



EXPRESS
TRAINING SERVICES, LLC
"Getting your career on the right track"

2011 Course Catalog

Express Training Services, LLC
12636 Research Blvd., Suite B102
Austin, TX 78759

www.expresstrainingservicetexas.com

Email inquiries can be sent to admin@expresstrainingservices.com

Approved and Regulated by
Texas Workforce Commission Career Schools and Colleges

101 East 15th Street, Room 104-T
Austin, Texas 78778-0001
Phone: 512-936-3100

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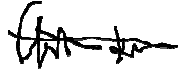
Volume 1, Version 1-Effective July 2009

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The information contained in this catalog is true and correct to the best of my knowledge.



Anthony A. Kalishman

Holidays observed-July, 2010-July, 2011

- September 7, 2009
- November 26-27, 2009
- December 21, 2009-January 3, 2010
- July 3-4, 2010

Office hours

The school/office location in Austin will be open every Tuesday and Thursday, with the exception of scheduled holidays (see above), from 10 am-3 pm CST. The office may be open additional hours if there are classes taking place. If you are unsure, call before you come.

There are no offices currently open in any location other than Austin. If you wish to schedule a class, ask questions, etc. for a location other than Austin, you can do it via email or telephone.

We have a web site on which students can obtain information or enroll. Students can also call any of the phone numbers below. Express Training staff will be available by telephone every single day of the year from 7 am-7 pm CST.

Austin- 512-501-2754
Dallas-469-546-3577
San Antonio-210-853-2574
Toll Free-866-346-0660
Fax-352-338-1194
Web site: www.expresstrainingservicetexas.com

Enrollment Periods

A class or seminar may have a deadline date. Students will not be allowed to enroll after a deadline date. There are also a limited amount of seats for a class/seminar, and it may be full before the enrollment period ends. If there is no deadline date for a class/seminar, students can enroll all the way up to the class start date, providing there is room in the class and the student meets all necessary qualifications.

This catalog will be made available to students prior to registration.

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Program Costs

Registration Fee:

\$100*

Nurse Aide Training Program:

Total Costs

75-Hour Nurse Aide Training Program

\$799

Breakdown:

Registration Fee	\$ 100
Tuition	\$ 463
Books and supplies	\$ 0
State Exam Fee	\$ 86
Uniform/Name Tag	\$ 25
Background Check	\$ 25
CPR/First Aid	\$ 70
TB Test	\$ 30

Phlebotomy Program:

Total Costs

\$800

80-Hour Phlebotomy Training Program

Breakdown:

Registration Fee	\$ 100
Tuition	\$ 371
Books and supplies	\$ 200
Other (Please specify)	\$ 129 (national exam fee)
CPR/First Aid (Optional) ***	\$ 70

Pharmacy Technician Exam Prep Seminar

Total Costs

\$900

Breakdown:

Registration Fee	\$ 100
Tuition	\$ 471
Books and supplies	\$ 200
Other (Please specify)	\$ 129 (national exam fee)

Nurse Aide Exam Prep Seminar:

Total Costs

\$299

Breakdown:

Registration Fee	\$ 100
Tuition	\$ 113
Books and supplies	\$ 0
State Exam Fee	\$ 86

*Registration fee is \$100 for each program unless noted, and is included in the "Total Costs"

***-CPR/First Aid can be done through Express Training Services, LLC or from another school.

Prices are subject to change without notice.

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About Express Training Services, LLC

Express Training Services, LLC was created and legally organized as a Florida Limited Liability Company based in Gainesville, Florida in December 2004. Express Training incorporated in Texas in May, 2009, and the first classes in started in July. The goal of the company is to provide quality instruction to health care professionals.

Express Training Services, LLC will also provide extensive continuing education programs for health care professionals.

Express Training Services, LLC has its headquarters in Gainesville, FL and Austin, TX. Check the web site **www.expresstrainingservicestexas.com** or call for the most up-to-date course calendar and offerings.

The Austin office is a large office space, capable of having multiple classes at any one time. Some seminars are held at hotel conference centers. All the equipment and supplies are appropriate for the courses offered, and there is an ample supply.

The Austin office address is:
Express Training Services, LLC
12636 Research Blvd., Suite B102
Austin, TX 78759

Disclaimer

Express Training Services, LLC complies with Federal statutes on non-discrimination on basis of religion, race, national origin, marital status, color, sex, age, sexual orientation, political affiliation, citizenship, belief or disability.

Students with Disabilities

Express Training Services, LLC accommodates students with disabilities under federal law.

Policy on the Handicapped

Express Training Services, LLC complies with all provisions of Section 504 of the Rehabilitation Act of 1973 in that no qualified handicapped person, by reason of the handicap, will be excluded from enrolling in a program of instruction. However, any handicapped person seeking admission should be aware that some programs require a high level of manual dexterity and coordination and that an individual evaluation is necessary to determine employability in the health care industry. All facilities are readily accessible to the handicapped students.

Other policies

Express Training Services, LLC has an extensive list of written policies concerning our mission, beliefs and standards of conduct referenced throughout this catalog. These policies are considered public knowledge by Express Training Services, LLC and can be This Workbook contains proprietary information and may not be copied or distributed without the express written permission of Express Training Services LLC.

viewed at any time. Just ask your instructor or other Express Training Services, LLC representative.

About Express Training Services, LLC Staff

All of the Express Training Services, LLC faculty are either experienced health care providers and/or have earned their bachelor's degrees, with some holding master's degrees as well. (See faculty list).

All Express Training Services, LLC faculty have a current state or national license or certificate in their field. They are also required to have at least 8 hours of continuing education each year. Most of the faculty has extensive experience, both private and public, in their fields.

