

PROGRESSIVE CAREERS INSTITUTE

239 Avenel Street, Suite 9
Avenel, New Jersey 07001

SCHOOL CATALOG



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"I am not what happened to me, I am what I choose to become."

Carl Jung

Phone: 732-638-5070 | Fax: 732-638-5274

Email: drqrana@progressive.edu

Website: www.progressive.edu

This catalog is certified as true and correct in content and policy.

Certified by: Dr. Qaiser J. Rana, MD

Date: 07/29/2026

Mission Statement

Progressive Careers Institute prepares adult learners for entry-level employment in allied health and clinical support occupations through competency-based, hands-on career training. The Institute is committed to delivering instruction that reflects current industry standards, to providing each student with the technical skills, professional conduct, and work ethic required in a modern medical facility, and to preparing graduates to sit for the national certification examinations associated with their field of study.

The Institute serves a diverse adult student population, including career changers, working adults, and military veterans.

About Progressive Careers Institute

Legal Name: Progressive Careers Institute

Physical Location: 239 Avenel Street, Suite 9, Avenel, New Jersey 07001

Year Established: 2013

Progressive Careers Institute is a private, non-degree-granting postsecondary career training school. The Institute awards a Certificate of Completion upon successful completion of a program of study. The Institute does not award academic degrees or college credit.

Approvals, Licensure, and Accreditation

Progressive Careers Institute maintains the following approvals, licenses, and recognitions. Prospective students are encouraged to verify current status directly with each agency listed.

State Licensure and Approval

Progressive Careers Institute holds a Certificate of Approval to operate as a private career school at 239 Avenel Street, Suite 9, Avenel, New Jersey 07001, issued jointly by the New Jersey Department of Education and the New Jersey Department of Labor and Workforce Development, for the purpose of providing instruction in all approved postsecondary programs offered at this facility.

- Approval date: October 1, 2025. Expiration date: September 30, 2027.
- Each program listed in the Programs Offered section of this catalog has been individually reviewed and approved under the Classification of Instructional Programs (CIP) code shown.

Institutional Accreditation

Progressive Careers Institute is accredited by the Middle States Association, Commission on Secondary Schools, an accrediting agency recognized by the United States Secretary of Education. Accreditation was granted on April 7, 2022 for a term of ten years and expires July 1, 2032.

- Agency: Middle States Association, Commission on Secondary Schools, Saint Leonard's Court, 3819-33 Chestnut Street, Suite 310, Philadelphia, PA 19104-3171. Telephone (267) 284-5000. Website www.msa-cess.org.
- Accreditation classification: Grades 12+, PS. MSA Internal School Code: NJ528.

Programs included in the Institute's accreditation are Clinical Medical Assistant, Patient Care Technician, Clinical Medical Assistant Advanced Program, Patient Care Technician Advanced Program, Medical Diagnostic Sonography, Phlebotomy Technician, EKG Technician, and Clinical Research Associate.

Program-Specific Recognitions and Certifying Bodies

Successful completion of the applicable program qualifies the graduate to apply to sit for the national certification examination or examinations administered by the organizations below. Progressive Careers Institute does not administer or issue these credentials. Eligibility, scheduling, and fees are determined solely by the certifying organization.

- **American Education Certification Association (AECA), formerly the National Certification Career Association (NCCA):** Certified Clinical Medical Assistant/Specialist, Certified Patient Care Technician, Certified Phlebotomy Technician, Certified EKG Technician.
- **American Medical Certification Association (AMCA):** Certified Patient Care Technician.
- **American Heart Association (AHA):** The Institute delivers Basic Life Support (BLS) and CPR instruction through AHA-certified instructors. AHA Training Site or Training Center affiliation:
- **Medical Diagnostic Sonography:** Graduates are prepared for entry-level employment. Eligibility to sit for the credentialing examinations of ARDMS, ARRT (S), or CCI is determined solely by the credentialing body and may require graduation from a programmatically accredited program, documented clinical experience, or both. Prospective students should confirm current eligibility pathways directly with the credentialing body prior to enrollment.

Statements of Non-Guarantee

Progressive Careers Institute does not guarantee employment, salary level, or advancement to any student or graduate. The Institute does not guarantee that a student will pass any national certification or licensure examination. The Institute does not guarantee that clock hours or certificates earned at the Institute will be accepted by any other postsecondary institution.

Administrators and Staff

Name	Position
Dr. Qaiser J. Rana, MD	Chief Executive Officer and School Director; Title IX Coordinator
Bushra Q. Rana	President
Uzair Rana	Program Director
Taha Rana	Chief Information Officer
Sandra Mojica	Office Manager

A current roster of instructional faculty, including credentials and the subjects each is qualified to teach, is maintained at the administrative office and is available for review upon request.

Secretaries and support staff are available Monday through Friday from 9:30 a.m. to 9:00 p.m. Staff may be reached during business hours at 732-638-5070. Please leave a message outside of business hours.

School Calendar and Observed Holidays

The Institute observes the holidays listed below, and classes are not held on those days. Holidays are not counted as part of the contracted instructional time and are calculated into the student's Enrollment Agreement.

Observed Holidays

In addition to the Winter, Summer, and Spring breaks described below, all State and Federal holidays are observed, including:

Holiday	Holiday	Holiday
New Year's Day	Martin Luther King Jr. Day	Presidents' Day
Memorial Day	Juneteenth	Independence Day
Labor Day	Columbus Day	Veterans Day
Thanksgiving Day	Day after Thanksgiving	Christmas Day

Scheduled Breaks

- Winter Break: the Institute is in recess from December 23 through January 8.
- Summer Break: the Institute is in recess for the first three (3) weeks of July.
- Spring Break: the Institute is in recess for the second week of April.

When a Federal or State holiday falls on a weekend, the Institute observes the corresponding Federal observance day. A dated academic calendar showing start dates, holidays, breaks, and scheduled graduation dates for the current year is published separately and is available from the administrative office.

Scheduled breaks of five (5) or more consecutive days, and days of an approved leave of absence, are excluded from the calendar-time measurement of the maximum timeframe described in the Satisfactory Academic Progress policy.

Class Schedules

The total number of clock hours in each program varies and depends upon the curriculum. Business hours are 9:30 a.m. to 9:00 p.m. Monday through Friday, and 9:30 a.m. to 2:00 p.m. on Saturday.

Classes are scheduled as follows:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Class	10:00 a.m. to 2:00 p.m.	10:00 a.m. to 2:00 p.m.			10:00 a.m. to 2:00 p.m.
Evening Class	5:30 p.m. to 9:30 p.m.		5:30 p.m. to 9:30 p.m.	5:30 p.m. to 9:30 p.m.	

- The standard schedule for both the morning and the evening cohort consists of three (3) four-hour sessions per week.
- Saturday classes are scheduled from 9:00 a.m. until 2:00 p.m. The Saturday schedule is subject to sufficient enrollment.
- Make-up sessions are scheduled on Wednesday evenings and on Thursdays.
- Clinical internship and externship hours are scheduled by the affiliated clinical site and may fall outside the hours shown above. Students must complete internship hours as scheduled and must arrange their own transportation.

Scheduled hours per week. The number of scheduled clock hours per week depends on the program and on the schedule the student is enrolled in. The schedule applicable to each student, including the total scheduled clock hours per week and the resulting expected completion date, is established before the student's first day of class and is stated in the Enrollment Agreement. Where a program is offered on more than one schedule, the published program length and the maximum timeframe in calendar time are calculated separately for each schedule and are disclosed to the student at enrollment.

Definition of a clock hour. One (1) clock hour of instruction is sixty (60) consecutive minutes, which includes attendance, instruction, project set-up, and clean-up.

Program Starting Dates

Term	Start Date	Term	Start Date
Fall Term	October 2	Spring Term	April 3
Winter Term	January 2	Summer Term	July 5

Where a published start date falls on a weekend or observed holiday, the term begins on the next scheduled instructional day. Additional start dates may be offered subject to enrollment.

Registration Requirements

Students may register for courses up to one week (five business days) prior to the start of classes. Students must register in person with the Admissions Officer and should bring the following:

- Government-issued photo identification (current driver's license, state identification card, or passport).
- Official high school diploma, official transcript indicating graduation, GED or other state-recognized high school equivalency credential, or other acceptable documentation of secondary school completion described under Entrance Requirements.
- Documentation of lawful authorization to pursue postsecondary education in the United States.
- Health documentation required for clinical programs (see the Health Documentation subsection under Entrance Requirements).
- Initial payment for registration and tuition fees (if applicable). The Institute accepts cash, check, money order, and Zelle.

Entrance Requirements

To be considered for admission, all applicants must satisfy each of the following requirements. All admissions criteria are applied consistently to every applicant to a given program. Students must be able to meet the essential technical, physical, and cognitive functions of their chosen program, with or without reasonable accommodation. The essential functions for each program are published with the program description and are provided to every applicant prior to execution of the Enrollment Agreement.

1. Age

Applicants must be at least eighteen (18) years of age on or before the first day of class. A government-issued photo identification document confirming date of birth is required at the time of the admissions interview.

2. Lawful Authorization to Study in the United States

All applicants must be lawfully authorized to pursue postsecondary education in the United States and must present acceptable documentation of their status prior to execution of the Enrollment Agreement. Documentation of status is retained in the student file.

3. Proof of Education

All applicants must submit official documentation verifying high school completion or its state-recognized equivalent prior to execution of the Enrollment Agreement. Progressive Careers Institute does not participate in Ability to Benefit (ATB) admission pathways. An applicant who cannot demonstrate high school completion or a recognized equivalent will not be admitted. Acceptable documentation includes:

- A high school diploma, or an official high school transcript indicating graduation.
- A recognized equivalent, such as a GED certificate, an HiSET or TASC credential, or another state-sanctioned high school equivalency diploma.
- An official college transcript or degree from an accredited postsecondary institution demonstrating completion of at least a two-year associate degree or higher.
- **Secondary education completed in a home school setting.** An applicant who completed secondary school education in a home school setting that is treated as a home school or private school under state law satisfies this requirement and is a regular student. Acceptable documentation is a transcript or credential issued by the parent or guardian who directed the home instruction, listing the secondary courses completed and affirming successful completion of secondary education, together with documentation that the home instruction satisfied the requirements of the state in which it was provided.
- **Foreign credentials.** An applicant seeking to use educational credentials completed at a foreign institution must submit a course-by-course evaluation establishing that the credential is equivalent to a U.S. high school diploma. The evaluation must be completed by a credential evaluation service that is a current member of the National

Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE).

