

**LTC Career Training  
School Bulletin  
June 1, 2025 – May 31, 2027**

444 Neptune Blvd. Suite 15  
Neptune, New Jersey 07753

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Site: **LTC Career Training, Inc.** Phone: 732-988-1700  
444 Neptune Blvd. Suite 15 Fax: 732-988-7723  
Neptune, New Jersey 07753 Director: Robette Holland

Programs: Certified Nurse Aide Certified Home Health Aide  
10 hour Bridge to CHHA Certified Home Health Aide with clinical  
Certified EKG Technician Certified Patient Care Technician B230  
Certified Phlebotomy Technician  
Certified Clinical Medical Assistant B320  
Certified Home Health Aide with clinical and advanced skills

**Faculty**

Robette Holland, RN BSN Diann Doderer, RN MSN  
Debra Prinzo, RN D.Holly Werner, LPN  
Armando Solite RN BSN Lindsay Prato, BS  
Loretta Norris, RN BSN

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Additional Classroom Site:

Site: **LTC Career Training, Inc Ocean County** Phone: 732-364-9600  
700 Route 70 Fax: 732-364-9697  
Lakewood, New Jersey 08701 Director: Debra Prinzo, RN

Programs: Certified Nurse Aide Certified Home Health Aide  
10 Hour Bridge to CHHA Certified Home Health Aide with clinical  
Certified Home Health Aide with clinical and advanced skills

**Faculty:**

Robette Holland RN, BSN DiAnn Doderer RN MSN  
Debra Prinzo, RN Lindsay Prato, BS  
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## LTC CAREER TRAINING

### Location

**Business Office:** 444 Neptune Blvd. Unit 15, Ne

### Education Staff

**Administration** – Robette Holland  
Debra Prinzo  
Steven Goldberg

**Faculty:** All instructional faculty members have at least five years of experience in their field of instruction.

DiAnn Doderer, RN MSN  
Loretta Norris, RN  
Robette Holland, RN BSN  
Debra Prinzo, RN  
Amanda Solite RN BSN

D.Holly Werner LPN  
Lindsay Prato BS

### **Hours of Operation:**

The business office is opened from 8a.m. – 4 p.m. Monday through Friday, except on noted holidays. School hours are 8:30am-3:30pm. Class start times and schedules vary by class.

### **Program Offerings**

1. Certified Nurse Aide (CNA)
2. Certified Home Health Aide
3. 10 hour Bridge to CHHA
4. Certified Home Health Aide with Clinical and Advanced skills
5. Certified Home Health Aide with Clinical
6. Certified Clinical Medical Assistant – B320
7. Certified Patient Care technician B230
8. Certified EKG Technician
9. Certified Phlebotomy Technician

**NOT ALL SCHOOL PROGRAMS ARE AT EVERY LOCATION**

## **General Information**

LTC Career Training, Inc. offers the most up to date curriculum for the individual seriously interested in training for a new career. The curriculum for each of the courses undergoes constant review and updating to reflect the latest in changes that may occur in the industry.

Our goal is to provide each student with the tools, which will encourage them to think and work productively. Our success and excellent reputation in the community is based upon the design of our programs. Our effective career placement program makes it possible for students to obtain gainful employment. We look forward to working with each student individually to develop their potential to be successful and productive workers.

## **Unannounced School Closing**

In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. The contact email is [trainingevaluationunit@dol.nj.gov](mailto:trainingevaluationunit@dol.nj.gov)

## **Approvals**

- New Jersey Department of Health and Senior Services
- New Jersey Board of Nursing
- New Jersey Department of Education
- National Healthcareer Association
- American Heart Association
- New Jersey Veterans Affairs

## **Visitors COVID RESTRICTIONS NOTE ON VISITORS REMOVED**

Visitors are welcome to call at any time to meet with school authorities, to inspect the facilities or to seek advice on career training. An appointment would be appreciated.

## **Library**

Students and graduates are welcome to use our clinical lab and reference materials. Books and videos are assembled to supplement each course. Students are encouraged to explore their interests with the resource materials

## **School Closing Calendar**

Classes will not be conducted on the following days:

New Years Day  
Martin Luther King Day  
President's Day  
Good Friday  
Memorial Day  
Labor Day  
Thanksgiving Break: Thanksgiving Day and following Friday  
Winter Break: Christmas Week  
Summer Break: Week of Fourth of July

## **Class Rescheduling Due to Inclement Weather**

In the event of inclement weather, school may be closed. Students will call the school to hear a pre-recorded message. If there are any concerns or problems, the student should leave a message and a representative will return your call as promptly as possible. Closings are also listed with News 12 New Jersey.

