

New Destiny Health Career Center



New Destiny Health Career Center's short health career education programs lead to industry recognized credentials.

School Catalog 2025 - 2026

Published July 2025

“Certified true and correct as to content and policy”

Margie Vaughan

Signature

7/7/25

Date

SCHOOL CATALOG *2025 - 2026*



Destination....graduation!

Always begin with the end in mind. ~ Stephen Covey

New Destiny Health Career Center | 7600 Osler Drive Ste 302 |
Towson, MD 21204 | 410.296.5070 | www.newdestinyhcc.com

Purpose

The purpose of our School Catalog is to acquaint students with policies, procedures and expectations of New Destiny Health Career Center as well as student responsibilities.

New Destiny Health Career Center reserves the right to modify, amend or terminate any of its policies or procedures covered in the school catalog without prior notice. Any such changes will not adversely impact currently attending students. Supplements or revisions will be provided in the form of an addendum which will be available and distributed to students after approval by the Maryland Higher Education Commission.

Table of Contents

| | |
|--|----|
| Ownership, Administration, Faculty..... | 5 |
| Accreditations, Certifications, Approvals, Authorizations..... | 5 |
| Message from the President..... | 7 |
| Purpose, Mission, Vision, Core Values..... | 8 |
| Facility..... | 9 |
| School Objectives..... | 10 |
| Admission Requirements..... | 11 |
| Dual Enrollment Requirements..... | 12 |
| Criminal Background..... | 12 |
| Clinical Admission Requirements..... | 13 |
| New Student Orientation..... | 13 |
| Transfer of Credit..... | 13 |
| Program Performance..... | 13 |
| Method of Instruction..... | 13 |
| Availability of Course Materials..... | 14 |
| Library..... | 14 |
| Equipment..... | 14 |
| Holiday Schedule..... | 14 |
| Emergency Closures, Delays, Early Dismissal..... | 15 |
| Attendance Policy..... | 16 |
| Withdrawal and Termination..... | 17 |
| Graduation Requirements..... | 18 |
| Academic Progress..... | 18 |
| Grading Policy, Grading System..... | 18 |
| Student Services..... | 19 |
| Employment After Graduation..... | 20 |
| Code of Conduct..... | 21 |
| Prohibited Substances and Odors Policy..... | 22 |
| Dress Code Policy..... | 23 |
| Cell Phone Policy..... | 24 |
| Payment Policy..... | 25 |
| Refund Policy..... | 25 |
| Grievance Policy..... | 27 |
| Financial Aid..... | 28 |
| Program Calendar..... | 30 |
| Programs of Instruction Outlines..... | 31 |
| Certified Medication Technician (CMT)..... | 32 |
| Certified Nursing Assistant (CNA/GNA)..... | 34 |
| Certified Pharmacy Technician..... | 37 |
| Certified Phlebotomy Technician..... | 39 |
| First Aid/CPR/AED/BLS..... | 41 |
| Certification Exam Prep Courses..... | 42 |
| Class Cancellation Policy..... | 46 |

Ownership

New Destiny Health Career Center is owned by New Destiny Health Career Center, Inc., a State of Maryland corporation.

Administration

Margie Vaughan, President/Director * Larry Harvey, Administrator * Shantaia Eldridge, Office Manager/Student Support Coordinator * Detria Richardson, Office Assistant/Student Support

Faculty

Margie Vaughan, RN – Training Coordinator/Instructor * Barbara Harvey, RN – Instructor
* Shantia Eldridge, CPT – Instructor * Detria Richardson, CMA, CPT – Instructor

Accreditation

New Destiny Health Career Center is an institution of higher learning accredited by the Maryland Higher Education Commission. The school is categorized as a Private Career School (PCS) and offers in-person instruction for all programs listed in this catalog.

Certifications

New Destiny Health Career Center is certified by the Mayor's Office of Baltimore City as both a Women Business Enterprise (WBE) and a Minority Business Enterprise (MBE). New Destiny is also certified by the State of Maryland as a Disadvantaged Business Enterprise (DBE), Minority Business Enterprise (MBE), and a Small Business Enterprise (SBE).

Approvals

The Certified Medication Technician training program is taught by a Case Manager/Delegating Nurse that is approved by the Maryland Board of Nursing. The Certified Nursing Assistant program is approved by the Maryland Board of Nursing. The Certified Pharmacy Technician program is approved by the Maryland Board of Pharmacy. The Certified Phlebotomy Technician program is accredited by the Maryland Higher Education Commission.

Authorizations

New Destiny Health Career Center has been authorized by the American Red Cross to offer the following Red Cross training courses: First Aid/CPR/AED, and Basic Life Support. In addition, instructors are aligned with UMBC to teach the American Heart Association Basic Life Support (BLS) and Heartsaver First Aid/CPR courses.



National Healthcareer Association (NHA)

New Destiny Health Career Center is an approved testing center permitted to administer the following NHA certifications to students who complete the following programs and meet NHA's eligibility requirements:

- Certified Phlebotomy Technician (CPT)
- Certified Clinical Medical Assistant (CCMA)
- Certified Medical Administrative Assistant (CMAA)



American Medical Certification Association (AMCA)

New Destiny Health Career Center is an approved testing site to proctor the following American Medical Certification Association (AMCA) exams:

- Clinical Medical Assistant Certification (CMAC)
- Phlebotomy Technician Certification (PTC)



National Center for Competency Testing

New Destiny Health Career is an approved testing site for the National Center for Competency Testing phlebotomy certification exam:

- Phlebotomy Technician (NCPT)



Message from the President

On behalf of our team here at New Destiny Health Career Center, I would like to welcome you to our school where you take charge of your destiny FAST! Our core values, Respect, Integrity, Teamwork, and Excellence are R.I.T.E for you!

You have taken the first step toward controlling your future and gaining career advancement. You should be proud of yourself—we certainly are!



At New Destiny Health Career Center, we pride ourselves on going the extra mile for each and every student, so your success here at New Destiny is our priority! You will have our undivided attention as you progress through your training and enhance your skills as a healthcare provider. Each lesson is fun, educational, and brings you one step closer to your new career.

I look forward to serving you while you are a student and sharing your success as you venture into your new career. Welcome to New Destiny Health Career Center!

Yours Truly,

Margie Vaughan

Margie Vaughan, BSN, RN, HTC
President

New Destiny Health Career Center

Purpose

The purpose of New Destiny Health Career Center is to provide educational and job skills training for career and personal advancement.

Mission Statement

The mission of New Destiny Health Career Center is to provide the **R.I.T.E.** next generation of Healthcare Leaders.

Vision Statement

The vision of New Destiny Health Career Center is to be the Leading Health Career Education Provider for Maryland

Core Values

The core values of New Destiny Health Career Center are Respect, Integrity, Teamwork, and Excellence. These values are **R.I.T.E.** for cultivating a positive learning environment and shaping students' future behaviors as healthcare professionals.

- **Respect:** We are committed to valuing diversity, fostering inclusivity, and treating all individuals with dignity and consideration.
- **Integrity:** We are committed to honesty, fairness, and ethical behavior in all aspects of the school and its interactions with students, faculty, and the community.
- **Teamwork:** We promote collaborative efforts and the importance of working effectively with others to achieve common goals.
- **Excellence:** We focus on striving for the highest standards of teaching, learning, and practice in the healthcare field.



Facility

New Destiny Health Career Center is located at 7600 Osler Drive, Suite 302, Towson, MD 21204 and has 905 square feet of office space within the Osler Professional Center. The space is devoted to classroom, lab room, reception, and break area. The facility has mini-library resources and a computer lab with internet access. The facility has a workspace for instructors and the office manager. Separate restrooms for male and female are located on each floor of the building.