4. High School Diploma Validity

The Institute maintains written procedures to evaluate the validity of a student's high school completion credential where the Institute has reason to believe that the credential is not valid, is fraudulent, or was issued by an entity that does not provide legitimate secondary education. Where a credential's authenticity is questioned, the Institute may cross-reference the issuing school against the applicable state department of education's list of recognized schools or against accrediting agency databases, request official transcripts or course descriptions directly from the issuing school, obtain a written attestation from a school official, or contact the state equivalency-testing agency to verify a GED, HiSET, or TASC credential. A student's self-certification alone is not sufficient to validate a questioned credential. If the credential cannot be validated, the applicant will be denied admission.

5. Basic Computer Literacy and Technology

Applicants must possess basic computing skills, including the ability to start, restart, and power off a personal computer, use the Internet and a web browser, use word processing software, and send and receive email.

All enrolled students must have reliable internet access and a compatible personal computer with a current operating system for participation in online coursework and assignments. Specific hardware, software, and connectivity specifications are available from the administrative office and are disclosed to the applicant prior to enrollment.

6. Admissions Interview

Applicants must complete a formal admissions interview conducted via video call or in person at the Institute's administrative office. The interview assesses the applicant's readiness, motivation, and alignment with the chosen program of study, confirms that the applicant understands the essential functions of the program, and provides the applicant an opportunity to ask questions about the program, its costs, and its outcomes.

The interview is conducted on the same terms for every applicant to a given program. The date of the interview, the name of the interviewer, and the interviewer's written summary are retained in the applicant's admissions file. The interview may not be used to apply any criterion that is not published in this catalog, and no admissions decision may rest on a factor identified only during the interview.

Instruction at Progressive Careers Institute is conducted exclusively in the English language, and the Institute does not offer English as a Second Language instruction. Bilingual students are encouraged to apply.

7. Criminal Background Check

Results of a criminal background check must be received and reviewed by the Institute prior to, or concurrent with, execution of the Enrollment Agreement. Applicants are required to disclose any criminal history as part of the enrollment process.

If a criminal record is disclosed that, in the reasonable professional judgment of the administration, would preclude the student from obtaining employment, clinical placement, professional licensure, or certification in the chosen field of study in New Jersey or the applicable jurisdiction, the Institute reserves the right to deny admission or to dismiss an enrolled student. Each determination is individualized and considers the nature of the offense, the time elapsed since the offense, and the relationship of the offense to the credential sought. An applicant or student denied admission or dismissed on this basis receives written notice stating the basis for the determination and may seek review under the Student Complaint and Appeal Process.

Applicants with a criminal history are encouraged to disclose this information proactively and to consult with the Admissions Office regarding how their background may affect licensure eligibility for the specific program under consideration.

8. Drug Screening

Students enrolled in programs that include clinical or laboratory components may be required to submit to drug screening as a condition of participation in those components, or as required by affiliated clinical sites. The Institute

reserves the right to administer drug screenings at any point during enrollment, including upon reasonable suspicion of impairment that may compromise student, patient, or institutional safety. Refusal to submit to a required drug screening will be treated as a positive result. A student who tests positive or who refuses screening receives written notice, is barred from clinical and laboratory participation, and may be dismissed. Screening results are maintained confidentially and separately from the academic file. A student who holds a valid prescription for a substance detected by a screening may present documentation from the prescribing provider for review.

9. Health Documentation for Clinical Programs

Students enrolled in programs with hands-on clinical or laboratory components must provide the following documentation prior to engaging in clinical training:

- Hepatitis B vaccination series, or documented immunity via titer test.
- Tuberculosis screening via PPD (Mantoux) skin test or an approved IGRA blood test, with results dated within twelve (12) months of the program start date.
- Any additional immunizations or health screenings required by the affiliated clinical or internship site.

Medical and religious exemptions. A medical exemption requires a written statement from a licensed physician, physician assistant, or advanced practice nurse stating that the vaccine is medically contraindicated for the student and specifying the medical basis for the exemption. A religious exemption requires a written statement signed by the student explaining, with specificity, how the administration of the vaccine conflicts with a sincerely held religious belief, practice, or observance. Exemption requests are reviewed and determined in writing within ten (10) business days.

Clinical placement limitation. While the Institute may grant an exemption from its own vaccination requirement, affiliated third-party clinical and internship sites independently establish and enforce their own health and safety policies. Progressive Careers Institute cannot guarantee clinical or internship placement for a student who is unvaccinated or who holds an exemption. Inability to complete required clinical hours due to vaccination status will prevent program completion and graduation.

10. Laboratory and Clinical Training Clearance

For programs containing invasive or hands-on clinical and laboratory components, students are not granted clearance to participate in practical sessions until required health examinations and physical clearance forms, tuberculosis screening results, immunization records or approved exemptions, the completed criminal background check, and any additional site-specific requirements have been compiled, reviewed, and approved by the administration. Students who fail to obtain administrative clearance prior to the start of scheduled laboratory or clinical modules are barred from participation in those sessions. Extended inability to obtain clearance may result in academic suspension, program withdrawal, or administrative dismissal. Hours missed for lack of clearance are treated under the attendance and Satisfactory Academic Progress policies in the same manner as any other missed scheduled hours.

11. Enrollment Execution

All official admissions and educational documents, including official high school transcripts, equivalency certificates, home school documentation, and credential evaluation reports, must be received and verified by the Institute on or before the date the Enrollment Agreement is executed. The Institute does not admit applicants conditionally and does not permit attendance prior to the completion and verification of all admissions requirements.

To formally enroll, an applicant must execute a written Enrollment Agreement, confirm the tuition payment strategy, submit all required admissions documentation, complete a criminal background check, and attend a mandatory orientation session prior to the start of classes. The Enrollment Agreement sets forth the terms and conditions of enrollment, including tuition, fees, schedule, refund policy, and the student's right to cancel. The Admissions Representative notifies the applicant of acceptance or denial in writing by email or postal mail. A denial notice states the basis for the denial and advises the applicant of the Student Complaint and Appeal Process.

12. Right to Cancel

A student who enrolls may cancel the Enrollment Agreement without penalty within three (3) business days of signing, or prior to the first day of class, whichever occurs first, and will receive a full refund of any amounts paid. Cancellation

requests must be submitted in writing to the administrative office. After that period, the Institute's Refund Policy applies.

Student Identity Verification

Progressive Careers Institute verifies student identity across both in-person and digital learning environments.

- **Initial verification.** Identity is verified during the admissions interview by means of a government-issued photo identification document, such as a driver's license, state identification card, or passport. A record of the verification is retained in the student file.
- **Distance education components.** For online coursework, assignments, and examinations conducted through the learning management system, identity is verified through unique, individualized student login credentials and secure passwords. Additional authentication measures may be employed as technology and program requirements warrant.
- **No additional cost.** Students are notified at the time of enrollment that there are no additional fees or charges passed to the student for identity verification. If the Institute adopts a verification method that would impose a charge on students, students will be notified in writing of the projected additional charge at the time of registration or enrollment in the affected course or program.

Any student found to have committed identity fraud, including having another individual impersonate them in any admissions interview, in-person class, online examination, or academic exercise, will be immediately and permanently dismissed from the Institute.

Student Physical Location

The Institute determines, documents, and verifies each student's physical location (state of residence) at the time of initial enrollment and upon formal receipt of information from the student indicating that the student's location has changed.

- Physical location is determined using the applicant's government-issued photo identification, a signed student attestation, or utility or residential documentation.
- Students must notify the administration office in writing within fourteen (14) calendar days of any change in physical location or state of residence.
- The Institute will advise a student whose physical location changes to a state in which the Institute is not authorized to operate of the effect of that change on the student's continued enrollment.

Reasonable Accommodations

Progressive Careers Institute provides reasonable accommodations to qualified applicants and students with disabilities. An applicant or student who seeks an accommodation should contact the Institute's administrative office. A request may be made at any time, including at the point of application, but the Institute encourages applicants to request accommodations as early as possible so that they can be in place before instruction begins.

The applicant or student submits a written request describing the functional limitation and the accommodation sought, together with supporting documentation from a qualified licensed professional describing the disability, its functional impact, and the recommended accommodation. The Institute will not request documentation unrelated to the accommodation sought.

The Institute then works directly with the applicant or student to identify an effective accommodation, and issues a written determination stating the accommodation approved or, where a request is denied, the basis for the denial. An applicant or student who disagrees with a determination may raise the matter under the Student Complaint and Appeal Process.

The Institute does not charge applicants or students any fee for the evaluation or provision of accommodations. Disability documentation is maintained separately from the academic file and is disclosed only to those employees with a legitimate need to know.

An accommodation approved by the Institute applies to instruction delivered by the Institute. Affiliated third-party clinical and externship sites independently establish their own requirements. The Institute will work with a student and a site to identify reasonable accommodations, but cannot guarantee that a given site will approve a particular accommodation.

Attendance Requirements

Progressive Careers Institute records the daily attendance of each student. Records of student attendance are kept on file and are available for student review.

The Institute requires students to be in attendance for at least 80 percent of the program. Absenteeism for more than 20 percent of the total program constitutes cause for dismissal. Students who exceed 20 percent absences will have their case reviewed by the School Director with the likelihood of being dropped from the program. Students who realize that their absence will extend beyond 20 percent of the program have the option of requesting an official leave of absence.

Attendance is a component of the Satisfactory Academic Progress standard set out in this catalog. Scheduled hours that a student does not attend are counted as attempted but not successfully completed and reduce the student's cumulative pace of completion.

Administrative withdrawal. The Institute initiates an administrative withdrawal when a student is absent for ten (10) or more consecutive scheduled days of instruction, excluding Institute-scheduled holiday breaks and other approved institutional closures. Upon making the determination, the Institute administratively terminates the student's enrollment, documents the last date of attendance, and issues a written withdrawal notice to the student.