**Inclement Weather Number – 732-988-1700**

### **Class Schedules**

Class schedules are designed to promote the finest learning experience. All classes that require approval by the NJ Department of Health and Senior Services and/ or the NJ Board of Nursing can be healthcare facility based and may be conducted in State approved health care facility. The school reserves the right to alter hours of attendance and/or starting dates when deemed necessary. These changes will not affect the enrollment agreement. If conditions beyond the control of the school require postponement of a start date or temporary suspension of class, appropriate adjustments will be made to provide the students all hours of instruction to which they are entitled under the terms of the enrollment agreements. For specific start dates of classes see the school calendar attached to this bulletin.

### **Enrollment Dates:**

Students may enroll at any time during the year. Class starting dates are assigned based upon student preference and are subject to class size. Class size is limited to due to the need to maintain a faculty/student ratio conducive to hands on learning.

### **Qualifying Standards for Enrollment**

Students are accepted into the school throughout the year. Over enrollment of students per course will require additional scheduling of courses. Class size is limited to 30 students. Clinical situations are limited to 10 students per instructor. Potential students will meet with the Director or Designee to discuss admission requirements, tuition, and the program curriculum. Each potential student will be interviewed. Potential students will be notified by mail of their acceptance or rejection.

- A.
  - 1. Potential students must be at least (17) seventeen years of age on or before the first day of classes.
  - 2. Potential students should possess a High School Diploma or a General Education Development Certificate (GED).
  - 3. Potential Students must have documented 2-step Mantoux testing. Additional medical requirements are program specific additional immunizations may be required. Student will be notified upon admission.
  - 4. Potential students must attest that she/he has not been terminated from any health care facility for abuse or neglect and complete a criminal background investigation and fingerprinting.
  - 5. Potential students must complete the appropriate State Application. Information on this application may be a basis for delay or denial of certification.
  - 6. Potential students must be physically able to perform the duties of the job description of program.
- B. Potential students not meeting the minimum educational requirements noted above may be admitted to school on the determination that the individual has the ability to benefit from the training and education offered. LTC will conduct testing to determine eligibility.

## **Remedial Education**

Student requiring remedial education program will receive information on the availability of programs published by the Division of Adult and Occupational Education, New Jersey Department of Education.

## **School Facilities**

LTC Career Training, Inc. primary facility and business office occupies a building in Neptune, New Jersey. Our instructional area includes large classrooms and a clinical laboratory area. Classrooms are air conditioned, well lighted, and furnished with the appropriate equipment for instruction. The school maintains audio visual equipment, overhead projectors, VCR's, and TV monitors. A library of films, transparencies and resource materials, as well as clinical equipment is available for student use.

Ample parking is available. To conserve energy, car pooling or public transportation is recommended. The school cannot accept responsibility for loss or damage to student vehicles. Public transportation via bus or train is within walking distance from the school.

Programs which require approval from the New Jersey Board of Nursing and/or the New Jersey Department of Health and Senior Services can be conducted at State approved health care facilities.

LTC Career Training, Inc has school locations in Monmouth and with additional classroom site in Ocean County, not all programs are offered at each school locations.

## **Class Size**

There is a limit of 30 students per class with a student/teacher ratio of 30/1 in the classroom and 10/1 in clinical setting. The CNA program is limited to 20 students in classroom and a 10:1 ratio in clinical.

## **Educational Equipment**

For a detailed listing, please see insert for each course.

## **Class Cuts**

Hours lost due to cutting class will be recorded as unexcused absences. Therefore, the student is responsible for making up lost time. All class work and assignments must be complete to meet the minimal attendance requirements.

## **Make-up Work**

In order for students to meet their educational goals they **MUST** receive instruction in all aspects of the course. If work is missed due to excused absence or leave of absence, the student will be advised of the next opportunity to make up the missed work by their instructor. Should the student be unavailable or unable to make up the work until the lesson is offered in another class, the student must be aware that this will impact on their completion date.

