

Student Catalog

2026

ETOC Healthcare Career Center



January 01, 2026

ETOC Healthcare Career Center Licensed Practical Nursing (LPN) Program

2026 Student Catalog

SBCCS Registration # 2308



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Dear New Student,

Welcome to the ETOC Healthcare Career Center's Licensed Practical Nursing (LPN) Program! It is with great enthusiasm that I, along with the entire faculty and staff, extend our warmest congratulations to you on your acceptance into this transformative journey. As the RN Program Administrator, I am thrilled to have you join a community dedicated to excellence in healthcare education and nursing leadership.

By choosing to pursue a career in nursing, you are stepping into one of the most noble and rewarding professions in the world. As you may already know, nursing is more than just a job—it is a calling to serve, heal, and advocate for those in need. The skills and knowledge you will acquire during your time at ETOC will prepare you to make a real and lasting impact on the lives of patients, families, and communities.

Here at ETOC, our mission is not only to equip you with the clinical and technical expertise needed to succeed in healthcare but also to foster the compassion, integrity, and leadership required to thrive as a well-rounded nursing professional. Our Licensed Practical Nursing program has been carefully designed to ensure that you are fully prepared to meet the challenges of today's healthcare landscape, while also nurturing your personal growth and professional aspirations.

Your journey will be both exciting and challenging but remember that you will never walk this path alone. The entire faculty, from your clinical instructors to academic advisors, are here to support, guide, and encourage you every step of the way. The road ahead may be demanding, but the reward is a fulfilling career where your skills, empathy, and resilience can truly make a difference.

Nursing is a journey of lifelong learning, growth, and compassion. As you embark on this path, remember that each lesson, each patient, and each experience is a stepping stone toward becoming the nurse you aspire to be. You have already shown immense potential by being accepted into our program, and we are honored to be a part of your educational journey.

On behalf of the entire team at ETOC Healthcare Career Center, we welcome you and look forward to seeing the extraordinary contributions you will make in the world of healthcare.

Best wishes for a successful and fulfilling journey!

Mission Statement

At ETOC Healthcare Career Center, our mission is to empower aspiring healthcare professionals with the knowledge, skills, and compassion required to excel in the field of nursing. Our licensed practical nursing program is dedicated to fostering excellence, integrity, and a commitment to patient-centered care.

Core Values

- **Educational Excellence:** Providing a rigorous and comprehensive curriculum that equips students with the clinical expertise and critical thinking abilities necessary for success in practical nursing.
- **Ethical Integrity:** Cultivating a culture of ethics, professionalism, and respect for patients, colleagues, and the community, ensuring our graduates are compassionate and responsible healthcare providers.
- **Patient-Centered Care:** Instilling in our students the value of patient-centered care, emphasizing the importance of empathy, communication, and cultural sensitivity to meet the diverse needs of individuals and families.
- **Lifelong Learning:** Encouraging a commitment to ongoing professional development and a dedication to staying current with evolving healthcare practices and technologies.
- **Community Engagement:** Promoting active involvement in community healthcare initiatives and fostering partnerships with healthcare organizations to enhance learning opportunities for our students.
- **Diversity and Inclusion:** Celebrating diversity and promoting an inclusive environment that values and respects individuals from all backgrounds, ensuring our graduates can serve diverse populations effectively.
- **Leadership Development:** Nurturing leadership skills in our students, enabling them to assume roles that positively impact the nursing profession and healthcare delivery.

Through our licensed practical nursing program, we aim to produce competent and compassionate LPNs who are prepared to make a meaningful difference in the lives of patients, families, and communities they serve. We are dedicated to upholding the highest standards of nursing education and preparing our students for successful and fulfilling careers in healthcare.

Vision

Our vision for ETOC Healthcare Career Centers Licensed Practical Nursing Program is to be recognized as a pioneering leader in nursing education, setting the standard for excellence, innovation, and compassion in practical nursing training.

