

Prestige Nurse Aide Training Academy
EKG Technician Program
841 East 162nd Street
South Holland, IL 60473
Phone (708) 331-4580
Fax (708) 331-4581
www.prestigenurseaide.net
Email: prestigenurseaide@att.net
Course Catalog



EKG TECHNICIAN



Tamika Giles, RN, BSN Program Director

Prestige Nurse Aide Training Academy EKG Technician Program

MISSION STATEMENT:

Prestige Nurse Aide Training Academy is committed to “Educating Tomorrow’s Care Takers”. We train health care leaders today to support the community in need tomorrow.

OBJECTIVE:

This 10 week EKG Technician Program is designed to give students a basic understanding of the **Anatomy and Physiology of the Cardiovascular System, Basic Heart Electrophysiology, Medical Terminology, Basic Analysis and Interpretation of the EKG recording, Abnormal Rates and Rhythm, Safety Standards and Procedures, Heart Disease, Vital Signs, Parts of the EKG machine, and 12 Lead EKG Recording**. Prestige EKG Technician program is designed to give students a feel of a real working experience as it is designed with extensive 12 lead EKG recording and interpretation labs. This course has been approved by the National Center for Competency Testing (NCCT) and The Illinois Board of Higher Education (IBHE). This is a non credit hour course. The students are eligible to sit for the National Competency Exam for EKG Technician Certification upon success completion of the program. Prestige has not been recognized by an U.S. Department of Education accrediting body.

Students that are CNAs, Certified Phlebotomist, and have completed this EKG Technician program are eligible to take the Patient Care Technician Certification Exam.

PREREQUISITES:

17 years of age at time of enrollment, High School Diploma or GED. State Identification Card or Drivers License, and Valid Social Security Card. Authorization to have a fee app background check.

REQUIRED TEXT:

The Only EKG Book You’ll Ever Need; 7th Edition: *Malcolm S. Thaler*
ISBN-978-1-4511-1905-3

ATTENDANCE POLICY:

Due to the extensive content of the program, regular attendance is required in order to grasp the information and retain it. There are **no** makeup days built into the program. Students that miss a class day will be held accountable for missed content. Students are also not permitted to miss more than one class day. Students that accrue more than one absence will be disenrolled and issued a prorated refund.

TUITION AND ASSOCIATED FEES:

The Tuition cost for the EKG Technician Program is \$875.00. This cost includes registration, tuition, textbook rental, and lab supplies. Students must purchase a school uniform and class attendance badge from the Academy for \$35-\$55 depending on uniform size. To help maintain the low cost of the program students are asked not to write or highlight in the textbooks. Books are to be returned to the Academy in the condition received upon course completion. Students may purchase the textbooks however for an additional \$80.00 if you choose. *Please Note* that The NCCT certification exam is NOT covered in the tuition cost. The exam fee is \$90.00 due upon exam registration. The fee app background check cost is \$38 payable to the background screening facility. This fee is the student’s responsibility when they are scheduled to have this performed.

REFUND POLICY:

For a **FULL** refund students are expected to notify the program director One week **before** the start of classes, otherwise students will be issued a prorated refund. Prestige Nurse Aide Training Academy will issue any refunds to students within 30 days. The student’s withdrawal date will be effective when a letter of cancellation signed and dated by the student is received by a school official.

GRADING SCALE:

3 QUIZZES	:25 QUESTIONS	50 points possible each quiz	= 150 points
3 EXAMS	:50 QUESTIONS	100 points possible each exam	= 300 points
1 FINAL	:150 QUESTIONS	300 points possible for final	= 300 points
HOMEWORK	:15 assignments	10 points possible/assign	= 150 points
TOTAL:			900 points possible

- A: 100%- 95% = 900 - 855 points
- B: 94% - 89% = 854 – 801 points
- C: 88% - 80% = 800 - 720 points
- F: 79%- below = 719 - below

LAB: Proficiency in 12 lead placements, performing, and recording 10 EKGs.

***Students must pass the basic heart rhythms and arrhythmia interpretation Exam #2 at 80%. Three attempts only will be allotted in order to proceed in the course.**

UNSATISFACTORY PROGRAM COMPLETION

In the event a student does not successfully pass the EKG Technician Program, students will be granted the opportunity to repeat the course for a discounted rate. Students will be charged \$680.00. However, this offer will only be granted for the participation in the next class session.

ACADEMIC CALENDAR:

Prestige Nurse Aide Training Academy will be closed on the following recognized federal holidays; **New Years Day, Martin L. King Holiday, Presidents Day, Memorial Day, Labor Day, Independence Day, Veterans Day, Thanksgiving, and Christmas.** The day following Thanksgivings, Christmas, and New Years will also be observed. Lecture and clinical schedules will be made accordingly to accommodate the holidays.