Express Training Services, LLC Purpose and Mission

The purpose of Express Training Services, LLC is to become the most effective licensed health care professional training provider in the States of Florida and Texas. Through continuous assessment of the health care industry's needs and desires and the self-assessment of our course offerings, various classes will be offered to suit the variety of needs of our students. Express Training Services, LLC will assist all students in a successful transition from the classroom to the workplace.

Our mission is to provide the highest quality training which enables our students to become highly productive and successful in their careers.

Licensure Approvals

Express Training Services, LLC is approved and regulated by the Texas Workforce Commission Career Schools and Colleges, 101 East 15th Street, Room 104-T, Austin, Texas 78778-0001, Phone: 512-936-3100.

We are approved by the Texas Department of Aging and Disability Services (DADS) to offer the Nurse Aide Program.

We are also certified by the National Healthcareer Association (NHA), 7 Ridgedale Ave., Suite 203, Cedar Knolls, NJ 07927, 973-605-1881. Certification is provided by the NHA to Express Training Services, LLC so that successful graduates of the Phlebotomy Program are eligible to take the NHA National Phlebotomy Certification Exam.

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Administrative Organization

Express Training Services, LLC is a private school, with a flat organizational structure. All educational decisions are made by the School Director. All policy decisions are made by the Board of Directors for the school. The Board Members consist of:

Anthony A. Kalishman-Chief Executive Officer/Director of Admissions/Financial Aid
Director/Career Placement Director
Sherri R. Kalishman-Vice President
Jamie McIntyre-School Director

Grievance Procedures

If students or applicants feel they have been unfairly treated, they may appeal any policy, procedure or treatment.

1. The first step is to discuss the issue with the instructor.
2. If the issue is not resolved, the second step would be to submit the grievance, in writing, to the School Director. A written response will be provided to the student within 2 weeks.

If the student or applicant still is unsatisfied with the resolution, he/she may contact Texas Workforce Commission Career Schools and Colleges, 101 East 15th Street, Room 104-T, Austin, Texas 78778-0001, Phone: 512-936-3100.

Admissions

Express Training Services, LLC will not accept any student who cannot advance in their career from courses chosen. This is in line with the mission statement referenced above.

Express Training Services, LLC staff and/or faculty will work with individual students to ensure these qualifications are met before students are enrolled in the class. A full refund will be issued to any student who was not asked about these prerequisites. If a student fails to disclose this information and/or provides false information, the normal refund policy will be followed.

Each class or seminar has its own admission requirements, and the requirements may vary program to program. Look under each program to find specific admission requirements.

If a student does not meet admission requirements, reasons must be documented and filed. These records will be kept a minimum of one year.

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Previous Education, Training or Experience

Express Training Services will evaluate any prior knowledge, education or experience to see if credit can be given towards completion of any program or seminar.

Code of Student Conduct

Students who attend Express Training Services, LLC will conduct themselves in a manner consistent with a safe and positive learning environment.

Dismissal

While every attempt is made to assure that students will be successful at Express Training Services, LLC, there are some instances when students must be withdrawn from a program. These include unsatisfactory conduct, excessive absences, violation of safety regulations, unsatisfactory progress and other causes.

Tobacco use

Students may not smoke or use any other tobacco products inside the building at any time. Smoking is only permitted during designated breaks or before and after classes and must be done outside, at least 20 feet from the entrance of the building.

Drug Use/Alcohol Use

Express Training Services does not and will not attempt to control the private aspects of your life. However, if you are suspected of being under the influence of alcohol and/or drugs during class, you may be asked to leave, and be terminated from the rest of the course.

Cell phones

Cell phones, audible pagers or beepers are prohibited during class. Students may be asked to leave the class if this policy is violated. There can be extenuating circumstances which warrant the use of one of these devices. Please discuss these circumstances with your instructor.

Policies and Procedures

Attendance

Students are responsible for following school policy on attendance. For each class or seminar of greater than 10 hours in length, there will be attendance taken at the beginning of each class session. At the very beginning of each class, each instructor will inform the students of the following policy:

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1. Missing more than 20% of each class will result in student being dropped from seminar or class.
2. Being late 3 times will result in the student being dropped from seminar or class.

Students will be given verbal warnings in lieu of being placed on academic probation if they miss 10% of a seminar or class or are late 2 times. This will hopefully stop the situation from escalating.

Students who miss more than 20% of their classes or are late 3 times, will be dropped from the class and must have written approval from the Director of Admissions to re-enroll. Fees will be refunded in accordance with the refund policy in the catalog.

No student will be allowed to re-enroll until the next program cycle. If the class or seminar is longer than 80 hours, the student must make up all work and may resume where he/she left off. If the class or seminar is less than 80 hours, the student must start from the beginning.

Externships

For programs with externships, a student must be on time 100% of the time and must attend 100% of the hours in the externship. Being late to or missing a scheduled externship will result in immediate removal from the program, and student must have written approval from the Director of Admissions to re-enroll.

Grades and Completion of Course

Students will be given a certificate of completion upon satisfactorily completing their program. This certificate of completion **cannot** be used in lieu of a license or to obtain a license, but may be necessary to register for an exam which enables the student to get certified or licensed. This certificate of completion should also not be confused with official state certification required in the State of Texas (i.e. DADS certification for the Nurse Aide Program). The certificate of completion from Express Training Services, LLC only implies satisfactory completion of the course.