School Objectives

New Destiny's education programs are designed based on these standards:

- New Destiny was established to provide each student with in-depth knowledge of their chosen career. Proof of students' mastery of skills must include application and performance directed at meeting professional standards. These standards are measured through certification testing.
- The school strives to build the self-esteem of every student, teach them poise, courtesy and proper conduct in both the classroom and in the clinical setting.
- A primary focus of the educational program must always be to respond to individual needs and provide for attainment of the educational goals of students.
- In order for the instructional program to be of maximum value, it must be directed toward teaching current, respected practices in the professions concerned. Up-to-date lessons and course materials are necessary components of such teaching/learning programs.
- The methods of instruction utilized must be those which have proven effectiveness in helping students meet educational goals and perform at accepted standards for desired accomplishment.
- Quality educational programs require competent administrative leadership and qualified, experienced faculty in each of the instructional programs.
- Continuous review of the effectiveness of the educational programs and individual student progress must be carried out to determine how well the educational goals of the school and its students are being realized.



Admission Requirements

New Destiny Health Career Center is an equal opportunity institution and offers admission to



anyone who meets the admission standards and can benefit from the training, without regard to race, religion, sex, age, color, national origin, physical disability or place of residence. Students under the age of 16 cannot be admitted to the school.

Applicants will need to provide proof of age by presenting a government issued ID with photo and birthdate (i.e. driver's license, passport, state ID card).

The school accepts enrollment applications on a daily basis by appointment; however, all students who plan to attend any training programs at New Destiny Health Career Center leading to a certification must register to take an assessment

test. The entry level assessment must be taken even if the student has a college degree. Entry level scores for admittance are listed below per program. Students who do not have a High School Diploma or GED will not be permitted to enroll in particular programs. Those who are interested in enrolling are encouraged to call the school to schedule an appointment for assessment testing. Walk-ins will be required to schedule an appointment in the future.

Admission Test Scores for Program Entry

- Nursing Assistant - Diploma or GED required - 200 for math and 210 for verbal skills
- Pharmacy Technician- Diploma or GED required - 267 for math 267 for verbal skills
- Phlebotomy Technician- Diploma or GED required - 267 for math 267 for verbal skills
- Medication Technician - No GED required - minimum test scores of 70% for math and 70% for reading is required to enroll.

All students must meet the minimum test score requirements to be permitted to fully enroll into a program. If a student does not meet the minimum score requirements for entry, the assessment test can be retaken 7 days later from the date of the initial testing date. The test can be taken up to 3 times in a 6-month period. The cost for the initial Assessment Test is \$35. There is a \$35 fee for each re-take.

High School Diploma

Students enrolled in the school are required to have a high school diploma or G.E.D and meet minimum test score requirements on the Wonderlic Ability-to-Benefit (ATB) Assessment Test. The Wonderlic Ability-to-Benefit Assessment Test is designed to identify students who possess basic skills necessary to succeed in a post-secondary education program. The test measures math and verbal skills. High School Students that are at least 16 years old may be admitted without the required high school diploma or G.E.D following Dual Enrollment requirements.

Dual Enrollment Requirements

High School students may be dually enrolled while they are completing their high school education. New Destiny Health Career Center's Dual Enrollment Program allows High School students the unique opportunity to earn industry-recognized certifications and licensures that are valuable assets in the job market.

To be approved for dual enrollment, the high school student must:

- Be at least 16 years old and enrolled in the 11th or 12th grade
- Have parental/guardian consent
- Have a minimum 2.5 high school GPA
- Submit official high school transcript
- Submit recommendation letter from high school counselor or principal
- Meet the minimum assessment score requirements for chosen program

In addition to the general dual enrollment requirements, age specific program requirements for high school students are as follows:

- Nursing Assistant - must be at least 16 years old enrolled and in the 11th or 12th grade
- Pharmacy Technician- must be at least 17 years old and enrolled in the 12th grade
- Phlebotomy Technician- must be at least 17 years old and enrolled in the 12th grade
- Medication Technician - must be at least 18 years old enrolled in the 11th or 12th grade

Criminal Background Check

- All students who choose to enroll must submit to a criminal background check. Students who refuse will not be permitted to enroll. New Destiny Health Career Center background forms must be completed upon enrollment.
- Students who have felony convictions on their records may be permitted to enroll if potential for records to be expunged by documentation from higher authority for approval.
- Students with convictions or charges of rape, violent crimes, or crimes against children will not be permitted to enroll.
- Students with other items on their criminal background may be considered for enrollment by the Acceptance Committee and must sign a Background Disclosure waiver.
- Students who enroll in the Nursing Assistant program must have a criminal background that is free from convictions or charges pertaining to crimes against a person, drug distribution, and theft by taking.
- Criminal convictions may negatively affect the student's ability to become licensed or employed in the healthcare field as a Nursing Assistant, Pharmacy Technician, Phlebotomy Technician, or Medication Technician.
- A criminal background may also affect a student's chances of being placed for clinical externship as a clean background is a requirement for most clinical sites.



Clinical Admission Requirements

In order to be admitted to the clinical portion of a program, students must have the following paperwork prepared for submission:

- A physical examination that states the student is free from communicable diseases and able to perform clinical duties without any restrictions (i.e. lifting). Must be signed by a licensed M.D. or NP and stamped by the doctor's office.
- Proof of current (less than 1 year old) negative TB skin test, Quantiferon blood test or negative chest x-ray.
- Positive titer or proof of vaccination/immunity for measles, mumps, rubella and varicella
- Hepatitis B vaccination or declination form
- Current season flu vaccination
- COVID-19 vaccination
- Copy of CPR card
- Clean criminal background report and drug screen
- Copy of Health Insurance Card front and back

New Student Orientation

Student orientation will be held at the training facility location. It takes approximately 2 to 3 hours to complete new student orientation and time will be given to students for questions and a tour of the facility. Each student is given the school brochure, new student handouts with policies and procedures about the school and courses. Tuition payment and required documents are due by orientation to be considered enrolled into the school.

Transfer of Credit

New Destiny Health Career Center does not accept transfer credit or grant credit for prior learning. Please note that other institutions may not accept credit from New Destiny Health Career Center.

Program Performance

All students and prospective students may obtain from the Maryland Higher Education Commission (www.mhec.maryland.gov) information regarding the performance of each approved program. This includes but is not limited to information regarding each program's enrollment, completion rate, placement rate, and (if applicable) pass rate of graduates on any licensure exam.

Method of Instruction

The educational program and the instructional materials are specifically designed to ensure that every student has an opportunity to complete the training within the allotted time frame of instruction. This approach requires constant effort on the part of the student, encouraged by frequent evaluation from the instructor. Each course includes lessons and instructional materials with clear directions for the learning assessments to be completed.



Demonstration of mastery of the instruction by the student is accomplished by hands-on demonstrations and various measurement activities which enable

evaluation of progress. Evaluations of required quizzes are recorded by the school and form a part of the student's permanent record. Correction and constructive criticism of submitted quizzes by the instructor reflect the measure of progress for each student and may point-out areas needing special attention. Further assistance is provided to each student whenever necessary. Credit for course work is granted when a student has completed all required quizzes in each course with a final grade average of 75% or higher.

Availability of Course Materials

The school provides course notebooks and other supplements such as student handouts for most courses. Physical textbooks and supplements are available for student purchase. New Destiny Health Career Center reserves the right to change and revise course materials as needed. New Destiny also reserves the right to discontinue a course of study. All enrolled students will receive a course notebook with pertinent information needed to meet course(s) objectives.

Library

The school has library resources throughout with supplement information and reference material to be used in conjunction with curriculums.