Students must complete their internship hours as scheduled and must arrange their own transportation.

Leave of Absence

A leave of absence is a temporary interruption in a student's program of study. An approved leave of absence is not a withdrawal. A student granted an approved leave of absence is not considered to have withdrawn, and the days of the leave are excluded from the calendar-time measurement of the maximum timeframe described in the Satisfactory Academic Progress policy. Clock hours that would otherwise have been scheduled during an approved leave are not counted as scheduled or as successfully completed and therefore do not affect the student's cumulative pace.

A leave of absence is approved only where all of the following conditions are satisfied:

1. The student submits to the administrative office a written request that is signed and dated by the student, states the reason for the leave, states the date on which the leave will begin and the expected date of return, and is submitted prior to the date the leave begins. Where unforeseen circumstances prevent a prior written request, the Institute may grant the leave, provided it documents its decision and collects the written, signed, and dated request at a later date.
2. The Institute determines that there is a reasonable expectation that the student will return to the program.
3. The Institute approves the request in accordance with this policy.
4. The leave involves no additional institutional charges to the student.
5. The number of days in the approved leave, added to the days in all other approved leaves, does not exceed 180 days in any 12-month period. The number of days is counted beginning with the first day of the student's initial leave of absence, and the 12-month period begins on that same day.

Upon return from an approved leave of absence, the student resumes the evaluation period in which the leave began, at the point at which the leave began. Before returning to class, the student must meet with the administrative office. Students should be prepared to make up lessons missed prior to re-entry into the program.

A student who does not resume attendance on or before the scheduled return date is treated as having withdrawn as of the last date of attendance before the leave began. Where a leave request would take the student beyond the contracted completion date, the student may be subject to re-entry under a new or amended contract. Leaves of absence that extend beyond the original contract may be subject to additional tuition costs. Where appropriate, a student may be entitled to a refund in accordance with the Institute's Refund Policy.

Each individual situation is handled privately, and the Institute will make every effort to help students meet their educational goals.

Class Cuts

Hours lost due to cutting class are recorded as absences. Students are responsible for making up class work and assignments. Missed lessons must be made up in order to meet the minimum attendance and graduation requirements. Students must meet with the administrative office before returning to class.

Make-Up Work and Make-Up Hours

In order for students to meet their educational goals, they must receive instruction in all aspects of the program. Lessons missed due to absences or a leave of absence must be made up. The student must make up missed classes and assignments within five (5) business days of returning to school. Students should refer to the Institute's make-up schedule for available days and times and should meet with their instructor to obtain missed assignments.

Missed clock hours may be counted as successfully completed only where they are made up in accordance with this policy. Make-up hours must be:

- Supervised in person by a qualified instructor;
- Comparable in length, content, and academic rigor to the hours missed;
- Recorded on the Institute's make-up hours record, identifying the date, the number of hours, the content covered, and the supervising instructor; and
- Completed and documented before the student is treated as having successfully completed the evaluation period in which the missed hours were scheduled.

Make-up hours count toward the clock hours a student must successfully complete. They do not substitute for the weeks of instructional time a student must complete in an evaluation period. Make-up hours are counted toward successful completion only when the hours are actually attended and the associated competency is demonstrated.

Where a student requests to wait until a missed lesson is offered in another class, the student should be aware that this may change their completion date. The student must obtain permission from the School Director for a change in completion date, which may result in a contract amendment.

Tardiness

Developing good work ethics is an important part of the training at Progressive Careers Institute. Students arriving late for class interrupt the instructor and other students. The following recording system is used for tardiness:

Arrival	Recorded As
1 to 15 minutes late	15 minutes late
16 to 30 minutes late	30 minutes late
31 to 60 minutes late	1 hour late

It is the responsibility of the student to make up missed assignments. Progressive Careers Institute encourages students to arrive at the school at least ten (10) minutes before the start of class.

Code of Conduct

The following conduct is unacceptable and will not be tolerated:

1. All forms of bias, including bias on the basis of race, ethnicity, gender, disability, national origin, and creed, as demonstrated through verbal or written communication or physical acts.
2. Sexual harassment, including creating a hostile environment and coercing an individual to perform sexual favors in return for something.

3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and the alteration or use of institution documents of identification with intent to defraud.
4. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Physical or mental abuse of any person on school premises or at functions sponsored or supervised by the school.
6. Theft of or damage to the school premises, or damage to the property of a member of the school community on the school premises.
7. Failure to comply with the directions of institutional officials acting in the performance of their duties.
8. Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives. This includes, but is not limited to, the use of alcoholic beverages or controlled dangerous substances on school premises.

Conditions for Dismissal

Students may be dismissed from the school for the following reasons:

1. Failure to adhere to the school's rules, regulations, policies, and Code of Conduct.
2. Missing more than 20 percent of instruction time.
3. Failure to maintain the minimum cumulative grade average of 75 percent.
4. Failure to meet the Satisfactory Academic Progress standards set out in this catalog, following the Academic Warning, Academic Suspension, and appeal process described therein.
5. Failure to meet financial responsibilities to the school.
6. Identity fraud, as described under Student Identity Verification.
7. A disqualifying criminal background check result or drug screening failure, as described under Entrance Requirements.

The School Director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date of and the reason for the dismissal. Prepaid tuition will be refunded according to the Institute's Refund Policy. A student administratively dismissed remains financially liable for all institutional charges lawfully incurred up to the date of dismissal, as set forth in the Enrollment Agreement and the Refund Policy.

Re-Entry Policy

Students who have been dismissed from the school and are requesting re-entry must submit the request in writing to the School Director. Where the student was dismissed for excessive absences (greater than 20 percent) or for financial reasons, it may be possible to re-enter within the same school term. Where the student was dismissed due to failure to maintain the minimum cumulative grade average, it may be possible for the student to receive private tutoring and then re-enter the school. Where the student was dismissed due to unacceptable conduct, the student may have to meet with a review panel before re-entering. The decision of the review panel is final, and the student will receive a letter within five (5) business days from the School Director stating the decision of the panel.

A student who re-enters after dismissal is subject to the Satisfactory Academic Progress provisions governing re-enrollment. All clock hours previously attempted at the Institute remain part of the student's cumulative academic record.

Credit for Previous Training

Progressive Careers Institute is committed to helping students reach their educational goals as efficiently as possible. Students may request that prior postsecondary coursework or training be evaluated for potential transfer credit. Coursework reviewed by the American Council on Education (ACE) or completed at an accredited postsecondary institution may be considered. Transfer credit requests are evaluated on an individualized, case-by-case basis.

The Institute maintains a written record of all previous education and training evaluated, including credit granted, and notifies the student of the outcome in writing.

To be considered, prior coursework must meet all of the following criteria:

- The external coursework must be comparable in scope, content, and learning outcomes to the Institute's required program content.
- The student must have earned a minimum grade of "C" (75 percent or the equivalent passing mark under the awarding institution's grading scale) in the course or training.
- Official documentation, such as a transcript or completion certificate, from the awarding institution must be submitted directly to the Institute. For military training and experience, an official Joint Services Transcript or Community College of the Air Force transcript is required.

Effect of accepted transfer hours. Accepted transfer clock hours reduce the number of clock hours the student must attend at the Institute to complete the program, and tuition is prorated accordingly. Accepted transfer clock hours are counted as both attempted and successfully completed in the pace of completion calculation and are counted toward the maximum timeframe. The maximum timeframe for each program remains 150 percent of the published length of that program as stated in the Satisfactory Academic Progress policy; acceptance of transfer hours reduces the hours the student must attend, but does not reduce the published program length against which the 150 percent maximum timeframe is measured. Transfer hours are excluded from the cumulative grade average because they were not earned under the Institute's grading standards.

Review of a transfer credit determination. The Institute makes all final equivalency determinations. A student who believes a transfer credit determination was made in error may submit a written request for review to the Program Director within ten (10) calendar days of receiving the determination, identifying the specific coursework at issue and attaching any additional supporting documentation. The Program Director will issue a written decision within ten (10) calendar days. The decision of the Program Director is the Institute's final determination on the transfer credit request.

Articulation agreements. The Institute has not established an articulation agreement with any other institution.

Progressive Careers Institute does not guarantee that its clock-hour program credits or credentials will be accepted by any other postsecondary institution. The acceptance of transfer credit is exclusively at the discretion of the receiving institution. Students who intend to transfer credits elsewhere should contact the receiving institution directly prior to enrollment to confirm transferability.

Student Complaint and Appeal Process

A student or applicant who believes they have been treated unfairly, or who has a complaint related to an admissions decision, an institutional policy, or the Institute's compliance with applicable law, is encouraged to seek resolution as set out below. A student who wishes to appeal a dismissal uses this same process.

Dr. Qaiser J. Rana, School Director, is the staff member designated as responsible for overseeing student complaints.

Step 1. Institutional Review

Submit a written complaint to the Institute's administrative office. The written complaint should include:

1. The student's full name, student identification number, and current address.
2. A statement of the concern, including dates, times, instructors, and, if applicable, other students involved.
3. The resolution sought.
4. The date of the complaint letter and the signature of the student.
5. Three dates within ten (10) business days of the complaint on which the student would be available for a meeting.

The Institute will acknowledge receipt in writing within five (5) business days and will issue a written determination within thirty (30) calendar days of receipt. Every effort will be made to bring an amicable closure to the concern. Where necessary, a panel of instructors will hear the concerns and assist in bringing a resolution. A student who disagrees with the determination may request review by the School Director within ten (10) calendar days; the School Director will issue a written decision within fifteen (15) calendar days, which exhausts the Institute's internal process.

Should the contract be cancelled by either the student or the school, the date on the complaint letter will be used as the date on which to calculate any refund in accordance with the Institute's Refund Policy.

Step 2. External Complaint

A complainant who is not satisfied with the outcome of the Institute's internal process, or who prefers to file externally, may contact the following. Filing an internal complaint is not a prerequisite to filing externally.

