



Approved by the Board of Career Colleges and Schools  
#2276

Certified Nursing Assistant (CNA)  
Medication Aide  
Phlebotomy  
Patient Care Technician (PCT)  
Electrocardiogram (EKG)

**April 2025**

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# VIP Medical Academy (VIP)

## Purpose, Educational Services, and Mission Statement

### **Purpose**

This catalog provides basic information about classes offered by VIP Medical Academy, including student requirements and financial policies.

### **Educational Services**

Overall Program Objectives: VIP Medical Academy programs are offered to youth starting at sixteen years of age through adult. The objectives of our programs are to provide students with having knowledge-based learning along with “hands” on clinical experience. Once a student has successfully completed the required course work, they will be able to sit for the appropriate state test.

### **Mission Statement**

Our *mission* is to provide each student a diverse *education* in healthcare and provide the highest standard of teaching and learning opportunities to our future Healthcare workers.

By creating and maintaining a safe and effective learning environment, we believe ideal academic and behavioral success can be achieved.

We strive to develop confident, continual learners who are caring community members through respect, responsibility, and safety.

# VIP Medical Academy Courses

## Certified Nursing Assistant (CNA)

VIP Medical Academy’s Nurse Aide Program consists of the following coursework topics: nurse aide roles, communication and interpersonal skills, basic nursing skill, mental health, social skills, signs and symptoms, grooming and mobility, aging, death and dying, and safety and security. All students will have knowledge-based learning along with “hands” on clinical experience. Once a student has successfully completed the required course work, they will be qualified to take and pass the Ohio State Nurse Aide examination.

## Curriculum

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<i>Program</i>	<i>Description</i>	<i>Hours</i>
	Knowledge/Lab	64
	Review/Final	16
	Clinical	16
	<b>Total</b>	<b>96</b>