Equipment

Equipment used by the students and instructors meet the requisite standards as set forth by all training approval agencies. This equipment includes but is not limited to: Tables and chairs, hospital bed, over-bed table, patient exam tables, centrifuges, computers, scale, blood pressure cuffs, stethoscopes, walker, wheelchair, and training mannequins. To enhance the students' learning, the school is equipped with Flat Screen TVs, DVDs, dry erase boards in the classroom, a skills lab and audio video equipment.

School Holiday Schedule

New Destiny Health Career Center will be closed the following holidays:



January 1, 2026 - New Year's Day
January 19, 2026 - Martin Luther King, Jr Day
February 16, 2026 - President's Day
May 25, 2026 - Memorial Day
June 19, 2026 - Juneteenth
July 4, 2026 – Independence Day
September 1, 2025 – Labor Day
October 13, 2025 – Indigenous Peoples' Day
November 11, 2025 – Veterans Day
November 27, 2025 – Thanksgiving Day
November 28, 2025 – Day After Thanksgiving
December 24, 2025 – Christmas Eve
December 25, 2025 – Christmas Day
December 31, 2025 - New Year's Eve

CLOSINGS, DELAYS & EARLY DISMISSALS

Emergency Closures, Delayed Openings, and Early Dismissals

The school Director will determine whether classes will be closed, delayed, or dismissed early. The decision will be based on student and staff safety and the ability to effectively deliver the educational program and any other consideration deemed relevant by the Director. A decision will be made as early as possible in order to ensure the safety of students and staff members. Program time missed due to an emergency closure, delayed opening or early dismissal will be made up. Students will be informed by their instructor when the program time will be made up.

Notifications



Notice of closings, delayed openings, and early dismissals will be made via:

- * Local broadcast media; WBAL TV News Channel 11
- * www.cancellations.com
- * Mass text message system;
- * Telephone; and
- * Email

Program time missed due to an emergency closure, delayed opening or early dismissal will be made up. Students will be informed by their instructor when the program time will be made up.

Attendance Policy

New Destiny Health Career Center encourages all enrolled students to attend regularly scheduled classes for instruction and examination. When a student must for any reason be absent from class, the student should immediately convey the reason for the absence directly to the instructor or the assigned student support coordinator.



The student is responsible for all material presented in class and for all readings, activities, announcements, and assignments covered during a missed class period. If a student misses a test due to an excused absence, it must be made up the day that the student returns to class or a Grade of “0” will be issued for the test.

Students must be on time for every class period. Two (2) tardies results in one (1) absent day and is subject to the attendance policy. Tardy is defined as 10 minutes past the scheduled class time.

Students who are absent because of school-sponsored activities that are approved for student affairs will be permitted to make up any work missed during the absence. “School-sponsored activities” include activities related to the course of learning, field trips related to academic courses, as well as any other school-sponsored activities approved by the President. Approval of such absences will be granted only if the instructor receives advance notice in writing from the faculty member or school official sponsoring the activity. Extenuating circumstances for which an absence may be excused include participation in school- sponsored activities, hazardous weather conditions, personal hardship, extended illness or hospitalization, family emergencies, or death in the immediate family. Instructors will request documentation to verify the extenuating circumstances. To obtain an excused absence, the instructor or school staff must be notified on the day of absence. Additionally, students must provide documented proof stating the reason for the absence. Makeup time may be granted for an excused absence upon approval of the Director.

Attendance requirements are strictly upheld. Students who are absent for whatever reason, and who as a result of such absence fail to meet the 80% attendance rate will not be allowed to continue in the class and will be terminated from the program. The student will be allowed to enroll in the next available class that has available space.

Clinical Attendance: Clinical attendance is mandatory. All scheduled clinical days must be 100% completed. The 1st clinical day for all sessions is mandatory. If a clinical day in full or portion is missed, the student must make up the entire clinical event on a scheduled clinical make-up day. In the event, three or more clinical days are missed, the student will be terminated from the program, and will have to re-apply for admission into the next class that has available space.

Make-Up Clinical Attendance Policy: If a student has an excused clinical absence he/she will be allowed to make-up a maximum of two missed clinical days. Make-up clinical days will be scheduled at the end of the course. One missed clinical day will cost the student an additional \$75.00 to make-up and must be paid prior to the clinical make-up day. Two missed clinical days will cost the student an additional \$150.00 and must be paid prior to the clinical make-up day. In the event a student misses the scheduled make-up clinical, he/she will not be allowed to take the competency exam to complete the course.

Withdrawal and Termination

Students may request to withdraw from enrollment by requesting a withdrawal form. Upon withdrawal or termination, any refund due in accordance with the Refund Policy and printed in the enrollment agreement, will be paid to the student 60 days after the last date of attendance by the student.

New Destiny Health Career Center reserves the right to terminate a student for the following reasons:

- Failure to maintain the required 75% academic standing.
- Failure to meet minimum 80% attendance rate.
- Failure to maintain a tuition payment agreement.
- Bringing drugs or weapons into the school or clinical site.
- Physical violence to other students, staff, or patients.
- Profanity or obscene language to a staff member, patient, or other students.
- Failure to conduct self with professionalism, courtesy and respect for others in all dealings with school staff, faculty, and other students.

Readmission after Withdrawal/Termination

If a student re-enrolls into a different program after completion of the current program or withdrawal, they will have to submit enrollment fees and required documents for the new program.

If a student wishes to re-enroll after withdrawal or termination, they will have to submit a request letter to the President requesting to re-enroll, complete a new application, submit all new admission fees, and all new required documents.

Academic Progress

Student progress is monitored by instructional staff. Students who do not make passing grades may be subject to academic review. The school will determine if there is evidence to indicate that continuing in the program would be of value to the student.

Grading Policy

The Grading policy of New Destiny Health Career Center is that no students will be allowed to do retakes on ANY quizzes, tests, or exams. If a student misses a test due to an excused absence, it must be made up the day that the student returns to class or a Grade of “0” will be issued for the test.

Grading System

The school uses a number-letter system of grading, with number grades being assigned to quizzes and tests and letter grades to the completed program. The program Grade Point Average is determined by obtaining a weighted average of designated tests and quizzes.

| Numerical Grade | Letter Grade | Rating |
|-----------------|--------------|-----------|
| 90 - 100 | A | Excellent |
| 80 - 89 | B | Good |
| 75 - 79 | C | Average |
| 74 - 0 | F | Fail |

Graduation Requirements

To graduate, you must:

- Attain a final grade average of 75% or higher; and
- Passage of Final Exam; and
- Have minimum 80% attendance rate; and
- Successful completion of clinical hours; and
- Have a paid in full tuition and fees balance.

New Destiny Health Career Center will automatically release your program certificate once **ALL** requirements have been met.



Student Services

Graduate Support: As an institution specializing in preparing people for new careers, New Destiny Health Career Center has a strong commitment to the success of its students. New Destiny provides its students with continuing employment direction and advice. This personal counseling includes training in job-search techniques, résumé, and interviewing skills.

Placement Assistance: While job-search assistance and career counseling is provided, it is understood that the school cannot promise or guarantee employment. Prospective students, students, and graduates are expected to investigate certifications or other professional requirements for their chosen profession.

Individual Instructor Assistance: Students may receive individual instructional assistance at any time by emailing or calling the school. Instructional assistance calls should be placed between 9:00 a.m. and 4:00 p.m. EST, Monday through Thursday and 9:00 a.m. to 11:30 a.m. EST on Fridays. Requests for assistance will be answered by the instructor or school staff member best qualified to provide the assistance requested.

Student Records: Permanent academic records which include transcripts, are maintained for all students as long as the school exists. This begins following the end of the last enrollment period, graduation, or withdrawal. The contents of these records are confidential and will not be divulged except upon written request of the student or as required by state or regulatory agencies. All student records are maintained by the school until surrendered to the Maryland Higher Education Commission in the event of closure.