In pursuit of this vision, we envision:

- **Educational Innovation:** Continuously embracing cutting-edge teaching methods and technologies to provide an adaptable and dynamic learning environment that prepares our students for the evolving healthcare landscape.
- **Exceptional Clinical Competence:** Graduating LPNs who are known for their exceptional clinical skills, adaptability, and the ability to excel in a variety of healthcare settings.
- **Empowering Nurses:** Fostering a culture of empowerment among our students, enabling them to advocate for their patients, themselves, and the nursing profession.
- **Healthcare Advocacy:** Graduates who serve as advocates for health equity, patient rights, and social justice, working tirelessly to ensure equitable access to quality healthcare for all.
- **Lifelong Learning:** Cultivating a lifelong love of learning among our students, encouraging them to pursue advanced degrees, certifications, and professional development throughout their careers.
- **Community Leadership:** Inspiring our graduates to become leaders in their communities, driving positive change in healthcare delivery and public health initiatives.
- **Global Impact:** Preparing nurses who are equipped to address global healthcare challenges, contributing to international health initiatives, and positively impacting healthcare outcomes worldwide.
- **Diversity and Inclusion:** Striving to create a diverse and inclusive learning environment where all students feel welcomed, valued, and supported, reflecting the rich tapestry of the nursing profession.
- **Collaboration and Partnerships:** Forging partnerships with healthcare institutions, organizations, and communities to enhance clinical experiences, research opportunities, and community engagement for our students.
- **Professional Excellence:** Earning a reputation for producing LPNs who exemplify the highest standards of professionalism, ethics, and dedication to patient-centered care.

As we work tirelessly to achieve this vision, our commitment remains unwavering: to provide a world-class licensed practical nursing program that empowers graduates to be the compassionate, skilled, and visionary healthcare professionals of tomorrow, dedicated to improving the lives of those they serve."

Accreditation

State Board of Career Colleges & Schools (SBCCS): Registration # 2308

Office Hours

Monday-Thursday 8am-6pm

Friday 7:30am-5pm

234-212-7090

info@eto-community.education

Admission

To begin the admission process at ETOC Healthcare Career Center all candidates must complete the school application during school hours and schedule with the admissions director to take the pre-entrance exam. The pre-entrance exam can be scheduled by calling 234-212-7090. After successfully completing the pre-entrance exam the student will receive a complete application for the Licensed Practical Nursing program. The student must complete the application in its entirety to be considered for full admission to the program. Students must meet with an admissions representative prior to commencing coursework as well as a representative from financial aid to plan for financing their education.

ADMISSION REQUIREMENTS

All applicants must attend an information session and a personal interview with an admissions representative for a tour of the campus and to get necessary information to make an informed decision regarding their nursing education.

ADMISSIONS PROCESS

- **Registration Fee:** Applicant must Complete Application and pay Registration fee of \$100 (Application online)
- **Proof of Ohio residence:** The applicant must be a U.S Citizen or Permanent Resident of the United States. Applicants must also be a resident of the state of Ohio. To prove residency, the applicant must submit two forms of official, unexpired government-issued identification. One of the forms of identification must include an address. Acceptable forms of documentation include a Social Security Card, Driver's License, State Issued I.D, Passport, and/or proof of U.S. Citizenship or Permanent Residency card, if not a U.S. Citizen.
If the applicant's identification that includes an address lists a non-Ohio address, the applicant will be required to provide an attestation stating that they currently reside in Ohio, along with supporting documentation, such as a lease/rental agreement, utility bill, or similar, if possible.
- **High school diploma/GED:** The applicant must provide documentation of graduation from high school in the form of a valid high school diploma, transcript or other acceptable documentation issued by an authorized state education agency (e.g., General

- Education Development (GED) in Ohio.)
- **International Transcripts will be verified and reviewed by a Third-Party for equivalency.**
- **HESI Entrance Exam** with a composite score of 70%. Entry Exams must be within a 2-year period from the date taken the test.

After acceptance into ETOC Healthcare Career Center: Students are further required to provide the following documents prior to the start of their clinical practicum.