- **Accrediting agency:** Middle States Association, Commission on Secondary Schools, Saint Leonard's Court, 3819-33 Chestnut Street, Suite 310, Philadelphia, PA 19104-3171; (267) 284-5000; www.msa-cess.org.
- **State licensing agency:** New Jersey Department of Labor and Workforce Development, Training Evaluation Unit
- **Discrimination complaints:** U.S. Department of Education, Office for Civil Rights, New York Office (serving New Jersey), 32 Old Slip, 26th Floor, New York, NY 10005-2500; 1-800-421-3481; complaints may be filed at ocrcas.ed.gov. Complaints may also be filed with the New Jersey Division on Civil Rights.

The Institute will not retaliate against any individual for filing a complaint or for participating in the investigation of a complaint. Each complaint is documented in writing and retained in the student's file, and a log of all written complaints and their resolutions is maintained by the administrative office and is available to the accrediting and licensing agencies upon request.

Appeals of a Satisfactory Academic Progress determination are governed by the SAP appeal provisions of this catalog and are heard by the SAP Appeal Review Committee.

Grading System

The competencies taught in each program offered at Progressive Careers Institute are evaluated using written examinations and practical skill development tests. The minimum cumulative grade average required for graduation is 75 percent. Students who achieve lower than 75 percent will not be awarded a Certificate of Completion and may be dropped from the program.

Assessment grades. Every written examination and practical skill competency assessment receives a percentage score. The percentage score is what enters the cumulative grade average. The letter grade below is the descriptive equivalent of that percentage and is used for reporting purposes.

Letter Grade	Percentage Score	Description
A	93% to 100%	Excellent
B	87% to 92%	Above Average
C	75% to 86%	Average
F	Below 75%	Failure

A student's cumulative grade average is the sum of all grades received through testing divided by the total number of tests administered in that student's program. A failing assessment is recorded and averaged at the actual percentage score earned. Where no score exists because the student did not complete the assessment, a value of 0 percent is assigned.

Administrative notations. The notations below are not percentage scores and are not letter grades. They record the status of an assessment or of the student's enrollment, and each affects the Satisfactory Academic Progress calculation in the manner described. A notation is replaced by a percentage score once the underlying assessment is completed or converted.

Notation	Applies To	Effect on Satisfactory Academic Progress
INC	An individual assessment or module the student did not complete within the scheduled period, where extenuating circumstances were approved	The clock hours in the incomplete period are attempted but not successfully completed, reducing pace. The cumulative grade average is not finalized until the incomplete is resolved.
WD	The student's enrollment (a plain withdrawal)	Hours logged are attempted but not successfully completed, reducing pace. No effect on the cumulative grade average.

Notation	Applies To	Effect on Satisfactory Academic Progress
WP	The student's enrollment (withdrawal while passing)	Same effect on pace as WD. No negative effect on the cumulative grade average.
WU	The student's enrollment (withdrawal while not passing)	Hours are attempted but not successfully completed, reducing pace. Treated as a failure in the cumulative grade average, entered at the actual percentage score earned or, where no assessment was completed, at 0%.

Incomplete Grades

An Incomplete notation (INC) is granted only under approved extenuating circumstances, such as a serious illness, injury, or other emergency situation that prevents the student from completing a required assessment. An Incomplete is not available as a remedy for negligence or procrastination.

If the requirements for resolving the Incomplete are not satisfied within thirty (30) calendar days of the date of issuance, unless a written extension is approved by the Program Director, the INC converts to a percentage score: the actual score earned, or 0 percent where no assessment was completed. The conversion affects both the cumulative grade average and the pace calculation. Students granted an Incomplete must make arrangements with their instructor within five (5) business days of returning to class.

Course Repetitions

When a student repeats a program sequence or module, both the original clock hours and the repeated clock hours count as hours attempted toward the 150 percent maximum timeframe and as hours attempted in the pace calculation. Only the highest percentage score earned upon successful completion of the repetition is used in the cumulative grade average.

Student Evaluation Techniques

A test may be administered after each lesson to determine the amount of learning that has taken place. Test scores below 75 percent are an indication that the necessary skills for entry into employment were not acquired. Students should make arrangements for additional practice, independent study, or tutoring.

Tests are both cognitive and psychomotor, with psychomotor skills measured against industry standards. This allows students to keep a record of their progress. Other methods of evaluation may include oral quizzes, skill development tests, hands-on skill evaluation, and individual and group projects.

Each student receives a written progress report at each formal Satisfactory Academic Progress evaluation point, showing the cumulative grade average, cumulative attendance, cumulative pace of completion, and SAP status. A copy of each progress report is retained in the student's permanent academic file.

Satisfactory Academic Progress (SAP) Policy

1. Overview and Scope

Progressive Careers Institute requires all enrolled students to maintain Satisfactory Academic Progress toward the completion of their program of study. SAP standards apply uniformly to all students, regardless of enrollment status (full-time or part-time), program of enrollment, or source of funding.

The Institute evaluates SAP across all periods of a student's enrollment. SAP is evaluated against three components:

- **Qualitative Standard:** a minimum cumulative grade average, expressed as a percentage.
- **Quantitative Standard, Maximum Timeframe:** students must complete the program within 150 percent of the published program length, measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time.

- **Quantitative Standard, Pace of Completion:** an attendance and completion rate standard that must be met to remain in good academic standing.

This SAP policy is provided to all students at or before the time of enrollment and is published in this School Catalog. Any material change to this policy will be communicated to currently enrolled students in writing prior to taking effect and will not be applied retroactively.

This policy supersedes and replaces the former “Probation for Below Average Grades” provision of prior editions of this catalog.

2. Evaluation Periods and Evaluation Points

The Institute formally monitors and evaluates each student’s Satisfactory Academic Progress at the end of each evaluation period. An evaluation period is defined by both a number of clock hours and a corresponding number of weeks of instructional time.

For programs of one academic year or longer, an academic year is a period of instructional time in which a full-time student is expected to complete at least 900 clock hours over a minimum of 26 weeks of instructional time. For the first academic year and each subsequent full academic year, the first evaluation period is the period in which the student successfully completes half of the clock hours and half of the weeks of instructional time in that academic year, and the second evaluation period is the period in which the student successfully completes that academic year.

Where the portion of a program remaining after the last full academic year is not more than half an academic year, measured in both clock hours and weeks of instructional time, that remaining portion is a single evaluation period and is not divided.

For programs shorter than one academic year, the first evaluation period is the period in which the student successfully completes half of the program’s published clock hours and half of the weeks of instructional time in the program, and the second evaluation period is the period in which the student successfully completes the remainder of the program.

A student advances to the next evaluation period only upon successfully completing both the clock hours and the weeks of instructional time in the current evaluation period. “Successfully completed” is defined in Section 5.2. In every case, advancement also requires successful completion of the corresponding weeks of instructional time, not clock hours alone.

The evaluation period structure for each program is as follows:

Program	Clock Hours	Evaluation Periods	Clock Hours per Evaluation Period
Clinical Medical Assistant	300	2	150 / 150
Patient Care Technician	300	2	150 / 150
Clinical Medical Assistant Advanced	1,034	3	450 / 450 / 134
Patient Care Technician Advanced	1,014	3	450 / 450 / 114
Medical Diagnostic Sonography	1,965	5	450 / 450 / 450 / 450 / 165
Phlebotomy Technician	120	2	60 / 60
EKG Technician	120	2	60 / 60
Clinical Research Associate	80	2	40 / 40
BLS/CPR	4	1	4 (single evaluation at completion)

In each of the Advanced and Sonography programs above, the clock hours remaining after the last full academic year (134, 114, and 165 hours respectively) constitute not more than half an academic year in both clock hours and weeks of instructional time. Each such remainder is therefore a single evaluation period.

Should any evaluation determine that a student is not meeting SAP standards, the student will be formally notified in writing within five (5) business days of the evaluation date. The notification will state which standard or standards were not met (cumulative grade average, pace of completion, or maximum timeframe), the resulting SAP status, the effect on the student’s continued enrollment, and the options available to the student, including any right of appeal.

3. Qualitative Progress (Cumulative Grade Average)

Competencies and clinical skills are evaluated through structured written examinations and practical skill competency assessments.

3.1 Minimum Standard

Students must maintain a minimum cumulative grade average of 75 percent at each formal evaluation point in order to remain in good academic standing and to qualify for graduation. Failure to meet this threshold at any evaluation point will trigger the SAP status process described in Section 7.

3.2 Grades and Notations

The grades and administrative notations used in the cumulative grade average, and their effect on the pace calculation, are set out in the Grading System section of this catalog. That section governs for all purposes under this policy.

3.3 Programs Exceeding Two Academic Years

For any program whose published length exceeds two academic years, the student must, at the end of the second academic year, have a cumulative grade average of at least 75 percent (equivalent to a grade of “C”) or academic standing consistent with the Institute’s requirements for graduation. As of the effective date of this policy, this provision applies to the Medical Diagnostic Sonography program.

3.4 Remedial and English as a Second Language Coursework

The Institute does not offer remedial coursework, developmental coursework, or English as a Second Language coursework in any program. No adjustment for such coursework is made in any qualitative or quantitative calculation under this policy.

4. Quantitative Standard: Maximum Timeframe

Students must complete their program of study within a maximum timeframe not to exceed 150 percent of the program’s published length, measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time. Both measures apply. At each evaluation point the Institute tests the student against the maximum clock hours and against the maximum calendar time stated below.

4.1 Maximum Timeframe by Program

Program	Published Clock Hours	Published Length (weeks)	Maximum Clock Hours (150%)	Maximum Timeframe in Calendar Time
Clinical Medical Assistant	300	17	450	22.5 weeks
Clinical Medical Assistant Advanced	1,034	52	1,551	77.55 weeks
Patient Care Technician	300	17	450	22.5 weeks
Patient Care Technician Advanced	1,014	52	1,521	76.05 weeks
Medical Diagnostic Sonography	1,965	72	2,947.5	108 weeks
Phlebotomy Technician	120	10	180	15 weeks
EKG Technician	120	10	180	15 weeks
Clinical Research Associate	80	10	120	15 weeks
BLS/CPR	4	1	6	2 weeks

Calendar time above is stated as 150 percent of the published length of the program in weeks of instructional time for the schedule on which the program is offered. Where a program is offered on more than one schedule, the maximum timeframe in calendar time is calculated separately for each schedule and disclosed to the student at enrollment. Weeks of scheduled break and days of an approved leave of absence are excluded from the calculation.

