Umbrella Academy Unlimited School Catalog

2024-2025 Academic Year

Table of Contents

1. Introduction

2. Program Overview

   - STNA Program

   - Medication Aide Program

   - Phlebotomy Program

 -Medical assistant Program

3. Admission Requirements

4. Course Descriptions

5. Program Outcomes

6. Tuition and Fees

7. Financial Aid

8. Contact Information

---

 10/10/2024

1. Introduction

Welcome to Umbrella Academy Unlimited! We are dedicated to providing high-quality education and training in healthcare fields. Our programs are designed to prepare students for rewarding careers in healthcare, focusing on hands-on experience and real-world application.

Welcome! In today’s competitive society, it is of the utmost importance that today’s workforce be well prepared with basic and practical skills, techniques, and knowledge which will help to ensure the future. This in turn will enable the individual to reach social and economic goals, thereby providing a greater sense of security. UAU’s primary emphasis is to keep pace with new technologies and advancements that occur rapidly in today’s business and educational areas. UAU is committed to remain vigilant to the rapid changes and new developments in today’s world and offer education and training opportunities to individuals wishing to pursue career change or advancement. We want all our students to be able to “Learn Well. Live Well.”

Taresa Avery RN, Director & CEO

 MISSION STATEMENT

 UAU is committed to providing high-quality

instruction, hands-on training and effective career preparation

in a comfortable environment that facilitates the learning experience.

 UAU LEARNING OUTCOME OBJECTIVES

 1. Safe, Patient-Centered Care – Provide safe, patient centered care using evidence-based practice

while managing multiple patients.

2. Caring Behaviors – Integrate caring behaviors when managing care for diverse patients,

families, and communities.

3. Communication – Integrate effective communication skills to promote safety and support decision

making while managing patient care.

4. Clinical Judgment – Incorporate clinical judgment to ensure quality outcomes when managing patient care.

5. Collaboration – Participate in collaborative relationships to improve patient outcomes

when managing nursing care for diverse patients, families, and communities.

6. Leadership – Integrate leadership skills in a variety of healthcare settings when managing care

for diverse patient populations.

2. Program Overview

 STNA Program

- Duration: 3 1/2 weeks (75 hours) online with labs and clinicals

- Description: The STNA program prepares students to become State Tested Nursing Assistants. Students will learn essential patient care skills, including personal hygiene, mobility assistance, and basic medical procedures.

- Certification: Upon successful completion, students are eligible to take the Ohio STNA certification exam.

-Duration 2 weeks **day** class (75 hours) with labs and clinicals

-Duration 3 ½ weeks **evening** classes 75 hours) with labs and clinicals

-Duration 4 weeks online Hybrid (75 hrs.) labs and clinicals

 Medication Aide Program

- Duration: 2 weeks (46 hours)

- Description: This program trains students to safely administer medications in long-term care settings. Students will learn about medication types, side effects, and proper administration techniques.

- Certification: Graduates will receive a Medication Aide certificate upon passing the state exam.

 Phlebotomy Program

- Duration: 8 weeks (120 hours)

- Description: The Phlebotomy program provides students with the skills and knowledge to perform blood drawings, handle specimens, and understand laboratory procedures. Emphasis is placed on patient care and safety practices.

- Certification: Students will have the opportunity to take a national certification exam upon completion.

-Phlebotomy- High school diploma or GED

- Minimum age of 18,

- Background check

- Physical examination and immunization records

3. Admission Requirements

- High school diploma or GED for most programs

- Minimum age of 18,

- Background check (Medication Aide programs & Phlebotomy)

- Physical examination and immunization records (as required)

-STNA-16 years of age

Valid State ID

HS diploma not required

Does not require immunizations or drug screening

- Medication Aide-At least eighteen years of age.

Have a high school diploma or a high school equivalence diploma

Have successfully completed their STNA classes and passed their STNA state examination (if the applicant is to function as a certified medication aide in a nursing home)

If the applicant is to function as a certified medication aide in a residential care facility the applicant must either have at least one year of direct care experience in a residential care facility or be an STNA.

Must be employed at time of admission in a Long-Term Care or Residential Care facility

Medical Assistant

-Duration: 600 clock hours

-Description: This course is designed to help prepare the student to perform well on the Medical Assistant Certifying Examination (CMA) test. The principal guidelines for this course are based on the American Association of Medical Assistants (AAMA) Certification Examination Content Outline. There are four major areas of comprehensive review: General information, administrative procedures, clinical procedures, & a practice exam.

\* Students are required to show proof of immunization against Hepatitis B. In addition, proof of negative TB Skin test must be submitted.