- **Both BCI and FBI** completed background check (Using Code: 4723.09)
- **CPR Certification:** Applicants must have a Cardiopulmonary Resuscitation (CPR) Healthcare Provider — Basic Life Support (BLS) completion certificate prior to beginning the program.
- **Physical Examination:** Applicant must have current record of physical examination by a licensed health care provider prior to admission to the program (no older than 1 Year). Please contact us to receive the required application forms.
- **1-Step Tuberculosis (TB) Test:** Applicants must have a screening for TB test prior to the start of the Clinical Site Visit. Testing must be done within one year before beginning the program and again before beginning clinical rotations.

Admission with Advance Standing

For consideration for admission with advance standing or students requesting admission to the education center via transfer from another approved school program or military training shall meet the education center's current admission requirements and curriculum requirements for currently enrolled students.

Procedure for Admission with Advance Standing

1. Submit an official transcript of high school grades or equivalent, military training and of college completed courses for which the student is requesting credit.
2. Submit copies of course outlines or outcomes for which applicant is requesting credit. A representative from the admissions department will review and determine applicable credit.
3. Students may need to complete a skills assessment to determine applicant's competencies for Advance Standing placement.
4. Tuition and fees will be determined on an individual basis.

An applicant may be considered for admission with advanced standing if:

- The applicant withdrew at the end of the term in a previous class with a passing grade in all courses. (If a year or more has passed the applicant must begin as a new student for the LPN program.

The applicant is a direct transfer from another accredited school and program and withdrew.

- Provide all information necessary to the admissions department.
- Meet with an admissions representative to review records and determine admission. If a student qualifies for advance standing status, the student will be placed in the next available course.

Enrollment

Students may apply for enrollment during normal business hours for the LPN program. Please see the calendar for program start dates.

Tuition Payment

Tuition for each term must be paid by the first day of the term.

Tuition Payment Agreements

Tuition payment agreements will be accepted on a per semester case for the LPN program. Please see financial aid for information regarding tuition payment agreements.

All tuition must be paid before advancing to the next semester, tuition must be paid 30 days prior to graduation to be eligible.

Refund Policy

An enrollment agreement or school application may be canceled within five calendar days after the date of signing provided the school is notified of the cancellation in writing. The school shall promptly refund in full all tuition and fees paid pursuant to the enrollment agreement or school application. Such a refund shall be made no later than thirty days after cancellation. This provision shall not apply where a student has already started classes.

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1.

(A) In the event that a student withdraws or is dismissed from school, all efforts will be made to refund pre-paid amounts for books, fees and supplies except for those items determined to fall within the preview of paragraphs (B)(1) and (B)(2) of this rule.

(B) Charges for the required purchase of books, fees and supplies can be non-refundable if the student has consumed or used the books, fees and/or supplies. Consumption of books, fees and supplies shall be defined as:

- (1) Items that were special ordered for a particular student and cannot be used by or sold to another student; or,
- (2) Items that were returned in a condition that prevents them from being used by or sold to new students.
- (3) Individually documented non-refundable fees for goods or services provided by third party vendors.

(C) Items or services not delivered to the student cannot be considered consumed except for those items covered by paragraph (B)(1) of this rule.

(D) A record of the refund determination for books, fees and supplies shall be kept in the student's record.

Refunds for tuition and refundable fees shall be made in accordance with following provisions as established by Ohio Administrative Code section 3332-1-10:

(a) A student who starts class and withdraws during the first full calendar week of the quarter or semester shall be obligated for twenty-five (25) percent of the tuition and refundable fees for that academic term plus the registration fee.

(b) A student who withdraws during the second full calendar week of the academic term shall be

obligated for fifty (50) percent of the tuition and refundable fees for that academic term plus the registration fee.

(c) A student who withdraws during the third full calendar week of the period academic term shall be obligated for seventy-five (75) percent of the tuition and refundable fees for that academic term plus the registration fee.

(d) A student who officially withdraws beginning with the fourth full calendar week of the academic term will not be entitled to a refund of any portion of the tuition or refundable fees.