Students are responsible for showing consistent progress, satisfactory attendance, and employability skills. If a student is not progressing, the instructor will offer to work with the student during non-class hours, or recommend appropriate measures to assist the student. Express Training Services, LLC reserves the right to withdraw students who do not satisfactorily progress in their class, who refuse to cooperate with their instructor(s), or refuse to follow the rules and regulations of Express Training Services, LLC.

At the end of each grading period, the instructor completes a student progress report, which represents an overview of the student's growth and achievement. Students may receive a record of their academic progress at any time. Records of academic progress are permanently maintained at the school..

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This grading policy only applies to classes and does not apply to seminars. There will be no grades in seminars, only complete/did not complete.

Letter Grading System

A-90-100%

B-80-89%

C-70-79%

D-60-69%

F-0-59%

W-Withdrawn

Standards for Satisfactory Academic Progress

1. Any student falling below a 2.0 GPA (a letter grade of at least a “C”) will not display “satisfactory academic progress” and will be put on academic probation and closely monitored. If the student fails to bring the GPA to the 2.0 level by the next grading cycle, the student may be dropped from the program for failure to comply with academic standards. The student will be removed from academic probation as soon as the GPA rises to or above the 2.0 level. Remedial work may be offered to enable the student to obtain the needed progress.
2. Grading cycles vary program to program. No more than 25% of a program shall pass without it constituting a “grading cycle”, and each subsequent 25% of the program will be grading cycles as well. Written progress reports will be given to students at end of each grading cycle. Progress reports will be given only to individual students and will be not be shared or given to other individuals without written consent of student. If a student is a minor, progress reports can be given to legal guardian.
3. Students dropped from a program cannot re-enter the same program cycle for any reason. The student will be placed under a probationary period of 1 program cycle and may reapply for the next available cycle only after a formal meeting with the School Director. The student in question will be allowed to re-enter the program after participating in faculty interviews and completing a tutoring or make-up policy written by the instructor.
4. Under *Texas Education Code, Section 132.061(f)* a student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. A student receiving a grade of incomplete may reenroll in the program during the 12-month period following the date the student withdraws and may complete those incomplete subjects without payment of additional tuition.

Graduation

The requirements for completion of each program are listed under the specific program.

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Definition of clock hour

A clock hour is defined as anywhere between 50-60 minutes

Employability Skills

Express Training Services, LLC believes employability skills are as important as competency in a profession. Our mission is to provide the highest quality training which enables our students to become highly productive and successful in their careers. Competency and ability to perform the job tasks are crucial to success in a career. However, there are other skills just as important and make a student successful in their career. These skills will be included and referenced in each and every class. They include:

- Reporting to class each and every class session
- Arriving to class on time
- Being prepared with supplies for class
- Maintaining an assignment notebook or similar system
- Completing homework and other assignments on time
- Dressing appropriately for class
- Cooperating with teachers and classmates
- Focusing on appropriate tasks while in class
- Working quietly, independently and safely
- Using appropriate language
- Following all school and instructor rules

Access to Records

Express Training Services, LLC maintains educational records in accordance with state and federal laws. Parents/legal guardians of minor-age students, eligible students and adult students have the right to review the records of their child or their own records.

Parents/guardians of minor-age students and adult students have the following rights to students' records.

1. Right of access to all records maintained on the student by Express Training Services, LLC.
2. Right of privacy with respect to data contained in personally identifiable records.
3. Right to challenge any record thought to be inaccurate or misleading, and to a hearing, if necessary.
4. Right to copies of such records.

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Parents/guardians of minor-age students and adult students requesting to review and receive copies of educational records may do so verbally or in writing. Express Training Services, LLC will comply within a 30-day period.

Fees for copies of education records are 25 cents a page.

Tuition and Fees

Fees include tuition based on the class, and may also include textbook, uniform, equipment, and state or national certification exam fees. Fees vary from class to class and are subject to change based on Express Training Services, LLC policy.

All fees can be paid by cash, cashier's check, money order, Paypal or by credit /debit card (Visa, Master Card). Personal checks are never accepted. Fees are due before the start of the first class. No student will be allowed to attend a class without first paying **all** fees.

Refunds

Tuition

Should a student be terminated or cancel for any reason, all refunds will be made according to the following refund schedule:

For a seminar:

1. Refund computations will be based on the period of enrollment computed on basis of course time (clock hours).
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) the last date of attendance; or
 - (b) the date of receipt of written notice from the student.
3. If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than \$100 shall be retained by the school.
4. If the student fails to enter the program, withdraws, or is discontinued at any time before completion of the program, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the program after the effective date of termination bears to the total number of class hours in the program.
5. A full refund of all tuition and fees is due in each of the following cases:

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- (a) an enrollee is not accepted by the school;
- (b) if the program of instruction is discontinued by the school and this prevents the student from completing the program; or
- (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

For a vocational or technical course:

Cancellation policy: A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed and a tour of the facilities and inspection of the equipment is made by the prospective student.