A high school diploma or a GED equivalent

Submitting a completed application and fee

Being at least 18 years old

Sending official transcripts from a high school or GED program

Completing a physical exam and required immunizations

CPR certification

 4. Course Descriptions

 STNA Course: NATCEP (Nurse Aide Training Competency Evaluation Program) aka STNA

Ohio Department of Health Approved

Coursework relates to the following healthcare topics: nurse aide roles, communication, interpersonal skills, basic nursing skills, mental health, social services, legal issues, safety & security, signs & symptoms of disease, aging, death & dying, hygiene, grooming, and mobility. In addition to classroom-based training, you will have a “hands on” clinical experience. Upon successful completion of our class, students receive a certificate, and this qualifies all students to take the State Tested Nurse’s Aide examination. This examination is administered at our school.

The Ohio Department of Health requires that students complete a minimum of 59 classroom hours and 16 clinical hours for a total of 75 hours. If any class time is missed due to an emergency, arrangements must be made to make up the hours at the instructor’s discretion. If the hours missed are not due to a verifiable emergency or too many hours are missed then the student will be asked to leave the class and restart with the next session

 Medication Aide Course: Medication Administration Testing (OBN)

Ohio Board of Nursing Approved

Medication Administration Certified (Ma-C Program)

**COURSE DESCRIPTION**

A certified medication aide shall administer prescription medications only at the delegation

of a nurse to residents of nursing homes and residential care facilities. A certified

medication aide, to whom the task of medication administration is delegated, may

administer oral medications, topical medications, medications administered as nasal spray,

or as drops, or ointment to a resident’s eye, ear, or nose; rectal and vaginal medications; or inhalants delivered by inhalers, nebulizers, or aerosols that allow for a single dose of a

fixed, pre-measured amount of medication.

This course is comprised of 30 hours of classroom instruction which includes didactic lecture and laboratory training in addition to 16 hours of clinical training at a skilled nursing facility after successful completion of the 46 hours. Upon completion of the course the candidate must apply to the Ohio Board of Nursing and undergo a civil and Federal background check. Furthermore, results from the COMPASS Placement Test for Math and Reading must be submitted for entrance into the Medication Aide Program. If a Certified Medication Aide is employed by a residential care facility and will be administering medications to residents, he/she must obtain a minimum of one-year direct care experience. If the applicant seeks to administer medication to residents at a nursing home, he/she must first at least be an STNA.

 Phlebotomy Course:120 clock hours **90 class**/lab with a 30-hour clinical, combines academic and hands-on classroom instruction. Hands-on experiences are offered as they are available. Students will learn to safely collect actual blood samples, clean and sterilize equipment, and use infection control precautions. Successful completion of the course will qualify students to take the national certification exam, [Phlebotomy Technician Certification CPT](https://www.nhanow.com/), to become a Phlebotomy Technician. Employment opportunities include hospitals, labs, blood banks, nursing homes, or physician offices.

Medical Assistant

Program is designed to train individuals for entry-level medical office positions. A medical assistant is a medical support professional that performs a variety of tasks to assist physicians in providing patient care, while ensuring that clinics and hospitals run smoothly and efficiently. While medical assistants working in a smaller practice may be required to perform some administrative tasks, those working in larger medical facilities focus mainly on providing support services directly related to patient care. While administrative medical assistants work mainly at the front desk and reception area of a clinic or doctor’s office, clinical medical assistants are more often found at the physician’s side working in close contact with patients. Graduates of this program receive coursework relating to aiding the physician in direct patient care. Graduates will be prepared to seek positions such as clinical/medical assistant.

5. Program Outcomes

Graduates of our programs will:

- Demonstrate proficiency in essential healthcare skills.

- Exhibit professionalism and ethical behavior in healthcare settings.

- Pass state and/or national certification exams.

 6. Tuition and Fees

- STNA Program: $785 online course

-STNA Program: $635 day & evening course

- Medication Aide Program: $885

- Phlebotomy Program: $1,535

-Medical Assistant Program $2000

Note: Prices are subject to change. Additional fees may apply for textbooks and materials.

7. Financial aid

We offer payment plans. Please contact our office for more information.

8. Contact Information

Umbrella Academy Unlimited

Address: 375 Glensprings Dr suite 410 Cincinnati, Ohio, 45246

Phone: (513) 648-0294

Email: umbrellaacademyllc@gmail.com

Website: https/: umbrellaacademyunlimited.com

**Hours of operation**

The school’s business hours are Monday through Friday 8:00 am until 9:30 pm. For additional information on the school, contact the Admission Department.

**Legal Control**

UAU Career school is a private training school. Owned by Umbrella Academy Unlimited LLC. The school complies with all local, state and federal laws and regulations.