4.2 Consequences of Exceeding the Maximum Timeframe

At each evaluation point, the Institute determines whether the student can still complete the program within the maximum allowable clock hours and calendar time. A student for whom completion within the maximum timeframe has become mathematically impossible is not eligible for an Academic Warning, because the deficiency cannot be cured in a single evaluation period. Such a student is placed directly on Academic Suspension and is subject to dismissal from the program.

A student placed on Academic Suspension for a maximum timeframe failure may appeal under Section 9. The 150 percent maximum timeframe is a fixed limit that the Institute has no authority to extend, waive, or exceed. An appeal on this basis may therefore be approved only where the SAP Appeal Review Committee approves an Academic Plan under Section 10 that demonstrates a realistic path to program completion within the maximum clock hours and the maximum calendar time stated in Section 4.1. Where completion within the maximum timeframe cannot be achieved, the appeal must be denied.

5. Quantitative Progress: Pace of Completion

5.1 Pace Calculation

A student's cumulative pace is calculated as follows:

Pace = Cumulative clock hours successfully completed ÷ Cumulative clock hours scheduled

- **Meaning of “attempted” and “scheduled.”** For all purposes under this policy, clock hours “attempted” and clock hours “scheduled” have the same meaning: the cumulative number of clock hours the student was scheduled to attend through the evaluation point.
- **Minimum Standard.** Students must achieve and maintain a cumulative pace of at least 80 percent at each formal evaluation point. This standard is aligned with the Institute's 80 percent minimum attendance requirement.
- **Transfer Clock Hours.** Accepted transfer clock hours are counted as both attempted and successfully completed for pace calculation purposes. Transfer hours also count toward the maximum timeframe. See Credit for Previous Training.

5.2 Attendance and Completion Distinction

For SAP purposes, “successfully completed” clock hours are scheduled hours in which the student was both present (attended) and earned a passing result for that specific hour of instruction.

A student may physically attend scheduled hours and nonetheless fail to demonstrate the required technical or academic competency for those hours. In such instances the hours are counted as scheduled and attended but not successfully completed, which reduces the student's cumulative pace. A determination that attended hours were not successfully completed may be made only where all of the following conditions are met:

- The competency at issue is one of the published, written competencies for the module, and the standard for demonstrating it is stated in the course syllabus provided to the student;
- The instructor documents the determination in writing on the Institute's competency assessment form, identifying the specific competency not met, the date, and the number of hours affected;
- The determination is reviewed and countersigned by the Program Director; and
- The student is notified in writing within five (5) business days and advised of the remediation available.

Hours that are attended but not successfully completed under this Section reduce the student's cumulative pace and do not count toward the successful completion of the clock hours required to advance to the next evaluation period under Section 2. A student in this position must complete the affected hours through remediation or repetition before the evaluation period is treated as complete.

5.3 Absences

No absence, whether excused or unexcused, is counted as a clock hour successfully completed. An absence approved as excused under the Institute's attendance policy is not recorded as an unexcused absence and does not count against the student for purposes of that policy. However, hours missed during an excused absence are counted as scheduled (attempted) but not successfully completed and therefore reduce the student's cumulative pace; they do not count toward the clock hours a student must successfully complete in order to advance to the next evaluation period; and they

must be made up in accordance with the Make-Up Work and Make-Up Hours section before they are treated as successfully completed for any purpose under this policy.

6. Transfer Credits, Program Changes, and Re-Enrollment

6.1 Transfer Credits

Accepted transfer clock hours from prior postsecondary training are counted as both attempted and successfully completed clock hours for the purposes of pace and maximum timeframe calculations. Transfer hours are excluded from the qualitative cumulative grade average because they were not earned under the Institute's grading standards. The maximum timeframe for each program remains 150 percent of the published length of that program as stated in Section 4.1.

6.2 Students Who Change Programs

If a student changes from one Institute program to another, the Institute will evaluate which of the student's previously attempted clock hours are applicable to the new program. Clock hours from the prior program that are applicable to the new program are counted as both attempted and successfully completed in the pace and maximum timeframe calculations for the new program. Clock hours from the prior program that are not applicable to the new program are excluded from both the maximum timeframe and the pace calculation for the new program. The applicability determination and the resulting inclusions and exclusions are documented in the student's academic file.

For a student who transfers into another Institute program, new evaluation periods are calculated on the basis of the clock hours and weeks of instructional time remaining in the program the student is entering. Where those remaining hours and weeks constitute half an academic year or less, the remaining hours constitute a single evaluation period.

6.3 Students Who Re-Enroll After a Break in Enrollment

A student who re-enrolls at the Institute after a break in enrollment is evaluated under the same SAP standards as all other students. Prior clock hours attempted at the Institute are counted in the cumulative SAP calculation. If a student was on Academic Suspension at the time of withdrawal, re-enrollment does not automatically restore good academic standing; the student must either meet SAP standards or successfully appeal under Section 9.

6.4 Leaves of Absence

A student granted a leave of absence approved under the Leave of Absence section of this catalog is not considered to have withdrawn. Clock hours that would otherwise have been scheduled during an approved leave are not counted as scheduled (attempted) or as successfully completed and therefore do not affect the student's cumulative pace. The days of an approved leave of absence are excluded from the calendar-time measurement of the maximum timeframe under Section 4.

7. SAP Status Overview

Status	Trigger	Effect on Enrollment	Path Forward
Good Standing	Meets all SAP standards	Enrollment continues; no action required	Continue normally
Academic Warning	Failed the cumulative grade average or the pace standard at one evaluation point. Not available for maximum timeframe failures (Section 4.2) or at a terminal evaluation (Section 8).	Enrollment continues for ONE evaluation period; no appeal required	Meet SAP by the end of the warning period
Academic Suspension	Failed SAP at the end of the warning period; or completion within the maximum timeframe has become mathematically impossible (Section 4.2)	Student may not continue in the program pending appeal; subject to dismissal	Successful appeal, or reinstatement by meeting SAP (Section 11)
Academic Probation	Appeal approved under Section 9	Enrollment reinstated for one evaluation period; continued enrollment thereafter rests on meeting SAP standards or	Meet SAP standards or meet Academic Plan milestones

Status	Trigger	Effect on Enrollment	Path Forward
		Academic Plan milestones at each evaluation point	
Suspension with Dismissal	Failed both the standard SAP benchmarks and the Academic Plan milestones while on probation or an Academic Plan (Section 10.4)	Dismissed from the program; may re-apply in a future enrollment period	Regain good standing per Section 11

8. Academic Warning

A student who fails to meet the minimum qualitative standard (cumulative grade average below 75 percent) or the quantitative pace standard (cumulative pace below 80 percent) at a formal evaluation point will be automatically placed on Academic Warning for the immediately following evaluation period.

- No appeal or other action by the student is required to be placed on Academic Warning.
- The student remains fully enrolled and may continue to attend classes during the warning period.
- The Academic Advisor and the Program Director will jointly develop and implement an Action Plan outlining the specific steps the student must take to regain compliance, including make-up hours, remediation, or targeted academic support.
- Academic Warning may not be assigned for more than one consecutive evaluation period. A student cannot receive successive warning periods.
- Warning is not available where the deficiency is a maximum timeframe failure. A student who cannot mathematically complete the program within the maximum timeframe is placed directly on Academic Suspension under Section 4.2.
- **Terminal evaluation.** Where the evaluation occurs at the end of the final evaluation period of a program, there is no subsequent evaluation period and Academic Warning does not apply. A student who does not meet the 75 percent cumulative grade average at that evaluation does not qualify for graduation and is subject to Section 3.1.

8.1 Return to Good Standing

A student who, at the end of an Academic Warning period, meets both the 75 percent cumulative grade average and the 80 percent cumulative pace standard, and who remains able to complete the program within the maximum timeframe, is returned to Good Standing. The student is notified in writing within five (5) business days of the evaluation date. The same applies to a student who meets all SAP standards at the end of an evaluation period spent on Academic Probation or on an Academic Plan.

9. Academic Suspension and the Appeal Process

A student who fails to regain the minimum SAP thresholds (75 percent cumulative grade average and 80 percent cumulative pace) by the end of the Academic Warning period will be placed on Academic Suspension. A student is also placed on Academic Suspension where completion within the maximum timeframe has become mathematically impossible, as provided in Section 4.2.

A student on Academic Suspension may not continue in the program unless and until an appeal is granted under this Section or the student regains good academic standing under Section 11. A student on Academic Suspension may appeal the determination if the failure to meet SAP standards was caused by qualifying mitigating circumstances.

9.1 Qualifying Circumstances for Appeal

Appeals must be based on circumstances that were: (a) outside the student's reasonable control; (b) significant enough to materially interfere with academic performance; and (c) resolved or managed sufficiently to allow the student to succeed going forward. Examples include:

- The death of a relative.
- An injury or illness of the student, including serious personal illness or injury requiring hospitalization or extended recovery.

- A documented medical or mental health crisis.
- Documented domestic violence or emergency family circumstances.
- Military service obligations, including activation, deployment, or a change of duty station.
- Other special circumstances, severe and documented, at the discretion of the SAP Appeal Review Committee.

9.2 Appeal Submission Requirements

- **Timing.** The student must submit a formal written appeal to the SAP Appeal Review Committee, care of the Program Director's office, within ten (10) calendar days of receiving written notice of Academic Suspension. Late appeals may be accepted at the Committee's discretion.
- **Written Statement.** The appeal must contain a written explanation of: (a) the specific circumstances that caused the student to fail to meet SAP standards; (b) what has changed in the student's situation such that the student will be able to demonstrate Satisfactory Academic Progress at the next evaluation; and (c) the student's plan for academic recovery.
- **Supporting Documentation.** Third-party documentation supporting the stated circumstances is required (for example, a death certificate, a physician's letter on letterhead, hospital discharge records, a police report, military orders, or other credible objective documentation). Self-certification alone is insufficient.