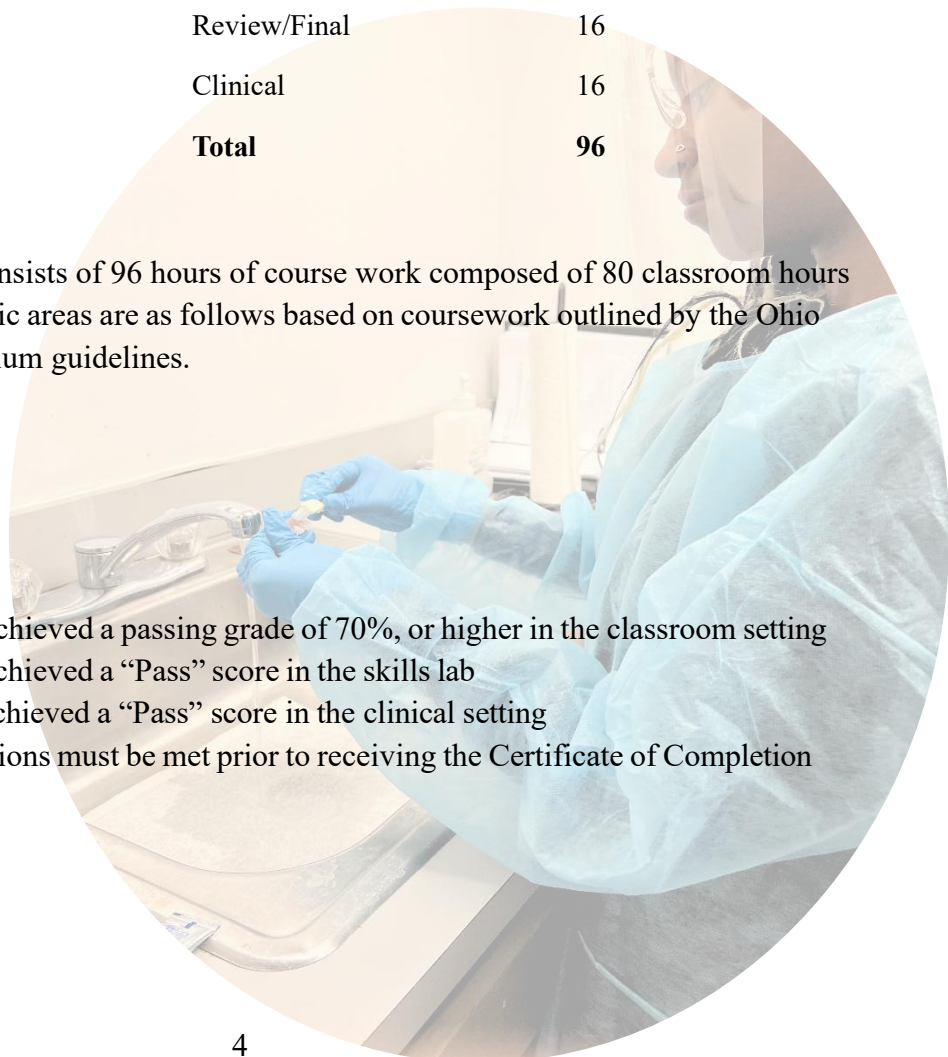
## Topic Areas

VIP’s Nurse Aide program consists of 96 hours of course work composed of 80 classroom hours and 16 clinical hours. The topic areas are as follows based on coursework outlined by the Ohio Department of Health curriculum guidelines.

## Graduation Requirements

The Nurse Aide student must:

1. Have successfully achieved a passing grade of 70%, or higher in the classroom setting
2. Have successfully achieved a “Pass” score in the skills lab
3. Have successfully achieved a “Pass” score in the clinical setting
4. All financial obligations must be met prior to receiving the Certificate of Completion



## **Cardiopulmonary Resuscitation (CPR)**

Certified through the Red Cross, the CPR program is ideal for healthcare professionals, caregivers, teachers, or anyone who wants to be prepared for emergencies.

This is a 1-day course which combines online learning and instruction with in-person skills demonstration.

## **Topic Areas**

Participants will learn adult, child, and infant CPR, recognizing and responding to cardiac emergencies, relief of choking, and use of an Automated External Defibrillator (AED).

## **Completion Requirements**

Participants must:

1. Pass all subject knowledge and quizzes
2. Actively participate and demonstrate proficiency in hands-on CPR skills



## **Electrocardiogram (EKG)**

The EKG program is designed to provide understanding and comprehension of the necessary skills, procedures, and knowledge to become an effective EKG technician in healthcare settings in which EKG technicians work. From learning medical terminology, anatomy and physiology, and other important aspects of the job description, students will be able to sit for the National Healthcareer Association Certified Exam once the course is completed.

## **Curriculum**

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<i>Program</i>	<i>Description</i>	<i>Hours</i>
	Knowledge/Lab	64
	Review/Final	8
	<b>Total</b>	<b>72</b>

## **Topic Areas**

Upon completion of our program, students will possess the skills and knowledge to become employed as an EKG Technician. VIP Medical Academy strives to ensure each student is competent in the skills and knowledge needed to be successful in the workplace.

## **Graduation Requirements**

1. The EKG Technician student must:
2. Pass the course with a 70% or higher (graded course work includes quizzes, homework, and a comprehensive written final)
3. Pass the skills lab with PASS grade
4. Fulfill all financial requirements



## **Medication Aide (CMA)**

VIP Medical Academy’s Medication Aide Program consists of the following coursework topics: communication and interpersonal skills, medical terminology, accepted abbreviations, dosage preparations, proper storage and disposal of Drugs, standard precautions and infection control, Rights of Medication Administration, overview anatomy and physiology, basic overview of the body systems, basic pharmacology, appropriate documentation, and reporting errors. All students will have knowledge-based learning along with “hands” on clinical experience. Once a student has successfully completed the required course work, they will be qualified to take and pass the Ohio State Tested Medication state examination.

## **Curriculum**

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<i>Program</i>	<i>Description</i>	<i>Hours</i>
	Knowledge/Lab	32
	Clinical	16
	<b>Total</b>	<b>48</b>

## **Topic Areas**

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The role of the certified medication aide in nursing homes and residential care facilities is clearly delineated and expects behaviors on the part of the certified medication aide that are specific to the safety and well-being of the residents. The certified medication aide must maintain a professional relationship with the residents and their families to maintain objectivity and be able to function in the job in a safe and caring manner. The certified medication aide is part of the health care delivery team, and the certified medication aide functions are at the delegation of a licensed nurse.