Refund policy:

1. Refund computations will be based on scheduled clock hours of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance, if the student is terminated by the school;
 - (b) The date of receipt of written notice from the student; or
 - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 shall be retained by the school.
4. If the student who enters a residence or synchronous distance education course of not more than 12 months in length terminates or withdraws after the expiration of the 72 hour cancellation privilege, the school may retain \$100 of the tuition and fees and the minimum refund of the remaining tuition and fees will be:
 - (a) During the first week or one-tenth of the course, whichever is less, 90 percent of the remaining tuition and fees;
 - (b) After the first week or one-tenth of the course, whichever is less, but within the first three weeks or one-fifth of the course, whichever is less, 80 percent of the remaining tuition and fees;
 - (c) After the first three weeks or one-fifth of the course, whichever is less, but within the first quarter of the course, 75 percent of the remaining tuition and fees;
 - (d) During the second quarter of the course, 50 percent of the remaining tuition and fees;
 - (e) During the third quarter of the course, 10 percent of the remaining tuition and fees; or

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- (f) During the last quarter of the course, the student may be considered obligated for the full tuition and fees.
- 5. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made.
- 6. For residence or synchronous distance education courses more than 12 months in length, the refund shall be applied for each 12 month period paid, or part thereof, separately.
- 7. The length of a course for purposes of calculating refunds owed, is the shortest scheduled time period in which the course may be completed by continuous attendance of a full-time student;
- 8. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - (a) An enrollee is not accepted by the school;
 - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

Refund policy for students called to active military service:

- 1. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
 - a. if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - b. a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
 - c. the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

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- i. satisfactorily completed at least 90 percent of the required coursework for the program; and
- ii. demonstrated sufficient mastery of the program material to receive credit for completing the program.

Refunds will be totally consummated within 60 days after the effective date of termination.

State/National Certification Exam Fees (if applicable)

Every effort will be made to immediately submit the state or national certification exam fees to the exam company to assure a quick turnaround by the exam company and thus a quick exam date. These fees will be refunded at any time, if they have not already been submitted to the exam company. Once they have been submitted, refunds will need to be applied for through the exam company. Any faculty member or Express Training Services, LLC staff-person will have information on how to contact the exam company

Leave of Absence

Most programs are designed to have all courses completed in a very short period of time. Express Training Services, LLC recognizes emergencies do arise, and situations may change, and a student may not be able to progress from one course to the other in a timely fashion.

Specifically, students in seminars with course time of 40 hours or less shall not be granted leaves of absence.

For programs of 40 hours or greater length, a school director may grant a leave of absence after determining that good cause is shown. In a 12 month calendar period, a student may have no more than 2 leaves of absence. For a program with course time of 200 hours or less, a student may be on leave of absence for a total of 30 calendar days. For programs with course time of more than 200 hours, a student may be on leave of absence for a total of 60 calendar days.

School attendance records shall clearly define the dates of the leave of absence, and a written statement shall be signed by both a school director and the student and will be kept in the student's permanent file.

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Dismissal

A student may be dismissed at the discretion of the Director of Education for insufficient progress, non-payment of costs, or failure to comply with rules.

The following actions are cause for immediate dismissal:

- Excessive absenteeism and tardiness
- Any grossly negligent or careless act, which results, or may result, in personal injury, property damage, or loss.
- Willful refusal or failure to follow instructions, perform assigned work, or otherwise defy the authority of an instructor.
- Theft or removal from the premises, without proper authorization, of any school property or property of another person.
- Abusive or abrasive language.
- Being under the influence of drugs or alcohol usage during class.

Students dropped from a program cannot re-enter the same program cycle for any reason. The student will be placed under a probationary period of 1 program cycle and may reapply for the next available cycle only after a formal meeting with the School Director. The student in question may be allowed to re-enter the program after participating in faculty interviews and completing a tutoring or make-up policy written by the instructor.

Student Services

Career Placement

Express Training Services, LLC will assist you in finding employment, but **will not guarantee job placement**. You are encouraged to seek job opportunities on your own, and to follow Express Training Services, LLC's advice as to employability skills.

Library

Each office location will have a library with pertinent reference materials along with periodicals and magazines appropriate to each program offered by the school. In addition to the reference materials, a staff member will be able to assist students in locating specialized databases, journals, magazines, etc. from the Internet or the local library.

Computer stations for Internet access are provided and a staff person is available to assist in the Internet searches. Computers must be reserved; contact the Director of Admissions for details.

All enrolled students, students who have taken a class at Express Training Services, LLC previously and staff are eligible to use the library services.

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Food and Drink

There are soft drinks for sale in every permanent office. We also have bottled water that is free. Please feel free to bring a drink into the classrooms, but not the clinical or computer rooms.

We have a refrigerator and microwave that you are welcome to use. Just please don't eat in the classrooms, clinical or computer rooms.

Transportation

There are plenty of available parking spots for our students. There may be reserved parking spots in an office location. They are well marked, and if a car is parked in one of these spots, it may be towed. There are also city bus stops very near each office location. Please check with the city about schedules and fares. Reliable transportation to and from the school and/or skilled nursing facility is required. A lack of transportation is not an excuse to miss or be late for class.

Class Descriptions

Nurse Aide Training (NA) Program

The Nurse Aide training program is a comprehensive course designed to teach students the skills and abilities essential to the provision of basic care to patients and residents in hospitals and long term care facilities. Graduates of this program will be able to communicate and interact effectively with patients, assist patients in attaining and maintaining maximum functional independence, while observing patient rights. They will learn how to take vital signs, apply the elements of basic nutrition in meal planning, and follow infection control measures. Additionally, they will be able to apply proper body mechanics in bed making, lifting, and turning patients. Graduates of this program may find entry-level employment as a nurse aide with hospitals and nursing homes. A certificate of completion is awarded upon successful completion of the program.

Program Title: Nurse Aide Training Program

Credential Issued: Certificate of Completion

Program Objective: The objective of the Nursing Assistant Training Program is to offer high quality training that will prepare the student to be able to provide care to patients/residents/clients in the most dignified, respectful, and efficient manner possible.

Clock Hours: 75 (40 classroom, 11 lab, 24 clinical). There will be no more than a 1:12 instructor:student ratio.