Transcripts: Transcripts of academic records are available to the student or will be sent to an institution or person designated by the student when the student makes the request in writing. A request for a transcript should be accompanied by a \$15.00 fee for each transcript requested.

Student Program & Instructor Evaluation: At the completion of every program of study, New Destiny Health Career Center will ask you to complete a Program & Instructor Evaluation. These evaluations contain required information for reports, as well as helpful information that will allow New Destiny to continually assess the effectiveness of our curricula, our services and the academic achievement of our students.

Learning Resources: Students are provided with all course and instructional materials necessary to complete the course work. This does not include computers or other business machines or specialized reference publications normally available at public libraries. Students are encouraged to use the computer lab to access the Interlibrary Resource Center available to all students enrolled in New Destiny Health Career Center's programs of study. For course-related problems, students should request help from school staff members in locating specific sources.

Financial Services: All tuition payments must be made in U.S. funds. New Destiny Health Career Center is pleased to be approved for WIOA grant funding to support student training. Students interested in this payment option should contact the school's Student Support Coordinator.

Employment After Graduation

All students are expected to secure employment in their field of study upon graduation. The school is here to help but cannot guarantee any student employment after completing their program. The Director and faculty will assist students in highlighting potential opportunities and offer further guidance in resume development. Once employment is secured, students are expected to complete an Employment Verification form, assisting the school in tracking graduate success over time. Graduates understand and consent to the school communicating with their employers after graduation to verify employment.





CODE OF CONDUCT

- No profanity or offensive language (no cursing, no vulgar language, or inappropriate gestures, memes)
- No negative feedback on other's work and/or comments
- No posting negativity or bullying of others
- Absolutely no disrespecting instructors, staff, patients, or fellow students
- No physical violence or harm to other students, staff, or patients
- No weapons, alcohol, or drugs allowed on school or clinical property
- No smoking, vaping, or drinking of alcoholic beverages during class or at clinical
- No offensive, revealing, or socially inappropriate attire is allowed at any time
- No gum chewing in the classroom, lab, or at clinical
- No cheating, copying, or attempting to copy from another's exam or quiz
- No strong or disruptive odors of marijuana or alcohol in the classroom or at clinical

It is important to treat everyone that you may come in contact with, with the utmost respect. New Destiny Health Career Center will not tolerate any disrespectful behavior in the classroom or clinical setting. Students are expected to be familiar with and adhere to the Code of Conduct at all times during their chosen program.

Prohibited Substances and Odors Policy

Purpose: This policy aims to ensure a safe, healthy, and focused learning environment for all students and staff. Strong or disruptive odors, including those associated with prohibited substances like marijuana and alcohol can negatively impact the learning process and well-being of others.

Policy Statement: Students are expected to attend school and all school-related activities in a manner that is conducive to learning and respectful of the well-being of others. This includes refraining from attending class with noticeable odor of marijuana or other prohibited substances.

Scope: This policy applies to all students, faculty, and staff.

Procedures and Enforcement:

1. **Observing Odor:** If a staff member notices a student with a noticeable odor of marijuana, they will document the observation and discreetly address the student. This may involve:
 - Private conversation: Speaking with the student privately to inquire about the odor and remind them of the school's odor policy.
2. **Addressing Concerns:**
 - If the odor is the result of external exposure and there is no suspicion of use on school property: The school may advise the student on how to address the odor and prevent future occurrences.
3. **Consequences:**
 - Warning: A warning may be issued for a first instance.
 - Further disciplinary action: Repeat offenses may result in more serious consequences, including termination, consistent with the school's code of conduct.

Medical Cannabis Exception: The administration of medical cannabis to qualifying students, when authorized by state law and following established health guidelines, is permitted to facilitate continuity of medical care. This policy does not apply to students who are authorized to use medical cannabis under these conditions. Students who are authorized to use medical cannabis are required to present a valid unexpired medical marijuana use card.

Confidentiality: All matters related to this policy will be handled with discretion and in accordance with applicable privacy laws and school policies.

Review and Updates: This policy will be reviewed and updated as needed to ensure compliance with relevant laws and best practices.


Acknowledgement of Receipt: Students are expected to review and acknowledge their understanding of this policy.

Dress Code Policy

Dress Code: All clothing should be weather appropriate. No see-through clothing, mid drifts, cleavage or “short shorts” will be allowed. Shorts of a proper and appropriate length will be allowed. Pants must be secured and cannot be baggies or low-riders. No undergarments can be visible at any time. Hats, bonnets, sleepwear, and pajamas are not permitted.

Clinical Dress Code: Purple scrub top and purple scrub pants, white warm-up jacket, white shoes, and a watch with second hand. All students MUST wear name badges and white shoes without any holes or openings. All uniforms should be clean and stain free and pressed free of all wrinkles. Failure to follow these rules will result in you being sent home and result in a missed clinical day.

Requirements for Clinicals

- All students must wear scrub uniforms and white warm-up jacket with school patch
 - Stethoscope, name badge, and a watch with a second hand are part of proper uniform
 - All students are responsible for their own transportation to and from clinical sites
- 
- A photograph of a female student standing against a plain wall. She is wearing a white lab coat over purple scrubs, white sneakers, and has a stethoscope around her neck. She is smiling and has her hands on her hips.
- Hair should up off the shoulders and not obscure face
 - No facial piercings can be showing
 - Tattoos are required to be covered
 - White sneakers or white non-skid shoes required
 - No slingback clogs, open back, or crocs with holes
 - No acrylic, gel nails, or overlays are allowed
 - No earrings larger than a stud size
 - No dangling bracelets or necklaces
 - No heavy cologne, perfumes, or other prohibited odors
 - No cell phone usage on the clinical care units
 - No earbuds or earpods permitted on the care units
 - No wild hair colors or wild hairstyles allowed
 - Beards and mustaches must be clean, short, and neatly trimmed
 - Students must display a professional appearance in dress and hair at all times.
- Any violation of the Clinical Dress Code will result in the student being dismissed from that day of clinical; student will be responsible for any fees incurred that must be satisfied before a make-up is allowed. Subsequent infractions will result in dismissal from the program. Please refer to Attendance and Conduct Policies.

Cell Phone Policy

Usage of cell phones are not permitted in the classroom or at the clinical site. Mobile phones should be out of sight and silent during class time. Cell phones are permitted during break and lunch periods only. If there is an emergency and cell phone usage is needed, it is only permitted outside of the classroom or clinical care unit. Excessive classroom interruptions from cell phone usage and students leaving the classroom will be documented and discussed with the student on only one occasion. The second incident will be documented and the student terminated from the program. Students are expected to review and acknowledge their understanding of this policy.



Payment Policy

New Destiny Health Career Center does not accept credit cards or personal checks as forms of payment. Accepted forms of payment include: Cash and Certified Money Orders. Employee Assistance, Work Force Innovation and Opportunity (WIOA), VA benefits, and payment vouchers are also accepted. All payment plans must be paid in full before the start of any classes. This payment policy does not apply to students using VA Educational Benefits.

Refund Policy

Refund Policy: All refunds shall be made without requiring a request from the student within seven (7) days from the date that the institution terminates the student or determines withdrawal by the student. The institution determines withdrawal by the student once the student has seven (7) class days of consecutive absences without notice of withdrawal.

1. All monies paid by the student will be fully refunded if the student chooses not to enroll in or to withdraw from the school within seven calendar days after having signed the enrollment contract.
2. If the student chooses not to enroll after the seven-day cancellation period, but before the first day of instruction, the registration or enrollment fee will be retained by the school.
3. If, after the seven-day cancellation period expires, a student withdraws or is terminated after the instruction begins, refunds will be made based on the total contract price for the course or program and shall include all fees, except the application, registration or enrollment fee and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student. The minimum refund that the school will pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

| Proportion of Total Program Taught By Date of Withdrawal | Tuition Refund |
|---|----------------|
| Less than 10% | 90% |
| 10% up to but not including 20% | 80% |
| 20% up to but not including 30% | 60% |
| 30% up to but not including 40% | 40% |
| 40% up to 50% | 20% |
| More than 50% | No Refund |

*** The amounts charged a recipient of VA education benefits for tuition, fees, and other charges for a portion of the course will not exceed the approximate prorated portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the program bears to the total length (Code of Federal Regulation 21.4255). The school may retain \$10.00 for administrative costs.

