

School Catalog

2025-2026



2644 E. Dempster St., Park Ridge, IL 60068
Tel: 847 297 3900

Website:

www.careeroptionscenter.com

E-mail address:

learn@careeroptionscenter.com

At COI, the choice is to move forward....

**Career Options, Inc. is Approved
by the**

**Division of Private Business Vocational School
Illinois Board of Higher Education
1 N. Old State Capitol Plaza Ste. 333
Springfield, IL 62701-1404
Ph.217-782-2551
Fx.217-782-8545
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**Certificate of Approval to Operate the BNATP
is through**

**Illinois Department of Public Health (IDPH)
Illinois Department of Public Health
Education and Training Section
525-535 West Jefferson Street, 4th Floor
Springfield, IL 62761
217-785-5569
www.idph.state.il.us**

**Membership
CNA Educators Association
Northern region
cnaeducators.org**

**Accreditation
Career Options, Inc. is not accredited by an Accrediting Body
by the U.S. Department of Education**

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GENERAL INFORMATION

INTRODUCTION

Career Options Inc. is a private vocational school established in 2013 seeking approval to operate from the Illinois Board of Higher Education. The school intends to offer certificate programs with concentration on allied health studies.

The administration, faculty and staff are committed to providing an environment conducive to teaching and learning in the hope of producing graduates who are theoretically strong, clinically competent and are well prepared to begin employment in the healthcare industry. Consistent with its corporate mission, Career Options Inc. thrives to uphold professional integrity in conducting business and will provide services within the standards established by the regulating agencies.

Career Options, Inc. is not accredited by an accrediting body recognized by the U. S. Department of Education

MISSION

Career Options, Inc. is committed to offering affordable quality healthcare vocational programs, continuing education classes for Workforce development, improve economic growth, enhance personal and professional advancement of its prospective students and to contribute to the well being of the community.

VISION

The vision of Career Options Inc. is to be a significant source of healthcare providers with technical skills set necessary to promote health and the well being of the community it serves.

OBJECTIVES

Career Options Inc. is committed to:

- Providing quality technical healthcare education and hands on training classes to equip prospective students the skills set necessary to obtain a beginning employment in the healthcare industry.
- Respond to today's teaching methodology by integrating technology in the classroom instructions and daily operation.
- Provision of a safe physical environment and resources conducive to teaching and learning for all students regardless of age, sex, race, religion, marital status or disabilities.
- Design an infrastructure that provides its students with services necessary to complete from the program successfully.
- Creating partnership with other educational institutions and businesses to promote economic and social advancement.
- Recruiting and retaining employees with the right academic and work background to provide instructions and facilitation of students' learning.
- Providing support to its faculty and its staff for professional growth and development.

STATEMENT OF COMPLIANCE

The school will be operated in compliance with all federal, state and local laws.

LOCATIONS

Corporate Office:

2644 E. Dempster St., Suite 116
Park Ridge, IL 60068
Tel: 847 297 3900

Affiliated Clinical Sites:

Avantara of Park Ridge
1601 N. Western Ave.
Park Ridge, IL 60068
Tel No. (847) 825-5532

Abington of Glenview
3901 Glenview Rd.
Glenview, IL 60025
Tel. No. (847) 729-0000

HOURS OF OPERATION

MONDAY to FRIDAY

Business Services	9:00AM to 5:00PM
Academic Services	9:00AM to 9:00PM
Student Services	9:00AM to 9:00PM

SATURDAY (by appointment)

Holidays Observed 2025

Wednesday, January 1	New Year's Day
Monday, May 26	Memorial Day
Friday, July 4	Independence Day
Monday, September 1	Labor Day
Thursday, November 27	Thanksgiving Day
Thursday, December 25	Christmas Day