## **Tuition and Refund Policy**

Students who apply to the school will be given a tour of the facility, the school bulletin and application papers. If the program is conducted at a healthcare facility the student will have the opportunity to visit the site prior to the class start date.

Registration requires meeting with the admission officer to complete all necessary documents for entry into the school. Attendance at an orientation session may be required.

Tuition must be paid prior to the completion of the program. A deposit is required upon acceptance. There is no registration fee. A schedule of fees is stapled to the back cover of this bulletin. All books, uniforms, and materials for the program must be purchased by the student. Students must meet all financial responsibilities before a certificate of completion will be issued.

Students who damage school property or equipment will be required to pay the repair or replacement cost. These costs will need to be satisfied before additional instruction will be given.

### **Refund Policy**

Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule. The school does not charge a registration fee; therefore refunds are based totally upon the tuition rate for each program.

1. Students who wish to cancel their enrollment in a course at the school must do so in writing. The request must include the date of withdrawal and must be dated and signed by the student. Tuition reimbursement will be effective the week the notification is received.
2. The school owner shall calculate refunds of tuition paid in advance or sums due the school where tuition is paid on weekly, monthly, or semester basis to which the following shall apply:
  - A. For courses 300 hours or less the school will pro rate the tuition on a weekly basis.
  - B. For full time attendance in courses exceeding 300 hours in length but not exceeding 1200 hours the school will retain:
    - Ten percent of the total tuition of the withdrawal occurs within the first week
    - Twenty percent of the total tuition if the withdrawal occurs in the second or third week
    - Forty five percent of the tuition if the withdrawal occurs after the third week but prior to 25 percent of the course.
    - Seventy percent of the total tuition if withdrawal occurs after 25 percent but not more than 50 percent has been completed: or
    - One hundred percent of the total tuition if withdrawal occurs after completion of more than 50 percent of the course.

### **VETERANS REFUND POLICY**

In the event that veterans or their eligible persons sponsored as students under Chapters 30, 32,35 of Title 38 and Chapter 1606 of Title 10 U.S. Code, fail to enter the Program or Withdraw or are discontinued from at any time prior to completion, the amount charged for tuition, fees and other charges shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the non-accredited program bears to its total length. A registration fee of \$10 need not be fundable; any amount beyond that is subject to pro ration and refund [CFR 21.4254 © (13)]. The pro rata portion may not vary more than 10 percent of the total costs for tuition, fees, and other charges.

### **Grants, Student Loans and Scholarships**

LTC Career Training does not award Grants or Scholarships at this time. We do honor grants and scholarships that our students have been awarded from outside organizations. All tuition costs are paid for by the student and must follow the tuition policy stated in this bulletin.

**NOTE:** Student loans with a bank must be satisfied regardless of the success or lack of success at LTC Career Training

### **Attendance Policy**

One make-up session will be allotted for illness or an unavoidable circumstance. The student must notify LTC if an absence is unavoidable and a make-up session will be scheduled. Failure to make up a scheduled session will result in termination from the program.

LTC records the daily attendance in hours for each student. Records of student attendance will be kept on file for student review.

The objective of career training is to prepare the student to obtain employment. Employment skills including time and attendance are reinforced in all programs. It is imperative that the attendance policy is adhered to by the student.

### **Credit for Prior Training**

All programs are designed to offer the student the ability to build upon prior knowledge. Credit for prior training will be given to students who hold a current valid State of New Jersey issued nurse aide or home health aide certification. The original certification must be presented upon registration. Photocopies will not be accepted. The school will verify certification via registry.

### **Tardiness**

Students arriving late for class are an interruption to both the instructor and the class. The following recording system will be used for tardiness.

- 1 to 15 minutes late will be counted as 15 minutes.
- 16 to 30 minutes late will be counted as 30 minutes.
- 31 to 60 minutes late will be counted as 1 hour late.

If a student is going to be late for any reason, LTC must be notified. The student is responsible for meeting with the instructor to make-up time missed.

Students are encouraged to arrive at school at least 10 minutes prior to the start of class. Excessive tardiness can result in termination from program. LTC is committed to developing good work ethics and expects a commitment from the student to attend and be on time for each class.

Leaving classroom/clinical is disruptive to the instructor and students and is in violation of the students code of conduct. Students cannot be late for clinical nor can they leave a clinical floor without notifying the Instructor.