4. If the school closes or discontinues a course or program, the school will refund to each currently enrolled student all monies paid by the student for tuition and fees and all monies for which the student is liable for tuition and fees.
5. Students are requested, but not required, to notify the Director or designated school official if they are withdrawing from the school.
6. The date of withdrawal or termination is the last date of attendance by the student. Refunds are based on the student's last date of attendance.
7. All refunds due will be paid within 60 days of the student's last date of attendance. Students receiving veterans education benefits will be paid within 40 days of the last date of attendance.
8. Books purchased are the property of the student and are not refundable, except within the seven-day cancellation.

Grievance Policy

A grievance is any event, condition; rule or practice, which the student believes violates his or her civil rights, and treats him/her unfairly while in school.

- If at any time a student has a problem with an instructor or staff member, the student should request a meeting with that instructor or staff member to attempt to solve the problem at that level.
- If the problem cannot be resolved, the student should request a meeting with a different instructor or staff member either verbally or in writing.
- If not resolved, the student may address their grievance in writing to the Administrator or the Director.

Students are encouraged to resolve issues internally but always have the right to submit their complaint directly to the Secretary of Higher Education at the Maryland Higher Education Commission or the Attorney General. The following is their address, phone number, and website information:

Secretary of Higher Education
MD Higher Education Commission
217 E. Redwood St, Suite 2100
Baltimore, MD 21202
Tele: 410-767-3300
Fax: 410-322-0270
www.mhec.maryland.gov

Maryland Office of the Attorney General
Consumer Affairs
200 St. Paul Place
Baltimore, MD 21202
Tele: 410-528-8662
Toll Free: 866-743-0023
www.marylandattorneygeneral.gov

Financial Aid

Financial aid can help with educational expenses such as tuition, fees, books, and supplies. The following is a partial description of various types of financial assistance that may be available to students:

Grants

- **The Jack F. Tolbert Grant**
Award amount: \$500
How to apply: Complete and file the Free Application for Federal Student Aid (FAFSA)
- **WIOA (Workforce Innovation and Opportunity Act) Grant**
Amount: potentially up to \$13,295
How to apply: <https://www.labor.maryland.gov/employment/train/>

Scholarships

- **Central Scholarship**
Applicants must:
 - Reside in Maryland
 - Possess a high school diploma or GED
 - Have an adjusted gross income (AGI) of \$66,000 or lessHow to apply: Online at www.central-scholarship.org/scholarships/career-training
- **MyCAA Scholarship**
Scholarship program sponsored by the Department of Defense.
Provides up to \$4,000 of financial assistance to help military spouses pursue career educational opportunities including licenses and certifications.
How to apply: Online at <https://mycaa.militaryonesource.mil/mycaa/get-started>
- **The Edward T. and Mary A. Conroy Memorial Scholarship**
Provides student financial assistance to certain Maryland residents due to their eligible military or public safety service or due to their eligible family or marital relationship to such an individual.
How to apply: Application instructions provided at the school.
- **The Jean B. Cryor Memorial Scholarship**
Provides financial assistance to eligible children and surviving spouses of school employees who, either died or sustained an injury that rendered the school employee 100 percent disabled, as a victim in an act of violence occurring in the line of duty.
How to apply: Application instructions provided at the school.
- **The Maryland Delegate Scholarship**
Applicants must be Maryland Residents and complete the FAFSA (Free Application for Federal Student Aid) by March 1st of the academic school year.
How to apply: Application instructions provided at the school.
- **The Maryland Senatorial Scholarship**
Applicants must be Maryland Residents and complete the FAFSA (Free Application for Federal Student Aid) by March 1st of the academic school year.
How to apply: Application instructions provided at the school.

- **Hearthstone Housing Foundation Scholarship**

Applicants must be from a low-income household and live in certain housing communities in Baltimore.

How to apply: Applications instructions provided at the school

- **MD & DC Credit Union College Scholarship**

Members of any credit union based in Maryland or D.C. or affiliated with the MD|DC Credit Union Association is eligible to apply.

Amount: \$2,000

How to apply: Online at <https://cufound.org/consumer-resources/apply-for-scholarships/>

Program Calendar

New Destiny Health Career Center's programs are offered during the spring, summer, and fall terms:

| | |
|-------------|---------------------------|
| Spring term | January 2 – May 31 |
| Summer term | June 1 – August 31 |
| Fall term | September 2 – December 31 |

Spring Term

Certified Nursing Assistant (CNA/GNA)

January 8 – February 16, 2026

9:00 am - 2:00 pm

Certified Medication Technician (CMT)

February 20 - February 24, 2026

10:00 am - 3:30 pm

Summer Term

Certified Pharmacy Technician Program (CPhT)

June 5 – September 22, 2026

9:00 am - 4:30 pm

Certified Medication Technician (CMT)

June 30 - July 3, 2026

10:00 am - 3:30 pm

Fall Term

Certified Phlebotomy Technician Program (CPT)

August 28 – October 5, 2025

9:00 am - 4:30 pm

Certified Phlebotomy Technician Program

October 16 – November 17

9:00 am - 4:30 pm

Certified Nursing Assistant (CNA/GNA)

November 20 – December 29, 2025

5:00 pm - 10:00 pm

***** Program schedules, class dates, and times are subject to change without prior notice.** This program calendar is not guaranteed and may be altered at any time. Prospective students are encouraged to regularly check the school's website or call the school for updates on desired class dates and time availability prior to enrolling in a program.

Programs of Instruction Outlines

Certified Medication Technician (CMT)

Certified Nursing Assistant (CNA/GNA)

Certified Pharmacy Technician (CPhT)

Certified Phlebotomy Technician (CPT)

Certified Medication Technician (CMT)

The Certified Medication Technician (CMT) program, is a 20-hour course designed to prepare individuals for safely administering medications in assisted living facilities under the supervision of a licensed nurse. The curriculum covers the process for administration of medication, reporting and recording, pharmacy labels, physician orders, storage, and medication safety.

| <i>Course No.</i> | <i>Title</i> | <i>Clock Hours</i> | | | |
|-------------------|---|--------------------|------------|-----------------|--------------|
| <i>CMT</i> | <i>Module 1</i> | <i>Lecture</i> | <i>Lab</i> | <i>Clinical</i> | <i>Hours</i> |
| CMT 101 | Medication and Related Issues | 1 | | | |
| CMT 102 | Observing and Identifying Changes | 1 | | | |
| CMT 103 | Reporting and Recording Changes | 1 | | | |
| CMT 104 | Visiting the Healthcare Provider | 1 | | | |
| CMT 105 | Visiting the Pharmacy | 1 | | | |
| <i>Module 2</i> | | | | | |
| CMT 201 | Categories and Responses of Medication | 1 | | | |
| CMT 202 | Storage of Medications | .5 | .5 | | |
| CMT 203 | Administering Medications | 1.5 | 1.5 | | |
| CMT 204 | Documenting Medication Administration | 1 | 1.5 | | |
| <i>Module 3</i> | | | | | |
| HED 99 | Medical Terminology | 1 | | | |
| CMT 500 | High Risk Medications | 1 | | | |
| CMT 303 | OTC Medications | 1 | | | |
| CMT 501 | PRN Medications | 1 | | | |
| <i>Module 4</i> | | | | | |
| CMT 400 | Diseases and Chronic Conditions | 1 | | | |
| <i>Module 5</i> | | | | | |
| CMT 100 | Observational Medication Administration | 1 | .5 | 1 | |
| <i>Total</i> | <i>Clock Hours</i> | <i>15.5</i> | <i>3.5</i> | <i>1</i> | <i>20</i> |

Objective of the Program: The objective of the Certified Medication Technician (CMT) training program is to prepare caregivers working in assisted-living facilities, adult daycare centers, detention centers, school health programs, treatment centers, home health agencies, group homes, and private homes to administer medications under the direction and supervision of the agency's registered nurse case manager/delegating nurse.

