



American Institute of Pharmaceutical Technology

We care national healthcare

School Catalog



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www.AIPTNET.com

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American Institute of Pharmaceutical Technology

MISSION STATEMENT

It is our mission to keep people healthy and happy throughout their life by providing quality education and training to the people.

We expect from our trained graduates that they will prosper in the healthcare and other fields by serving the community, the people.

VISION STATEMENT

In an ever-changing world, everything is taking different shape very often. It is our goal to keep abreast with new technologies and paradigm. We will provide our students with knowledge and skills that requires keeping them at par with any change in their respective career, hence, they will always be able to cope up with the changes and deliver services according to the current needs.

It is a vision to be accomplished. We will do our best to hone the skills of our students to that end.





American Institute Of Pharmaceutical Technology

American Institute of Pharmaceutical Technology (AIPT) was founded and incorporated in 1992 as a For-profit proprietary educational institution in response to the education and training requirements for Pharmaceutical / Healthcare industry professionals in tri-state area and the need for skill certification. It was formerly known as Labtech Research Institute and was mainly instrumental in giving industry specific hands-on training in Pharmaceutical and Chemical Laboratory Science that changed its name to American Institute of Pharmaceutical Technology in 2004 and added some allied healthcare programs.

Since 1992, American Institute of Pharmaceutical Technology has remained the leading Institution for industrial pharmaceutical and healthcare education and training offering fully integrated hands-on training in the field of healthcare, management and technology. The Institute prides itself on the ability to develop and enhance the human resource assets of the pharmaceutical and allied industry as well as serve as a resourceful source of expertise. With the state-of-the art training facilities and its experienced faculty, AIPT is uniquely positioned as a specialized training in industrial pharmaceutical and healthcare industry. As a post-secondary diploma granting institution, AIPT provides and confers pharmaceutical and healthcare skills certification to graduates who have completed its programs and fulfilled the standards of professional excellence.

AIPT is licensed by New Jersey State Department of Education and NY/NJ/PA Dept. of Labor and Workforce Development and it adheres to all of their rules and regulations.

AIPT also offers National Certification for their healthcare programs from National Healthcare Association (NHA).

1. ADMINISTRATORS AND INSTRUCTORS:



Directors:

- Dr. Shajadi Parvin, President and CEO
- Dr. GeeCee Pat, VP, Operation and CAO

Full Time Instructors:

Dr. GeeCee Pat, MS, Ph.D., MBA, DCRA MS, Ph.D. MBA, S.P. University, India DCRA, Humber College, Canada 22 Years Industry Experience	Dr. Sultan Khan, MPT, MBA MPT, Mumbai University, India MBA, UNVA, USA 3 Years Industry Experience
Ms. K. Patel, MS, MBA MS, Gujarat University, India MBA, Texas University, USA 5 Years Industry Experience	Dr. Maryna Manadhar, MD MD, Nepal University, Nepal 7 Years Industry Experience
Dr. Muzharul Islam, Ph.D. (Pharmacy) B. Pharmacy, Dhaka University, Bangladesh MS, Ph.D. Japan University, Japan 16 Years Industry Experience	Ms. Seeba Jacob, BPT, MBA Kerala University, India 3 Years Industry Experience
Mr. Jeffrey Goldstein, BS Adelphi University, USA 15 Years Industry Experience	Dr. Nadia Sapoznikov, MD. MD, Moscow University, Russia 18 Years Industry Experience

Part Time Instructors:

Dr. Mathew Pierre, Ph.D. MS, Ph.D. New York University, USA 25 Years Industry Experience	Ms. Emily Hand, CMA Drake College, USA 6 Years Industry Experience
Ms. Azra Mansoori, BS (Pharmacy) BS, North Gujarat University, India 6 Years Industry Experience	Ms. Linda Agosto, BS New Jersey City University, USA 5 Years Industry Experience
Mr. Ramades Gonzalez, BS Kean University, USA 12 Years Industry Experience	Ms. Okevia Redway, BS Ramapo College, USA 3 Years Industry Experience
Mr. Derek Grier, CMBC NY Medical Training Institute, USA 5 Years Industry Experience	

Administrative Officer:

Mr. Ahsan Ahmed	Mrs. Naheed Chaudhary
Mr. Santosh Pansare	Ms. Ana Toledo
Mr. Ramades Gonzalez	Ms. K. Patel
Mr. Jack Patel	Ms. Noelia Camergo

Guidance Counselor / Placement Officer:

Dr. GeeCee Pat	Mr. Charles Gonzalez
Dr. Shajadi Parvin	Mr. Jose Natal
Ms. K. Patel	

2. SCHOOL CALENDAR AND REGISTRATION:

The following holidays will be observed by the school and classes will not be held. Holidays are not counted as part of the contracted time schedule.

National Holidays:

- | | | | |
|---------------------|-------------------|---------------------|------------------|
| 1. Independence Day | 2. Labor Day | 3. Thanksgiving Day | 4. Christmas Day |
| 5. New Year Day | 6. M. L. King Day | 7. President’s Day | 8. Memorial Day |

Class Schedules:

School Hours:	9.00 a.m. to 7.00 p.m., Monday to Thursday. 9.00 a.m. to 5.00 p.m., Friday to Saturday (By appointment only)
Training Hours:	9.00 a.m. to 9.00 p.m. Monday to Thursday. (One hour lunch time) 9.00 a.m. to 5.00 p.m., Friday to Sunday
Class size:	Minimum 3 and maximum 20 students per batch.

Program Start Date: **1st Monday of each month (Except Holidays)**

3. ADMISSION POLICIES:

Admission Requirements:

- a. All students must be at least eighteen (18) years of age on or before the first day of admission.
- b. High School Diploma or General Education Diploma (GED) or Ability of Benefit. If a student does not have a H.S. Diploma, GED or Higher College Degree, they must take the Ability to Benefit exam (offered free at the school). Minimum requirement for passing is 50%.
- c. Additional Requirement as follows:

Clinical Research Associate	Two years of college or Three years of Industry Experience
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Admission Requirements for English as a Second Language (ESL):

Vocational ESL is a standalone program that is limited to the person who has occupational competencies in their field of interest but because of lack in proficiency in English they are not able to perform work proficiently. If they could demonstrate adequate English language skills then person can be employable.

School admits the students who need instruction in English to be able to use the knowledge and skills that they already acquired in their home country language in order to obtain employment.

- a. All students must be at least eighteen (18) years of age on or before the first day of admission.
- b. Student need to provide an two evidence for their occupational skills from the following list:
 - a. Resume

- b. Job Letter from employer
 - c. Recommendation letter
 - d. Foreign certification
- c. Student needs to take entrance exam offered at the school before enrolling to the program. Based on student's performance on entrance exam, the student will be admitted to the level of English as a Second language program.
- d. Based on level of English as a Second language program admission the total program cost will be prorated.