### **Early Departures**

Early departures are monitored by the same recording system as tardiness. The student is responsible for meeting with the instructor to make-up time missed.

Students are reminded that tardiness or early departures is counted towards total time absent and may affect a student's ability to continue in the program.

### **Leave of Absence Policy**

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

1. A request for a leave of absence must be submitted to the Director.
2. The request must have the date that the student will begin the leave and the expected date of return to class.
3. Leave of absence will be handled based upon each individual situation. Re-entry will be based upon the individuals past performance and changes that may have been necessary in the curriculum. If the student cannot re-enter the program, she/he will be granted refund according to the Refund Policy of this bulletin,



## Code of Conduct

Students are expected to conduct themselves at all times in an acceptable manner. The forms of misconduct listed below are considered to be in conflict with the educational objectives of the school and thus, subjects the student to disciplinary action:

1. All forms of bias including race, ethnicity, gender, disability, national origin, and creed as demonstrated through verbal and written communication and physical acts.
2. Sexual harassment.
3. All forms of dishonesty, including cheating, plagiarism, and knowingly furnishing false information to the school, and forgery, alteration or use of school documents of identification with the intent to defraud.
4. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meeting and programs or other school activities. **This includes the use of cell phones, and electronic equipment.**
5. Physical abuse of any person on school premises or at functions sponsored or supervised by the school.
6. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises or damage to or theft of property of the clinical host.
7. Failure to comply with directions of the institutional officials acting in the performance of their duties.
8. Violation of the law on school/clinical site 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.
9. Personal conduct at anytime or place which may in the judgement of school staff, cast a bad reflection on the school.
10. Unacceptable behavior, leaving the class/clinical without permission, cursing or obscene gestures.
11. Under no condition will alcoholic beverages, narcotics or persons under the influence or in possession of alcohol or narcotics be permitted on school premises or at related activities.
12. No smoking is permitted in classrooms or within or around the school. This includes electronic cigarettes and vaporizers
13. Not adhering to the classroom and clinical policies

## Conditions for Dismissal

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

1. Not adhering to the school's rules, regulations, and code of conduct
2. More than one unexcused absence.
3. Missing and not making up scheduled class/clinical.
4. Not maintaining a passing average of 70%
5. Not meeting financial responsibilities to the school.

The School Director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and reason for dismissal. It is the responsibilities of the dismissed student to notify the appropriate institution should the student have a student loan or is receiving financial aide. Prepaid tuition will be refunded according to the school's refund policy.

### **Disciplinary Sanctions**

Upon the determination that the student has violated any of the rules, regulations or disciplinary offenses set forth in the regulations the following sanctions may be imposed by the school:

1. Verbal Reprimand: student will be given a verbal warning addressing the offense
2. Written Reprimand: the student will be given written warning, which will be placed in the student file.
3. Probation: student will be warned in writing of the terms and conditions of probation, specific conditions are set, such as adherence to attendance policy, grades, letters of apology, and/or doctors' physicals/releases, etc.
4. Suspension: exclusion from classes, with conditions for readmission stated in the notice of suspension.
5. Expulsion: permanent separation from the school without condition for readmission.

### **Requirements for Graduation**

Graduation is defined as successful completion of all necessary tests, assignments, and class work for the program in which the student is enrolled. In order to receive a Certificate of Completion all financial obligations to the school must be fulfilled.

### **Credit Disclaimer Statement**

LTC Career Training, Inc does not offer college credit for course.

### **PROBATION FOR BELOW AVERAGE GRADES**

Students who do not receive a minimum of 70% on a written test will be able to take an oral test with the approval of the instructor. The student will be able to take advantage of in-school practice in the clinical lab and can work with audio-visual tapes and reference materials for review. The instructor can give no formal additional tutoring. Instructors will, however, be available to answer questions, and student volunteers can be assigned by the instructor to assist a student as needed. Students placed on probation: If a student has not met the required average of 70%, a meeting will be held with the Director of the school, the instructor, and the student to determine the appropriate action.

### **Re-entry Policy**

If a student is dismissed for any reason and are requesting re-entry, the request must be put in writing to the school director. Depending on the reason for dismissal, the student may be able to re-apply to the school for re-admission. In cases where the student was dismissed due to unacceptable conduct, excessive lateness or unexcused absence the student will have to meet with a review panel before re-entering 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.