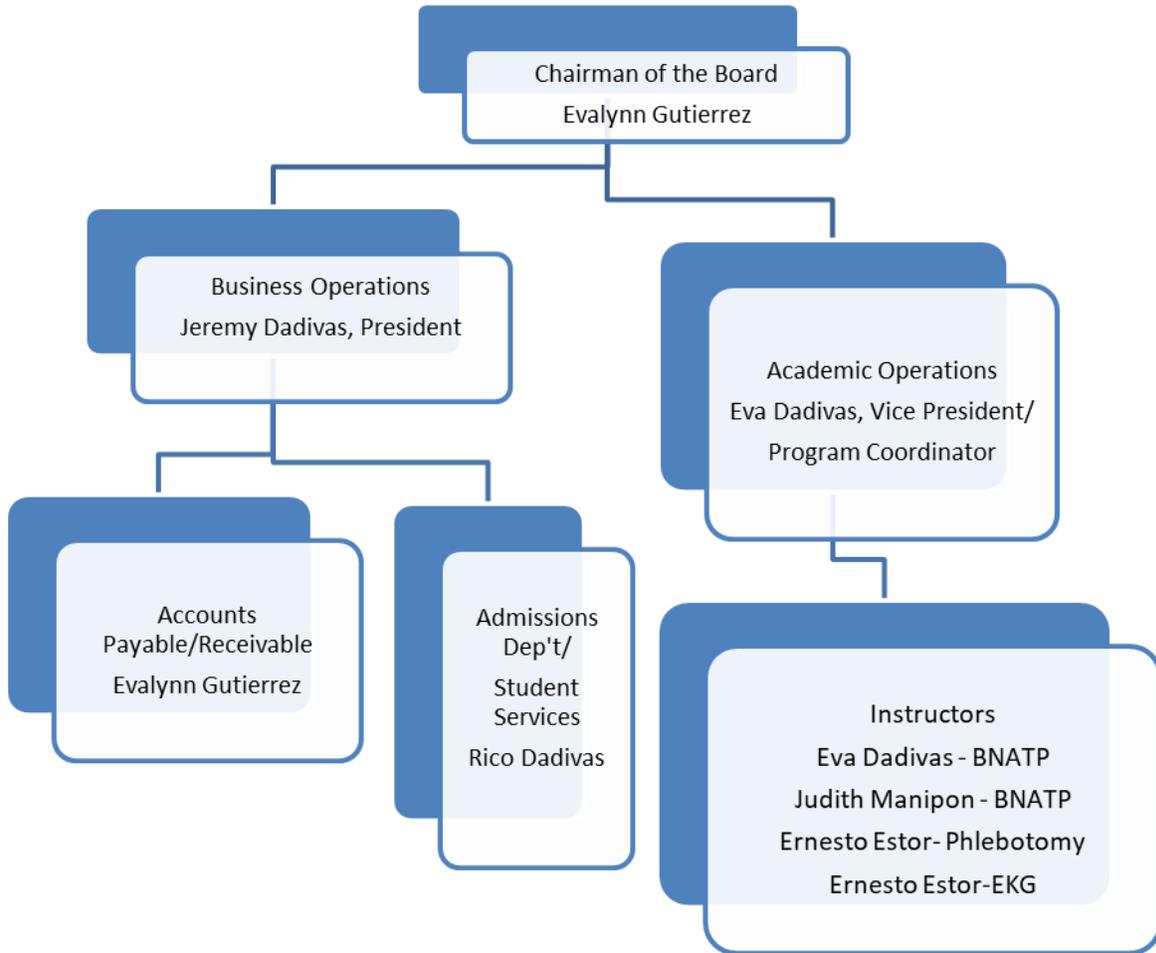
Holidays Observed 2026

Thursday, January 1	New Year's Day
Monday, May 25	Memorial Day
Friday, July 3	Independence Day
Monday, September 7	Labor Day
Thursday, November 26	Thanksgiving Day
Friday, December 25	Christmas Day

PROJECTED COURSE OFFERINGS 2025

First Term Jan-Mar 2025	Second Term Apr-Jun 2025	Third Term Jul-Sep 2025	Fourth Term Oct-Dec 2025
BNATP	BNATP	BNATP	BNATP
ECG Technician	ECG Technician	ECG Technician	ECG Technician
Phlebotomy Technician	Phlebotomy Technician	Phlebotomy Technician	Phlebotomy Technician

ORGANIZATIONAL STRUCTURE



ADMISSION REQUIREMENTS

General Criteria for Admission to Allied Health Programs

The following criteria will be used for acceptance to Career Options, Inc.:

Completed Application and Enrollment Agreement

Applications and enrollment agreement must be completed at least two weeks before the start of a class.

Education Requirement:

At the minimum, the applicant must submit one of the following:

- Copy of diploma from the high school where the applicant graduated
- Copy of diploma from adult education or high school equivalency program
- Copy of GED test scores, if applicable

Pre-entrance Examination:

The applicant must take the TABE assessment entrance test, tool to demonstrate knowledge on basic math, language and reading comprehension. Scores of 10.0 in Reading, 10.0 in Language and 10.0 in Math on the program admission assessment test is required.

Physical Examination:

All students admitted to the program must submit a current and completed Career Options, Inc. Physical examination form.

Clinical sites generally require a health assessment, including certain immunizations (**Hepatitis B Vaccination, Rubeola titer, Rubella titer, PPD/Mantoux, Varicella titer, Tetanus inoculation**) and other assessments specified in the physical examination form. Substance abuse testing and health insurance are also required. The cost for these requirements will be the individual student's responsibility.

Other Required Documentation:

Prior to registration, all successful candidates must provide a copy of a recent criminal background check (CBC). Applicants with a felony conviction may be accepted into the program, however eligibility to sit for the State Competency Exam (BNATP ONLY) will be at the discretion of the Illinois Department of Public Health.

Credit Transferability

Career Options Inc. does not guarantee transferability of credit to other institution of higher education. It is important for students to consult with the institution in which they seek transfer to.

ALLIED HEALTH CERTIFICATE PROGRAMS

BASIC NURSING ASSISTANT TRAINING (BNAT, 51.3902)

Description:

Clock Hours: 120 Hours

Theory/Lab/Clinical: 64/16/40

This 5 week program meets the requirements of the Illinois Nursing Reform Act of 1979 and leads to certification of compliance from the Illinois Department of Public Health (IDPH). The **BNATP** prepares students into their roles and responsibilities as nurse assistants in both the clinical and home setting. Through lecture/discussion, supervised laboratory and actual clinical experience, students acquire knowledge and skills needed to provide basic nursing care for residents of long-term care facilities as well as patients in hospitals, private homes, or other health care facilities. Upon successful completion of this program, students take the Illinois Nurse Aide Competency Examination administered by Southern Illinois University of Carbondale.

Specific Admission Requirements:

1. Applicants must at least be 16 years old upon enrollment.
2. A reading comprehension of 10th grade level is necessary.
3. A valid Social Security Number
4. A valid ITIN
5. A physical examination by a licensed physician, which includes TB tests, is required before a student can start clinical classes.
5. The required Criminal Background Check (Fingerprint) will be initiated by Career Options with the IL State Police at the beginning of the training in compliance with the Health Care Worker Background Check Act.
6. Clinical training entails lifting, direct contact with patients and other activities that may cause harm or injury on the student.
Each student is responsible for acquiring and maintaining the necessary insurance coverage throughout his/her enrollment in the program.

Potential Places of Employment:

Physicians' offices, clinics, hospitals, diagnostic centers, home health agencies, home care and long term care facilities.