Prerequisite: CPR and First Aid certification (must be completed on or before program completion date)

Admission requirements:

To enroll in the NA program, the student must:

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1. Be able to pass the state required background checks
2. Provide a valid government-issued photo identification card
3. Provide a valid Social Security Card
4. Have no physical or mental limitations precluding the student from taking the CNA state certification examination or working as a CNA
5. Have reliable transportation to and from the school/office/clinical site
6. A negative TB test
7. Proof of CPR and First Aid certification (on or before program completion date)
8. Be at least 18 years of age or if 16-17 years old, must provide written permission from a parent or legal guardian in order to enroll.
9. Not be listed as unemployable on the Employee Misconduct Registry (EMR) and not be convicted of a criminal offense as listed in the Texas Health and Safety Code 250.006
10. Must provide evidence of completion of at least an 8th grade education

Length of program: The approximate time required to complete the Nurse Aide Program is two weeks for the day program and three weeks for the night program.

There are six separate sections of this program, and the sections must be completed in the order shown below. There is only one grade for the entire program however.

Section	Lec/Lab/Ext/Total*
1-Introduction to Long Term Care	16 / 00 / 00 / 16
2-Personal Care Skills	10 / 07 / 00 / 17
3-Basic Nursing Skills	04 / 04 / 00 / 08
4-Restorative Services	04 / 00 / 00 / 04
5-Mental Health & Social Service Needs	06 / 00 / 00 / 06
6-Clinical Practice	00 / 00 / 24 / 24
Total Hours	40 / 11 / 24 / 75

*(Lecture/Lab/Externship/Total Hours)

Section Descriptions:

Section 1: Introduction to Long-Term Care (16 hours of classroom): The classroom lecture and lab consists of the 16 hours of content required prior to actual resident contact. The topics covered are: the role of the CNA in LTC, resident rights, communication skills, safety and emergency measures, and infection control. Prerequisites: None

Section 2: Personal Care Skills (10 hours of classroom, 7 hours of lab): Promoting resident independence while assisting residents with personal care is a very important component of this section. The demonstration and practice with return demonstration in

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the lab setting in order to enable the student to become proficient in personal care skills is essential. A good understanding of Section I material and how to incorporate it in the daily care of residents is the ongoing theme of the course. Prerequisite: Introduction to Long-Term Care.

Section 3: Basic Nursing Skills (4 hours of classroom, 4 hours of lab): Measurement skills are taught one-on-one by the instructor and practiced in the classroom. The student is encouraged to practice the measurement skills at home in order to develop the necessary competency level to provide safe and effective care to the residents. Safety issues with regard to restraint use are discussed. Understanding the end-of-life cycle and how to care for the dying resident, admission, transfer and discharge, and the role of the CNA with regard to observing, reporting, and documenting are covered. Prerequisite: Personal Care Skills

Section 4: Restorative Services (4 hours of classroom): A thorough understanding of the philosophy of LTC facilities: to assist the resident to attain and maintain the highest level of functioning, both mentally and physically is required. To be able to assist residents with daily activities while encouraging independence throughout the delivery of care is the goal. Prerequisite: Basic Nursing Skills

Section 5: Mental Health and Social Service Needs (6 hours of classroom): Discussion of normal psychosocial development and the care of residents who are dealing with conditions that affect their cognitive abilities. Approach and communication with residents who are experiencing stress, pain, and other situations in their lives is discussed, demonstrated with scenarios, and return demonstrated in the classroom setting, Prerequisite: Restorative Services

Section 6: Clinical Training (24 hours of externship): The students will be clearly identified in a specified color scrubs with a name badge indicating that they are in training. The student will work under the direct supervision of a licensed nurse during their clinical rotation in a LTC facility. The student will have the ability to apply the knowledge and skills learned in the classroom/lab setting to actual clinical practice within their scope of practice of a CNA trainee. Prerequisite: Mental Health and Social Service Needs

Fees:

Breakdown:

Registration Fee	\$ 100
Tuition	\$ 463
Books and supplies	\$ 0
State Exam Fee	\$ 86
Uniform/Name Tag	\$ 25
Background Check	\$ 25

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CPR/First Aid	\$ 70
TB Test	\$ 30

Total Fees (without CPR/First Aid) \$ 799

Class Schedule: The class schedule for this program is located at the end of this catalog. The day classes are Monday-Friday for 2 weeks. The evening classes are Monday-Thursday for 3 weeks.

There is a 30 minute lunch break midway through each day class. There are no meal breaks for the evening classes, except for during the clinical rotations. For the evening clinical classes, there will be a 30 minute meal break midway through the class.

The school does have recognized holidays, but no classes are held during or on those holidays. Students will be expected to attend every single class date listed on the schedule for their program. Refer to the attendance policy for questions on missing classes.

Graduation requirements: Students must have at least a “C” average to successfully complete this program. Students must also complete all 24 clinical hours successfully. Being late to or missing scheduled clinical hours will result in immediate removal from the program, and student must have written approval from the Director of Admissions to re-enroll.

Successful completion of this program does not guarantee successful completion of the subsequent state exam. Both successful completion of the NA Program and the state exam are necessary to obtain state certification as a Nurse Aide.

Nurse Aide (NA) Exam Prep Seminar

The Nurse Aide Exam Prep Seminar is a two day seminar designed to re-acquaint students with the skills and abilities essential to the provision of basic care to patients and residents in hospitals and long term care facilities. This seminar reviews the 36 skills which comprise the state exam, and briefly covers the theory portion of the state exam. A certificate of completion is awarded upon successful completion of the seminar.

Program Title: Nurse Aide Exam Prep Seminar

Credential Issued: Certificate of Completion

Program Objective: The objective of the Nursing Assistant Exam Prep Seminar is to offer a basic review of the written and clinical portions of the State of Texas Nurse Aide exam.