LTC CAREER TRAINING, INC  
GRIEVANCE PROCEDURE

A prompt and objective review of student dissatisfactions and an attempt to resolve them in a prompt and equitable manner are essential to productive and mutually beneficial relationships. Students must have the opportunity to express their dissatisfaction and to have their views relating to training promptly and fully considered.

The identity of any person who furnishes information relating to or assisting in an investigation of a grievance shall be kept confidential to the extent possible consistent with a fair determination of the issues.

- A. Students are encouraged to resolve any disagreement by informally discussing problems with their instructor or school official. However, if this method does not resolve the problem, then the formal grievance procedure will be initiated at the student's request.
- B. The student can obtain a formal grievance form from their instructor or school official. If needed a school representative will assist the student complete the grievance form.

The following information must be included on the grievance form:

- 1. the specific nature of the complaint with a brief statement of the facts giving rise to it and the way in which the student believes he/she has been adversely affected.
- 2. the relief desired by the student and the reason why the student feels he/she is entitled to the relief sought.

The student should submit the formal grievance to his/her instructor or school official.

A school official shall meet with the student and any other persons necessary for a review of the grievance. The school official will issue a decision in writing within five (5) business days of receiving the grievance from the student.

If the student is not satisfied with the disposition of the decision the grievance will be referred to an impartial hearing officer (mutually agreed upon) for resolution. Within 30 days the hearing will be held. A final decision on the complaint shall be provided in writing to the complainant directly by the hearing officer within sixty (60) calendar days of the filing of the complaint.

## **Health Status Report**

The school is required to have on file a health status report for each student prior to the beginning of the clinical experience. The following documentation **MUST** be in your student file prior to start of clinical.

### **Phlebotomy, EKG, Patient Care Technician and Clinical Medical Assistant Students**

1. PPD (two step)
2. Rubella titer-immune
3. Rubeola titer-immune
4. Varicella titer- immune
5. Hepatitis B vaccination status series declined, completed or in progress
6. History and Physical

### **Certified Nurse Aide Certified Home Health Aide Students**

- 1.PPD (two step)

Students susceptible to rubella, rubeola, and/or varicella are required to be immunized prior to placement in the clinical setting. Mantoux screening shall consist of a baseline two step program completed within a three week period with a repeat annual one step testing thereafter. Students who are PPD+ must have an initial baseline negative chest x-ray within the past 12 months. Students must be able to fully perform the duties of a nursing assistant. This requires the student to be physically capable of lifting and transferring an adult of average weight. There is no “light duty”. If a student has any medical restrictions or limitations they cannot be admitted to a program or if attending, will be placed on medical hold until a physician will attest to the student’s ability to meet the physical requirements of the job description. Pregnancy does not disqualify a student however a physician documentation is required.

## **LIABILITY INSURANCE**

Each student, with the exception of the Certified Nursing Aide and Certified Home Health Aide Programs, should carry medical malpractice insurance in the amount of \$1,000,000 for each medical incident and \$3,000,000 annual aggregate. Applications for insurance coverage can be obtained at the school.

**LTC CAREER TRAINING, INC**  
**PROGRAM DESCRIPTIONS**

## Certified Nurse Aide

### Program Description

The Certified Nurse Aide program has been developed by the New Jersey Department of Health and Senior Services to prepare the individual presently employed or seeking employment as a Certified Nurse Aide in Long Term Care. Fifty (50) hours of training will be spent in the classroom and clinical lab and 40 hours of the program in the clinical setting. This program is offered at the school and in New Jersey Department of Health and Senior Services approved facilities.

### Purpose of Course

1. To provide the care giver with the basic knowledge and skills needed to care for residents in long-term care facilities.
2. To prepare the student to assume the responsibilities of a trained care giver.
3. Prepare the student to successfully complete and pass a competency evaluation consisting of a skills and written/oral examination.

### Competencies

Successful completion of a New Jersey State Department of Health and Senior Services approved training program provides the student with the opportunity to qualify to become a Certified Nurse Aide and become gainfully employed in the long term care industry. Students are expected to become responsible caregivers using the basic knowledge and skills acquired to provide responsible care to residents.

### Instructional Facilities

Each program is approved by the New Jersey Department of Health and Senior Services and clinical is conducted in an approved long term care facility.