Certification Requirement:

A student shall be considered to have successfully completed the BNATP when he or she has:

1. Completed a minimum of 80 hours of theory and 40 hours of clinical instruction, including the required hours of content in accordance with Section 395.150; and
2. Demonstrated competence in the Department-approved performance skills.
3. A student shall pass the Department-established written competency examination.
(Source: Amended at 37 Ill. Reg. 10546, effective June 27, 2013)

Students who have successfully completed the program are able to perform the following minimum 21 skills:

1. Wash hands	2. Perform Oral hygiene
3. Shaving a Resident	4. Perform Nail Care
5. Perform Perineal Care	6. Give Partial bath
7. Give a shower or Tub Bath	8. Make Occupied bed
9. Dress a Resident	10. Transfer resident to Wheelchair using a Transfer belt
11. Transfer Using a Mechanical Lift	12. Ambulate with Transfer Belt
13. Feed a Resident	14. Calculate intake/output
15. Place resident in side-lying position	16. Perform Passive Range of Motion
17. Apply and Remove Personal Protective Equipment	18. Measure and Record Temperature, Pulse and Respiration
19. Measure and Record Blood Pressure	20. Measure weight
21. Measure Height	

Per IDPH directive Career Options, Inc. will have the following list of skills added to the above 21 skills being evaluated:

Hair Care	Care of Eyeglasses
Care of Hearing Aid	Care of Dentures
Transporting resident in a Wheelchair	Assisting Resident with use of Walker / Cane
Serving Meals	Answering Call Lights
Assist Resident in Toileting	Making Unoccupied bed
Applying TED Hose	Applying Non-skid Footwear

General Program Objectives/Outcomes:

At the end of the program the graduate of Career Options BNAT will:

1. Describe the purposes and services of health care facilities/agencies, which include, but are not limited to, the following health care settings.
2. Understands her/his role as a CNA in the interdisciplinary team including the scope of practice and its limitations
3. Manifest person-directed qualities by being an effective communicator utilizing appropriate interpersonal communication techniques whether verbal or written.
4. Understand and respect resident rights including concepts of neglect and abuse and comply with the Health Insurance Portability and Accountability Act
5. Proficiently address and effectively provide for client's or resident's Activities of Living (ADL's) including rehabilitation concepts necessary to promote self-independence and a sense of well-being
6. Understands the different needs of the residents/clients across the health continuum as they undergo physiological, psychological, social-cultural and spiritual changes.
7. Effectively and continuously provide safety in all aspects of care particularly in the implementation of infection control practices and prevention of injuries.
8. Be able to carry out basic emergency measures as needed.
9. Be responsible for promotion and maintenance of her/his own well being needed to carry out the daily tasks included in the CNA responsibilities

Course Outline as adapted from IDPH Model Program

Module I – Introduction to Health Care

- 1) Functions of Health Care Organizations.
- 2) Understanding the CNA role in The Interdisciplinary Team
- 3) The CNA across different Health Care Settings
- 4) The responsibilities of a Nursing Assistant as a Para-professional certified under the State and Federal regulations
- 5) Information sharing and HIPAA regulations including legal aspects of recording in the health care record.

Module II – Resident Rights and Relationships

- 1) Identify and discuss the importance of State and federal regulations in promoting resident rights and how it enhances resident/client quality of life.
- 2) Holistic Care – Understand and explain the importance and describe the components of holistic care.
- 3) Understanding the elements of communication and learning to assume an active role in promoting client/team relationships through effective and therapeutic communication

Module III – Infection Control in the Health Care Setting

- 1) Infection Control Issues – understanding the process of infection and implementing measures to prevent infection.

Module IV – Emergency Procedures

- 1) Fire Safety. – understand and explain the elements that can cause fire, its prevention and basic emergency steps to follow in case of fire
- 2) Other disasters - Describe appropriate actions of the CNA in response to natural disasters according to the emergency plan established by the facility
- 3) Discuss ways of providing safety and preventing injury when caring for the resident
- 4) Following protocols of the facility for reporting of an incident.

Module V – Injury Prevention in the Health Care Environment

- 1) Risk Management. – Explain and discuss State and federal regulations: pertaining to injury
- 2) Discuss the role of the Occupational Safety and Health Administration (OSHA) in relation to injury prevention;
- 3) Explain the purpose of the Material Safety Data Sheets;
- 4) Explain and discuss importance of ergonomics to the health care worker by demonstrating consistent use of body mechanics while providing care.
- 5) Understanding the use of a assistive equipments to ensure body mechanics.
- 6) Involvement in establishing risk factors such as those causing falls or skin tissue injuries.
- 7) Understand the facilities policies on the use of restraints.

Module VI – Care of the Resident

- 1) Identify and discuss provision of living space and equipments that contributes to residents comfort, well being, safety and privacy
- 2) Develop skills appropriate for the Residents/clients Activities of Daily Living
- 3) Understanding the processes involved in admission, transfer and discharge of resident/clients in a facility or home setting.
- 4) Development of skills necessary in identifying resident/clients needs utilizing the concept of nursing process.
- 5) Understanding the resident/client as a human organism composed of tissues, organs and systems and the common health problems that could affect them.

Module VII – Fundamentals of Rehabilitation/Restorative Care

- 1) Understands the CNA's role in caring for the person using an adaptive device, including importance, care-giving modification, observations, reporting and documentation.

Module VIII – End-of-Life Care

- 1) Develop skills and caring attitude towards End-of-Life Issues.
- 2) Understanding legal issues associated with end-of-life care such as
- 3) Advance Directives, Hospice Care, Care of a dying person and the grieving process.