**Academic Calendar**

The current catalog is effective January 1, 2024, through December 31, 2024

**Holidays Observed:**

 **New Years Day**

 **Martin Luther King JR**

 **President Day**

 **Memorial Day**

 **Juneteenth**

 **Independence Day**

 **Labor Day**

 **Veteran Day**

 **Thanksgiving & the Day after**

 **Winter Break (12/24/24 to 1/3/25)**

**Registration is continuous. Classes start monthly; please call Admission with start and end**

**Dates**

**Administrative personnel**

**Taresa Avery CEO / President**

**RN 17 years’ experience in Nursing**

**6 years in school instruction**

**Tanya Roberts Instructor**

**BA and master’s in health administration/leadership**

**30 years teaching**

**Refund Policy Guidelines**

**1. Application Fee: application fees are non-refundable.**

**2. Tuition Refunds:**

**- If a student withdraws or is terminated from a program, they may be entitled to a refund of tuition based on the timing of their withdrawal. From the last day of attendance.**

**- UAU follows a pro-rated refund schedule, which means the amount of tuition refunded decreases as the student progresses through the program.**

**3. Refund Schedule:**

**- Refund schedules is to provide a full refund if a student withdraws within the first week or two.**

 **-Refund Policy If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1.**

 **Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code section 3332-1-10: Page 1 of 2**

 **(1) A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.**

**(2) A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.**

**(3) A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.**

**(4) A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.**

 **(5) A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees. The school shall make the appropriate refund within thirty days of the date the school is able to determine whether a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student’s attendance or participation in an academic school activity. Complaint or Grievance Procedure All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio, 43215, Phone 614-466-2752; toll free 877-275-4219.**

**Important Steps for Students**

**- Read the Enrollment Agreement: Before enrolling, students should carefully read the enrollment agreement or contract, which should outline the school’s refund policy.**

**- Contact the School: If you have questions about the refund policy, it's best to contact the school directly for clarification.**

**- Document Everything: If you decide to withdraw, keep records of any communications with the school regarding your withdrawal and any refund requests.**

**Conclusion**

**If you are considering enrolling in or attending a career school in Ohio, it's essential to understand their specific refund policy and how it may apply to your situation. For the most accurate and detailed information, consult the Ohio State Board of Career Colleges and Schools' website or contact the school directly.**

**STNA classes**

**-begin the last two weeks of every month**

**-2 week days**

**-3 ½ week evening**

**-4 week online hybrid with labs and 2 clinical days**

**Day Class: Monday- Friday 8:00 a.m. - 3:30 p.m. except for three (2) clinical days 7:00 a.m. –3:30 p.m. Evening 5pm-9pm 2 clinical days;**

**MATP classes**

**-begin the first Thursday of every month**

**-2 week**

**-16 hours supervised clinicals**

**Day Classes
Tuesdays and Thursdays
8:00 am to 4:30 pm**

**Phlebotomy classes**

**-begin the first Monday of every month**

**-8 weeks**

**-30 hour supervised clinicals**

**Day Classes
Monday, Tuesday, Thursday
9:00 am to 12:30 pm**

**Evening Classes
Tuesday, Thursday
6:00 pm to 9:30 pm**

**100% in-class attendance is required.**

**-for all courses**

 **Student Leave and Absence Policy**

**1. Notification Requirement: Students are required to notify the school in advance of any planned absences or as soon as possible in case of an emergency.**

**2. Types of Leave: Excused and unexcused absences. Excuse absences include medical emergencies, family emergencies, or official school events.**

**3. Documentation: Students are required to provide documentation (e.g., a doctor's note) for certain types of absences to be considered excused.**

**4. Impact on Attendance Record: Excessive absences, even if excused, may impact on a student’s attendance record and could affect financial aid eligibility or program completion.**

**Tardiness Policy**

**1. Definition of Tardiness: Being late to class or arriving after the scheduled start time can be classified as tardiness.**

**2. Consequences: UAU can impose penalties for excessive tardiness, such as a reduction in participation grades or additional assignments.**

**3. Makeup Work: Students who arrive late may miss important information or participation points, and they may need to make up for this loss, depending on the situation .**

 **Makeup Work Policy**

**1. Eligibility: Contingent on the absence being classified as excused.**

**2. Timeframe: Within a week of absence.**

**3. Assignments and Tests: Makeup work could include tests, quizzes, or assignments missed during an absence.**

**4. Communication: Students are encouraged to communicate with instructors about missed work and to understand the expectations for making up assignments.**

 **General Best Practices**

**- Stay Informed: Students should familiarize themselves with their specific school’s handbook or website for detailed policies.**

**- Engage With Instructors: Regular communication with instructors can help mitigate issues related to absences or tardiness.**