Admission Process:

Students may register for programs at any time up to one week (5 days) prior to the start date. You will need to register by mail or in person with the admissions officer.

Please bring the following with you for a successful application:

- Photo Identification (driver's license, birth certificate or passport)
- Copy of Social Security Card (if have it)
- GED / High School Diploma or Provide your ability to benefit score (if applicable). **For ESL program, the student does not require to have HSD / GED or ATB.**
- Initial payment for \$100 registration fee and tuition fees (we accept cash (In person only), Certified checks, Credit/Debit Card, Money order and Bank draft) Students who is receiving a student loan should bring documentation of such when registering.
- If applicable, Tuition fee approval letter from Dept. of Labor (WDP/DTE/WIA/TA/ARRA).

Note: AIPT is an equal opportunity institute. Any information based on sex, race, ethnic origin or religion would not affect admission or placement.

4. ACADEMIC POLICY:

Class Attendance:

The students are been expected to attend all classes and laboratories. Absence does not excuse a student from the class work or assignments that are been missed. Repeated absences or lateness that affects student performance will reflect in the final grade and could lead to a failing grade for the course.

Leave Of Absence Policy:

The following conditions may be considered for leave of absence:

- Medical (including pregnancy),
- Family care (including unexpected loss of childcare and medical care of family),
- Military duty, and
- Jury duty.

Any student who must take a leave of absence may do so, by submitting application stating why the student needs to take a leave of absence, to the School Director. Also, when applicable, and as requested by the Director, the student willing to take the leave of absence must submit documented proof for said emergency (If applicable). Upon meeting these requirements, the school director will then decide whether the student may or may not take a leave of absence. Both the director and student will document and sign all approvals, disapprovals or solutions. The student will receive a copy for their records as well. A Student will not be allowed to take a leave of absence for more than two consecutive or non-consecutive topics per curriculum length. A student who takes a leave of absence during any program/ course where the grade of the program/ course will be affected will receive an incomplete grade of "INC" for such program/ courses. Once a student retakes the program/ course, the new program/ course grade will replace the incomplete "INC" grade. The total time requested off must not exceed 180 days (cumulative) in a calendar period.

Students will be granted a leave of absence upon request. The following guidelines must be adhered to:

- a. A request for a leave of absence must be submitted to the Director in writing.
- b. The request must have the date that the student will begin the leave and the expected date of return to classes.
- c. Leave of absences will be honored within current bulletin year. Should a request take the student beyond this contracted bulletin they may be subject to enter a new contract.

If the student does not reenter within the bulletin year and has not notified the school, the student's contract will be terminated and he/she will be granted a refund according to the School Refund Policy.

Note: Each individual situation will be handled privately. The school will make every effort to help students meet their educational goals. Because tuition costs and program syllabi may change, it will be necessary to meet with the Director / Counselor before returning to class.

Probation:

A student will be placed on probation if they do not maintain minimum grade requirements and/or has excessive absence as described under the attendance section, and/or who fail one or more courses. The probation period will be two weeks (10 days) or 8.5 instructional hours. During the probation period the student will be able to take the advantage of in-school tutoring up to 4.0 hours without additional tuition cost. If the student requires tutoring beyond 4.0 hours, then the student will be obligated to pay the additional cost of \$ 75.00 per hours for the assistance.

The student will then have the following terms to regain a 2.0 or higher cumulative G.P.A.

- If at the end of the second consecutive course, the student's G.P.A. is still below a 2.0 AIPT has the right to dismiss the student for unsatisfactory progress.
- The only exceptions will be made for justifying circumstances with approval from the School Director.

If the student cannot afford the additional tutoring and still has not met the required grade of 75% after 4.0 hours of individualized assistance, then a meeting between the Director of the school, the instructor of the course and the student will be held to determine the appropriate action.

Academic Plan:

Student admitted into the program based on the Ability to benefit, will be assigned a customized academic plan based on their requirement. This plan will include the observing and monitoring of their academic progress. No additional cost is associated for the students with the academic plan, however your length of program will be modified based on the academic progress.

Absences Policy:

- AIPT records the daily attendance of each student in accordance with NJDOE guidelines. Records of student attendance will be kept on file and are available for student review. Unexcused absenteeism for more than 20 percent of the total course time can result in dismissal of student.
- Graduation requirements stipulate that the student must be present at least 80% of the instructional time.
- A student will be placed on probation if at the end of any term they have completed less than 80% of their scheduled hours within their academic program. Once on probation, a student will have the following term to improve their attendance above 80% of the scheduled hours. If at the end of the second consecutive term a student is still below the 80% threshold, AIPT has the right to dismiss the student for unsatisfactory progress.
- The student will be responsible for all fees, unless the Director has noted justifying circumstances and approves a waiver of program/ course fees. Reasons for absences, methods of correction, and extenuating circumstances will be documented and signed by both the student and the Director. When applicable, documented proof of reason may be requested. The school reserves the right to authenticate such documents when necessary.
- Excused absences are permitted for illness or any unavoidable circumstance. Please notify the director in writing or by phone call in case of emergency by 9:00 a.m. or call 24/7 at (201) 489-2771 / (201) 982 3120 and leave message if you will be absent from class. Unexcused absences are absences where the student has neglected to notify the school and/or extend beyond the 20 percent allowance without arranging for an official leave of absence.
- Students are required to complete 80% of their lab hours. Students will not be considered to have completed their clinical externships until the site supervisor has certified all required attendance hours. It is the responsibility of the student to provide the school with a timesheet signed by the clinical site supervisor documenting clinical hours completed for a week no later than Tuesday of the following week.

Student is required to be present for a minimum of 80% of the presence in order to graduate.

Class Cuts:

Each instructional day is about 5.0 - 8.0 hours in length. Hours lost due to cutting class will be recorded as unexcused absences. Therefore, the student is responsible for making up time lost, class work and assignments; Time and lessons missed must be made up in order to meet the minimal attendance and graduation requirements. Students will need to meet with the Director/counselor before returning to class.

Make-up Work:

In order for students to meet their educational goals they must receive instruction in all aspects of the program. If work is missed due to excused absences or a leave of absence (not more than 20%) then the student will be offered (1) Private instruction, or (2) Opportunity to join another class when the missed lessons are being taught. Private instruction, if given outside the normal instructional day, will incur additional fees at the rate of \$ 75 per hour (optional). Private instruction that can be scheduled within the normal instructional day is offered as part of the tuition package. If the student desire to wait until the lesson is offered in another class the student needs to be aware that this will extend their completion date. A student cannot make up hours in advance in anticipation of absences. Excessive absences will cause the student to be placed on probation (see probation policy).

Tardiness:

Developing good work ethics is an important part of the training at AIPT. Students arriving late for class are interrupting the instructor and other students. The following record system will be used for tardiness.