Module IX – Alzheimer's and Other Dementias

- 1) Recognize the difference between normal aging and dementias.
- 2) Discuss care for residents with dementia or Alzheimer's Disease.
- 3) Promote and maintain therapeutic environment in the care of residents with
- 4) Dementia/ Alzheimer's Disease

(Source: Amended at 37 Ill. Reg. 10546, effective June 27, 2013)

The 5 week program is scheduled as follows:

16 hours of theory with skills lab and 8 hours of clinical practice per week for 5 weeks

Textbooks/Workbook

Mosby's Essentials for Nursing Assistants by Sorrentino/Remmert 6⁷ Edition

Additional Materials:

Mosby's audio visual DVD's

Acetates for use with Overhead Projectors

Power Point presentations using link from a publishing company

Other Internet source related to the classroom topic

Program Cost Full Assessment:

Tuition Fee	\$ 1200.00
Laboratory Fee	Included
Registration Fee	\$ 50.00
Book	\$ 65.00
Uniform	\$ 30.00
Materials & Equipment (Gait belt, stethoscope)	\$ 30.00
Certification Exam Fee (payable to SIUC) on line	85.00
CPR Classes for (for non-certified)	Separate Fee
TOTAL AMOUNT DUE	\$ 1,375.00

ECG/EKG TECHNICIAN (51.0902)

Description:

Clock Hours: 42

Theory/Lab/Clinical: 30/12/00

This program is scheduled for 6 hours / week for 7 weeks

This 7 week program focuses on diagnostic tests related to the heart, recording the heart’s electrical impulses onto a paper strip. The pattern of the signals can tell the physician whether the heart is normal, is experiencing electrical problems, under strain, or damaged. The ECG Technician will administer and document various types of ECG monitoring and will provide appropriate care of the equipment.

Specific Admission Requirements:

1. High School diploma or its equivalent (GED)
2. A reading comprehension of 10th grade level is required.
3. A valid Social Security Number

Potential Places of Employment:

The ECG Technician works in physicians’ offices, clinics, hospitals, and diagnostic centers.

Certification:

Successful graduates are encouraged to obtain a National Certification from the National Health Career Association. Benefits to obtaining an EKG Certification may include: more job opportunities, an increased pay scale, job security, and increased subject matter expertise.

Program Objectives/Outcomes:

- Perform a 12 lead EKG
- Interpret basic arrhythmias
- Assess a patient for cardiac emergency
- Communicate with the patient appropriately
- Attach electrode to the chest, arms and legs
- Provide privacy for the patient during the test
- Provide clean working environment
- Practice universal precautions during the testing
- Document procedures appropriately

Textbooks:

Complete Guide for the EKG Technician by Wilma Lynne Clarke, EdD, RN

Additional Materials:

Practice Test Questions for State Exam

Program Cost Full Assessment:

Tuition Fee	\$ 800.00
Laboratory Fee including materials and equipment	included
Registration Fee	\$ 50.00
Books/Study guide	\$ 50.00
Certification Exam Fee (NHA)	Pay online
TOTAL AMOUNT DUE	\$ 900.00

PHLEBOTOMY TECHNICIAN

Description

Clock Hours: 72

Theory-Lab/Clinical: 52/20

This 6 week program prepares the graduate to function as phlebotomist and as a vital member of the clinical laboratory team, whose main function is to obtain patient's blood specimens by venipuncture and micro collection along with transportation of other clinical laboratory specimens.

Specific Admission Requirements:

1. High School diploma or its equivalent (GED)
2. A reading comprehension of 10th grade level is required.
3. A valid Social Security Number

Potential Places of Employment:

Phlebotomists are employed throughout the health care system - hospitals, neighborhood health centers, medical group practices, HMO's public health facilities, Veterans hospitals and blood banks. The field of phlebotomy has greatly expanded in the past several years and the role of this integral member of the health care team has recently been brought into much sharper focus.

The threat of AIDS, hepatitis and risks to all segments of society from other infectious diseases has dramatically emphasized the need for quickly expanding training programs, while maintaining the highest possible standards of instruction and continuing education for these health care professionals.

Patient safety and quality assurance, which adhere to the most stringent professional standards are essential at every echelon of the health care process. The society's continuing good health may very well depend on it.

Certification Requirement:

National certification to practice as phlebotomist is not required, however, successful graduates are encouraged to obtain a National Certification. Benefits to obtaining a Phlebotomy Certification may include: more job opportunities, an increased pay scale, job security, and increased subject matter expertise.

Venipuncture procedures:

Anatomy and Physiology	Basic lab terminology	Responsibility of the Phlebotomist
Professionalism	Safety in the Laboratory	Quality control
Blood Culture collection	Blood smears	Skin punctures
Isolation procedures	Infection Control including Aseptic Techniques.	Legal issues
Hospital/Laboratory Dep't.	Timed Laboratory procedures	Indwelling lines
Significance of laboratory tests	Patient problems and complications	Introduction to various tests
Physical problems that occur in field	Color coded Vacuum vials (Vacutainer system)	Diseases that could effect laboratory personnel; AIDS, Hepatitis

Program Objectives/Outcomes:

- Perform patient preps for various laboratory specimens.
- Perform Isolation techniques
- Perform specimen processing procedures
- Perform Glucose Tolerance testing
- Perform blood cultured and viral studies
- Use anticoagulants and additives appropriately
- Identify and use proper sites for venipuncture and capillary sticks

Course Outline:

Session 1 Introduction to Phlebotomy	Session 11 Venipuncture complications
Session 2 Healthcare Structure	Session 12 Blood Collection in Special Population
Session 3 Safety	Session 13 Arterial Blood Collection
Session 4 Infection Control	Session 14 Special Collections and Procedures
Session 5 Medical Terminology	Session 15 Special Nonblood collection and Procedures
Session 6 Human Anatomy and Physiology	Session 16 Specimen Transport Handling, and Processing
Session 7 Circulatory, Lymphatic and Immune Systems	Session 17 Point of Care Testing
Session 8 Venipuncture equipment	
Session 9 Routine Venipuncture ,	
Session 10 Dermal Puncture	

Textbooks:

Phlebotomy Worktext and Procedures Manual by Robin S. Warekois, Richard Robinson & Pamela B. Primrose

Additional Materials:

Practice Test Questions for State Exams

Program Cost Full Assessment:

Tuition Fee	\$ 1,260.00
Laboratory Fee	included
Registration Fee	50.00
Books/study materials	90.00
TOTAL AMOUNT DUE	\$ 1,400.00

GRADING SCALE AND STANDARDS

Allied Health Courses and Prerequisites

The current course syllabi for healthcare courses are available at the school and are required for each course. Each syllabus contains course objectives and information regarding specific determination of the final grade.