9.3 Appeal Review and Determination

The SAP Appeal Review Committee evaluates each appeal on its individual merits. The Committee consists of three members appointed by the School Director, at least one of whom is an academic staff member and at least one of whom is an administrative staff member. No individual may occupy more than one seat on the Committee. The School Director does not serve on the Committee, so that the reconsideration described below is decided by an official who did not participate in the Committee's determination. All decisions require a majority vote. The timeline is:

- **Initial Review.** The Committee will review the appeal within ten (10) calendar days of receipt.
- **Written Determination.** The student will receive a written determination within fifteen (15) calendar days of the submission date.
- **Reconsideration and Finality.** A student who disagrees with the Committee's determination may submit a written request for reconsideration to the School Director within five (5) calendar days of the date of the written determination. The School Director will issue a written decision within ten (10) calendar days. The School Director's decision constitutes the Institute's final determination on the appeal and exhausts the Institute's internal review process.

There is no limit on the number of times a student may appeal, provided each appeal meets the requirements of Sections 9.1 and 9.2.

10. Academic Probation and Academic Plan

If the SAP Appeal Review Committee approves a student's appeal, the student's enrollment is reinstated and the student is placed on Academic Probation.

10.1 Duration of Probation and When an Academic Plan Is Required

Academic Probation is assigned for one evaluation period.

Where no Academic Plan is required. Where the Committee determines that the student should be able to meet the Institute's SAP standards by the end of the probationary evaluation period, the student is placed on Academic Probation for that single evaluation period and no Academic Plan is required. To continue in the program beyond that period, the student must meet the Institute's SAP standards at the end of the probationary evaluation period.

Where an Academic Plan is required. Where the Committee determines that one evaluation period is insufficient for the student to return to full SAP compliance, the Committee will approve an Academic Plan at the time the appeal is granted. Continued enrollment in each evaluation period after the probationary evaluation period does not arise from an extension of probationary status; it arises from the student meeting the milestones of the Academic Plan at each evaluation point. An Academic Plan may be approved only where:

- The Academic Plan includes specific, measurable interim milestones for each evaluation period it covers;

- The student is evaluated at the end of each evaluation period against those milestones;
- The plan, if followed, will ensure that the student is able to meet full SAP standards by a specific point in time, or by program completion; and
- The plan keeps the student within the maximum clock hours and maximum calendar time stated in Section 4.1. No Academic Plan may be approved that would carry a student beyond the maximum timeframe.

10.2 Academic Plan Requirements

The Academic Plan is a written agreement developed collaboratively by the Education Department and the student. It must include:

- The specific SAP standard or standards the student failed to meet.
- The interim milestone or milestones the student must achieve at each evaluation point during the plan period.
- Any conditions placed on the student (for example, mandatory tutoring, a reduced course load, or attendance requirements above the institutional minimum).
- The projected date by which the student will meet full SAP compliance.
- Signatures of the student, the Program Director, and one additional member of the SAP Appeal Review Committee.

10.3 End of the Probationary Evaluation Period and Subsequent Evaluations

At the close of each evaluation period during which the student is on Academic Probation or on an Academic Plan, the student must either:

- Meet the Institute's standard SAP requirements (75 percent cumulative grade average and 80 percent cumulative pace, and remain able to complete the program within the maximum timeframe); OR
- Successfully achieve the specific milestones set out in their individualized Academic Plan for that period.

If the student meets either condition, enrollment continues into the next evaluation period, subject to ongoing SAP evaluation.

10.4 Failure to Meet Standard SAP Benchmarks or Academic Plan Milestones

If a student fails to meet both the standard SAP benchmarks and the stipulated Academic Plan milestones at the close of an evaluation period covered by this Section, the student will be placed on Academic Suspension with Dismissal and will be dismissed from the program. Good academic standing may thereafter be regained only as provided in Section 11.

11. Regaining Good Academic Standing

There are three pathways by which a student may regain good academic standing after Academic Suspension:

- **Successful Appeal (Section 9).** A student may appeal and, if the appeal is approved, be placed on Academic Probation.
- **Meeting SAP Standards at the Next Evaluation.** Where the Institute permits a student to continue attending while the deficiency is remediated, the student is re-evaluated against SAP standards at the next evaluation point. If the student meets all applicable standards at that evaluation, good academic standing is restored for the next evaluation period without the need for an appeal. Simply sitting out an evaluation period, or paying for coursework, does not by itself restore SAP compliance.
- **Re-Enrollment After Dismissal.** A student who was academically dismissed due to SAP failure may re-apply for admission in a future enrollment period, subject to the Re-Entry Policy of this catalog. Upon re-enrollment, all prior Institute clock hours remain part of the student's cumulative SAP record. The student must either meet SAP standards at re-enrollment or submit a new SAP appeal.

None of these pathways is available where completion of the program within the maximum timeframe in Section 4.1 has become mathematically impossible.

11.1 Reinstatement Is Prospective Only

Reinstatement under any of the pathways above applies to the evaluation period following the evaluation or determination that restores good standing, and to subsequent evaluation periods. It is not applied retroactively to any period during which the student was not in good academic standing.

12. Consistent Application and Non-Discrimination

The Institute's SAP standards are applied consistently and equally to all students enrolled in a given program, regardless of enrollment intensity (full-time and part-time students are measured against the same cumulative standards), source of tuition funding, or any other protected characteristic as defined in the Institute's Non-Discrimination Statement.

SAP standards for all programs are applied for institutional academic integrity purposes and as a condition of continued enrollment and program completion.

13. Annual Review and Policy Amendments

This SAP policy is reviewed annually by the Institute's administration and will be updated as necessary to reflect changes in applicable regulations, approval or accreditation standards, or institutional practice. Any revision that is more restrictive than the prior policy will be disclosed to currently enrolled students before taking effect and will not be applied retroactively. The most current version of this policy is available in the School Catalog and at the administrative office.

Effective date: 07/29/2026

Approved by: Dr. Kaiser J. Rana, MD

Institution Graduation Requirements

To be certified as a graduate of Progressive Careers Institute and to receive a Certificate of Completion, a student must satisfy every one of the following requirements. These requirements apply to all programs and to all students.

1. Completion of All Required Clock Hours

The student must complete 100 percent of the clock hours published for the program of enrollment, in every instructional component of the program: classroom and theory, laboratory, and clinical internship or externship. Hours missed for any reason must be made up in accordance with the Make-Up Work and Make-Up Hours policy. Accepted transfer clock hours reduce the number of hours the student is required to complete, as described under Credit for Previous Training.

2. Minimum Attendance

The student must have attended at least 80 percent of the total scheduled program hours. A student whose absences exceed 20 percent of the total program is subject to dismissal and does not qualify for graduation.

3. Minimum Cumulative Grade Average

The student must achieve a minimum cumulative grade average of 75 percent (a letter grade of "C" or better) at the final evaluation point of the program. A student who does not achieve a 75 percent cumulative grade average will not be awarded a Certificate of Completion.

4. Demonstration of All Required Competencies

The student must pass every required written examination and must satisfactorily demonstrate every published clinical and psychomotor competency for the program, as measured against industry standards on the Institute's competency assessment forms. Hours that were attended but for which the associated competency was not demonstrated do not count toward completion, as described in the Satisfactory Academic Progress policy.

5. Satisfaction of Satisfactory Academic Progress Standards

The student must be in good academic standing at the final evaluation point, meaning the student has met the qualitative standard (75 percent cumulative grade average), the pace of completion standard (80 percent), and has completed the program within the maximum timeframe of 150 percent of the published program length.

6. Completion of the Clinical Internship or Externship

For every program that includes a clinical component, the student must complete the full number of published internship or externship hours at an affiliated clinical site, and the site must submit a completed evaluation of the student's performance. Students are responsible for their own transportation to and from the clinical site. Failure to complete the required clinical hours, for any reason including vaccination or health-clearance status, will prevent program completion and graduation.

7. Good Standing Under the Code of Conduct

The student must not be subject to an unresolved disciplinary action or dismissal under the Code of Conduct at the time of program completion.

8. Satisfaction of All Financial Obligations

All tuition, fees, and other financial obligations owed to the Institute must be paid in full, and all school property, equipment, and library materials must be returned, before a Certificate of Completion is issued.

9. Completion of the Exit Process

The student must complete the Institute's exit interview and graduate record forms, including current contact and employment information, so that the Institute may fulfill its placement reporting obligations.

Graduation Requirements by Program

The clock-hour requirements that must be completed in full for each program are as follows. All programs additionally require the 80 percent minimum attendance, the 75 percent minimum cumulative grade average, and the satisfaction of all competencies described above.

Program	Total Clock Hours	Theory / Lab Hours	Clinical Internship Hours	Credential Awarded
Clinical Medical Assistant	300	200	100	Certificate of Completion
Clinical Medical Assistant Advanced Program	1,034	784	250	Certificate of Completion
Patient Care Technician	300	200	100	Certificate of Completion
Patient Care Technician Advanced Program	1,014	614	400	Certificate of Completion
Phlebotomy Technician	120	80	40	Certificate of Completion
EKG Technician	120	80	40	Certificate of Completion
Clinical Research Associate	80	80	None	Certificate of Completion
BLS/CPR	4	4	None	Course Completion Card
Medical Diagnostic Sonography	1,965	1,300	665	Certificate of Completion

Award of the Certificate of Completion

Upon verification by the Program Director that all of the requirements above have been satisfied, the Institute awards the student a Certificate of Completion in the program of study. The graduate is also given a copy of their student records, which should be retained indefinitely.

Graduation from Progressive Careers Institute is a separate matter from national certification and from state licensure. Successful completion of a program qualifies the graduate to apply to sit for the applicable national certification examination or examinations described under Approvals, Licensure, and Accreditation. Eligibility to sit for any examination, and the award of any credential, is determined solely by the certifying organization. Progressive Careers Institute does not guarantee that a graduate will pass any certification examination, obtain any license, or obtain employment.

Withdrawing from School

Students must complete a withdrawal notification and submit it to the School Director. This document must contain the student's name, student identification number, and date of withdrawal. All financial obligations on the part of the school and the student will be calculated using the official withdrawal date.

It is the student's responsibility to withdraw officially from the school. Failure to withdraw formally may result in failing grades, breach of contract, dismissal, and additional financial obligations.