## **Graduation Requirements**

The Medication Aide student must:

1. Have successfully achieved a passing grade of 80%, or higher in the classroom setting
2. Have successfully achieved a “Pass” score in the clinical setting
3. All financial obligations must be met prior to receiving the Certificate of Completion



## **Patient Care Technician (PCT)**

The Patient Care Technician program is designed to train students to perform duties which include phlebotomy procedures, obtaining EKGs, and providing basic patient care under the scope of a CNA. Other topics students will learn include anatomy and physiology and its functions, ethics, policies and procedures including universal precautions, infection control, and basic duties and responsibilities of a Patient Care Technician. Students will demonstrate the skills and knowledge using the equipment and tools that are relevant to the function of a Patient Care Technician.



## **Curriculum**

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<i>Program</i>	<i>Description</i>	<i>Hours</i>
	Knowledge	90
	Lab	110
	<b>Total</b>	<b>200</b>

## **Topic Areas**

The certified patient care technician must maintain a professional relationship with the patients and their families to maintain objectivity and be able to function in the job in a safe and caring manner. The certified patient care technician is part of the health care delivery team.

## **Graduation Requirements**

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The Patient Care Technician student must:

1. Have successfully achieved a passing grade of 70%, or higher in the classroom setting
2. Have successfully achieved a “Pass” score in the skills lab
3. All financial obligations must be met prior to receiving the Certificate of Completion



## **Phlebotomy Technician**

The Phlebotomy Technician program is designed to train students to perform duties which include blood drawing, venipuncture, and basic blood processing procedures. Other topics students will learn include anatomy and physiology and its functions, ethics, policies and procedures including universal precautions, infection control, and basic duties and responsibilities of a Phlebotomy Technician. Students will demonstrate the skills and knowledge using the equipment and tools that are relevant to the function of a Phlebotomy Technician.



## **Curriculum**

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<i>Program</i>	<i>Description</i>	<i>Hours</i>
	Knowledge/Lab	48
	Review/Final	12
	<b>Total</b>	<b>60</b>

## **Topic Areas**

Upon completion of our program, graduates will possess the skills and knowledge to become employed as entry-level Phlebotomy Technicians. The students will possess the skills and knowledge to sit for the National Healthcareer Association Exam. The students will have completed 30 live blood draws and 10 capillary sticks prior to completing the program.

## **Graduation Requirements**

1. The student must obtain a minimum grade of 70% or higher in the classroom.
2. The laboratory portion of the course is a pass or fail grade with the skills evaluation.
3. Students are required to have successfully completed 30 live blood draws and 10 capillary sticks.
4. The student must demonstrate proficiency in all the program objectives and all financial obligations must be settled.

## **Train-the-Trainer (TTT)**

The Train-the-Trainer Program is a comprehensive 10-day online course designed for healthcare professionals seeking certification to instruct Certified Nurse Aide (CNA) training programs. Accredited through the Ohio Department of Health, this self-paced course provides participants with the tools, strategies, and credentials needed to become effective and compliant nurse aide instructors. The flexible format allows learners to complete the course on their own schedule, making it ideal for working professionals.

## **Topic Areas**

Learn and practice training techniques and strategies, develop and organize subject matter for use in participants' own Nurse Aide training program.

## **Completion Requirements**

- All participation, coursework, and quizzes must be completed
- All financial obligations must be met before receiving Certificate of Completion



# Blended Courses

Hybrid courses combine the flexibility of online learning with the hands-on experience of in-person instruction. These courses are designed to provide students with a comprehensive and engaging learning experience while accommodating busy schedules. Blended courses will consist of:

- **Online Learning:** During the first half of their course, students complete coursework, lectures, and assignments through our online learning platform. This allows for self-paced study and access to materials anytime, anywhere.
- **In-Person Sessions:** During the second half of their course, certain skills-based components, labs, or assessments require in-person attendance at designated locations to ensure students gain practical, hands-on experience.
- **Instructor Support:** Students receive guidance from experienced instructors through virtual discussions, email, and scheduled in-person meetings.

## Policies and Regulations for Students

### Admissions

#### CNA Entrance Requirements

1. The student must be at least 16 years of age
2. Have a government issued ID
3. The student must have a social security card
4. The student must complete the new student enrollment application

#### Medication Aide Entrance Requirements

1. Be at least eighteen years of age;
2. Have a high school diploma or a certificate of high school equivalence:
  - a. "Certificate of high school equivalence" means a certificate attesting to achievement of the equivalent of a high school education as measured by scores obtained on a high school equivalency test approved by the department of education pursuant to division (B) of section [3301.80](#) of the Revised Code. "Certificate of high school equivalence" includes a certificate of high school equivalence issued prior to January 1, 1994, attesting to the achievement of the equivalent of a high school education as measured by scores obtained on tests of general educational development.
3. If applicant is to practice as a medication aide in a nursing home, be a nurse aide who satisfies the requirements of State Nurse Aide Registry;