Career Options Inc. adheres to the following grading scales:

Grade	Range	Remarks
A	94 – 100	Highly Satisfactory
B	87 – 93	Satisfactory
C	80 – 86	Average
F	79 - below	Failed
Inc.		Incomplete
Drp.		Dropped

Course Progression is dependent on attaining a minimum grade of “C” or the equivalent of in all courses. A final grade below 80% will require the student to repeat the program and apply for readmission.

The Chief Managing Employee will review academic records of students who fall below the minimum standards of progress. The student will be granted an academic review upon request. The academic review will be done by the course instructor and the designated Chief Managing Employee with the student present. Documentation of this review and the outcome will be filed in the student folder

Clinical Practice Expectations

Students will be evaluated on a pass/fail basis.

Students are expected to analyze their own strengths, weaknesses and performances as these relate to the course expectations in each of these areas.

Students must bring their written self-evaluation to the scheduled conference with the clinical instructor.

Evaluation conferences are held at least twice during the program.

Both student and the faculty will sign the evaluation at the end of the conference.

The student and instructor’s signature indicates that the conference has been held.

Students are expected to read the evaluation tool at the beginning of each course.

A student may be dismissed from the clinical site at anytime if the student’s performance is determined to be detrimental to the patient’s well-being and safety.

*Note – Students must receive a (pass) in the clinical component and a 80% or greater in the theory component in order to pass the course. If either component is failed, the student will be required to retake both components of the course.

CRITERIA FOR THE ISSUANCE OF CERTIFICATES

ALLIED HEALTH

BASIC NURSING ASSISTANT TRAINING (BNATP)

- Certification requires completion of a 120-hour Basic Nursing Assistant Training course that includes theory and clinical
- Successfully passing of the 21 skills performance test
- Pass theory with a grade of 80% or greater
- Financial obligation to Career Options, Inc. is met

ECG/EKG TECHNICIAN

- Certification requires completion of the 42-hour EKG Technician program
- A passing grade of 80% or greater
- Financial obligation to Career Options, Inc. is met

PHLEBOTOMY TECHNICIAN

- Certification requires completion of the 120-hour Phlebotomy Technician program
- A passing grade of 80% or greater
- Financial obligation to Career Options, Inc. is met

POLICIES ON ABSENCES AND TARDINESS

Absences

- Only (1) absence is allowed **for each course**. Two (2) absences per course work may be allowed depending on the reason behind the absence. It is the student's responsibility to pursue the instructor to make arrangements for any make-up work. For missed days due to an unexcused absence, where exams are given, the instructor has the prerogative whether he/she will allow the student to take a make-up exam or get a failing grade for the missed test.
- Clinical absences must be made up in the clinical setting with a clinical instructor at the student's expense before credit can be earned for the course.
- Verbal warning notification will be given on the first (1st) absence for theory or clinical class and a probation notification on the second (2nd) absence only for the BNAT program.

Tardiness

- A student is expected to arrive at the school before the start of the class and is expected to stay until the end of the class.
 - A student will be considered tardy when he/she is more than 15 minutes late in class.
 - A student **cannot have more than three** tardiness in any of his/her clinical class. No student is allowed to report to the clinical site **more than 30 minutes late**.
 - Three unexcused tardiness shall be equivalent to one unexcused absence.
- Special considerations may be given to individuals who are tardy due to circumstances beyond their control, such as severe weather conditions, auto accidents, etc. Proof of such happenings will be required upon arrival.

CODE OF CONDUCT

Violations

Violations of the Code of Academic Conduct are activities (observed or reported) or materials whose character is deceitful and dishonest.

All employees, including full and part-time faculty members, staff and employees who are directly involved or indirectly involved in teaching or overseeing the work of the students, are authorized to report incidents of dishonesty that they witness to the appropriate faculty member or employees and are encouraged to self report any violations in which they have participated.

The Code of Academic Conduct prohibits violations of academic integrity, including but not limited to:

Cheating: In any work submitted for evaluation (tests or assignments), copying or attempting to copy from another student's work; using or attempting to use unauthorized collaboration with others who may or may not be students, in work to be presented for a grade; altering graded work after it has been returned then submitting the work to be re-graded; tampering with the work of other students.

Plagiarism: Presenting the work of another as one's own (i.e., without proper acknowledgment of the source or sources) or submitting material that is not entirely one's own work without attributing the unoriginal portions to their correct sources. The sole exception to the requirement of acknowledging sources occurs when ideas or information are common knowledge.

Falsification and Fabrication: Altering, counterfeiting, or inventing information or material presented in evaluation activity, "padding" a bibliography with made up titles or works not consulted, or providing false citations in footnotes, using inappropriate methods for collecting or generating data or including a substantially inaccurate account of the method by which the data were gathered or collected.

Abuse of Academic Materials: Destroying, stealing or making inaccessible library, laboratory or other resource material, or attempting to do so, stealing or otherwise obtaining advance copies of placement tests, examinations or other course materials or attempting to do so, duplicating copyrighted software without authorization or using such software on school computers, “hacking” on school computers or installing virus programs.

Complicity in Academic Dishonesty: Helping another to commit an act of dishonesty, especially providing material or information to another person with knowledge that this material or information will be used deceitfully in an evaluation activity, permitting one’s own work to be submitted by another person as if it were that person’s original work.