- 1 to 30 minutes late will be counted as 30 minutes late
- 31 to 60 minutes late will be counted as 1 hour late
- More than one hour is considered as absent for the day

Since tardiness is recorded as an unexcused absence it is the responsibility of the student to make up the lost time and classroom instruction. AIPT encourages students to plan to arrive at the school at least 15 minutes before the start of class.

Dress code:

While attending classes at AIPT, students are required to dress in a proper manner. Students who violate the dress or behavior code will not be permit to attend or remain in the class, laboratory or clinical experience and an absence will be record.

- Healthcare Programs: All Students are required to wear scrubs.
- Pharmaceutical Programs: All Students are required to wear lab coats, safety goggles.

Device policy:

Personal, on-campus use of audio and image recording equipment must have the written authorization of the School Director. In addition, it is required that any authorized person secure the approval of the person they are recording prior to use of the devices(s). The equipment/device(s) include, but are not limited to: cell phone cameras/audio recorder, digital and still cameras, motion picture cameras, video cameras, analog and digital tape recorders, solid state digital recording devices or any device capable of recording sound and/or image. Use of audio and image recording devices for personal use without authorization are consider intrusions to academic, management, and student communities. Violation of this policy may be cause for disciplinary action up to and including dismissal from school and/or criminal record.

5. ACADEMIC CONDUCT:

A student must conduct themselves in a professional manner at all times. There is absolutely no profanity allowed at any time, or any place on or near the school premises. A student may not verbally or physically threaten, or commit violent act(s) or crime(s) against any person, be they instructor, student, employee, or visitor. Based on the circumstances of the situation of misconduct, a student will either;

- Be asked to leave the school for a day,
- Placed on probation for a term, or
- Dismissed permanently by the school.

The following are unacceptable and will not be tolerated:

- All forms of bias including race, religion, ethnicity, gender, disability, national origin and creed as demonstrated through verbal, written communication and physical acts.
- Sexual harassment including hostile environment and quid pro quo (forcing an individual to perform sexual favors in return for something).
- All types of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, and forgery alteration or use of institution documents of identification with intent to defraud.
- Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meeting and programs, or other then school activities.

- Physical abuse of any person on school premises or at functions sponsored or supervised by the school.
- Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
- Failure to comply with directions of institutional officials acting in the performance of their duties.
- Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives. This includes, but is not limited to the use of alcoholic beverages and/or controlled dangerous substances on school premises.
- No Smoking / No Drugs / Drinking alcoholic beverages in premises.

In cases of violent acts or crimes committed, The American Institute of Pharmaceutical Technology has the right to pursue and prosecute the student(s) and or person(s) involved, to the fullest extent of the law. A student/person, who is asked to leave the premises of the school and refuses to do so voluntarily, will be escorted off the premises by Hackensack Police. The AIPT will apply these methods to ensure safety for everyone and to create an atmosphere where education is the primary goal. Academic dismissal will be based on student's academic progress and attendance as described under attendance, conduct, and probation policies.

A student who is been dismissed has the right to appeal to the School Director, if they feel that their situation merits individual attention due to unusual circumstances that contributed to their failure of a program/ course. The student must write to the School Director stating the reason for the appeal. The letter must state;

- the unusual circumstances the student feels caused the failure, and
- What they have done or plan to do to alleviate the problems they have had in academic performance.

The School Director may request additional information or documentation in support of the student's request. The performance of a student appealing an academic dismissal is been reviewed by the Academic Board. The Academic Board is composed of the student's instructor, a senior faculty member and the School Director. Every area of the student's performance is been explored, and a decision concerning the request is made at the end of the review. The Academic Board has the final decision on student performance issues and may implement conditions for the student's continuation in the program/course.

6. GRADING SYSTEM:

Both written examinations and practical instrumentation training will evaluate the competencies taught in the programs offered at AIPT. The minimal grade for graduation is 75%. Students who achieve lower than 75%, but who have not failed the program/course may participate in private tutoring or independent study in order to increase their grade point average.

Grade for Completed Courses and Programs

<u>Letter Grade</u>	<u>Number Grade</u>	<u>Weight in Points</u>	<u>Description</u>
A	93 - 100	4	Excellent
B	87 - 92	3	Very Good
C	75 - 86	2	Good
F	74 and below	0	Fail

Grades for Incomplete Courses and Programs

INC	Incomplete (Due to absence, Student has two weeks to complete course work).
WD	Withdrawal (From School, No grade)
WD-P	Withdrawal Passing (Student must repeat course to complete program)
WD-F	Withdrawal Failing (Student must repeat course to complete program)

Calculation of Grade Point Average (G.P.A)

A student's Grade Point Average (G.P.A.) is based on the summary of grades received through testing. The G.P.A. is determined first by multiplying the number of tests by the summary of grades. After successful completion of program and passing the exam student will be awarded the **Diploma / Certification with transcript.**

Incomplete Grades:

Incomplete grades (INC) are given only when a student is unable to complete a course because of illness or other serious problems. An incomplete grade is given when through negligence or procrastination students fail to turn in work or take examinations. A student who misses a final

examination must contact the instructor within twenty-four hours of the examination. If the absence is excusable, the student will be given an Incomplete or otherwise graded accordingly. If the absence is not excusable or the student does not contact the instructor, an incomplete grade will not be awarded, but rather the examination will be considered as failed and the student will be graded accordingly. Instructors must file an incomplete course form with the School Director. Students are given two weeks to make up for missed examinations. Work and examinations that are still incomplete at the end of the two-week deadline will be assigned a grade of 'F'. It is the student's responsibility to contact the school director about completing the course work, taking examinations or if necessary extending the deadline.

7. CONDITIONS FOR DISMISSAL:

Students may be dismissed from the school for the following reasons:

- Not adhering to the school's rules, regulations, policies and code of conduct.
- Missing more than 20 percent of instruction time that is recorded as unexcused absence.
- Not maintaining the minimum grade point average.
- Not meeting financial responsibilities to the school on time.

The school director will notify the student/s in writing, if it becomes necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibility of the dismissed student to notify the appropriate institution if the student has a student loan or is receiving financial aid. Prepaid tuition will be refunded according to the school refund policy.

Reentry Policy

Students that have been dismissed from the school and are requesting reentry must put the request in writing to the school director. Depending on the reason for dismissal the student may be able to reapply to the school for readmission as follows:

- In cases where the student was dismissed for unexcused absences or financial concerns it may be possible to reenter within the same school term.
- In cases where the student was dismissed due to failure to maintain the minimum grade point average, it may be possible for the student to receive private tutoring and then reenter the school.
- In cases where the student was dismissed due to unacceptable conduct the student will have to meet with a review panel before reentering the school. The decision of the review panel is final and the student will receive a letter from the School Director stating the decision of the panel.