4. If the applicant is to practice as a medication aide in a residential care facility, be a nurse aide who satisfies the requirements of State Nurse Aide Registry or an individual who has at least one year of direct care experience in a residential care facility;
5. If the applicant is to practice as a medication aide in an ICF/IID, be a nurse aide who satisfies the requirements of State Nurse Aide Registry or an individual who has at least one year of direct care experience in an ICF/IID;
6. Not be ineligible for State Nurse Aide licensure or certification
7. Have not committed any act that is grounds for disciplinary action or be determined by the board to have made restitution, been rehabilitated, or both;
8. In order to be certified as a medication aide, an applicant will be tested to determine whether the applicant's reading, writing, and mathematical skills are sufficient to administer prescription medications safely;

### **Other Enrollment Requirements**

1. The student must have passed the State of Ohio Nurse Aide Training Examination
2. Have a government issued ID
3. The student must have a social security card
4. The student must complete the new student enrollment application
5. Student must have a current CPR/BLS certification (VIP Medical Academy offers the course)

### **EKG Entrance Requirements**

1. Years of Age or Older
2. High School Diploma, GED, or International High School Diploma Equivalency by the completion of the course

### **Patient Care Technician Entrance Requirements**

1. 16 years of age or older
2. High school diploma, GED, or International High School Diploma Equivalency by the completion of the course
3. Active CNA license
4. CPR certification

### **Phlebotomy Technician Entrance Requirements**

1. 16 years of age
2. High school diploma or equivalency by the completion of the course
3. Photo ID

# Student Academic Responsibilities

The duration of each program is based upon the student taking, completing, and passing each course at the time the course is offered.

## Standards of Academic Progress

A record of grades and other appropriate information is kept in each student's permanent record. Students are expected to meet the minimum standards as outlined in the school's academic grading system per program. If students falls below the minimum, grades will be reviewed by the Director and provided assistance if a need is determined.

VIP Medical Academy shall maintain records including results of a board approved examination for each student for a period of two years for CNA and six years for Medication Aide following the date the student enrolled in the program.

The record keeping for CNA and Medication Aide students will be compiled in an Excel Spreadsheet with the student's name, program grade, month/year program was completed, if the student passed the board exam, and what year they passed the board exam. There will be columns for the two years and six years following the program enrollment of the students.

## Academic Standards

### Grading System

The VIP Medical Academy values itself on academic excellence. We strive for our students to complete the required course work and pass their appropriate state examination. A grading period is defined as one (1) term. The following is the grading scale at which the student's work is entered and reported:

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
100- 90	89- 80	79- 70	69- 60	59- 0
<b>WD</b>		<b>INC</b>		
Withdrawal		Incomplete		

## Satisfactory Progress Policy

The student must successfully complete all requirements of their enrolled program. This includes a competent and successful demonstration of each skill, and the student must achieve a final course grade of 70% or higher in the CNA program and a final course grade of 80% or higher in the Medication Aide program. The final course grade will be composed of quizzes, homework, Final, and lab grade. At the end of the course students will complete a mock skill examination. If a student fails, their mock skill examination will be held from clinical and asked to re-mock the skill examination at a later time. Students that fail two skill mock examinations will be considered to have failed the course.

## Course Repetitions

A student may repeat a course if they fail to complete the course entirely. Full fees and tuition must be paid for each course repeatedly.

## Course Incompletes

Incompletes will be given to any student who does not fulfill the requirements of a course by the end of allotted time per Ohio Department of Health and Board of Nursing. Failure to complete the work in the period stipulated will result in a failing grade.