### Competencies Prior to Enrollment

1. Students will be capable of a basic understanding of the physical and psychological needs of residents and their families.
2. Students understand they will be questioned about the existence of a criminal background. They must obtain necessary documentation to proceed with the certification process as directed by the New Jersey State Department of Health and Senior Services. Students understand that it is their responsibility to collect and prepare the necessary documents prior to taking the skill's Competency Evaluation if a criminal history exists.

### Program Content:

	<u>Class</u>	<u>Hours</u>	<u>Clinical</u>
Module I	13.00		3.00
Module II	7.00		3.00
Module III	26.00		30.00
Module IV	<u>4.00</u>		<u>4.00</u>
Total Hours:	50.00		40.00

### Curriculum

The student gains the understanding of respect of resident's rights to privacy, dignity, and independence. Promotion of resident's safety and strict adherence to the practice of universal precautions are integral components

of each objective of the curriculum. Students will be tested and expected to obtain a minimum grade of 70% and will successfully demonstrate the clinical skills introduced in each Module.

### **Module I**

Students are expected to have a working understanding of the forty-four objectives required. Through lecture and discussion, role-playing, audio-visuals and demonstration topics essential to resident care will be explored. Federal requirements, CNA responsibility, infection control and resident's rights are included in the module. Students are expected to build upon this knowledge. A grade of 70% and satisfactory clinical demonstration of skills presented is required to proceed to the next Module.

### **Module II – Psycho-Social needs of the Resident**

The psycho-social needs of the residents and factors that influence resident's behavior are discussed. Students will work to obtain a better understanding of the resident as an individual with emotional as well as physical needs. Students are introduced to how dementia and pain may influence behavior. Resident's rights are again stressed. Students will be given a written test at the completion of the module. The student will obtain a 70% minimum grade and satisfactorily demonstrate the skills presented before proceeding to Module III.

### **Module III – Physical Needs of the Resident**

A total of fifty-six (56) hours of instructional time, Module III becomes the most physically demanding portion of the curriculum. The student must be able to demonstrate the basic skills required to provide resident care. Thirty (30) hours of clinical experience in a long-term care facility allows the student to have "hands on experience" with residents. Using the knowledge they have gained in the first two Modules, students now work with residents. Students utilize infection control techniques, resident's rights, communication skills as well as actual bathing, dressing, lifting, feeding, ambulating skills. The instructor monitors close clinical direction, observation, and assessment. Each skill must be demonstrated by the instructor, then re-demonstrated by the student in the clinical lab before the student demonstrates the skill in the long-term care facility with an actual resident. Successful demonstration of skills presented, and a passing grade of 70% must be obtained to proceed to the next Module.

### **Module IV – Spiritual, Recreational and Activity Needs of the Resident**

Students will discuss the socialization needs of the residents as well as explore different cultures and religions. Death and dying our reactions, feelings, and the impact on the resident, caretaker, staff, and family is covered. Students are expected to prepare and conduct an activity program for the residents. The final exam will be given upon completion of the eight hours of this module. A passing grade 70% is needed as well as successful completion of skills demonstrated in this Module.

Upon successful completion of all 4 modules. Students will be scheduled for the Skills Competency Evaluation.

## **CERTIFIED HOME HEALTH AIDE**

### **Program Description**

The Home Health Aide program is under the auspices of the New Jersey Board of Nursing. The Board approves and issues certification to the student upon successful completion of the program. This program is designed for the student who is preparing to enter the health care field with home health as their primary interest. Using the UAP curriculum, the student is afforded the opportunity to learn the skills required of a caregiver in the home setting.

### **Purpose of the Course**

1. To prepare the student to work effectively within the health care delivery system with primary emphasis of home care.

### **Competencies**

Successful completion of this program required the student to obtain a passing grade of 70% on all tests and quiz materials. The student will also demonstrate all technical and clinical skills mandated. The student will meet the requirements of the Board of Nursing to receive certification, which includes fingerprinting, and a criminal background screening.

### **Program Content**

1. NJ Board of Nursing UAP Curriculum (classroom and laboratory)

Students must maintain a passing grade of 70% and successfully demonstrate all assigned skill in the clinical laboratory and patient care setting before being eligible to take the skills competency exam and final testing. Upon completion of the program, the students' application will be forwarded to the Board of Nursing for approval.