Clock Hours: 16 (10 classroom, 6 lab). There will be no more than a 1:12 instructor:student ratio.

Prerequisite: Must provide proof of successful prior completion of a State of Texas approved Nurse Aide Training Program, or documentation of eligibility to take the State of Texas Nurse Aide exam.

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Admission requirements:

To enroll in the NA program, the student must:

1. Be able to pass the state required background checks
2. Provide a valid government-issued photo identification card
3. Provide a valid Social Security Card
4. Have no physical or mental limitations precluding the student from taking the CNA state certification examination
5. Have reliable transportation to and from the school/office/clinical site
6. Be at least 18 years of age or if 16-17 years old, must provide written permission from a parent or legal guardian in order to enroll.
7. Not be listed as unemployable on the Employee Misconduct Registry (EMR) and not be convicted of a criminal offense as listed in the Texas Health and Safety Code 250.006

Length of seminar: The approximate time required to complete the Nurse Aide Exam Prep Seminar is two days.

There are five separate topics in this seminar.

Topic	Lec/Lab/Ext/Total*
1- Basic Nursing Skills	03 / 02 / 00 / 05
2-Personal Care Skills	03 / 01 / 00 / 04
3-Restorative Services	02 / 01 / 00 / 03
4-Theory Review	02 / 00 / 00 / 02
5-Mock Clinical	00 / 02 / 00 / 02
Total Hours	10 / 06 / 00 / 00

*(Lecture/Lab/Externship/Total Hours)

Fees:

Breakdown:

Registration Fee	\$ 100
Tuition	\$ 113
Books and supplies	\$ 0
State Exam Fee	\$ 86

Total Fees **\$ 299**

Class Schedule: The class schedule for this program is located at the end of this catalog. The classes are Friday and Saturday for 8 hours each day.

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There is a 30 minute lunch break midway through each day class.

The school does have recognized holidays, but no classes are held during or on those holidays. Students will be expected to attend **both** class dates listed on the schedule for their program. Refer to the attendance policy for questions on missing classes.

Graduation requirements: Students must attend and participate fully in both class dates. Being late to or missing scheduled class hours will result in immediate removal from the program, and student must have written approval from the Director of Admissions to re-enroll.

Successful completion of this program does not guarantee successful completion of the subsequent state exam. Successful completion of the state exam is necessary to obtain state certification as a Nurse Aide.

Phlebotomy Program

This program prepares students primarily for employment as phlebotomists. Phlebotomists work in doctor's offices, commercial labs, hospitals, blood banks and research institutions. Students will take class and will then be eligible to take the national certification test through National Center for Competency Testing (NCCT).

Program Title: Phlebotomy Program

Credential Issued: Certificate of Completion

Program Objective: This course is designed to be a fast paced, thorough introduction to phlebotomy. The focus is on the safe and effective delivery of health care services as a member of the health care team. The phlebotomist must have an excellent understanding of infection control, safety, medical terminology, basic anatomy and physiology, and phlebotomy equipment, techniques and procedures. Upon completion of the 80 hour course, the student will be eligible to sit for the National Center for Competency Testing Accredited National Exam. Successful completion of the NCCT exam is necessary for the student to obtain certification as a phlebotomist,

Program Description: This state-approved program prepares students primarily for employment as phlebotomists. The successful completion of the 80-hour class qualifies students to take the national certification exam through NHA. There will be no more than a 1:12 instructor:student ratio.

Clock Hours: 80 (50 classroom, 30 lab)

Prerequisite: CPR/First Aid certification (can take before program begins or prior to completion of program)

Admission requirements:

To enroll in the phlebotomy program, the student must:

1. Possess a valid government-issued photo identification card
2. Have no physical or mental limitations precluding the student from taking the NHA phlebotomy certification examination or working as a phlebotomist

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3. Have reliable transportation to and from the school/office/clinical site
4. Proof of CPR and First Aid certification (on or before program completion date)
5. Be at least 18 years of age or if under 16-17 years old, must provide written permission from a parent or legal guardian in order to enroll
6. Be willing to fully participate in all classroom activities. Students must perform live blood draws on fellow students, and have the same blood draws performed by other students on themselves.
7. Provide proof of a high school diploma or GED

Length of program: Students have 1 year to take and pass all sections for this program. This program requires 80 clock hours, and can possibly be completed in 2 weeks for the day class and 4 weeks for the night class.

There are three separate sections of this program, and the sections must be completed in the order shown below. There is only one grade for the entire program however.

Section	Lec/Lab/Ext/Total*
1-Overview and Safety Procedures	20 / 00 / 00 / 20
2- Phlebotomy Equipment and Procedures	14 / 16 / 00 / 30
3- Point-of-Care Testing and Special Procedures	16 / 14 / 00 / 30
Total Hours	50 / 30 / 00 / 80

*(Lecture/Lab/Externship/Total Hours)

Section Descriptions:

Section 1: Overview and Safety Procedures (20 hours of lecture). Skills learned: 1. handle test requisitions, specimen labeling, and results. 2. Computer skills in lab 2. Handwashing and general standard precautions 3. Locate veins used for venipuncture. 4. Follow transportation requirements. Application of skills to work setting is essential to a phlebotomist to function as a member of the health care team. Prerequisite: None