The school shall make the appropriate refund within thirty (30) days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

Attendance - Theory (Lecture) days

Students are to be present for all class sessions, especially scheduled examinations, and projects. The student will notify the instructor in advance of an absence, when possible. All missed work and/or assignments must be completed within one week following the absence. Any missed examination must be arranged with the instructor and must be taken within one week following the absence.

*Only one make-up exam is allowed per course. * A second missed exam will result in a grade of zero (0) for that exam. Midterms and/or finals may only be made up for excused absences. There will be a 20% reduction in any makeup exam score, including the midterm or final. (See Examination policy).

Attendance – (Lab) practicum

Students are to be present for all scheduled practice labs. All procedures and assignments are required to be made up as determined by the lab faculty. All assignments and activities are required to be made up satisfactorily in the term in which they are missed. Missing more than one scheduled laboratory skill check-off may result in an unsatisfactory result which may lead to failure of the course.

Attendance - Clinical

It is an expectation that students attend all scheduled clinical experiences. Students missing clinical(s) may result in the student not meeting the course objectives that may lead to failure of the course. In the event of an extreme emergency where the student is going to be absent, it is required that the student calls the clinical instructor and the nursing office at 330-990-0650 to report the absence.

*The student must make immediate arrangements with the clinical instructor for a makeup clinical day. * Two clinical makeup days are permitted, and the student must pay before the scheduled makeup date for each missed clinical day. A student who misses more than 2 clinical days in a semester will fail that course. Each missed clinical session must be made up and the student will be charged for the makeup clinical.

Punctuality

Punctuality is a necessary component of the nursing profession to develop habits that reflect responsibility and accountability.

Punctuality at scheduled class, lab and clinical time is expected of all students and daily attendance will be recorded.

A student cannot miss more than 20% of a course's hours or they will fail. Students who leave class, skills lab or clinical early prior to the scheduled end or who fail to return on time from break will be considered late for that day.

Three late arrivals of 15-30 minutes will be considered as 1 absence, which will count towards the maximum 20%. Any late arrival or early departure greater than the above will fail the student from the course.

Leave of Absence

A leave of absence may be granted for emergency situations such as a serious illness, debilitating injury, or death in the immediate family.

A student who is facing exceptionally documented circumstances and unable to continue can withdraw from all courses if a formal request is made to the Program Administrator prior to midterm. A student must submit a written request for a leave of absence in advance of the beginning date of the leave of absence unless unforeseen circumstances prevent the student from doing so. If a student is unable to request in person, email or over the phone is acceptable. The request can also be mailed by a relative or legal guardian. The student must sign and date the leave of absence request and specify a reason for the leave. The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study. Failure to return from an approved leave of absence on the specific date will result in the administrative withdrawal of the student. ETOC Healthcare Career Center will document its approval decision relative to the leave of absence request in accordance with this policy.

Dismissal

Dismissal from ETOC Healthcare Career Center may occur for any of the following reasons listed below:

1. Unsafe performance in the clinical area, exhibited by behavior that might prove injurious to self, patient, co-worker and/or visitor.
2. "Unsatisfactory" performances of practice lab skills.
3. A grade average below 78.0 percent in any one course at the completion of the course.
4. Failure to meet the objectives of the program.
5. Evidence of chemical substance abuse per the Code of Conduct.
6. Cheating or falsification of assignments.
7. Unreported absences and or excessive absences
8. Violation of rules and regulations including Codes of Conduct
9. Unprofessional behavior/attitude or disruptive conduct which also includes profanity
10. Failure to be alert and engaged in nursing activities in the classroom/laboratory/clinical setting (e.g., sleeping).

*** Students who are dismissed for any reason will be informed of the dismissal in writing. The student will be scheduled to have a conference with the faculty member(s) and Program Administrator to discuss the dismissal. ***

Notification of changes to ETOC Healthcare Career Center Policies

The student will be notified if any program policy is changed or altered, in writing, 30 days prior to the expected change. Further, the program will not implement changes to policies for student progression, or requirements for completion of the program, for students enrolled in the program at the time the changes are adopted, to comply with Rule 4723-5-12 (B), Ohio Administrative Code.