8. STUDENTS COMPLAINT/APPEAL PROCESS/RESOLUTION POLICY:

Student who have a complaint or who would like to appeal a dismissal must make an appointment for an interview with the School Director. The written request should be submitted before meeting the director. The complaint forms are available in the admin office. The request should include the following information:

- Student's full name, social security number, current address and contact number
- State the concern including dates, times, instructors or other students involved
- The letter must be dated and signed by the student
- Two dates in which the student would be available for a meeting with the School Director.

After meeting the director in person, the School Director will notify the student in writing/phone of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing resolution to concerns and appeals? The student will be notified in writing of the outcome of all meetings. Student can also file complaint to the external agencies at following address:

If you are or were a student or an employee of an AIPT School in the State of New Jersey and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint step by step as follows.

How can a student or employee file a complaint?

A student or an employee can file a complaint as follow:

If the student/employee is willing to complain with the external body other than the institute. They may do so at the below mentioned (2&3) authorities.

Place to file complaints	Medium	Address
1. AIPT main office	In Person	210 Lee Place Hackensack, NJ 07601
	By Mail:	
	By Phone	201 489 2771
2. New Jersey State Dept of Education	By E Mail:	President@AIPTNET.com
	By Mail	New Jersey State Department of Education, Office of Vocational Tech, Career and Innovative programs, P. O. Box 500, Trenton, NJ 07625-0500
	By Phone	
3. Council of Occupational Education	By Mail	Council on Occupational Education by 7840 Roswell Road, Bldg # 300, Suite # 325, Atlanta, GA 30350
	By Phone	
		800 917 2081 / 770 396 3898

9. TRANSFER CREDIT:

AIPT is committed by extending school time and weekend schedule to helping the student reach educational goals as quickly as possible. However laboratory instrumentation and technology changes so rapidly that what was learned in an earlier program may not be applicable at this time.

Transfer of credit within Institute:

To ensure that our students graduate with the high quality of training skills necessary to achieve success in the today's workplace we will give recognition for previous training only after the student has taken and passed a test written/verbal in the desired course. The student willing to claim the credit for the previously learned course is required to take a test (written or verbal). The minimum passing grade for credit is 80% proficiency on the tested information. Upon passing the test with minimum of 80% the student will be provided credit for the claimed course/program. If below 80% grade student has to repeat the coursework again.

Transfer of credit from other institutes:

Student's wishing to receive recognition for previous training must show proof of previous training. The student should hold minimum of 80% of grade in the course/s for which he/she is willing to obtain credit. We award recognition for previous training up to 1/8th of the program. Tuition will be prorated accordingly.

Note: The use of the word "credit" does not apply to college credits, but rather to recognition for previous course work.

10. WITHDRAWAL FROM SCHOOL:

Students who withdraw from AIPT before the 1/8th of the term will be given a grade of WD (withdrawal) in the course. Withdrawal after the 1/8th of the course will result in a grade of WD-P (withdrawal Passing) or a WD-F (withdrawal Unsatisfactory). To withdraw, a student must do written request with the attendance officer/training coordinator. It is the student's responsibility to withdraw officially from the school. The request must include the date of withdrawal and must be dated and signed by the student. It is best to **hand deliver the withdrawal letter** and have a copy signed by the school administrator or **mail the letter by Certified Mail**. Failure to withdraw formally may result in failing grades, dismissal and additional financial obligations.

If student is absent for 14 days and student does not respond to the school's communication, then school will automatically drop the student from attending the program after 14 days.

11. STUDENT RECORDS:

The school will maintain student records for a period of five years. Upon graduation, students will be given a copy of their records. The student should maintain these records indefinitely. The records that the school will maintain are as follows:

- Attendance Records
- Academic Progress and grades (unofficial transcript)
- Financial Records
- Referral record
- The Enrollment Agreement
- Records of meetings, appeals, disciplinary actions and dismissals
- A copy of the graduation certificate
- Medical Records (where applicable)

Student records are maintained by the school administrator and are available for review by the student at any time with prior appointment. Students are encouraged to submit updates to their records, such as, address / phone number changes or changes in financial aide, as soon as possible. All records are private and are handled with confidentiality.

AIPT complies with the Family Educational Rights and Privacy Act (FERPA), which provides guidelines on storage and releasing of student and former student records. Information in student records is considered confidential between the individual and the Institute, and will not be released to a third party without the written consent of the student.

12. TUITION FEE:

Students who apply to the school will be given a tour of the facilities, the school bulletin, and application papers. **Non-refundable registration fee \$100.00** requires meeting with the admissions officer to complete all necessary documents for entry into the school.

Although each program is vary in length, the equipment, software, licensing rights for various software's, instructional materials and testing materials vary in cost. These expenses are reflected in the tuition for each program.

Additional Costs:

Student workbooks / Handouts	Free
Text books, Supplies and Materials (Paper/CD)	As per Enrollment Agreement (NJ DOE, Section J)
Parking (optional)	Free
Private Tutoring (optional)	\$ 75.00/hour

Breakage Charges:

Students who damage school property or equipment will be required to pay the repair or replacement costs. These costs will need to be satisfied before additional instruction is given to the student. Students will need to meet all financial responsibilities before the completion of course and then a certificate of graduation/completion will be issued.

Refund Policy:

1. AIPT will refund the tuition fee and other charges when due, shall be made without requiring a request from the student and within 45 days based upon their refund schedule:
 - a. Of the last day of attendance, if written notification of withdrawal has been provided to the institution by the student,
 - b. From the date school terminates the student or determines withdrawal of the student.
2. Refunds for Classes Canceled by the Institution:
If tuition and fees are collected in advanced of the start date of a program and the institution cancels the class, 100 % of the tuition and fees collected will be refunded. The refund shall be made within 45 days of the planned start date.
3. Refunds for Students who withdraw on or before the first day of class:
If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, AIPT will retain the registration fees of \$ 100/- and refund the tuition fees and other charges. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.

4. Refunds for Students prior to visiting the Institution:
Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities. However, AIPT will retain the registration fee of \$ 100/- and refund the tuition fees and other charges within 45 days of determination of cancelation by the student.
5. Refunds for withdrawal after class commences:
 1. Refund Policy for Programs obligating students for periods of 900 hours (12 months) or less:
The refund policy for students attending classes who incur a financial obligation for a period of 900 hours (12 months) or less shall be as follows:
 - a) During the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition;
 - b) After the 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition;
 - c) After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition; and,
 - d) After the first 50% of the period of financial obligation, the institution may retain all of the tuition.
 2. Refund Policy for programs obligating students for periods beyond 900 hours (12 months):
 - a) If a student is enrolled into the program for longer than 900 hours that financially obligate the student for the period of time beyond 900 hours shall release the student of the obligation to pay beyond the 900 Hours if the student withdraws during the first 900 hours. The calculation of the refund for the unused portion of the first 900 hours shall be based on refund policy section (5) (1) above.
 - b) If the student withdraws during any subsequent period following the first 900 hours (12 months), the student's refund for the unused portion of the tuition applicable to the period of withdrawal shall be based on refund policy section (5) (1) above.
6. Students who have obtained a school assisted loan and withdrawal from the school or have had their enrollment terminated must notify the loan institution of their withdrawal. AIPT will reimburse the loan institution for balances due in accordance with the refund policy. The student will be responsible for any balances.
7. The student loans with the bank must be satisfied regardless of the success or lack of success at AIPT. This loan is the same as any other loan and the student has full responsibility for managing the loan and its repayment.