Section 2 Phlebotomy Equipment and Procedures (14 hours lecture, 16 hours lab). Skills learned: 1. Use phlebotomy tray supplies in actual clinical practice. 2. Apply tourniquet correctly 2. Correctly draw capillary blood 3. Handle vacutainers, syringes, butterflies and different size needles for tests. 4. Capillary sticks on newborns 5. Handle actual or potential complications with blood draws. Application of skills to work setting is practiced in the lab to enable the student to feel comfortable with basic skills when starting a career as a phlebotomist. Prerequisite: Overview and Safety Procedures

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Section 3: Point of Care Testing and Special Procedures (16 hours lecture, 14 clinical).
 Skills learned: 1. blood cultures 2. blood glucose 3. lactose tolerance test 4. drug monitoring, 5. other body fluid tests 6. blood alcohol test 7. mid-stream urine test 8. times urine test. Application of skills to work settings are appropriate for this chapter for many specific areas that phlebotomist will work, mainly in hospitals and doctor's offices.
 Prerequisite: Phlebotomy Equipment and Procedures

Fees:

80-Hour Phlebotomy Training Program \$800

Breakdown:

Registration Fee	\$ 100
Tuition	\$ 371
Books and supplies	\$ 200
Other (Please specify)	\$ 129 (national exam fee)
Total Fees (without CPR/First Aid)	\$ 800
CPR/First Aid (Optional) ***	\$ 70

Class Schedule: The class schedule for this program is located at the beginning of this catalog. The day classes are Monday-Friday for 2 weeks. The evening classes are Monday-Thursday for 4 weeks.

There is a 30 minute lunch break midway through each day class. For the evening classes, there will be a 30 minute meal break midway through the class.

The school does have recognized holidays, but no classes are held during or on those holidays. Students will be expected to attend every single class date listed on the schedule for their program. Refer to the attendance policy for questions on missing classes.

Graduation Requirements: 80% attendance of all classes (or approval by instructor that work has been made up), satisfactory completion of all skills, and 80% average on both the section exams and final exam.

Successful completion of this program does not guarantee successful completion of the subsequent national exam. Both successful completion of the Phlebotomy Program and the national exam are necessary to obtain certification as a phlebotomist.

Seminar Descriptions

Pharmacy Technician Exam Prep Seminar

This seminar prepares students to understand laws affecting pharmacy, recognize and process drug orders in both retail and hospital settings, learn special rules required for controlled medications, learn administrative duties of a pharmacy technician, and obtain a
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basic understanding of pharmacology and pharmacological classes for ultimate purpose of taking and passing the PTCB national pharmacy technician exam.

Seminar Title: Pharmacy Technician Exam Prep Seminar

Credential Issued: Certificate of Completion

Seminar Objective: This state-approved seminar prepares students to understand laws affecting pharmacy, recognize and process drug orders in both retail and hospital settings, learn special rules required for controlled medications, learn administrative duties of a pharmacy technician, and obtain a basic understanding of pharmacology and pharmacological classes for ultimate purpose of taking and passing PTCB national pharmacy technician

Seminar Description: This state-approved seminar prepares students primarily for successful completion of the PTCB national certification exam.

Clock Hours: 30 (30 classroom)

Prerequisite: High School diploma or GED, and registration with Texas Board of Pharmacy as a “pharmacy technician trainee”.

Length of program: Students have 1 year to take and pass all classes for this program. This program requires 30 clock hours, and can possibly be completed in 3 weeks.

Admission requirements

To enroll in the pharmacy technician seminar, the student must:

1. High school diploma or GED
2. Have not been convicted of a felony
3. Register with the Texas Board of Pharmacy as a “pharmacy technician trainee”, and must register as a pharmacy technician (cost \$54) within two years. Successful completion of the PTCB exam is required for registration.
4. Have reliable transportation to and from the school/office site

Topics Covered

There are 5 topics covered during the seminar. They are:

Basic Pharmaceutical Skills-2.75 hours
Legal Aspects-3.75 hours
Pharmaceutical Math-6.5 hours
Pharmacy Administration-5.25 hours
Review of Practical Exams/Homework-11.75 hours

Entrance Dates

All the courses in this program are available at least bi-annually. Check the class schedule for exact dates. All applications must be completed and fees paid prior to the first class date.

Graduation Requirements: 80% attendance of all classes (or approval by instructor that work has been made up) and satisfactory completion of all skills.

Staff/Faculty

The following are our staff/faculty, along with their degrees, certifications and contact info:

Anthony Kalishman (Co-Owner)

Education:

BA-Finance University of Florida
MBA Georgia College

Certifications:

CNA: License Number: Florida CNA111028, Home Health Aide, AHA First Aid Instructor, AHA BLS for Healthcare Providers Instructor, Certified Pharmacy Technician

Contact info:

Phone: 352-338-1193, Fax 352-338-1194, email tony@expresstrainingservices.com

Sherri Kalishman (Co-Owner, Nurse Aide Program Director)

Education

BS-Nursing Binghamton University

Certifications

RN License Number: Florida RN9167096, Texas
First Aid Instructor/BLS for Healthcare Providers Instructor

Contact info:

Phone: 352-338-1193, Fax 352-338-1194, email sherri@expresstrainingservices.com

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Jamie McIntyre
(School Director)

Education

BA-Marketing University of Florida

Certifications

First Aid Instructor/BLS for Healthcare Providers Instructor

Contact info:

Phone: 512-501-2754, Fax 352-338-1194, email jamie@expresstrainingservices.com

Mary Lee
(Nurse Aide Instructor)

Education

LVN-Cisco Junior College

Certifications

LVN License Number: Texas 110562, BLS for Healthcare Providers/First Aid

Contact info:

Phone: 512-501-2754, Fax 352-338-1194, email mary@expresstrainingservices.com

Ginette Roe
(Nurse Aide Instructor)