Instructional Methods:

Method of instruction: This course is taught through a series of classroom lectures, hands-on lab training, out of class homework, and assignments, and clinical instruction.

Training Textbook:

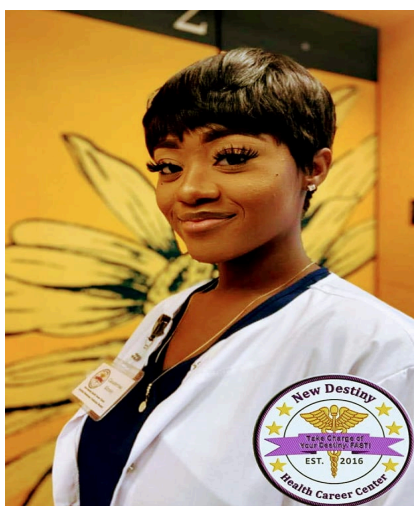
- Maryland Board of Nursing Medication Administration Training Manual

Day Class: Monday, Tuesday, Wednesday, Thursday 10:00am - 3:30pm (4 days)

Evening Class: Monday, Tuesday, Wednesday, Thursday 5:00pm - 10:15pm (4 evenings)

Certified Medication Technician (CMT) Program

| <i>Description</i> | <i>Cost</i> | <i>Description</i> | <i>Potential Cost</i> |
|-----------------------------------|------------------------|------------------------------------|------------------------|
| Assessment Test | \$35.00 | Background Check | \$38.00 |
| Registration Fee (non-refundable) | \$35.00 | First Aid/CPR/AED | \$135.00 |
| Tuition | \$350.00 | CPR Face Mask | \$10.00 |
| Lab Fee | \$25.00 | PPD (TB Test) | \$60.00 |
| Textbook (MBON Training Manual) | \$65.00 | Uniform Scrub Set | \$40.00 |
| Transcript Fee | \$15.00 | | |
| License Fee payable to MBON | \$20.00 | | |
| <i>Total Program Cost</i> | <i>\$545.00</i> | <i>Total Potential Cost</i> | <i>\$283.00</i> |



Certified Nursing Assistant (CNA/GNA)

New Destiny Health Career Center's Certified Nursing Assistant Training Program has been approved by the Maryland Board of Nursing since 2022. It is based on 125 clock hours of class, lab, and clinical instruction.

| <i>Course No.</i> | <i>Title</i> | <i>Clock Hours</i> | | | |
|--------------------------|---|---------------------------|-------------------|------------------------|---------------------|
| <i>CNA</i> | <i>Module 1</i> | <i>Lecture</i> | <i>Lab</i> | <i>Clinical</i> | <i>Hours</i> |
| CNA 001 | Understanding Various Healthcare Settings | 1 | 0 | 0 | 1 |
| CNA 002 | The Nursing Assistant and The Care Team | 1 | 0 | 0 | 1 |
| CNA 003 | Ethical and Legal Issues | 1 | 0 | 4 | 5 |
| CNA 004 | Communication and Cultural Diversity | 3.5 | 0 | 4 | 7.5 |
| <i>Module 2</i> | | | | | |
| CNA 005 | Infection Prevention & Infection Control | 1 | 1 | 4 | 6 |
| CNA 006 | Safety and Body Mechanics | 2 | 1 | 4 | 7 |
| CNA 007 | Emergencies, First Aid, & Disaster Prevention | 1.5 | 2 | 0 | 3.5 |
| CNA 008 | Human Needs & Human Development | 3.5 | 0 | 0 | 3.5 |
| <i>Module 3</i> | | | | | |
| CNA 009 | The Healthy Human Body | 13.5 | 6.5 | 0 | 20 |
| CNA 010 | Positioning, Transfers, and Ambulation | 2 | 1 | 0 | 3 |
| CNA 011 | Admitting, Transferring, and Discharging | 2 | 1 | 0 | 3 |
| CNA 012 | The Resident's Care Unit | 2.5 | 1 | 0 | 3.5 |
| <i>Module 4</i> | | | | | |
| CNA 013 | Personal Care Skills | 3.5 | 1 | 4 | 8.5 |
| CNA 014 | Basic Nursing Skills | 3.5 | 1 | 4 | 8.5 |
| CNA 015 | Nutrition and Hydration | 3 | 1 | 4 | 8 |
| CNA 016 | Urinary Elimination | 1.5 | 1 | 4 | 6.5 |
| CNA 017 | Bowel Elimination | 1.5 | 1 | 4 | 6.5 |

| Module 5 | | | | | |
|-----------------|---|-----------|-----------|-----------|------------|
| CNA 018 | Common Chronic and Acute Conditions | 2.5 | 1 | 0 | 3.5 |
| CNA 019 | Confusion, Dementia & Alzheimer's Disease | 3 | 1 | 0 | 4 |
| CNA 020 | Mental Health & Mental Illness | 2 | 1 | 0 | 3 |
| Module 6 | | | | | |
| CNA 021 | Rehabilitation & Restorative Care | 3.5 | 0 | 4 | 7.5 |
| CNA 022 | Special Care Skills | 2 | 1 | 0 | 3 |
| CNA 023 | Dying, Death, and Hospice | 1.5 | .5 | 0 | 2 |
| CNA 024 | Caring for Your Career and Yourself | 1 | 0 | 0 | 1 |
| Module 7 | | | | | |
| CNA 025 | Clinical | 0 | 0 | 40 | 40 |
| Total | Clock Hours | 65 | 20 | 40 | 125 |

Objective of the Program:

The objective of the Certified Nursing Assistant training program is to prepare the student to work in a variety of healthcare settings under the supervision of a licensed registered nurse. Through lecture, video, role-playing, and hands-on laboratory and clinical practice, students will be able to perform such skills as bathing, dressing, positioning, and vital signs.

After students graduate the program, they are eligible to take the Maryland state examination to become a Certified Nursing Assistant and Certified Geriatric Nursing Assistant (CNA-1 *or* CNA/GNA). Graduates can seek employment as Certified Nursing Assistants in hospitals, nursing homes, home health agencies, assisted living homes or other medical facilities under the direction of licensed registered nurses.

Instructional Methods:

Method of instruction: This course is taught through a series of classroom lectures, hands-on lab skills training, out of class homework, class presentation assignments, and clinical instruction.

