Observance
February 19	President's Day
March 29	Good Friday Observance
April 19	End of Semester
<b>Summer Term</b>	
April 29	Semester Begins
May 6	Last date to withdraw without penalty
May 27	Memorial Day Observance
June 19	Juneteenth
July 4	Independence Day Observance
August 16	End of Semester
<b>Fall Term</b>	
August 26	Semester Begins
September 2	Labor Day
September 3	Last date to withdraw without penalty
November 11	Veterans Day
November 28-29	Thanksgiving Recess
December 13	End of Semester

*\*Program Calendars are subject to changes.*

# The Praxis Institute

## Tuition, Fee, and Supplies

Program	Clock Hours/Credits	Months	Weeks	Tuition	Registration Books & Supplies	Total
Therapeutic Massage Technician	540	6	27	\$10,900	\$100.00 (Registration Fee)	\$11,000
Advanced Therapeutic & Clinical Massage	750	9	38	\$14,900	\$100.00 (Registration Fee)	\$15,000
Physical Therapist Assistant (AS)	1590/73	20	80	\$49,900	\$100.00 (Registration Fee)	\$50,000
Dental Assistant	900	11-13	45-56	\$15,700	\$100.00 (Registration Fee)	\$15,800
Occupational Therapy Assistant (AS)	1870/75	20	80	\$40,100	\$100.00 (Registration)	\$40,200
Pharmacy Technician	900	11-13	45-56	\$15,700	\$100.00 (Registration Fee)	\$15,800

**Prices are subject to change**

**The Admission Representative will notify the prospective student of the changes**

## CORPORATE OFFICE

### Administration & Staff

Miguel Alfie	Chairman of the Board
Rebeca Alfie	Executive Director
Dario Alfie	Vice-President and Miami Campus Director
Roberto Bermudez	Accreditation and Compliance Director
Gustavo Perez-Oriol	Distance Education Director Library Director
Zoila Espinosa	Campus Registrar
Norys Benitez	Campus Registrar Assistant
Saimy Diaz	Financial Aid Supervisor
Aneiter Real	Financial Aid Officer
Renee O. Scioville	Placement Officer/Student Services
Ivett Calzadilla	Library Assistant
Alina Becerra	Admission Representative
Javier Revillas	Accounting Coordinator

### Faculty Miami Campus

Mariano Leyva	Program Director/Instructor	LMT Diploma Kinesiology Diploma	Praxis Institute Higher Institute of Physical Fitness
Joel Montane	Instructor	LMT Diploma	Praxis Institute
Mario Rodriguez	Instructor	LMT Diploma	Praxis Institute
Rebeca Fernandez	Program Director/Instructor	Doctor in Dentistry Science	Habana University
Leticia Lemus Cruz	Instructor	Doctor in Dentistry Science PhD	Habana University
Jorge Valdivie	Instructor	Doctor in Dentistry Science	Habana University
Omaris J. Diaz Davila	Program Director/Instructor	Pharmacy Tech Diploma BS in Business Administration	Everest Institute Strayer University
Lisbet Rodriguez	Instructor	Pharmacy Tech Diploma	Mattias College
Nafeesah Khan	Program Director/Faculty	DPT	NSU
Dunia Sanchez	PTA ACCE/Faculty	AS in PTA BS in Physical Education	Praxis Institute FIU
Lorena Castillo	Faculty	AS in PTA	Broward College



## HIALEAH CAMPUS

### Administration & Staff

Flavio Alfie	VP of Academic Affairs and Hialeah Campus Director
Roberto Bermudez	Accreditation and Compliance Director
Gustavo Perez-Oriol	Distance Education Director Library Director
Mayra Rodriguez	Campus Registrar
Saimy Diaz	Financial Aid Supervisor
Glenda Legon	Financial Aid Officer
Adiba Ballesteros	Financial Aid Officer
Josephine Guzman	Placement Officer/Student Services
Jenny Reyes	Admission Representative
Imaidy Velasco	Distance Education Coordinator/Library Assistant

## Faculty Hialeah Campus

Mariano Leyva	Program Director Instructor	LMT Diploma Kinesiology Diploma	Praxis Institute Higher Institute of Physical Fitness
Oscar Santiesteban	Instructor	LMT Diploma	Praxis Institute
Eliodannis Rodriguez	Instructor	LMT Diploma	Praxis Institute
Carlos Lara	Instructor	LMT Diploma	Praxis Institute
Rebeca Fernandez	Program Director/Instructor	Doctor in Dentistry Science	Habana University
Martha Martinez	Instructor	Doctor in Dentistry Science	Habana University
Omaris J. Diaz Davila	Program Director/Instructor	Pharmacy Tech Diploma AS in Business Administration	Everest Institute Strayer University
Yelinee Delgado	Instructor	Pharmacy Tech Diploma	Mattia College
Keyla Alfaro	Instructor	Pharmacy Tech Diploma	Mattia College
Judith M. Miller	Program Director/Faculty	AS in OTA BA in Political Science MBA	CUNY at La Guardia CUNY @ York College NSU
Sherika Coates	Faculty	MS in OT	Barry University
Alexandra Timmer	AFWC/Faculty	AS in OTA BS in OH	Keiser University

We, the undersigned, hereby certify that the information in the Institutional Catalog 2023-2024 and any attached documents is true and correct in content.

Rebecca Alfie

Print Name

1-6-23

Date

Executive Director

Title



Signature

FLAVIO ALFIE

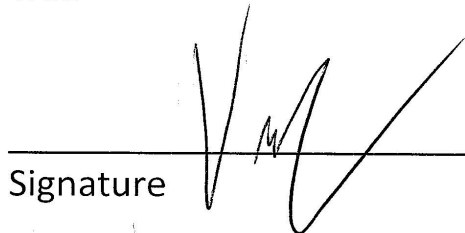
Print Name

01/06/2023

Date

VICE PRESIDENT ACADEMIC AFFAIRS

Title



Signature