Falsification of Records and Official Documents: Altering grade reports, or other documents affecting records, forging signature of authorization or falsifying information on any document, such as permission forms, petitions or other documents.

Personal Misrepresentation and Proxy: Taking another person’s place in an exam, activity, either before or after enrollment, having another person participate in an evaluation activity or evaluation in place of oneself.

Bribes, Favors, Threats: Bribing or attempting to bribe, promising favors to, or making threats against any person, with the intention of affecting an evaluation of a student’s performance, conspiring with another person who then performs one of these acts in one’s behalf.

Filing a Complaint

If the faculty member determines that a situation involves an apparent Code violation, he or she will confer with the Chief Managing Employee and will then forward a written complaint to the Disciplinary Committee. The Committee will:

1. Review the student’s file to determine if this is a first complaint.
2. Notify the student by mail that the complaint has been filed (enclosing copies of the complaint and the Code of Academic Conduct) and invite the student to an initial meeting with the Disciplinary Committee.
3. Place the student’s registration on temporary hold, so that he or she can neither withdraw from the course in question nor register for future courses until the current question is settled. If the process cannot be completed before the end of the term, the instructor will be directed to assign the student an Incomplete (I) in place of a grade of course, to be changed when the matter is resolved.

It is the responsibility of Career Options, Inc. to provide equal access to its educational opportunities and to prevent interference with those educational opportunities by maintaining an orderly, civil, and safe educational environment.

The purpose of the Code of Student Conduct is to provide fair and reasonable rules, regulations, policies and procedures to promote human development and to ensure that students do not engage in conduct that materially or substantially interfere with the requirements appropriate to any student, in class or out of class. Sanctions imposed for violating the Code may include sanctions up to and including separation from the school.

Rules and Regulations

Students at Career Options, Inc. are expected to demonstrate qualities of morality, honesty, civility, honor and respect. Behavior, which violates this standard, are represented by, but not necessarily limited to the following list. Any student found to have committed the following misconduct is subject to the disciplinary sanctions:

1. Acts of dishonesty, including but not limited to the following:
 - a. Furnishing false information to any school official, faculty member or office.
 - b. Forgery, alteration, or misuse of any school document, record, or instrument of identification.
2. Speech and related behavior
 - a. Any verbal or physical behavior, such as disparaging comment, epithet, slur, insult or other expressive behavior, that is directed at a particular person or a group of persons and which creates an environment wherein the verbal or physical behavior is inherently likely to provoke a violent reaction whether or not it actually does so.
 - b. Behavior by any reason materially disrupts the class work of others, involves substantial disorder, invades the rights of others, or otherwise disrupts the regular and essential operation of the school.
 - c. Disruption or obstruction of teaching and activities.
 - d. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, sexual assault and/or other conduct which threatens or endangers the health or safety of any person.
3. Attempted or actual theft of and/or damage to property of the school or property of a member of the school or other personal or public property.
4. Failure to comply with directions of School officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
5. Unauthorized possession, duplication or use of keys to any school premises or unauthorized entry to or use of school premises.
6. Violation of published school policies, rules or regulations.

7. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
8. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and school regulations. Public intoxication.
9. Illegal or unauthorized possession of firearms, explosives, or other weapons, or dangerous chemicals on school premises.
10. Theft or other abuse of computer time, including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member or school official.
 - e. Use of computing facilities to send obscene or abusive messages.
 - f. Use of computing facilities to interfere with normal operation of the school computing system.

Sexual Assault

It is the intent of this policy to prevent any occurrence of sexual assault at Career Options, Inc. School. All members of the school are expected to follow procedures if questions or problems arise. Sexual assault is illegal under state and federal law. Career Options, Inc. School will not tolerate sexual harassment/assault in any form.

Sexual Harassment/Assault is constituted by:

Physical contact of a sexual nature that is against one's will or without one's consent.

Rape, including acquaintance rape, defined as sexual intercourse that is against one's will or without one's consent.

In addition to any criminal prosecution that is initiated, Career Options, Inc. will pursue disciplinary action through its own channels when there is a reason to believe that the school regulations against sexual assault have been violated. Thus a member of the school may be persecuted by the state and disciplined by the school at the same time, and even if criminal authorities choose not to prosecute, the school may pursue disciplinary action.

Those wishing to file a sexual assault complaint against another member of the school for violation of this policy should so inform the Chief Managing Employee, or other administrative staff as soon as possible after the incident has occurred. The Chief Managing Employee or designated administrator will proceed in accordance with the formal procedures of the Sexual Harassment Policy.

All reports or complaints will be promptly investigated. Substantiated charges will result in appropriate corrective action up to, and including discharge or expulsion of the offending party. In responding to complaints of sexual assault, rights of due process will be afforded. At all times, the parties' rights to confidentiality will be respected and protected. Any person who, in good faith, brings forth a complaint of sexual assault will not be subjected to retaliation

NON-DISCRIMINATION POLICY

Career Options, Inc. does not discriminate on the basis of race, color, creed, religion, national origin, disability, age, marital status, veteran's status, sex or sexual orientation in admission to and participation in its educational programs, school activities and services, or its employment practices.

Inquiring regarding compliance with nondiscrimination policies and regulations should be directed to the Chief Managing Employee

PROCEDURE FOR OBTAINING STUDENT TRANSCRIPTS

Students who need to get a copy of their transcripts must go to the Student Services department and file the request accordingly. There is a \$10.00 per transcript fee for regular processing which generally takes 5 business days. There is an additional \$10.00 fee for each expedited transcript request that will take 2 – 3 business days. The student is required to provide his/her signature authorizing release of his/her transcript. Transcripts may be ordered in person at the corporate office or by mail with a signed letter of request including payment by credit card or check payable to Career Options, Inc. . Requests without payments will not be processed.