**- Plan Ahead: If possible, students should plan their schedules to minimize the risk of absences or tardiness.**

 **Grading system**

 **A= 94 -100%**

 **B= 86 -93%**

 **C= 78 – 85%**

 **D= 70 -77%**

 **F= 0 – 69%**

 **Evaluation Method**

* **There will be written test, homework and evaluation**
* **The written test passing grade is 80%**
* **A 100% is required on all skills listed on performance log**
* **Clinical is pass/fail**
* **All requirements must be completed by the schedule end date of the course**
* **A certificate will only be awarded to those who meet all program requirements**
* **We make ever effort to assist you in being successful in your program. We aim for you to be excellent caregivers and grow professionally and personally.**

**Unsatisfactory Academic Progress**

**1. Definition of Unsatisfactory Progress:**

**- Unsatisfactory academic progress refers to a failure to maintain the minimum required GPA (e.g., below 2.0 on a 4.0 scale) or not successfully completing a certain percentage of attempted credits or courses (often around 67%).**

**- Failure to meet the minimum passing grades in required courses is also considered unsatisfactory progress.**

**2. Notification:**

**- Students will receive formal notification of unsatisfactory progress, often through academic advising sessions or written communication. This notification outlines the reasons for the designation and the steps needed to improve.**

**3. Support Services:**

**- Schools typically offer academic support services for students on probation, including access to tutoring, counseling, and study skills workshops to help improve academic performance.**

**4. Consequences of Continued Unsatisfactory Progress:**

**- If a student fails to meet the required standards after the probation period, they may face consequences such as academic dismissal from UAU.**

 **Appeal Process**

**- Many institutions provide a formal process for students to appeal this requires students to submit a written appeal explaining extenuating circumstances that affected their academic performance.**

**Conditions of Re-Entrance for Dismissed or Suspended Students**

**1. Eligibility for Re-Entrance:**

**- Students who have been dismissed or suspended for failing to maintain satisfactory academic progress may be eligible to apply for re-entrance after that course period.**

**2. Application Process:**

**- Students must submit a formal application for re-entrance, which include:**

**- A written statement explaining the circumstances that led to their dismissal or suspension.**

**- Evidence of changes made since the dismissal, such as completion of remedial courses, counseling, or other academic support.**

**3. Meeting Academic Standards:**

**- To regain admission, students are required to demonstrate a plan to meet the institution’s academic standards. This involves:**

**- Achieving a certain GPA in subsequent coursework**

**4. Academic Advising:**

**- UAU requires students seeking re-entrance to meet with an academic advisor to discuss their academic plan and any support services available to help ensure future success.**

**5. Probationary Status:**

**- Upon re-admission, students may be placed on academic probation. During this probationary period, they may need to adhere to specific conditions, such as:**

**- Limited course loads.**

**- Mandatory attendance in tutoring or academic support programs.**

**- Regular meetings with academic advisors.**

**Grievance Procedures**

**1. Definition of a Grievance:**

**- A grievance is typically defined as a formal complaint by a student regarding any aspect of their educational experience, such as academic policies, treatment by faculty or staff, financial issues, or violations of the school’s policies.**

**2. Initial Complaint Resolution:**

**- UAU encourages students to first address grievances informally with the relevant faculty member, staff member, or department involved. This could involve:**

**- Scheduling a meeting to discuss the issue.**

**- Attempting to resolve the matter directly at the departmental level.**

**3. Formal Grievance Process:**

**- If the issue is not resolved informally, students are required to submit a formal written grievance. This process includes:**

**- Completing a grievance form, which can typically be obtained from the school’s student services office.**

**- Detailing the nature of the grievance, the parties involved, and any attempts made to resolve the issue informally.**

**4. Investigation and Response:**

**- Upon receiving formal grievance, UAU will generally:**

**- Acknowledge receipt of the grievance in writing.**

**- Initiate an investigation, which involve interviews with involved parties, reviewing relevant documentation, etc.**

**- Provide a written response to the student within a specified timeframe ( 30 business days).**

**5. Appeal Process:**

**- If the student is not satisfied with the outcome of the grievance, there is an appeal process. This usually involves:**

**- Submitting an appeal in writing to a higher authority within the institution (e.g., the academic dean or grievance committee).**

**- The institution will then review the case and provide a final written decision.**

**Right to Contact the Ohio Board of Career Colleges and Schools**

**1. State Board Contact Information:**

**- If a student believes their grievance has not been adequately resolved through UAU internal processes, they have the right to contact the Ohio Board of Career Colleges and Schools. The contact information is as follows:**

**Ohio Board of Career Colleges and Schools**

**Address:**

**30 E. Broad St., 24th Floor**

**Columbus, OH 43215**

**Toll-Free Telephone Number:**

**1-877-275-4219**

**Website: Ohio Board of Career Colleges and Schools (**[**https://cs.ohio.gov/**](https://cs.ohio.gov/)**)**