Training Textbook:

- Hartman's Nursing Assistant Care: Long-Term Care 5th Edition
- Workbook for Hartman's Nursing Assistant Care: Long-Term Care 5th Edition

(5 WEEKS) - 4 weeks of class/lab and 1 week of 40 hours clinical

| | | |
|--------------|-----------------|--|
| Day classes | 9am – 2pm (M-F) | Evening class 5pm - 10pm (M-F) |
| Day Clinical | 7am – 3pm (M-F) | Evening class clinical 7am – 3pm (M-F) |

Certified Nursing Assistant (CNA/GNA) Program

| <i>Description</i> | <i>Cost</i> | <i>Description</i> | <i>Potential Cost</i> |
|-----------------------------------|--------------------------|------------------------------------|------------------------------|
| Assessment Test | \$35.00 | BP Cuff & Stethoscope Kit | \$40.00 |
| Registration Fee (non-refundable) | \$90.00 | First Aid/CPR/AED | \$135.00 |
| Tuition | \$900.00 | CPR Face Mask | \$10.00 |
| Lab Fee | \$125.00 | Student Uniform Patch | \$15.00 |
| Textbook | \$85.00 | Student Name Badge | \$10.00 |
| Transcript Fee | \$15.00 | Background Check | \$65.00 |
| License Fee payable to MBON | \$20.00 | Drug Screening | \$50.00 |
| <i>Total Program Cost</i> | <i>\$1,270.00</i> | PPD (TB Test) | \$60.00 |
| | | GNA Exam Fee paid to Credentia | \$130.00 |
| | | Professional Liability Insurance | \$50.00 |
| | | Uniform Scrub Set | \$40.00 |
| | | Uniform Watch with Second Hand | \$10.00 |
| | | <i>Total Potential Cost</i> | <i>\$615.00</i> |



Certified Pharmacy Technician

Our Certified Pharmacy Technician Training Program has been approved by the Maryland Board of Pharmacy since 2018. It is based on 448 clock hours of class, lab, and clinical externship. The 448 clock hours comprises 288 clock hours of classroom/lab instruction and 160 clock hours of clinical in a retail pharmacy setting.

| Course No. | Title | Clock Hours | | | |
|-------------------|--|--------------------|------------|-----------------|--------------|
| CPhT | Module 1 | Lecture | Lab | Clinical | Hours |
| CPhT 1101 | Introduction to the Pharmacy Technician role | 24 | | | |
| HED 99 | Medical Terminology | 20 | | | |
| CED 101 | Keyboarding | 6 | 6 | | |
| HED 102 | Anatomy & Physiology | 36 | | | |
| Module 2 | | | | | |
| CPhT 1102 | Pharmacology | 12 | 12 | | |
| CPhT 1103 | Pharmacy Law | 12 | | | |
| CPhT 1104 | Pharmacy Mathematics | 40 | 8 | | |
| CPhT 1105 | Inventory Management and Cost Control | 6 | 4 | | |
| Module 3 | | | | | |
| CPhT 1106 | Drug Classifications | 14 | 10 | | |
| CPhT 1107 | Dosage Forms | 15 | 5 | | |
| CPhT 1108 | IV Mixtures and Aseptic Technique | 7 | 3 | | |
| CPhT 1109 | Interpretation of Medication Orders | 6 | 6 | | |
| Module 4 | | | | | |
| CPhT 1110 | Clinical Externship | | | 160 | |
| Module 5 | | | | | |
| CET 301 | Career Essentials Training | 24 | | | |
| CPE 501 | Certification Prep Essentials | 12 | | | |
| Total | Clock Hours | 234 | 54 | 160 | 448 |

Objective of the Program:

The objective of the Certified Pharmacy Technician program is to prepare the student to work in a Pharmacy under the direct supervision of a licensed pharmacist. Through the acquisition of medical knowledge and techniques, the student will be able to prepare and dispense medications, maintain patient records, set-up, package, and label routine orders: mix medications. Graduates can seek employment as Pharmacy Technicians at hospital pharmacy departments, Drug Stores, Grocery Stores with pharmacies, and anywhere there is a need for a pharmacist.

Instructional Methods:

Method of instruction: This course is taught through a series of classroom lectures, hands-on laboratory training, out of class homework, class assignments, and clinical externship instruction.

Training Textbook:

- Durgin & Hanan's Pharmacy Practice for Technicians

Day Class: Monday, Tuesday, Thursday 9:00 am - 4:30 pm (12 weeks)

Evening Class: Monday, Tuesday, Thursday 5:00 pm - 10:00 pm (12 weeks)

Clinical Externship: Monday - Friday 9:00 am - 4:30 pm (160 hours)

Certified Pharmacy Technician (CPhT) Program

| <i>Description</i> | <i>Cost</i> | <i>Description</i> | <i>Potential Cost</i> |
|-----------------------------------|--------------------------|--|------------------------|
| Assessment Test | \$35.00 | <i>Approximate additional expenses</i> | |
| Registration Fee (non-refundable) | \$90.00 | First Aid/CPR/AED | \$135.00 |
| Tuition | \$1,200.00 | CPR Face Mask | \$10.00 |
| Lab Fee | \$125.00 | Student Uniform Patch | \$15.00 |
| Textbook | \$125.00 | Student Name Badge | \$10.00 |
| Transcript Fee | \$15.00 | Background Check | \$65.00 |
| License Fee payable to MBOP | \$45.00 | Drug Screening | \$50.00 |
| <i>Total Program Cost</i> | <i>\$1,635.00</i> | National Certification Exam | \$130.00 |
| | | Professional Liability Insurance | \$50.00 |
| | | Uniform Scrub Set | \$40.00 |
| | | Uniform Watch with Second Hand | \$10.00 |
| | | <i>Total Potential Cost</i> | <i>\$515.00</i> |

Certified Phlebotomy Technician

Our Certified Phlebotomy Technician Training Program has been accredited by the Maryland Higher Education Commission Board of Pharmacy since 2018. It is based on 140 clock hours of class, lab, and clinical externship. The 140 clock hours comprises 100 clock hours of classroom/lab instruction and 40 clock hours of clinical externship in a laboratory setting.

| <i>Course No.</i> | <i>Title</i> | <i>Clock Hours</i> | | | |
|--------------------------|-------------------------------|---------------------------|-------------------|------------------------|---------------------|
| <i>CPT</i> | <i>Module 1</i> | <i>Lecture</i> | <i>Lab</i> | <i>Clinical</i> | <i>Hours</i> |
| CPT 100 | Introduction to Phlebotomy | 16 | 2 | | |
| HED 212 | Hematology | 10 | | | |
| HED 99 | Medical Terminology | 12 | | | |
| <i>Module 2</i> | | | | | |
| CPT 101 | Applied Venipuncture | 7 | 5 | | |
| CPT 102 | Medical Laboratory | 6 | 6 | | |
| CPT 103 | Lab Procedures | 8 | 2 | | |
| <i>Module 3</i> | | | | | |
| CPT 105 | Clinical Externship | | | 40 | |
| <i>Module 4</i> | | | | | |
| CPE 501 | Certification Prep Essentials | 12 | | | |
| CET 301 | Career Essentials Training | 14 | | | |
| <i>Total</i> | <i>Clock Hours</i> | <i>85</i> | <i>15</i> | <i>40</i> | <i>140</i> |

Objective of the Program:

The objective of the Certified Phlebotomy Technician Program is to prepare the student to successfully obtain patient venipunctures and acquire the essential skills needed to perform procedures safely. To meet this objective, instruction addresses subjects encompassing the circulatory system, safety techniques for obtaining venipunctures, patient preparation and basic laboratory procedures and tests as well as total patient care. Potential Employment Sites: Doctor's Offices, Clinics, Community Centers, Laboratories, and Hospitals.

Instructional Methods:

Method of instruction: This course is taught through a series of classroom lectures, hands-on lab skills training, out of class homework, class preparations, assignments, and clinical externship.