These refund policies are in accordance with New Jersey State Department of Education and Council on Occupational Education (COE).

13. STUDENT GRANTS, LOANS AND SCHOLARSHIPS:

- AIPT do not participate in Federal Financial Aid program (Title IV) but we do accept Tuition fee approval letter from Dept. of Labor (WDP/DTE/WIA/TA/ARRA). Student grants, loans and scholarships are available for those who qualify. AIPT administrates its financial aid programs in accordance with prevailing state laws and its own institutional policies. Students are responsible for providing all requested documentation in a timely manner. Failure to do so could jeopardize the student's state financial aid eligibility. In order to remain eligible for financial aid, a student must maintain satisfactory academic progress as defined in this catalog.
- It is been recommended that students apply for financial aid as early as possible in order to allow sufficient time for application processing. Financial aid must be approve and all necessary documentation completed, before the aid can be applied toward tuition and fees

14. ACADEMIC EVALUATION:

A test will be administered frequently to determine the amount of learning that has taken place. Test scores that are below 60 % are an indication that the necessary skills for entry into employment where not acquired. Students should make arrangements for additional practice, independent study or tutoring. Tests can be theoretical, practical or oral skills being measured against industry standards. Our testing and training programs automatically measure a student's accuracy, expertise and speed. This allows students to keep a record of their progress.

15. PLACEMENT POLICY:

AIPT has placement department which will assist every student after successfully completing course to build their resume for better marketability. Students are trained for job interviews. AIPT forward students resume to various placement agencies and different organizations. AIPT give 100% employment assistance but does not guarantee job placement.

16.FACILITIES:

210 Lee Place
Hackensack, NJ 07601
Ph # 201-489-2771

195 Polifly Road # 201
Hackensack, NJ 07601
Ph # 201-880-4603

AIPT features a fully HVAC and well-lighted facility with a reception area, administration office and equipped with state of the art laboratory instruments in the training classrooms. Each classroom is able to accommodate 15 students making the maximum teacher - student ratio 1 to 15. For student assistance we have copier, fax, computer with printer facilities and WI-FI internet facility throughout the building.

The school has a break room for students that houses a coffee pot, refrigerator, sink, tables and chairs, and bottled water with facilities to serve five-ten students at a time. Both male and female lavatories are available. Office has a lounge where students who are feeling ill can rest. We keep first aid kit always in the premises. However, we do not employ a nurse or have any medical staff available on site but emergency hospital is available in less than a half-mile distance from the school.

Emergency: 911 Non emergencies: 201-996-2000

Hospital: Hackensack University Hospital

Enough fire exits are located on front and rear side of the building. Building is constructed as of American with Disability Act, 28 CFR Part 36 (handicapped accessible). Lighted Exits are located in the break room, laboratory, manufacturing and the reception area. Parking is available in front of the building and off street parking. The parking is free for the students and visitors.

ACADEMIC CALENDER:

Program Name	Class Room	Timings	Location	Days
Diagnostic Medical Sonography*	207	9.30AM-4.30PM	195 Polifly Rd	Fri, Sat, Sun
Certified Clinical Medical Assistant*	206	9.30AM-2.30PM	195 Polifly Rd	Mon-Thurs
Diploma in Medical Assistant*	208	9.00AM-2.30PM	195 Polifly Rd	Mon-Thurs
Clinical Research Associate*	209	9.00AM-4.00PM	195 Polifly Rd	Fri, Sat, Sun
Pharmaceutical Quality Assurance	101	9.00AM-4.00PM	210 Lee Place	Mon, Tue, Wed
Chemical Technology	102	9.00AM-4.00PM	210 Lee Place	Fri, Sat, Sun
Advanced HPLC/GC Chemist	101	9.00AM-2.30PM	210 Lee Place	Thurs, Fri, Sat
Pharmaceutical Manufacturing Technology	103	9.00AM- 4.00PM	210 Lee Place	Fri, Sat, Sun
English as a Second Language*	101	9.00AM-4.30PM	195 Polifly Rd	Sat, Sun
Pharmacy Technician*	101	6.00PM-10.00PM	195 Polifly Rd	Mon-Thurs

17. PROGRAMS OFFERED:

AIPT offers below mentioned programs. However, these programs consist of group of various courses.

Program Code	Programs	Duration	CIP Code	TOTAL Fees
PP-104	Advanced HPLC/GC Chemist	300 hours	51.2703	\$ 8,550
PP-105	Clinical Research Associate	900 hours	51.1099	\$ 16,100
PP-103	Pharmaceutical Quality Assurance	900 hours	15.0702	\$ 16,100
HP-116	Certified Clinical Medical Assistant	315 hours	51.0801	\$ 4,500
PP-102	Chemical Technology	900 hours	41.0301	\$ 16,100
PP-106	Pharmaceutical Manufacturing Technology	900 hours	15.0613	\$ 16,100
HP-118	Pharmacy Technician	300 hours	51.0805	\$ 4,500
MP-111	English as a Second Language	750 hours	13.1401	\$ 6,550
HP-115	Diagnostic Medical Sonography	1860 hours	51.0910	\$ 20,500
HP-113	Medical Assistant (Diploma)	900 hours	51.0801	\$ 16,100

PROGRAM DESCRIPTION:

PROGRAM: PP-104 Advanced HPLC/GC Chemist (CIP Code: 51.2703)
Duration: 300 hours
Registration Fee: \$ 100.00 + Book/Material: \$ 50.00 + Other/Lab Fee: \$ 400.00 +
Tuition Fee: \$ 8000.00 TOTAL FEE: \$ 8,550.00

The advanced course provides an opportunity to engage in independent drug development and research projects. The focus is on drug delivery, dosage form design, process development and scale-up technology. Courses includes HPLC/GC analysis, method development and validation techniques in pharmaceutical industry. HPLC/GC trouble shooting that governs integration. HPLC parts identification and purchase from the vendors. Lamp change and instruments seal replacement. Basic idea for cleaning validation and process validation. FDA regulations in R & D Department.

PROGRAM: PP-105 Clinical Research Associate (CIP Code: 51.1099)
Duration: 900 hours
Registration Fee: \$ 100.00 + Book/Material: \$ 200.00 + Other/Lab Fee: \$ 400.00 +
Tuition Fee: \$ 15,400.00 TOTAL FEE: \$ 16,100.00

Module-1 (Basic): The basic module is designed to provide students Clinical Research Associates monitors activities at clinical study sites to assure adherence to Good Clinical Practices (GCPs), SOPs, and study protocols. Reviews regulatory documents as required and prepare site visit reports. Responsible for multiple projects and must work both independently and in a team environment. May participate in the study development and start up process including; reviewing protocols, designing and/or reviewing CRF's, preparing Informed Consent forms, developing study documents, organizing and presenting at investigator meetings, working with management on monitoring strategy, and/or developing project-specific CRA training. Would participate in clinical training programs and maintain awareness of developments in the field of clinical research.