## Fees

Registration Fee	<b>\$50</b>
<i>Separate, non-refundable deposit that is NOT included with your tuition. Is subject to change.</i>	

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## Tuition

<b>CNA Silver Package</b> <i>includes tuition, educational and lab material</i>	<b>\$499</b>
<b>CNA Gold Package</b> <i>includes silver package along with one (1) uniform, CPR class, state examination, and admission fees</i>	<b>\$765</b>
<b>Adult CPR/AED</b>	<b>\$75</b>
<b>Adult CPR/First Aid</b>	<b>\$100</b>
<b>Medication Aide</b> <i>includes tuition, educational and lab materials, and textbook(s)</i>	<b>\$1,065</b>
<b>Phlebotomy</b>	<b>\$705</b>

<i>includes tuition, certification examination, educational and lab materials, and required textbook(s)</i>	
<b>EKG</b> <i>includes tuition, certification examination, educational and lab materials, and required textbook(s)</i>	<b>\$705</b>
<b>PCT</b> <i>includes tuition, certification examination, educational and lab materials, and required textbook(s)</i>	<b>\$1,190</b>
<b>Veterinary Medical Applications</b> <i>includes tuition, certification examination, educational and lab materials, and required textbook(s)</i>	<b>\$499</b>

**Purchase of Additional Items may include:**

- VIP Medical Academy uniform scrubs
- State Examination
- Any items in VIP store (apparel, flashcards, etc)

**Tuition and Fee Changes**

VIP Medical Academy reserves the right to change the tuition and fee charges listed in this catalog. A student will not be subject to any increases announced after the date that student’s enrollment. Current prices are available from the Academy upon request.

**Billing and Payment**

Tuition is due by the first day of class. Payment plans are available upon request. Tuition is to be paid in full by the last day of the course. If the student has an outstanding balance, they will not be awarded their certificate or able to sit for the state examination until their balance is paid.

**Refund Policy (Ohio Administrative Rule 3332-1-10)**

VIP Medical Academy has adopted the following policies regarding the refunding of money for its CNA and CMA programs.

- If the enrollment application is not approved, all payments to the school will be refunded.
- If a student withdraws, the withdrawal date shall be the last date of recorded attendance.
- Refunds shall be made within 30 days of the date of determination of withdrawal.
- A tuition refund is based upon the amount of tuition that was paid on the account.

## **Tuition Refund Schedule (Ohio Administrative Rule 3332-1-10-6B)**

*Programs 26- 599 hours:*

1. A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
2. A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
3. A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
4. A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
5. A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

*Refunds will not be issued for overpayments of \$5.00 or less. Students are unable to return books or supplies if they have been opened or used.*

## **Student Financial Responsibility**

Students are responsible for any financial obligations incurred while attending VIP Medical Academy. No Certificate or Diploma will be issued to any student who owes tuition or any other fees to the Academy.

## **Attendance Policy**

Students are to be present 100% of the time for the course. If an absence must occur the student must contact the instructor to let them know of their absence. The student must also provide a form of documentation of their absence, tardiness, or needing to leave early for it to be considered excused. If the student does not call or provide documentation it will be considered unexcused. It is up to the instructor of the course to decide if the documentation provided is considered an excused absence. Each program has its own specific attendance policy per protocol for the program. Please refer back to the specific program handbook

## **Withdrawal Policy**

Any student who wishes to permanently terminate enrollment must submit a written or oral statement of intent to a school official. If withdrawing up to three days prior to the start of the program a full refund is issued, less any non-refundable enrollment fees. After that date see the refund schedule to determine the amount of tuition refunded.



## **Make Up Work**

Students are encouraged to make up missing work and/or assignments and present any documentation of their absence or tardiness/leaving early for their student record. The make-up assignments availability is at the discretion of the instructor of that specific course.

## **Transfer Credits**

VIP does not accept transfer program hours.

# **Student Conduct**

VIP expects all students while enrolled in any program to demonstrate appropriate behavior which include:

1. Students must demonstrate respect and courtesy to others.
2. Follow the attendance policies that are set forth with VIP.
3. No firearms, knives, or weapons re permitted on the school property.
4. VIP is a smoke-free campus. Students are prohibited in engaging in any course requirements while under the influence of drugs or alcohol.
5. Students must be dressed appropriately in the classroom. While in the skills room and clinical setting, students must be dressed in VIP uniformed scrubs with closed toe shoes.

### *Staying Safe*

Safety in the school place is VIP's number 1 priority. You must inform your instructor in the event of unsafe conditions, accident or injury, and use safe methods at all times.

### *Cell Phone Use*

Cell phones brought to school must be silent or vibrate mode to avoid disrupting fellow peers. They may only be used during breaks and meal periods, or in case of an emergency. If cell phone use interferes with operations in any way, disciplinary action, up to and including dismissal, may be used.