The student has an option to pick up or mail the transcript with proper authorization by the student. Third party requests for a transcript must be accompanied by written authorization, signed by the student.

STUDENT SERVICES

Student Services

Café and Food Services

Vending machine is located close to the classroom premises. Students are encouraged to carry change, as the school office may not be able to make change. A number of restaurants are located in the same building of the complex and around the area.

Fax and Telephone Services

Fax machines for students' personal use are generally not available. However, when necessary to address unusual and urgent circumstances, students may be allowed to send or receive faxes via the school's office fax machine.

Parking

Parking is available within the complex. Students are encouraged to take necessary precautions in safeguarding their vehicles. The school is not responsible for any vehicle damage or lost/stolen items. Students must park in designated parking spaces and adhere to regulations regarding handicapped and special parking.

Placement and Employment Opportunities

Due to the high-demand for qualified allied health workers/health care providers, students who successfully complete the program/course of their choice, perform successfully in their clinical requirements, and pass their licensing exams typically find immediate employment by applying directly to any health care facility. The students can also check on the school's bulletin board for job opportunities.

Student Records Access and Disclosure

The Family Educational Rights and Privacy Act (FERPA) of 1974 require that institutions maintain the confidentiality of student education records and permit students to inspect and review their records. Career Options, Inc. accords all the rights under the law to all students who have registered in courses or programs at the school. A student must submit a request in writing to review any education records. A student will have up to 45 days from the date of the written request to view these records. An appointment must be made; walk-ins will not be entertained. Students may request photocopies of educational records through a written and signed request. A copy fee may apply.

The school may disclose a student's education record (attendance, grades, financial aid and admissions) and corresponding personally identifiable information without the student's consent in the following circumstances:

- 1- within the administration of Career Options Inc., including faculty, as it relates to the educational interests of the student;
- 2- to another school (post-secondary or otherwise), where the student seeks admission or intends to transfer; or to state and federal agencies such as the local authorities, department of education, department of health and department of homeland security.

If a student's record is disclosed to any party above, a record of disclosure will be noted in the student's file via signed transcript requests or via a notation in the student's file outlining the request.

Job Fair for Graduating Student

Approximately two months before graduation, representatives from home healthcare and in-home care agencies to conduct a job fair in which all healthcare facilities are invited to send their representatives in order to recruit students to be placed in any of the respective company's open positions. Most of the graduates will provide services either in patient's homes or long term care facilities. Counselors conducting in-service for resume writing and job interview skills are also available for this event.

Tutorial Services

Students who are not able to maintain a pass rate of 75% in any of the exams are required to meet with the designated instructors for academic assistance. A written warning will be issued and a plan of action will be created to ensure students' success.

TUITION, FEES AND REFUNDS

STANDARD PAYMENT POLICY

Students must pay their tuition and fees as specified. Tuition payments by cash, check, money order or credit card are accepted. Final payment in the installment plan, however, should be paid in cash or money order only. Payment for certification examination should likewise be in money order unless otherwise arranged with the administration. Tuition and fees differ among courses. Specific Program Fees are available in the school office and may be provided upon request. All fees and charges are subject to change without prior notice

TEXTBOOKS AND SUPPLIES

Books and supplies needed in the course are not included in the payment plans. Purchase price is separate from the tuition and other fees and may vary depending on the price at the time of sale (Book and equipment prices are set by the publishers / suppliers and subject to change without notice). Local sales tax is included in the purchase price.

** Books and other printed materials are subject to copyright laws. Photocopying of books and materials, unless authorized by the publisher, is not allowed.*

TEXTBOOK BUYBACK POLICY

Career Options Inc. does not participate in a textbook buyback policy. We believe it is in the best interest of our students to keep their textbooks as reference tools throughout their careers.

PAYMENT PLANS

Students have the option to pay the tuition fee in full or installment basis. No interest is charged for using the installment mode of payment. Other expenses are not included in the installment payment plans. Students with balances remaining in their accounts will not be allowed to take their final examinations until all fees have been paid. Final payments should be in the form of cash or money order.

FINANCIAL ASSISTANCE

Career Options Inc. currently does not participate in Title IV. It will accept grants from Workforce Investment Act (WIA) and Veteran Affairs Education Assistance Improvement Act of 2010

EMPLOYER TUITION ASSISTANCE

Some employers give their employees a Tuition Reimbursement benefit based on certain criteria. Students must check with their employer if this type of benefit is available to them. Payment for educational expenses through this scheme may be done in 2 ways:

1. Direct Billing – Secure a letter from your employer authorizing and describing the conditions of the arrangement; Career Options Inc. will issue an invoice to your employer for payment; Employer sends the check directly to the school.
2. Reimbursement – Student will cover the educational cost on his/her own then receive reimbursement from the employer following the guidelines set by their company.

It is assumed that students are responsible for any portion of the educational expenses and fees that are not paid by the employers.

FINANCIAL RESPONSIBILITY

By registering for classes, a student agrees to pay all tuition and required fees associated with his/her registration, optional services and other fees, whether paying in full or utilizing the installment payment option.

All fees must be paid in full prior to taking the final examination. Failure to pay tuition, fees and other charges before the final examination for the course may result in penalties and/or an automatic withdrawal from the program regardless of the time and work already accomplished for the course. Students will not be allowed to re-enroll in any course until all financial obligations have been settled. Student services and privileges may be withheld until all financial obligations have been settled.

MISCELLANEOUS SERVICE FEES

Registration Fee	\$ 50.00
Returned Check Fee	\$ 25.00
Transcript Fee (First Request)	FREE
(Subsequent)	\$ 10.00
Diploma Re-issue Fee	\$ 10.00
CPR / First Aid Card Re-issue	\$ 10.00
Clinical Make-up Penalty	\$ 50.00/hour

Payment is required upon request. All fees are non-refundable.