Module-2 (Intermediate): The intermediate module focuses on practical training for excellent administrative, interpersonal, organizational and time management skills. Stress training for working in a high volume environment handling multiple tasks. Course includes: HIPAA regulations in clinical trails, Field based CRA working across multiple therapeutic areas, Skill development for recruitment of investigators, Initiation monitoring and close out of clinical studies, Review of CRF's against source documents, including follow-up of Serious Adverse Event Reports and Data Queries, Training to learn new sponsor's clinical study tracking system.

Module-3 (Advanced): The advanced module provides an opportunity to engage in independent clinical research projects. The focus is on drug delivery, dosage form design, process development and scale-up technology. Course includes: Principal of clinical study and federal regulations, Flow cycle of clinical research, testing of new drug products on human trails, Hospital visits patient's record and report process, create and Fill up the CRF form, Write a Patient final report, Understanding of all aspects of Phase I through IV clinical trials. Report to and work closely with a Clinical Project Manager and interact with other key clinical trials personnel (e.g. Biometrics, Data Management, and Regulatory Affairs, Quality Assurance, Medical Writers) on the firm's highest profile therapeutic area.

Module-4 (Internship): Students who are at the final stages of their program and have excelled in all aspects of their training may apply their expertise for an internship. These opportunities allow selected students to gain additional experience through working with staff and faculty to Assisting to the seniors for regulatory submissions including IND and NDA projects. Selection, management of CRO's, instructing, training, and overseeing site personnel, field monitors and CRO personnel.

PROGRAM: PP-103 Pharmaceutical Quality Assurance (CIP Code: 15.0702)

Duration: 900 hours

Registration Fee: \$ 100.00 + Book/Material: \$ 200.00 + Other/Lab Fee: \$ 400.00 +

Tuition Fee: \$ 15,400.00 TOTAL FEE: \$ 16,100.00

Module-1 (Basic): The basic module is designed to provide students knowledge of applied pharmaceutical sciences, Chemical and Regulatory affairs. Novel concepts in leading edge industrial pharmaceutical research, Quality Assurance and Compliance are a major component of the module. This course provides an overview of the pharmaceutical industry, including basic information about FDA requirements and approval processes, the role of key operational units in QA/QC, drug manufacturing processes, Production record and Batch record. This course enables the students to: understand the role of the pharmaceutical industry in the global market and its implication. The course includes a background in pharmaceutical sciences and introduces new concepts in pharmaceutical quality control, statistics, regulatory affairs and GMP. A crucial component of the foundation module is the introduction of pharmaceutical ethics and law, which prepares students for dealing with drug regulatory issues and compliance .The Pharmaceutical Quality Assurance & Quality Control program combines theoretical knowledge with hands-on skills in all areas that impact drug quality. Practical experience is gained in pharmaceutical quality control, Batch record review and processes, technical writing skills, regulatory compliance and proper documentation procedures. Some of the skills obtained during the program include: Documentation systems and Drug stability studies, Quality, compliance auditing, Good Manufacturing Practices (GMP) and Good Laboratory Practices (GLP).

Module-2 (Intermediate): This intermediate course is focused on working knowledge of the Federal Code of Regulations and its impact on the pharmaceutical and allied industries. The history of the Federal Governments regulation of the pharmaceutical industry is studied. Also covered in the industries response and the methodologies it uses to comply with these regulations. FDA laws for regulated industry, cGMP, OSHA, SAFETY, EPA, Food, Drug and Cosmetic Acts in USA.

Module-3 (Advanced): The course includes a background in pharmaceutical sciences and introduces new concepts in pharmaceutical quality control, statistics, regulatory affairs and GMP. A crucial component of the foundation module is the introduction of pharmaceutical ethics and law, which prepares students for dealing with drug regulatory issues and compliance .The Pharmaceutical Quality Assurance & Quality Control program combines theoretical knowledge with hands-on skills in all areas that impact drug quality. Practical experience is gained in pharmaceutical quality control, Batch record review and processes, technical writing skills, regulatory compliance and proper documentation procedures. Some of the skills obtained during the program include: ICH Guideline for QA, Documentation systems and stability studies according to USP / ICH, Quality and compliance auditing, Good Manufacturing Practices (GMP) and Good Laboratory Practices (GLP), Instrumentation technique and uses of in-processes instrument, manufacturing instrument calibration according to GMP.

Module-4 (Internship): Students who are at the final stages of their program and have excelled in all aspects of their training may apply their expertise for an internship. These opportunities allow selected students to gain additional experience through working with staff and faculty on one of the many unique projects undertaken at the Institute or outside the institute.

PROGRAM: HP-116 Certified Clinical Medical Assistant (CIP Code: 51.0801)

Duration: 315 hours

Registration Fee: \$ 100.00 + Book/Supply Fee: \$ 250.00 + Other/Lab Fee: \$ 200.00 +

Tuition Fee: \$ 3,950.00 TOTAL FEE: \$ 4,500.00

The Clinical Medical Assistant program is been designed to prepare students for the highly in demand job market for a skilled allied health professional. The program is designed to expose the students to all aspects of medical assisting including; Phlebotomy, EKG, patient care, anatomy and physiology, HIPPA compliance and medical terminology. Throughout the program, students are exposed to practical real world experience in drawing blood, performing EKG's and recoding vital signs. The combination this program provide is; hands on laboratory skills necessary to be an immediate asset in many different clinical environments, as well as the academic knowledge to challenge for the national certification exam sponsored by NHA. This course allows students to pursue careers in hospitals, medical offices, specialized labs and clinics.

PROGRAM: PP-102
Duration: 900 hours

Chemical Technology (CIP Code: 41.0301)

Registration Fee: \$ 100.00

+ Book/Material: \$ 200.00

+ Other/Lab Fee: \$ 400.00 +

Tuition Fee: \$ 15,400.00

TOTAL FEE: \$ 16,100.00

Module-1 (Basic): The basic module is designed to provide students an in-depth knowledge of applied pharmaceutical sciences, bio-pharmaceutics, Chemical, and Regulatory affairs. Novel concepts in leading edge industrial pharmaceutical research, applied statistics and experimental design are a major component of the module.

This course includes principal, instrument operation and basic training for lab instruments. Laboratory testing of drug products and data reporting to the manager. Preparation of mobile phase, standard, samples solution and their instrumental analysis. Basic training for HPLC parts identification, operation techniques and trouble-shooting. Normal phase and reverse phase chromatographic techniques. Student can work as an entry level chemist after completion of this course and other prerequisite instrument techniques.