### *Discrimination & Harassment*

In keeping with our Equal Opportunity clause, VIP Medical Academy will not tolerate on-site discrimination or harassment on any legally protected basis, including that of physical characteristics, mental characteristics, race, religious or political views, nationality, disability, medical condition, sex, sexual preference, or gender identification. Harassment and discriminatory behavior among students or instructors will result in disciplinary action, with the

possibility of dismissal. Discrimination and harassment by fellow peers should be immediately reported to your instructor, at which point VIP Medical Academy will investigate and take corrective action.

### *Drugs and Alcohol*

We strictly forbid students and instructors to do the following while on the school grounds:

- Drinking alcohol and selling, purchasing or using illegal drugs on school grounds. An "illegal drug" is any drug that has not been obtained by legal means. This includes prescription drugs being used for non-prescribed purposes.
- Possession of any non-prescribed controlled substance, including alcohol and legal illegally obtained prescription drugs.

The VIP Medical Academy cares about the overall health and well-being of its students and instructors. Any individual who feels that he/she is developing a substance abuse problem is urged to seek help.

### **Verbal and Written Warnings**

The following are conditions that may warrant a verbal or written warning. A written warning may result in dismissal from the program. The offenses will be at the discretion of VIP's administration. The conditions are as follows:

1. The student being tardy to the beginning of class/clinical, arriving late from lunch and/or a break.
2. Non-compliant with the program's dress code.
3. Non-compliant with the program's code of conduct policy.
4. Cheating or misconduct.
5. Disruptive behavior in the classroom and/or clinical

### **Dismissal Policy**

Student dismissal is viewed as last recourse. A student may be dismissed for, but not limited to, the following reasons:

1. Violation of Academy's rules and policies
2. Reoccurring attendance or tardiness issues
3. Poor academic progress
4. Failure to complete tuition payment as agreed
5. Violation of Academy's student conduct policy

A student violating the Academy's policies will be dismissed from the program. In the event of dismissal, any refund will be made according to the refund policy.

## **Reentrance**

Students who are dismissed for unsatisfactory conduct will not be permitted to reenter. Students who are dismissed for unsatisfactory performance and who have proven themselves incapable of doing the required work will not be permitted to reenter. If a student has previously withdrawn, all current application and admission procedures must be followed as the student is a new applicant.

## **Grievance Policy**

Every effort is made to maintain open communication between all people associated with the school. The Academy provides an informal complaint procedure. Students are encouraged to contact the instructor to confidentially discuss any student problem or concern. If any concern or problem cannot be resolved with the instructor, then the school director can be contacted to schedule an appointment. If a student has gone through this informal procedure and does not think the concern has been resolved, the student may begin the formal complaint procedure.

## **Formal Grievance Guidelines**

1. Student submits written complaint with the Director
2. Director provides written acknowledgment of complaint to student
3. Director investigates and gives student written response, upon completion of investigation
4. Student may appeal this decision by VIP to the Director of The State Board of Career Colleges and School

30 East Broad Street, Suite 2481

Columbus, OH 43215

**Phone:** (614) 466-2752

## **Location**

VIP Medical Academy is located on the first floor of the 3433 Agler building. Parking is available in the front parking lot. The address of the Academy is:

3433 Agler Road Suite 1200,

Columbus, OH 43219

## **State and Federal Tuition Assistance**

Currently VIP does not accept state or federal aid.

## **Certification**

- **CNA-** Ohio Department of Health Medication
- **Medication Aide-** Nursing Board

- **EKG, PCT, Phlebotomy-** Ohio Board of Career Colleges and Schools

### **Scholarship**

At present, VIP does not award scholarships.

### **Program or Faculty Changes**

VIP Medical Academy reserves the right to (1) change classes, cancel classes of insufficient size and/or add classes, (2) to change, add or delete courses from a program, and (3) to change faculty, as long as said changes do not alter the overall objectives of a program or increase the requirements needed to complete a program.

### **Class Schedules and Calendar**

1. First Quarter- January 1- March 31
2. Second Quarter- April 1- June 30
3. Third Quarter- July 1- September 30
4. Fourth Quarter- October 1- December 31

**Observed Holiday's:** New Year's Day, Memorial Day, Juneteenth, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, Christmas Day

Each program's specific schedule can be found on VIP's website: [www.vipmedicalacademy.com](http://www.vipmedicalacademy.com)

## **Administration**

Director

Alexis Knight, B.S., A.S.

Lead Instructor

Lakeshia Dorsey, RN, BSN, MSN