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within 30 days of cancellation. Cancellation must be submitted to the authorized official of the school in writing.

REFUND / CANCELLATION POLICY

Under the law, you have the right, among others, to pay the full amount due and to obtain under certain conditions a partial refund of the finance charges.

Any student applying for a program that is discontinued by the school shall receive a complete refund of all fees and/or tuition paid. It is the policy of **CAREER OPTIONS INC.** to issue refunds of tuition and fees in a prompt manner. As a matter of courtesy, students should give written notification to **CAREER OPTIONS INC.** (in person or by registered mail) of their intention to withdraw from a program addressed to:

The Chief Managing Employee Jeremy Dadvias.
2644 E. Dempster St.,
Park Ridge, IL 60068

Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule:

Tuition Reimbursement Scale or Schedule

Before midnight of the 5th business day and prior to 1st day of class	All payments
After midnight of the 5th business day but prior to 1st day of class	All payments minus registration fee
After attending one session of class (4 hours minimum)	All payments minus 10% of tuition/session and registration fee
After attending more than one session of class (4 hours minimum/session) but less than 24 hours of instruction	All payments minus 10% of tuition/session X no. of sessions
After attending more than 24 hours of instruction	None
*** Refund for books and other supplies will be at the school's discretion	

- **Cancellation Policy**
- The student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date with 10 days of cancellation. Cancellation should be submitted to the authorized school officer in writing.
- **Withdrawal Procedure**
If no notification of withdrawal is received, and a student has had an unexplained absence of more than fifteen (15) consecutive class days, **CAREER OPTIONS INC.** shall consider the student to have withdrawn from the program. In all cases, the date of withdrawal shall be the last day of attendance.

Refunds shall be made within 30 days of the last day of the attendance if written notification has been provided to the institution by the student; otherwise, refunds shall be made within 30 days from the date the institution terminates the student or determines that the student has withdrawn.

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Determination that a student has withdrawn shall be made within 30 days of the last day of attendance **CAREER OPTIONS INC.** shall provide written acknowledgment of a student's notification of withdrawal within fifteen (15) calendar days of the postmark date of the notification of withdrawal. In all instances, refunds shall be based on and computed from the last day of attendance. Any unused portion of a book fee shall be refunded.

METHODS OF STUDENT PAYMENT

Cash, Cashier's Check and Money Order

Cash, cashier's check and money order payments are accepted in the accounting office located at:

Career Options, Inc.
2644 E. Dempster St.
Park Ridge, IL 60068
Tel: 847 297 3900

Personal Check

Payments by check must include the student's social security number and phone number on the check. Payments by mail are also accepted but the school will not be responsible for late or lost mail. Please allow enough time when mailing checks because all payments are expected to be received by the designated due date. A \$25 returned check fee due to insufficient funds will be charged for each returned check. Returned checks and subsequent fees must be satisfied with cash, money order or cashier's check only. Students with returned checks will no longer be allowed to present checks for future payment of fees.

Scholarship from Sponsoring Private Companies

Career Options, Inc. supports companies who offer scholarships to qualified students or tuition assistance to deserving employees. The earlier mentioned forms of payments are also available to the sponsoring private companies.

Check Payments from Government Sponsored Scholarships

Career Options, Inc. is an approved training provider under the Workforce Investment Act (WIA) through the Mayor's Office and the Workforce Development Act. Qualified students are encouraged to apply for these government scholarships. Please contact the office for further information on the qualifying requirements. At the moment, the school cannot accept PELL GRANTS, Stafford Loans, Sallie Mae Loans or FAFSA.

On tuition due date, students who have outstanding balances and who have not dropped their classes will be automatically placed on the deferred payment plan. Students must contact the cashier or pay their balance in full on due date in order not to be placed on the plan. Students who have not paid at least 50% of their classes may be dropped from the course.

Advance Registration

Payment for tuition and fees may be made on the day of the registration and must be paid by the date published in the Enrollment Agreement for each semester.

Non Payment

Students who do not pay tuition and fees by the payment deadlines and have not made any payment arrangements may be dropped from all their courses. Students needing financial assistance should meet with a financial counselor at least 2 weeks before payment deadline.

Open and Late Registration

Down payment for tuition must be made at the time of registration.

COMPLAINTS AND GRIEVANCES

A student has the right to appeal any disciplinary action taken against them. Any student of Career Options, Inc. who believes he/she has been offended by a violation shall have the right to file a written complaint within thirty days (30) of the alleged violation. The following process should be followed.

1. Submit the written grievance to the Chief Managing Employee
2. The Chief Managing Employee shall provide written acknowledgement to the grievant within 10 working days after receipt of the complaint.
3. The chief Managing Employee shall notify and submit in writing a copy of the grievance to the governing body and the appropriate instructor involved.
4. The Chief Managing Employee shall issue a written finding as to whether there is need to proceed to the grievance process or a resolution of the concern has occurred.
5. A meeting will be scheduled with the grievant and Chief Managing Employee, Faculty or other significant administrative personnel.
6. The outcome of the meeting / hearing will be forwarded in writing to the grievant within 10 working days.
7. The action resolve will be implemented.
8. Career Options will maintain a written record of all student complaints as well as the resolution to the issues.

Any student who has been notified of their separation from the school has the right to appeal their separation. Complaints against the school may be registered with the following entities:

**Illinois Board of
Higher Education**
1 North Old State
Capitol Plaza, Suite 333
Springfield, IL 62701-1377
Ph. No. 217.782.2551
Fax No. 217.782.8545
www.ibhe.org

**Illinois Department of
Public Health**
Education and Training Unit
525-535 W. Jefferson St. 4th Floor
Springfield, IL 62761
Ph. No. 217.785.5133
Fax No. 217.557.3363
www.idph.state.il.us