Module-2 (Intermediate): This course covers training for HPLC instrument operation as well as GC instrument techniques. Analysis of certain drug product with one or more than one active ingredient. Use of internal standard in drug analysis. Lambert beer's law. Use of light law in pharmaceutical industry. HPLC/GC trouble-shooting and column selection in analysis.

The intermediate module focuses on practical training in pharmaceutical experimental design, formulation technology and manufacturing techniques. Hands-on experience is acquired through team-based projects, in compliance with GMP and GLP, in our state-of-the-art research laboratories and manufacturing plant. Analytical techniques, problem solving, protocol and technical writing skills are acquired throughout the module.

Module-3 (Advanced): The advanced module provides an opportunity to engage in independent method development, processes validation, method validation and research projects for ANDA.

Courses covers HPLC/GC analysis, method development and validation techniques in pharmaceutical industry. HPLC/GC troubleshooting in detail for peaks and their parameters that governs integration. HPLC parts identification and purchase from the vendors. Lamp change and instruments seal replacement. Basic idea for cleaning validation in CFR 21 part 210 and 211. FDA regulations in R&D department.

- Drug analysis, Analytical instrumentation (HPLC, GC, Spectroscopy, AA, KF, Dissolution)
- Documentation systems and Drug stability studies
- Quality, compliance, auditing according to cGMP/GLP regulations.

The advanced module provides an opportunity to engage in independent method development, processes validation, method validation and research projects.

Courses covers HPLC/GC analysis, method development and validation techniques in pharmaceutical industry. HPLC/GC trouble shooting in detail for peaks and their parameters that governs integration. HPLC parts identification and purchase from the vendors. Lamp change and instruments seal replacement. Basic idea for cleaning validation in CFR 21 part 210 and 211. FDA regulations in R&D department.

Module-4 (Internship): Students who are at the final stages of their program and have excelled in all aspects of their training may apply their expertise for an internship. These opportunities allow selected students to gain additional experience through working with staff and faculty on one of the many unique projects undertaken at the Institute.

PROGRAM: PP-106
Duration: 900 hours

Pharmaceutical Manufacturing Technology (CIP Code: 15.0613)

Registration Fee: \$ 100.00

+ Book/Material: \$ 200.00

+ Other/Lab Fee: \$ 400.00 +

Tuition Fee: \$ 15,400.00

TOTAL FEE: \$ 16,100.00

Module-1 (Basic): The basic module is designed to provide students an in-depth knowledge of Manufacturing Technology. This course covers state-of-the-art pharmaceutical processing, identifying underlying chemical process engineering principles and providing quantitative approaches to drug product manufacturing process design and optimization. The Basic Foundation module is designed to provide a theoretical introduction to essential pharmaceutical sciences, manufacturing techniques, basic regulatory affairs and current Good Manufacturing Practices (GMP). Trainees also acquire an understanding of the scientific principles of drug manufacturing, as well as the law and ethics that govern the industry.

Module-2 (Intermediate): GRANULATION/COMPRESSION TECHNOLOGY: This course provides an overview of the pharmaceutical industry, including basic information about drug discovery

and development, FDA requirements and approval processes, drug dosage forms, and the role of key operational units in drug manufacturing processes. This course enables the students to: understand the role of the pharmaceutical industry in the global market and its implications; learn the fundamentals of the drug development cycle and the investment required to bring a drug to market; learn the most important drug manufacturing processes and the key elements of dosage formulation. The intermediate module focuses on practical training in pharmaceutical experimental design, formulation technology and manufacturing techniques. Hands-on experience is acquired through team-based projects, in compliance with GMP and GLP, in our state-of-the-art research laboratories and manufacturing plant. Analytical techniques, problem solving, protocol and technical writing skills are acquired throughout the module.

Module-3 (Advanced): COATING/CAPSULATION TECHNOLOGY: The advanced module provides an opportunity to engage in independent drug development and research projects. The focus is on drug delivery, dosage form design, process development and scale-up technology. Course includes: Coating technology trainees acquire an understanding of the scientific principles of coating processes, Micro-encapsulation and the ability to identify and correct coating defects, Upon completion, valuable hands-on experience is gained with different coating systems in our pilot manufacturing plant, Capsulation Technology module provides in-depth Knowledge, Understanding of the various equipments, filling mechanisms, and properties of materials suitable for encapsulation.

Module-4 (Internship): Students who are at the final stages of their program and have excelled in all aspects of their training may apply their expertise for an internship. These opportunities allow selected students to gain additional experience through working with staff and faculty on one of the many unique projects undertaken at the Institute.

PROGRAM: HP-118	Pharmacy Technician (CIP Code: 51.0805)
Duration: 300 hours	
<i>Registration Fee: \$ 100.00</i>	<i>+ Book/Supply Fee: \$ 250.00 + Other/Lab Fee: \$ 200.00 +</i>
<i>Tuition Fee: \$ 3,950.00</i>	<i>TOTAL FEE: \$ 4,500.00</i>

Pharmacists rely on Pharmacy Technicians to help them safely dispense medications and other healthcare products that cure illnesses, ease pain and save lives. Our Pharmacy Technician program combines classroom instruction with practical lab work and a clinical externship that gives you real-life training to become a qualified and competitive job prospect. Coursework includes areas ranging from understanding and carrying out prescription requests to mixing or preparing medications, monitoring inventory, filing insurance claims and working with patient charts. Upon completion of the program, you will be prepared to assist pharmacists in a variety of retail or hospital settings-and to capitalize on this growing field.

PROGRAM: MP-111	English as a Second Language (CIP Code: 13.1401)
Duration: 750 hours	
<i>Registration Fee: \$ 100.00</i>	<i>+ Book/Supply Fee: \$ 250.00 + Other/Lab Fee: \$ 200.00 +</i>
<i>Tuition Fee: \$ 5,950.00</i>	<i>TOTAL FEE: \$ 6,550.00</i>

BEGINNER ESL I (ESL 701): This 120-hour beginning course introduces students of English Language to basic grammar structures while concentrating on vocabulary development. This course is taught with an emphasis on conversation, especially in life-coping skills situations. This course also introduces students to 12 hours of hands-on computer assisted program and teacher guided exercises. Computer assisted program 'English Discoveries Basic 1 will reinforce, at an individual pace, areas of language comprehension, vocabulary, and speaking functions.

BEGINNER ESL II (ESL 702): This 120-hour Beginner II course builds on basic grammar structures learned in Beginner I, and increases the student's vocabulary. This course is designed to provide students with a solid understanding and comprehension of basic grammar structures, increased vocabulary, and fundamentals of pronunciation so students can feel confident in their ability to learn and master the English Language. This course is been taught with an emphasis on conversation, especially in life-coping skills situations. This course also introduces students to 12 hours of hands-on computer assisted program and teacher guided exercises. Computer assisted program 'English Discoveries Basic 2' will reinforce, at an individual pace, areas of language comprehension, vocabulary and speaking functions. Pre-Requisite: Students enrolling in this course must have completed and passed Beginner ESL I, or must have tested for entry at this level.