- ❖ Classes are held two days a week Monday and Friday day and/or evening for a duration of 10 weeks. Day classes are held from 10:00am until 1:00pm or evening classes from 6:00pm until 9:00pm. Students should call academy to discuss start dates. Dates are subject to change.

Prestige Nurse Aide Training Academy
10 Week EKG Technician Program

I. Introduction to the Health Care Setting

- A) Scope of Practice for EKG Technicians
- B) Patient Communication Skills
- C) Medical Terminology Chapter
- D) Patient Rights
- E) Infection Control

LAB: Demonstrate proper technique of handwashing

LAB: Demonstrate donning on personal protective equipment

HOMEWORK ASSIGNMENTS:

DAY 1: HANDOUT

DAY 2: HANDOUT

Quiz One: MEDICAL TERMINOLOGY

Class Discussion Homework Review

II. BASIC OVERVIEW OF BODY SYSTEMS

- A) Human Anatomy and Physiology
- B) The Circulatory System
- C) The Flow of Blood through the Circulatory System
- D) The Electrical Conduction System
- E) Basic EKG Concepts

HOMEWORK ASSIGNMENTS:

DAY 1: Handouts

DAY 2: Handouts

Class Discussion Homework review

LAB: Making EKG waves and applying electrodes

VIDEO: The Circulatory System

Quiz Two: Body Systems

Exam One: Medical Terminology and A&P of Body Systems

III. Heart and Rhythm Abnormalities

- A) Arrhythmias
- D) Heart Blocks
- E) Myocardial Infarction and Heart Diseases

HOMEWORK ASSIGNMENTS

DAY 1: Handouts

DAY 2: Handouts

Class Discussion Homework Review

Quiz Three: Basic Strip Analysis

Exam: Two: Arrhythmias and Blocks

LAB: Practice arrhythmia and heart block strip interpretation

LAB: Practice 12 Lead EKG Recording

IV. PRACTICE AND REVIEW WEEKS
“Putting IT ALL Together”

- A) Vital Signs
- B) CPR Certification
- C) Review of Program Topics

Homework Review in class discussion

EXAM Three: Basic Strip Analysis, Electrical Conduction, Flow of Blood,
Vital Signs, Medical Terminology

EXAM: COMPREHENSIVE FINAL

LAB: 12 lead EKG Recording. PRACTICE!!

**PRESTIGE NURSE AIDE TRAINING ACADEMY
TUITION PAYMENT PLAN OPTION
AND REFUND POLICY**

Prestige Nurse Aide Training Academy is dedicated to maintaining academic success and progression. Tuition payments can place a burden on some and have potential of delaying one's career advancement. Our program has implemented a payment plan option to those that choose to take advantage of it. Individuals enrolled in a Payment Plan, must have an active checking account at time of registration. A down payment of \$450.00 is due one week prior the start of class and one post dated check for the remainder of the balance must be filled out and endorsed to Prestige Nurse Aide Academy. The remainder of the balance is due at the start of the third week. One week prior the deposit a courtesy reminder notice will be issued to you in writing that your next payment is coming up and will state your unpaid balance as of date.

There is *no* charge for setting up a payment plan agreement; however there will be a \$50.00 charge added to your tuition for any returned checks or insufficient funds notices plus any late fee accruing at \$50.00 per week.

Program Cost; includes Registration, Supplies, and Tuition, Textbook Rental.

Registration 25.00 Supplies 80.00 Tuition 770.00 Total 875.00

Tuition is payable in cash, check, Visa/MC, or money order.

BUYERS RIGHT TO CANCEL

- The student has the right to cancel the initial enrollment agreement until 5:00pm of the fifth business day after the student has been accepted; and if the right to cancel is not given to any prospective student at the time of the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within 15 days of cancellation.
- Any Cancellation should be in writing and must be delivered to school management.

SCHOOLS REFUND POLICY

1. When notice of cancellation is given before 5:00pm of the fifth business day after the date of enrollment, but One week prior to the first day of class, all fees minus the registration processing fee shall be refunded to the student.
2. Should a student's enrollment be terminated after the start of class or less than one week prior the course beginning, the student will be entitled to a prorated refund.
3. Refunds shall be based on when written notice of cancellation from the student is submitted.
4. Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance is made. The refund amount will show the

registration fee of \$25 deducted.

5. Deposits or down payments shall become part of the tuition.
6. The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days.
7. A student's refund shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation.
8. The student's registration and supplies are non refundable expenses.
9. A school shall refund all monies paid to it in any of the following circumstances:
 - A) The school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalogue or bulletin;
 - B) The school cancels or discontinues the course of instruction in which he student has enrolled;
 - C) The school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

Tuition Reimbursement Scale

Day Withdrawal Occurred	% of Term Enrolled	Entitled Refund – Minus Registration/supplies
1	6%	\$723
2	11%	\$685
3	17%	\$639
4	22%	\$600
5	28%	\$554
6	33%	\$515
7	39%	\$469
8	44%	\$431
9	50%	\$385
10	56%	\$338
11	61%	\$0.00
12	67%	\$0.00
13	72%	\$0.00
14	78%	\$0.00
15	83%	\$0.00
16	89%	\$0.00
17	94%	\$0.00
18	100%	\$0.00

❖ Discounts that were received for payments in full will not be honored if a student withdrawals.