Because the Institute is required to take attendance, a withdrawing student's official withdrawal date is the last date of academic attendance as determined from the Institute's attendance records.

Student Records

Student records are maintained by the school until the school closes. At that time, records are forwarded to the New Jersey Department of Labor and Workforce Development. Upon graduation, students are given a copy of their records; these records should be maintained indefinitely by the student. The records maintained by the school are as follows:

1. Attendance records.
2. Academic progress and grades, including all Satisfactory Academic Progress evaluations, warnings, appeals, and Academic Plans.
3. Financial records.
4. Placement data.
5. The Enrollment Agreement.
6. Record of credit granted for previous training, including the evaluation of prior military and postsecondary training.
7. Records of meetings, appeals, disciplinary actions, and dismissals.
8. A copy of the graduation certificate or certificates issued by this school.
9. Medical records, where applicable.

Student records are maintained by the school secretary and are available for review by the student at any time. Students are encouraged to submit updates to their records, such as address changes. All records are private and are handled with confidentiality. Records are retained for a minimum of five (5) years following the student's last date of attendance, or for such longer period as may be required by the New Jersey Department of Labor and Workforce Development or by any approving or accrediting agency.

Refund Policy and Reimbursement Scale

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

1. Students who wish to cancel their enrollment in a program or at the school must do so in writing. The request must include the date of withdrawal and must be dated and signed by the student. This letter must be received within one week of the withdrawal (five business days) to receive tuition reimbursement for that week. Tuition reimbursement begins the week in which the notification is received. It is best to hand-deliver the withdrawal letter and have a copy signed by the Admissions Officer, or to mail the letter by Certified Mail.
2. All monies will be refunded if the applicant is not accepted by the school, or if the student cancels within three (3) business days after the Enrollment Agreement is signed by both parties, even if instruction has begun.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the non-refundable Administrative Fee.
4. Withdrawal after attendance has begun is governed by the reimbursement scale below, which applies to all programs of 300 instructional hours or more. An instructional hour is sixty (60) consecutive minutes, which includes attendance, instruction, project set-up, and clean-up.

Reimbursement Scale

If Withdrawal or Cancellation Occurs	The School Will Retain
During the first week	10% of the tuition
During the second or third week	20% of the tuition
After the third week, but prior to completion of 25 percent of the course	45% of the tuition
After 25 percent, but not more than 50 percent of the course has been attended	70% of the tuition
After completion of more than 50 percent of the course	100% of the tuition

Refunds are calculated from the official date of withdrawal and are paid within thirty (30) calendar days of that date. The non-refundable Administrative Fee is retained in all cases except where the applicant is not accepted by the school or cancels within three business days of signing the Enrollment Agreement.

Tuition and Additional Costs

The cost of attendance consists of the following components:

- Tuition, based on the number of clock hours in the program, as shown in the Programs Offered table.
- Administrative Fee (non-refundable).
- Textbooks and workbooks.
- Supplies and materials.
- Parking (optional).
- Private tutoring (optional).

The Administrative Fee is non-refundable. Additional costs are due on the first day of class. Parking may be paid on a weekly basis and private tutoring on an hourly basis. Students who withdraw from a program may be able to sell their textbook back to the school if it is in excellent condition; the student workbook is not returnable. Students who carelessly damage school property or equipment may be required to pay the repair or replacement cost. Students must meet all financial responsibilities before a Certificate of Completion will be issued.

An itemized schedule of all charges for the program of enrollment, including the Administrative Fee, textbook and supply charges, and any optional parking or tutoring rates, is provided to each applicant in writing before the Enrollment Agreement is executed and before any tuition payment is due. The itemized schedule is also available at any time from the administrative office. No charge is assessed to a student that was not disclosed on that schedule.

Credit Disclaimer Statement

Progressive Careers Institute does not offer college credit courses. The Institute is not approved to offer college credits, and the clock hours earned in its programs do not constitute academic credit.

Facilities

Progressive Careers Institute occupies a fully air-conditioned, well-lit facility comprising a reception area, an administration office, classroom space, and a clinical laboratory area. The school maintains a break room for students equipped with a coffee maker, refrigerator, sink, microwave, tables and chairs, and bottled water. Both male and female lavatories are available.

The school does not employ a nurse and does not have medical staff on site. Parking is available in a well-lit parking lot. The facility is handicapped accessible, with handicapped ramps, an elevator, and handicapped lavatories.

Total square footage: 1,000. Classroom capacity: 30.

Instructional equipment maintained by the Institute for hands-on learning is listed with each program description in the section that follows.

Programs Offered

Program	CIP Code	Clock Hours	Tuition	In-Class Instruction	Online Instruction
Clinical Medical Assistant	51.0801	300	\$6,995.00	Yes	Yes
Clinical Medical Assistant Advanced Program	51.0801	1,034	\$15,080.00	Yes	Yes
Patient Care Technician	51.3902	300	\$6,995.00	Yes	Yes
Patient Care Technician Advanced Program	51.3902	1,014	\$15,080.00	Yes	Yes
Phlebotomy Technician	51.1009	120	\$2,995.00	Yes	Yes
EKG Technician	51.0902	120	\$2,995.00	Yes	Yes
Clinical Research Associate	51.0719	80	\$4,000.00	Yes	Yes
BLS/CPR	34.0199	4	\$115.00	Yes	Yes
Medical Diagnostic Sonography	51.0910	1,965	\$33,980.00	Yes	Yes

CIP: Classification of Instructional Programs. Tuition figures shown are tuition only and do not include the Administrative Fee, textbooks, supplies, or optional charges. See Tuition and Additional Costs.

Program Descriptions

Clinical Medical Assistant: 300 Clock Hours, CIP 51.0801

This program is offered on an online platform; students also have the option to attend in class. Two hundred (200) hours of theory are covered online or in class. Students are then required to complete one hundred (100) hours of hands-on internship at a clinical facility after completing the online or in-class coursework.

The program is designed to teach students the skills necessary for employment in the modern medical facility. A qualified Clinical Medical Assistant is capable of performing a wide range of duties involving a variety of technical detail, assisting the physician in many clinical situations. Clinical Medical Assistant duties include phlebotomy, EKG, and medical assistant skills.

Upon successful completion of this course, students receive a Certificate of Completion and are eligible to apply to sit for national certification through the American Education Certification Association (AECA), formerly the National Certification Career Association (NCCA), as a Certified Clinical Medical Assistant/Specialist.

Component	Delivery	Clock Hours
Theory and laboratory instruction	Online or in class	200
Clinical internship	Affiliated clinical site	100
Total		300

Equipment, tools, and supplies provided by the Institute: phlebotomy practice arm, venipuncture tubes, needles, gloves, gauze sponges, tourniquets, tube holders, sharps containers, microscope, patient bed, EKG machine, 12-lead EKG electrodes, 12-lead EKG paper, sphygmomanometer, height and weight scale, CPR manikins, AED, bag-valve mask, alcohol pads, and adhesive bandages.

Clinical Medical Assistant Advanced Program: 1,034 Clock Hours, CIP 51.0801

This program is offered on an online platform; students also have the option to attend in class. Seven hundred eighty-four (784) hours of theory and laboratory instruction are covered online or in class. Students are then required to

complete two hundred fifty (250) hours of hands-on internship at a clinical facility after completing the online or in-class coursework.

The program is designed to teach students the skills necessary for employment in the modern medical facility. A qualified Clinical Medical Assistant is capable of performing a wide range of duties involving a variety of technical detail, assisting the physician in many clinical situations. Clinical Medical Assistant duties include phlebotomy, EKG, and medical assistant skills.

Upon successful completion of this course, students receive a Certificate of Completion and are eligible to apply to sit for national certification through the American Education Certification Association (AECA), formerly the National Certification Career Association (NCCA), as a Certified Clinical Medical Assistant/Specialist.

Course Outline

Subject Code	Name of Subject	Lecture Hrs.	Lab Hrs.	Clinical Hrs.
CMA 101	Introduction to Computers and MS Word	25	10	
CMA 102	Written Communication	40		
CMA 103	Anatomy, Physiology and Medical Terminology	100		
CMA 104	Medical Office Administrative Procedures	80	20	
CMA 105	Effective Patient Relations	25		
CMA 106	Medical Insurance and Medical Billing	50		
CMA 107	OSHA and Infection Control	6	4	
CMA 108	HIPAA	10		
CMA 109	CPR / BLS	4		
CMA 110	Medical Office Clinical Practices	170	100	
CMA 111	Phlebotomy	40	25	
CMA 112	Electrocardiography (EKG)	40	25	
CMA 113	Internship			250
CMA 114	Career Readiness, Certification Exam Review and Preparation	10		
	Total: 1,034 Clock Hours	600	184	250

Equipment, tools, and supplies provided by the Institute: phlebotomy practice arm, venipuncture tubes, needles, gloves, gauze sponges, tourniquets, tube holders, sharps containers, microscope, patient bed, EKG machine, 12-lead EKG electrodes, 12-lead EKG paper, sphygmomanometer, height and weight scale, CPR manikins, AED, bag-valve mask, alcohol pads, and adhesive bandages.

Patient Care Technician: 300 Clock Hours, CIP 51.3902

This program is offered on an online platform; students also have the option to attend in class. Two hundred (200) hours of theory are covered online or in class. Students are then required to complete one hundred (100) hours of hands-on internship at a clinical facility after completing the coursework.

Patient Care Technicians work with doctors, nurses, and other healthcare professionals in healthcare facilities to provide direct patient care and comfort measures, take vital signs, collect specimens, and more. This certificate program teaches multiple skills, including venipuncture, electrocardiography, and patient healthcare needs, preparing students for broader responsibilities and advancement opportunities.

Upon successful completion of this course, students receive a Certificate of Completion and are eligible to apply to sit for national certification through the American Education Certification Association (AECA), formerly the National

Certification Career Association (NCCA), or through the American Medical Certification Association (AMCA), as a Certified Patient Care Technician.