INTERMEDIATE ESL I (ESL 703): This 120-hour course is designed for English Language students at the Intermediate level of English proficiency in the areas of reading, conversation and language comprehension. This course will provide students with a comprehensive understanding of verb tenses. Students will also learn to distinguish and use verbs correctly in their regular and irregular forms. This course is taught with an emphasis on conversation, especially in life-coping skills situations.

This course also introduces students to 12 hours of hands-on computer assisted program and teacher guided exercises. Computer assisted program 'English Discoveries - Basic Intermediate 1' will reinforce, at an individual pace, areas of language comprehension, vocabulary and speaking functions. Pre-Requisite: Students enrolling in this course must have completed and passed Beginner ESL II, or must have tested for entry at this level.

INTERMEDIATE ESL II (ESL 704): This 120-hour Intermediate course builds on existing English skills taught in previous levels. This course is designed to provide the English Language student with a comprehensive understanding, mastery, and proper use of regular and irregular verbs in past tenses. This course is taught with an emphasis on conversation, especially in life-coping skills situations. This course also introduces students to 12 hours of hands-on computer assisted program and teacher guided exercises. Computer assisted program 'English Discoveries - Intermediate 2 will reinforce, at an individual pace, areas of language comprehension, vocabulary and speaking functions. Pre-requisite: Students registering for this course must have completed and passed Intermediate ESL I, or must have tested for entry at this level.

ADVANCED ESL I (ESL 705): This 120-hour Intermediate ESL III course is designed to refine students English Language abilities and introduces them to a level of grammar structures that will enable the students to understand, converse and function socially in everyday life and work related situations. This course is taught with an emphasis on conversation, especially in life-coping skills situations. This course also provides students with 12 hours of hands-on computer assisted program and teacher guided exercises. Computer assisted program 'English Discoveries - Advanced 1' will reinforce, at an individual pace, areas of language comprehension, vocabulary and speaking functions. Pre-Requisite: Students enrolling at this level must have completed and passed Intermediate ESL II, or must have tested for entry at this level.

ADVANCED ESL II (ESL 706): This 150-hour Advanced Level ESL course is designed for those students who have completed Intermediate Level III. This course refines the students' English skills learned at this level and teaches them advanced grammar structures, language and communication that will enable the student to function at a high level in everyday life, family and work. The course will give students competency in the use of grammar and confidence in their ability to comprehend and use correctly complex English structures. This course is taught with an emphasis on conversation, especially in life-coping skills situations. This course also includes 12 hours of hands-on computer assisted program and teacher guided exercises. Computer assisted program 'English Discoveries - Advanced 2 and 3' will reinforce, at an individual pace, areas of language comprehension, vocabulary and speaking functions. Pre-requisite: Students registering for this course must have completed and passed Intermediate Level III, or must have tested for entry at this level. Review of grammar, punctuation and sentence structure will be done as needed. Discussion and conversation topics will form the basis for weekly writing assignments, which will consist of short and long essays. Students will also be able to research their essay topics using the Internet. Discussion and conversation topics will form the basis for weekly writing assignments, which will consist of short and long essays.

PROGRAM: HP-115

Diagnostic Medical Sonography (CIP Code: 51.0910)

Duration: 1860 hours

Registration Fee: \$ 100.00

+ Book/Supply Fee: \$ 750.00 + Other/Lab Fee: \$ 1200.00 +

Tuition Fee: \$ 18,000.00

TOTAL FEE: \$ 20,550.00

Module-(1-3): The Diagnostic Medical Sonography Program provides an opportunity for students to be educated and trained in a healthcare career. The objective of the program is to graduate students who are competent and confident in providing excellent patient care in the field of sonography. The student will be qualified for gainful ultrasound employment in a hospital setting with scanning skills based upon the knowledge of human anatomy and disease and perform those skills within accepted practice of standards. Students in the program will be evaluated on affective and psychomotor domains, communication skills, patient care and critical thinking ability. Students will practice ultrasound scanning with the advanced equipment in the lab. Those skills will be carried out and enhanced in an affiliated medical center by training on the job scanning patients. The Diagnostic Medical Sonography Program prepares the student to work in an ultrasound department in a medical center performing abdomen, superficial structures, gynecology and obstetric exams under the supervision of physicians, to utilize medical ultrasound techniques to gather sonographic data used to diagnose a variety of conditions and diseases to include but not limited to the abdomen, pelvis, pregnant female pelvis, small parts and superficial structures and segments of the vascular system. The student will understand the anatomy, physiology, and pathophysiology of organ systems that are scanned, recognize the sonographic patterns of organs, and learn the protocols for a thorough survey of the organs to provide accurate and technical impressions to the interpreting physician. Clinical externship is mandatory for completing the course. The entire course curriculum is based upon **JRC-DMS** standards.

Module-4 (Internship): Students who are at the final stages of their program and have excelled in all aspects of their training may apply their expertise for an internship. These opportunities

allow selected students to gain additional experience through working with staff and faculty on one of the many unique projects undertaken at the Institute.

PROGRAM: HP-113

Medical Assistant (Diploma) (CIP Code: 51.0801)

Duration: 900 hours

Registration Fee: \$ 100.00

+ Book/Material: \$ 200.00

+ Other/Lab Fee: \$ 400.00 +

Tuition Fee: \$ 15,400.00

TOTAL FEE: \$ 16,100.00

Module-(1-3): This course will provide students with a through understanding of all aspects of Clinical Medical Assisting as well as EKG and Phlebotomy knowledge and skills. Terminology, Anatomy and Physiology, Laws, Asepsis & Infection Control, and HIPPA compliance is covered. The EKG portion of the training focuses on the proper placement of electrocardiogram (EKG) leads and maintenance of equipment to obtain an accurate 12-Lead EKG. Additionally, learning to recognize cardiac arrhythmias, including; Brady, Junctional, Tachy, and heart block will be stressed. Also student will learn office procedure, filing and computer training (Window 7 and MS Office). The Phlebotomy training focuses on the proper techniques and different types of blood draws including; venipuncture, capillary, and syringe method. Tube selection, marking and forms filing for laboratories.

Throughout the program students will be exposed to practical real world experience in drawing blood, performing EKG's, insurance billing / coding, patient's record filing, official communication and recording vital signs. Occupational experience of 300hrs is provided through placement in an office/clinic/Hospital site.

Module-4 (Internship): Students who are at the final stages of their program and have excelled in all aspects of their training may apply their expertise for an internship. These opportunities allow selected students to gain additional experience through working with staff and faculty on one of the many unique projects undertaken at the Institute.



Developed and Written by

Team of AIPIT