Complaints against the school may also be registered at the address listed below:

Illinois Board of Higher Education
Division of Private Business and Vocational Schools
1 N. Old State Capitol Plaza,
Suite 333
Springfield, Illinois 62701-1394
www.ibhe.org

TRANSCRIPTS:

Transcript request must be in writing addressed to the school with the student signature and year of program completion. There may be up to 3 business days processing time in some cases. Transcripts are \$5.00 each for official copies and \$3.00 each for unofficial copies.

Prestige Nurse Aide Training Academy 2015 Projected Calendar of Course Offerings:

January 6- February 24- CNA
February 17- March 14-Phlebotomy
April 6 –June 1- CNA
March 24-May 28 –EKG
March 31– May 2- Phlebotomy
May 11- June 13 - Phlebotomy

June 15 – August 7- CNA
June 23- August 1-Phlebotomy
August 25 -October 27- EKG
August 31- October 23- CNA
September 28- November 20- CNA
August 25- September 26- Phlebotomy
November 10 – January 21, 2016-EKG
November 30- February 5, 2016-CNA

**Certificate of Approval to Operate Issued by the Illinois Board of Higher Education
1 N. Old State Capitol Plaza,
Suite 333
Springfield, Illinois 62701-1394**

NOTICE TO THE STUDENT

- Do not sign this catalog before you read it or if it contains any blank spaces.
- This is a legally binding instrument and is only binding when the agreement is accepted, signed, and dated by the authorized official of the school or the admission officer at the school's principal place of business. Read all pages of this contract before signing.
- You are entitled to receive an exact copy of the catalog, enrollment agreement, and any disclosure pages you sign.
- Any changes in the agreement shall not be binding on either the student or the school unless such changes have been approved in writing by an authorized official of the school and by the student or the student's parent or guardian if the student is a minor.
- The terms and conditions of the catalog are not subject to amendment or modifications by oral agreement.
- The school does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

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The following contains information for the most recent 12 month reporting period of July 1 through June 30 for EKG Technician Program. (This is a New Course Offering, information has not yet been compiled).

FY 2014-2015

1. <u>The number of students who were admitted in the course of instruction as of July 1 of that reporting period</u>	<u>10</u>
2. <u>Additions during the year due to:</u>	
a. <u>New Start</u>	<u>8</u>
b. <u>Re enrollment</u>	<u>2</u>
c. <u>Transfers in the course of instruction from other courses of instruction of the school</u>	<u>0</u>
3. <u>Total number of students admitted during the reporting period (the number of students reported under item (1) plus the additional reported under parts (A), (B),and (C) of item (2).</u>	<u>20</u>
4. <u>Of the total course of instruction enrollment, the number of students who:</u>	
a. <u>Transferred out of the course of instruction to another course of instruction</u>	<u>0</u>
b. <u>Completed or graduated from a course of instruction</u>	<u>12</u>
c. <u>Withdrew from the school</u>	<u>1</u>
d. <u>Are still enrolled</u>	<u>7</u>
5. <u>The number of students listed in item (3) who:</u>	
a. <u>Were placed in their field of study</u>	<u>11</u>
b. <u>Were placed in a related field</u>	<u>3</u>
c. <u>Placed out of the field</u>	<u>0</u>
d. <u>Were not available for placement due to personal reason</u>	<u>0</u>
e. <u>Were not employed</u>	<u>0</u>
6. <u>The number of students who took a State licensing examination ,If any, during the reporting period.</u>	<u>14</u>
7. <u>The number of students who took and passed a State licensing Examination or professional certification examination, if any, during the reporting period.</u>	<u>12</u>
8. <u>The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence</u>	<u>8</u>
9. <u>The average starting salary for all school graduates employed during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence</u>	<u>39,000</u>

I have received and read the Prestige Nurse Aide Training Academy EKG Technician Course Catalog in its entirety. I understand the severity of its content. I understand that I am not exempt from any part of the student responsibility contract. I understand that I am not allowed to miss more than one day of class. I am aware that if I accrue over the allotted absences I will be disenrolled from the program and if after the fifth week (60%) of classes at my expense.



EKG TECHNICIAN

Student signed agreement to the course content and academic policy.

Student Name Printed: _____

Student's Signature: _____ **Date:** _____

Instructor witness: _____ **Date:** _____