Education

LVN-Louisiana Technical College

Certifications

LVN License Number: Texas 216488, BLS for Healthcare Providers

Contact info:

Phone: 512-501-2754, Fax 352-338-1194, email ginette@expresstrainingservices.com

Sheila Jones
(Phlebotomy Instructor)

Education

Medical Assistant Loma Linda University

Certifications

Phlebotomy Certificate, BLS for Healthcare Providers

Contact info:

Phone: 512-501-2754, Fax 352-338-1194, email sheila@expresstrainingservices.com

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2011 Class Schedule

Pharmacy Technician Exam Prep Seminar-30 hours

Austin

Express Training Services, LLC
12636 Research Blvd, Suite B102
Austin, TX 78759
512-501-2754

1. September 27, October 4, 11, 18, 25, November 1, 2011, 5 pm-10 pm

San Marcos

Comfort Suites
104 IH 35 N
San Marcos, TX 78666
512-392-1006

1. October 24, 31, November 7, 14, 21, 28, 2011, 5 pm-10 pm

Nurse Aide Training Program-75 hours

There are day and evening classes. Scroll down to see all the choices, and call 512-501-2754 if there are any questions.

Lampasas

Lampasas Higher Education Center
208 East Ave. B
Lampasas, TX 76550
512-501-2754

All day classes have a 30 minute lunch break midway through the class. There is also a 15 minute break every 90 minutes.

Day classes-2011

1. Class starts May 2, 2011 and ends March 4, 2011
 - a. May 2-5, 8 am-4:45 pm
 - b. May 9, 8 am-4:45 pm
 - c. May 10-12, 7 am-3:30 pm (at nursing facility)
 - d. May 13, 8 am-5 pm

Austin

Express Training Services, LLC
12636 Research Blvd, Suite B102

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Austin, TX 78759
512-501-2754

All day classes have a 30 minute lunch break midway through the class. There is also a 15 minute break every 90 minutes.

Day classes-2011

1. Class starts September 12, 2011 and ends September 23, 2011
 - a. September 12-16, 8 am-4:45 pm
 - b. September 19, 8 am-4:45 pm
 - c. September 20-22, 7 am-3:30 pm (at nursing facility)
 - d. September 23, 8 am-5 pm
2. Class starts September 26, 2011 and ends October 7, 2011
 - a. September 26-30, 8 am-4:45 pm
 - b. October 3, 8 am-4:45 pm
 - c. October 4-6, 7 am-3:30 pm (at nursing facility)
 - d. October 7, 8 am-5 pm
3. Class starts October 17, 2011 and ends October 28, 2011
 - a. October 17-21, 8 am-4:45 pm
 - b. October 24, 8 am-4:45 pm
 - c. October 25-27, 7 am-3:30 pm (at nursing facility)
 - d. October 28, 8 am-5 pm
4. Class starts November 28 and ends December 9, 2011
 - a. November 28-December 2, 8 am-4:45 pm
 - b. December 5, 8 am-4:45 pm
 - c. December 6-8, 7 am-3:30 pm (at nursing facility)
 - d. December 9, 8 am-5 pm

All evening classes have a 10 minute break every 90 minutes. There is no meal break except for the 3 days at the nursing facility where there is a 30 minute break midway through the class

Evening classes-2011

1. Class starts September 26, 2011 and ends October 13, 2011
 - a. September 26-29, 4 pm-10 pm
 - b. October 3-6, 4 pm-10 pm
 - c. October 10-12, 3 pm-11:30 pm (at nursing facility)
 - d. October 13, 4 pm-10 pm
2. Class starts October 24, 2011 and ends November 10, 2011
 - a. October 24-27, 4 pm-10 pm
 - b. October 31-November 3, 4 pm-10 pm
 - c. November 7-9, 3 pm-11:30 pm (at nursing facility)
 - d. November 10, 4 pm-10 pm
3. Class starts November 28, 2011 and ends December 15, 2011

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- a. November 28-December 1, 4 pm-10 pm
- b. December 5-8, 4 pm-10 pm
- c. December 12-14, 3 pm-11:30 pm (at nursing facility)
- d. December 15, 4 pm-10 pm

Nurse Aide Exam Seminar-16 hours

Call 512-501-2754 if there are any questions.

Austin

Express Training Services, LLC
12636 Research Blvd, Suite B102
Austin, TX 78759
512-501-2754

All day classes have a 30 minute lunch break midway through the class. There is also a 15 minute break every 90 minutes.

Day classes-2011

1. 8 am-4 pm
2. September 30-October 1, 2011, 8 am-4 pm
3. October 28-29, 2011, 8 am-4 pm
4. December 2-3, 2011, 8 am-4 pm

Phlebotomy Program-80 hours

Austin

Express Training Services, LLC
12636 Research Blvd, Suite B102
Austin, TX 78759
512-501-2754

All day classes have a 30 minute lunch break midway through the class. There is also a 10 minute break every 90 minutes.

Day classes-2011

1. Class starts September 12, 2011 and ends September 23, 2011
 - a. September 12-16, 8 am-4 pm
 - b. September 19-23, 8 am-4 pm
2. Class starts October 17, 2011 and ends October 28, 2011
 - a. October 17-21, 8 am-4 pm
 - b. October 24-28, 8 am-4 pm

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Evening classes-2011

1. Class starts on November 28, 2011 and ends December 22, 2011
 - a. November 28-December 1, 5 pm-10 pm
 - b. December 5-8, 5 pm-10 pm
 - c. December 12-15, 5 pm-10 pm
 - d. December 19-22, 5 pm-10 pm