Component	Delivery	Clock Hours
Theory and laboratory instruction	Online or in class	200
Clinical internship	Affiliated clinical site	100
Total		300

Equipment, tools, and supplies provided by the Institute: phlebotomy practice arm, venipuncture tubes, needles, gloves, gauze sponges, tourniquets, tube holders, sharps containers, microscope, patient bed, EKG machine, 12-lead EKG electrodes, 12-lead EKG paper, sphygmomanometer, height and weight scale, CPR manikins, AED, bag-valve mask, alcohol pads, and adhesive bandages.

Patient Care Technician Advanced Program: 1,014 Clock Hours, CIP 51.3902

This program is offered on an online platform; students also have the option to attend in class. Six hundred fourteen (614) hours of theory are covered online or in class. Students are then required to complete four hundred (400) hours of hands-on internship at a clinical facility after completing the coursework.

Patient Care Technicians work with doctors, nurses, and other healthcare professionals in healthcare facilities to provide direct patient care and comfort measures, take vital signs, collect specimens, and more. This certificate program teaches multiple skills, including venipuncture, electrocardiography, and patient healthcare needs, preparing students for broader responsibilities and advancement opportunities.

Upon successful completion of this course, students receive a Certificate of Completion and are eligible to apply to sit for national certification through the American Education Certification Association (AECA), formerly the National Certification Career Association (NCCA), or through the American Medical Certification Association (AMCA), as a Certified Patient Care Technician.

Component	Delivery	Clock Hours
Theory and laboratory instruction	Online or in class	614
Clinical internship	Affiliated clinical site	400
Total		1,014

Equipment, tools, and supplies provided by the Institute: phlebotomy practice arm, venipuncture tubes, needles, gloves, gauze sponges, tourniquets, tube holders, sharps containers, microscope, patient bed, EKG machine, 12-lead EKG electrodes, 12-lead EKG paper, sphygmomanometer, height and weight scale, CPR manikins, AED, bag-valve mask, alcohol pads, and adhesive bandages.

Phlebotomy Technician: 120 Clock Hours, CIP 51.1009

This program is offered on an online platform; students also have the option to attend in class. Eighty (80) hours of theory are covered online or in class. Students are then required to complete forty (40) hours of hands-on internship at a clinical facility after completing the coursework.

This course provides the student with a working knowledge of blood collection, emphasizing patient safety, quality assurance, universal and standard precautions, legal issues, and complications. Techniques taught during this course include the evacuated tube method, the syringe method, the winged infusion set, capillary blood collection, glucose testing, bleeding time, blood smear, and urinalysis.

Upon successful completion of this course, students receive a Certificate of Completion and are eligible to apply to sit for national certification through the American Education Certification Association (AECA), formerly the National Certification Career Association (NCCA). The certification examination is a two-part examination that tests the student on clinical skills and on a knowledge-based multiple-choice examination.

Component	Delivery	Clock Hours
Theory and laboratory instruction	Online or in class	80
Clinical internship	Affiliated clinical site	40
Total		120

Equipment, tools, and supplies provided by the Institute: phlebotomy practice arm, venipuncture tubes, needles, gloves, gauze sponges, tourniquets, tube holders, sharps containers, microscope, patient bed, sphygmomanometer, height and weight scale, alcohol pads, and adhesive bandages.

EKG Technician: 120 Clock Hours, CIP 51.0902

This program is offered on an online platform; students also have the option to attend in class. Eighty (80) hours of theory are covered online or in class. Students are then required to complete forty (40) hours of hands-on internship at a clinical facility after completing the coursework.

The program prepares the candidate as an EKG technician responsible for performing diagnostic tests to assess heart rhythm and rate in patients. EKGs are performed before and after operations, during physicals, in examinations of patients over 40, for patients with a history of heart disease, when patients are experiencing chest pain, and when the physician deems it necessary. The well-trained EKG technician is an integral part of the management of patients with heart disease. The EKG technician may also clean equipment and maintain and process data reports.

Upon successful completion of this course, students receive a Certificate of Completion and are eligible to apply to sit for national certification through the American Education Certification Association (AECA), formerly the National Certification Career Association (NCCA). The certification examination is a two-part examination that tests the student on clinical skills and on a knowledge-based multiple-choice examination.

Component	Delivery	Clock Hours
Theory and laboratory instruction	Online or in class	80
Clinical internship	Affiliated clinical site	40
Total		120

Equipment, tools, and supplies provided by the Institute: patient bed, EKG machine, gloves, 12-lead EKG electrodes, 12-lead EKG paper, sphygmomanometer, height and weight scale, alcohol pads, and adhesive bandages.

Clinical Research Associate: 80 Clock Hours, CIP 51.0719

This program is offered on an online platform; students also have the option to attend in class. The course is designed and offered to professionals interested in serving as Clinical Research Associates in clinical trials. Clinical Research Associates work under the supervision of a Principal Investigator to organize, coordinate, and administer clinical research trials.

The course covers a range of topics, including the foundations of clinical research, research design and data management, ethics, drug development processes, medical terminology, and legal and regulatory compliance. The format is lecture-based but is designed to engage students in case-based discussion and active participation. Students are assigned a drug development topic, which they research and present during the last session of the course.

Two years of work experience in the related field is required in order to sit for a credential certification examination.

Course Outline

Module	Description	Hours
Module 1	Overview of Drug Development, FDA and ICH GCP	8
Module 2	The Clinical Research Team: Roles and Responsibilities	8

Module	Description	Hours
Module 3	The Site Selection Process and Site Qualification Visits	8
Module 4	IRB/IECs and the Approval Process	8
Module 5	Study Subject Recruitment and the Informed Consent Document and Process	8
Module 6	Investigators' Meetings and Study Initiation Visits	8
Module 7	Managing and Reporting Adverse Events	8
Module 8	Investigational Product Accountability and Essential Documents	8
Module 9	Routine Monitoring Visits and Source Data Verification	8
Module 10	Clinical Data Management Overview, Trip Reports, and Study Close-Out Visits; Monitoring Simulation Exercise	8
	Total	80

BLS (Basic Life Support) / CPR: 4 Clock Hours, CIP 34.0199

Upon completion of this course, students receive a course completion card in Basic Life Support (BLS) and Cardiopulmonary Resuscitation (CPR) issued by the American Heart Association. The card is valid for two (2) years.

Taught by an American Heart Association certified instructor, this course is offered to allied health career professionals and to the general public. The course teaches how to recognize an emergency, care for conscious and unconscious choking victims, recognize the signs of a heart attack, perform rescue breathing, and perform the basic techniques of adult, child, and infant CPR. It includes an introduction to the use of an Automated External Defibrillator (AED).

Component	Delivery	Clock Hours
Theory and laboratory instruction	Online or in class	4
Total		4

Equipment, tools, and supplies provided by the Institute: adult and infant CPR manikins, bag masks, shields and valves, CPR training kits, examination gloves, Automated External Defibrillator (AED), and CPR kneeling mats.

Medical Diagnostic Sonography: 1,965 Clock Hours, CIP 51.0910

The Medical Diagnostic Sonography program at Progressive Careers Institute is designed to prepare the graduate to become a skilled entry-level ultrasound technician able to work effectively in the health care environment. The program includes well-balanced on-campus classroom hours, an on-campus work-simulated imaging laboratory component, off-campus integrated patient care clinical experience, and a clinical externship. Clinical sites include hospitals, imaging centers, and physicians' offices.

The program is a full-time, eighteen (18) month program with a focus on the use of ultrasound for diagnosing pathological and pathophysiological conditions of the abdomen, superficial structures, and the gravid and non-gravid pelvis. The program is divided into two components: introductory ultrasound courses designed to build a solid foundation in scanning techniques and normal anatomy recognition, followed by advanced courses that focus on pathological conditions and patient-focused case studies.

The program consists of sequenced and integrated theory, laboratory, and clinical instructional tracks. It is delivered in a blended format: a combination of hands-on, face-to-face training in the laboratory and clinic combined with live, online, instructor-led theory courses delivered using an array of distance technologies. The program prepares graduates for entry-level positions in the diagnostic medical sonography field, including full-time, part-time, and per diem roles.

Component	Delivery	Clock Hours
Classroom and theory instruction	Online (live, instructor-led) or on campus	

Component	Delivery	Clock Hours
Imaging laboratory (work-simulated)	On campus	
Integrated patient care clinical experience and clinical externship	Affiliated clinical sites	
Total		1,965

The theory and laboratory hours above total 1,300 and the clinical hours total 665, as shown in Graduation Requirements by Program.

Equipment, tools, and supplies provided by the Institute: hospital bed, patient examination table, sonography machine, ultrasound gel, ultrasound gel warmer, gloves, alcohol pads, disinfectant spray, disinfectant wipes, and TEE probe disinfectant.

Non-Discrimination Statement

Progressive Careers Institute does not discriminate, and prohibits discrimination and harassment, on the basis of race, creed, color, religion, national or ethnic origin, nationality, ancestry, age, sex, marital status, civil union status, domestic partnership status, familial status, sexual orientation, veteran status, or mental or physical disability. Progressive Careers Institute is an equal opportunity educational facility.

Reasonable accommodations for qualified individuals with disabilities are available upon request, as described under Reasonable Accommodations. Applicants and students must be able to meet the essential technical, physical, and cognitive functions of their chosen program, with or without reasonable accommodation.

Title IX Coordinator and Inquiries

The Institute has designated the following individual to coordinate its compliance with Title IX and to receive reports of discrimination, harassment, or retaliation. Inquiries concerning the Non-Discrimination Statement may be directed to the Title IX Coordinator, to the Institute's administrative office, or to the U.S. Department of Education, Office for Civil Rights.

- **Title IX Coordinator:** Qaiser J. Rana, MD, Chief Executive Officer and School Director, Progressive Careers Institute, 239 Avenel Street, Suite 9, Avenel, NJ 07001; 732-638-5070; drqrana@progressive.edu.
- **U.S. Department of Education, Office for Civil Rights:** New York Office (serving New Jersey), 32 Old Slip, 26th Floor, New York, NY 10005-2500; 1-800-421-3481; complaints may be filed at ocras.ed.gov.

Reports of discrimination, harassment, or retaliation may also be submitted under the Student Complaint and Appeal Process. The Institute prohibits retaliation against any individual who reports discrimination or participates in an investigation.

End of Catalog