\* The student must have an offer of employment before the submission of the application to the Board of Nursing.

## **10 Hour Bridge to Certified Home Health Aide**

### **Program Description:**

The Home Health Aide Certification program is under the auspices of the New Jersey Board of Nursing. The Board approves and issues certification to the student upon completion of the program.

### **Purpose of the Course:**

The 10 hour bridge was designed by the New Jersey Board of Nursing to provide Home Health care module to caretakers transferring from another setting.

### **Competencies:**

The student must have completed the New Jersey Department of Health and Senior Services Program to be certified as a personal care assistant or nurse aide. The student must meet requirements set by the Board of Nursing to obtain certification.

### **Program Content**

1. 10 hours of Home Health Module
2. Must maintain a passing grade of 70% on tests/quizzes.on testing/quizzes
3. Must complete the Board of Nursing application and complete the Criminal Background requirements.
4. The student must have an offer of employment when submitting the application to the Board of Nursing.

## **Certified Home Health Aide with Clinical Experience**

### **Program Description**

Designed for the student who wants to become a Certified Home Health Aide. The program provides the NJ Board of Nursing 76 Home Health Aide curriculum as well as clinical experience with direct patient care.

### **Purpose of Course**

The 224 hour program offers the participant the classroom and laboratory skills needed to work as a Home Health Aide. Clinical exposure and direct patient care to enhance skills. The New Jersey Department of Health and Senior services Alzheimer's curriculum, CPR, and employment skills are built into the program.

### **Competencies**

The student will be eligible to obtain certification as a Home Health Aide, will be certified in CPR and receive a completion certificate for completing the New Jersey Department of Health and Senior Services Alzheimer's program.

### **Program Content**

1. 76 hours NJ Board of Nursing Home Health Aide curriculum.
2. 14 hours CPR
3. 8 hours NJDOHSS – Alzheimer's curriculum
4. 126 hours of clinical, advanced skills, employment preparation.

## **CERTIFIED HOME HEALTH AIDE WITH CLINICAL AND ADVANCED SKILLS**

### **Program Description**

The Certified Home Health Aide with Clinical and Advanced Skills program has been developed to prepare the student seeking employment as an entry level health care worker. The classes are designed to enhance the students clinical skills by offering additional work preparation, CPR and the Alzheimer's curriculum. The student must currently enrolled or have completed a certified nurse aide program.

### **Purpose of Course**

This 158 hour program is designed for the participant who is currently enrolled in or has recently completed a nurse aide curriculum.

### **Competencies**

The student must currently be enrolled in or recently completed a certified nurse aide program in order to qualify to take the 10 hour program content to be eligible for certification as a home health aide.

### **Program Content**

1. 10 hours of NJ board of Nursing home health module
2. 14 hours of CPR instruction
3. 8 hours of New Jersey Department of Health and Senior Services Alzheimer's Curriculum
4. 126 hours of clinical, advanced skills, employment preparation.

## **EKG TECHNICIAN (CET)**

### **Program Description**

The EKG Technician program consists of 70 hours of classroom and clinical exposure. The student is prepared to meet the needs of the assisting the licensed health care practitioner by performing EKG's.

### **Purpose of Course**

The student will obtain the skills and knowledge base to perform EKG and upon completion of the program will be qualified to take the National Healthcareer Associations EKG Technicians certification exam.

### **Competencies Prior to Enrollment**

The student will meet the schools admission requirements and will be interviewed by the school director or designee.

### **Program Content**

Anatomy and Physiology  
Basic Electrophysiology  
Sinus Mechanisms  
Atrial Rhythms  
Junctional Rhythms  
Ventricular Rhythms  
Atrioventricular (AV) Blocks  
Pacemaker Rhythms  
Introduction to the 12 Lead EKG

## **PHLEBOTOMY TECHNICIAN (CPT)**

### **Program Description**

The Phlebotomy Technician program is an 80 hour certification program. The student will be prepared to assume the role of a phlebotomist and obtain the skills necessary to meet the demands of this specialized area.

### **Purpose of Course**

To provide the student with the education required to work as a phlebotomist and to obtain certification. Upon completion of the program the student will be qualified to take the National Healthcareers Associations Certified Phlebotomy Technician exam. The program combines classroom and laboratory skills.