Training Textbook:

- The Phlebotomy Handbook Garza; Becan-McBride 10th Edition

Class Days: Monday, Tuesday, Thursday 9:00 am - 4:30 pm (6 weeks)

Clinical Externship: Monday - Friday 8:00 am - 4:30 pm (40 hours)

Certified Phlebotomy Technician (CPT) Program

| <i>Description</i> | <i>Cost</i> | <i>Description</i> | <i>Potential Cost</i> |
|-----------------------------------|--------------------------|------------------------------------|------------------------|
| Assessment Test | \$35.00 | BP Cuff & Stethoscope Kit | \$40.00 |
| Registration Fee (non-refundable) | \$90.00 | First Aid | \$60.00 |
| Tuition | \$900.00 | National Certification Exam | \$125.00 |
| Lab Fee | \$125.00 | Student Uniform Patch | \$15.00 |
| Textbook | \$125.00 | Student Name Badge | \$10.00 |
| Transcript Fee | \$15.00 | Criminal Background Check | \$65.00 |
| CPR-Basic Life Support | \$80.00 | Drug Screening | \$50.00 |
| CPR Face Mask | \$10.00 | PPD (TB Test) | \$60.00 |
| Liability Insurance | \$50.00 | Uniform Scrub Set | \$40.00 |
| <i>Total Program Cost</i> | <i>\$1,430.00</i> | Uniform Watch with Second Hand | \$10.00 |
| | | <i>Total Potential Cost</i> | <i>\$475.00</i> |





CPR AED FIRST AID CERTIFICATIONS

First Aid and CPR/AED

Learn life-saving CPR for children and adults, AED use and first aid. Become certified by the American Red Cross (ARC) or the American Heart Association (AHA). Certification is valid for two years.

Basic Life Support (BLS) - CPR for Healthcare Providers

This course is for healthcare professionals and covers high-quality CPR, 1- and 2-rescuer CPR/AED for all ages, bag-mask techniques, rescue breathing, and choking relief 0 adults, children, and infants. Become certified by the American Red Cross (ARC) or the American Heart Association (AHA). Certification is valid for two years.

Training Fees

CPR/AED = \$80.00

First Aid = \$60.00

CPR/AED/First Aid = \$135.00

BLS - CPR for Healthcare Providers = \$80.00

BLS/First Aid = \$135.00

Certification Exam Prep Courses

Certified Clinical Medical Assistant (CCMA)

Certified Geriatric Nursing Assistant (GNA)

Certified Phlebotomy Technician (CPT)

Certified Clinical Medical Assistant (CCMA)

This course provides a comprehensive review of the knowledge and skills required to successfully pass the National Healthcareer Association (NHA) CCMA certification examination.

Course Entry Requirements:

- High School Diploma or G.E.D
- Copy of diploma or certificate of completion from an accredited medical assisting program; or
- A minimum of 1 year current on the job experience performing the clinical and clerical duties of a traditional medical assistant and employer verification letter

Certified Clinical Medical Assistant (CCMA) Exam Prep Course

| <i>Description</i> | <i>Cost</i> | <i>Description</i> | <i>Potential Cost</i> |
|-----------------------------------|------------------------|---------------------------|------------------------------|
| Registration Fee (non-refundable) | \$75.00 | BLS - CPR for HP | \$80.00 |
| Tuition | \$500.00 | CPR Face Mask | \$10.00 |
| Lab Fee | \$50.00 | BP Stethoscope Kit | \$40.00 |
| Textbook | \$125.00 | | |
| Transcript Fee | \$15.00 | | |
| <i>Total Course Cost</i> | <i>\$765.00</i> | | |
| Exam Fee payable to NHA | \$165.00 | | |



Certified Geriatric Nursing Assistant (GNA)

This course is designed for CNAs or student nurses who want skills and test-taking strategies to prepare to successfully pass the Geriatric Nurse Assistant (GNA) skills and written examination.

Topics include review of 22 basic nursing skills with hands-on practice such as hand hygiene, ambulating using transfer belts, vital signs, and test taking strategies to assist in successfully passing the GNA examination.

Course Entry Requirements

Students must be at least one of the following:

- Certified nurse assistant (CNA) who has successfully completed a Board or Nursing-approved 100-hr nursing assistant program that includes clinical experience within the last 12 months.
- Student nurse currently enrolled in a nursing education program who successfully completed Board of Nursing requirements within the last 12 months.
- Graduate nurse who has graduated from an accredited nursing education program in the United States.
- Foreign graduate nurse who has graduated from a nursing program and is waiting to take the NCLEX examination.
- **Expired GNA Certification:** Persons with expired GNA license who have worked 8 hours in a nursing home within the last 2 years.
- GNA/CNAs who want to refresh their skills

Certified Geriatric Nursing Assistant (GNA) Exam Prep Course

| <i>Description</i> | <i>Cost</i> | <i>Description</i> | <i>Potential Cost</i> |
|-----------------------------------|-----------------|--------------------|-----------------------|
| Registration Fee (non-refundable) | \$75.00 | BLS - CPR for HP | \$80.00 |
| Tuition | \$500.00 | CPR Face Mask | \$10.00 |
| Lab Fee | \$50.00 | BP Stethoscope Kit | \$40.00 |
| Textbook | \$25.00 | | |
| Transcript Fee | \$15.00 | | |
| Total Course Cost | \$665.00 | | |
| Exam Fee payable to Credentia | \$130.00 | | |

Certified Phlebotomy Technician (CPT)

New Destiny Health Career Center offers a comprehensive Certified Phlebotomy Technician exam prep course as an individualized personal tutoring system. Students eligible for this course must have completed a phlebotomy technician program and received a certificate of completion or be employed in a phlebotomy technician field. Students are tutored to pass the NHA phlebotomy certification exam.

Course Entry Requirements:

- High School Diploma or G.E.D
- 1 year of supervised work experience in a phlebotomy technician field within the last 3 years;
or
- Completed a phlebotomy technician training or education program within the last 5 years;
and
- Provide evidence that you have successfully performed a minimum of thirty (30)
venipunctures and ten (10) capillary or finger sticks on live individuals

Certified Phlebotomy Technician (CPT) Exam Prep Course

| <i>Description</i> | <i>Cost</i> | <i>Description</i> | <i>Potential Cost</i> |
|-----------------------------------|------------------------|---------------------------|------------------------------|
| Registration Fee (non-refundable) | \$75.00 | BLS - CPR for HP | \$80.00 |
| Tuition | \$500.00 | CPR Face Mask | \$10.00 |
| Lab Fee | \$50.00 | BP Stethoscope Kit | \$40.00 |
| Textbook | \$25.00 | | |
| Transcript Fee | \$15.00 | | |
| <i>Total Course Cost</i> | <i>\$665.00</i> | | |
| Exam Fee payable to NHA | \$129.00 | | |



Class Cancellation Policy

This policy outlines the circumstances under which the school may cancel scheduled classes and the implications for enrolled students.

Right to Cancel Due to Low Enrollment

The school reserves the right to cancel any starting class, section, or program if the number of enrolled students is insufficient to make the class financially viable or educationally effective. This is done in consideration of factors such as instructor salaries, facilities, utilities, and other educational resources required to deliver the class.

Notification of Cancellation

Students will receive written notice in the event of a class cancellation due to low enrollment or other extenuating circumstances. The school will attempt to provide as much advance notice as possible, recognizing the importance of students' academic planning. Notice may be sent as late as two weeks before the first day of classes. Notification may be sent through various channels, including email, the school's website, text alerts, and potentially direct phone calls, to ensure students are informed promptly.

Refunds and Alternatives

Students enrolled in a cancelled class due to insufficient enrollment will be eligible for a full refund of tuition and fees charged for that specific class. The school's business office will process these refunds. Refunds or credits may also be offered based on the general refund policy. The school will also work with affected students and academic advisors to help them find acceptable alternative courses that fit their academic goals and scheduling needs.

Class Schedule Subject to Change

Class dates and times are subject to change without prior notice. The school may need to adjust the schedule due to unforeseen circumstances, instructor availability, facility limitations, or other operational necessities. The school will strive to minimize disruptions and provide timely updates whenever possible.

Acknowledgement

By enrolling in a class, students acknowledge and agree to the terms of this class cancellation policy.



End of Catalog

Acknowledgement

The student acknowledges reading, receiving a copy, and understanding all policies and information in the New Destiny Health Career Center school catalog.

Student Printed Name _____

Student Signature _____ Date _____