### **Competencies Prior to Enrollment**

The student will be interviewed by the school director or designee.

### **Program Content**

Introduction to Phlebotomy  
Venipuncture  
Complications of Phlebotomy  
Anatomy and Physiology  
Special Specimen Handling  
Test Tubes, Additives and Tests  
Clinical Laboratory Sections  
Anatomy and Physiology  
Homeostasis  
Safety  
Quality Assurance

Students must maintain a grade of 70% and demonstrate all skills successfully.

## **Certified Patient Care Technician – B230**

### **Program Description**

The Patient Care Technician program is designed for the student who is currently enrolled in or has completed a nurse aide training program. The Curriculum enhances the skills of the entry level healthcare worker who is primarily interested in obtaining employment in an acute care setting. The successful students completes the program eligible to become certified in home health, EKG, Phlebotomy and Patient Care technician.

### **Purpose of Course**

To provide the student with the theory and clinical skills required to obtain certification as a patient care technician. Student will also be eligible for CPR certification, home health aide certification and receive education in the care of the Alzheimer's patient

### **Competencies**

The student must be enrolled in or have completed a nurse aide program. The successful student will be prepared to be eligible for certification in several areas of patient care delivery.

### **Program Content**

1. 6 hours orientation
2. 10 hour CHHA Bridge
3. 14 hour CPR
4. 70Hour EKG
5. 80 hour Phlebotomy
6. 50 hour PCT

## **Certified Clinical Medical Assistant B320**

### **Program Description**

This program is designed for the student who is currently enrolled in or has currently completed a nurse aide program. This curriculum enhances the skills of the entry level health care worker by offering the knowledge and clinical laboratory exposure to several areas of practice. The student will be eligible to obtain multiple certifications in health care including CPR, Home Health, EKG, Phlebotomy and clinical medical assistant.

### **Purpose of Course**

To enhance the skills of the student currently enrolled in or who has recently completed a nurse aide program. The program is designed to provide exposure to advance skills related to patient care. The student will gain the knowledge to obtain certification in several areas of patient care.

### **Competencies**

The student must be enrolled in or have completed a nurse aide program. The successful student will be able to meet the requirements necessary to gain certification in several areas. These certifications will enhance the students ability to obtain employment in a variety of health care settings.

### **Program Content**

1. 6 hours orientation
2. 10 hour CHHA Bridge
3. 14 hour CPR
4. 70Hour EKG
5. 80 hour Phlebotomy
6. 50 hour PCT
7. 90 hours Certified Medical Assistant

## **LTC COVID – 19 INFORMATION STATEMENT**

LTC Career Training has developed a plan to maintain the safety and comfort of our students, faculty and the patients we care for during the COVID-19 pandemic. The school reopening plan was developed to meet the mandates that were mandated in Gov. Phil Murphy's Executive order 155. The schools plan has been submitted to all governing entities including the Board of Nursing, NJ Department of Education and the NJ Department of Health and Senior Services.

When there is a change made to the plan to enhance the necessary precautions or to meet the recommendations of the CDC or the State of New Jersey, an addendum will be attached to this bulletin and the students and faculty will be made aware immediately. All students will be mandated to follow handwashing protocol, proper use of appropriate PPE including face masks which will be worn at all times. Students will be encouraged to maintain social distancing and practice all suggested infection control measure.

The clinical portion of the programs will require students to give direct hands-on care in health care facilities. The faculty and students will be required to meet all infection control standards set by the facility, This may include but not limited to on site rapid testing for COVID 19.

The instructor will review the opening plan as well as any addendum to the plan with the student on the first day of instruction. Handwashing will be demonstrated by the instructor then return demonstrated by each student on the first day of class.

Students who refuse to comply with infection control directives will be subjected to immediate disciplinary action including immediate termination from program. LTC cannot emphasis enough the importance of infection control when in the classroom and/or clinical setting .

**ALL STUDENTS ARE STRONGLY ENCOURAGED TO RECEIVE THE COVID VACCINE PRIOR TO TRAINING.**

CONFIRMATION OF RECEIPT OF LTC SCHOOL BULLETIN

By signing below you confirm that you have received and reviewed the information in the LTC Career Training, Inc. school bulletin.

\_\_\_\_\_  
STUDENT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SCHOOL ADMINISTRATOR

\_\_\_\_\_  
DATE