Graduation requirements/Completion Policy

The Practical Nursing student must:

1. Have successfully completed (grade of 2.0 (78.0%) or “C” or better) in all courses.
2. Satisfactorily completed laboratory and clinical experiences including the IV therapy content.
3. Achieve a passing score on an exit assessment exam determined by the provider of the examination and the school.
4. The school uses a predictor exam from an independent assessment company and reserves the right to select the exam to be used. Students are required to pass the exam with a standardized passing rate determined by the assessment company. If they do not give a standard score the school will determine the passing score. Students must pay for all additional testing after the first attempt.
 - Four (4) attempts are allowed to pass the examination
 - After a second failed attempt, the student is required to retake the exit review course whenever it is offered and no longer than six (6) months and take the exam for the third attempt.
 - If the student fails a third time, The student will be given an opportunity to retake the fourth and final exit exam.
 - If the student fails a fourth time, the student must repeat the entire PN program.
5. Upon completion of the program and the successful meeting of all requirements students will be eligible for the NCLEX-PN
6. Students are responsible for filing their own application for the NCLEX-PN
7. All financial obligations must be met, as verified by the administrative coordinator prior to receiving a diploma.

Financial Aid

ETOC Healthcare Career Center is currently not approved to offer Federal Student Financial Aid for the Practical Nursing program, including the Federal Pell Grant Program, Federal Family Education Loan Program, Federal Direct Student Loan Program, Federal Perkins Loan Program, Federal Supplemental Educational Opportunity Grant Program, and the Federal Work-Study Program. The admission process includes advising on the options for paying the tuition and fees related to the educational program of enrollment at ETOC Healthcare Career Center.

Scholarships

Florence Nightingale Excellence in Nursing Scholarship

Overview: Named in honor of the founder of modern nursing, this prestigious scholarship recognizes students who demonstrate academic excellence, leadership, and a passion for healthcare. Only two outstanding students are selected annually for this award, providing financial relief and a mentorship opportunity to nurture their potential as future nursing leaders.

- Eligibility Criteria:
 - Must be accepted into ETOC’s Licensed Practical Nursing (LPN) program.
 - A minimum GPA of 3.5 (from prior academic records).
 - Demonstrated leadership and service through extracurricular activities, volunteer work, or community involvement.
 - Submission of a 500-word essay on how Florence Nightingale's legacy inspires their

- journey into nursing.
- Award:
 - Exclusive mentorship from a seasoned nurse leader affiliated with ETOC.
 - Selection:
 - Based on academic merit, essay evaluation, and an interview with the scholarship committee.
 - Availability: Only 2 students are chosen per year.

Healthcare Heroes Community Service Scholarship

Overview: This scholarship supports individuals who have made significant contributions to their communities, either through volunteer work, healthcare support roles, or other service-related activities. It aims to empower future healthcare providers who value compassion and selflessness.

- Eligibility Criteria:
 - Must be accepted into the LPN program at ETOC Healthcare Career Center.
 - Demonstrated community service with at least 100 hours of volunteer work in healthcare or related fields.
 - Submission of a personal statement (500 words) describing their service and how they intend to continue making a positive impact as a Licensed Practical Nurse.
- Award:
 - Provides a \$2,500 stipend towards tuition and fees.
- Selection:
 - Based on the quality of community service, essay evaluation, and an in-person interview.
- Availability: Only 2 students are awarded per year.

Diversity in Nursing Leadership Scholarship

Overview: Aimed at fostering diversity and inclusion in healthcare, this scholarship is awarded to underrepresented students in the nursing profession. It is designed to support individuals from various backgrounds who demonstrate leadership potential and a commitment to advancing equitable care in their communities.

- Eligibility Criteria:
 - Must be accepted into the ETOC LPN program.
 - Identifies as a member of an underrepresented group in healthcare (racial/ethnic minorities, first-generation college students, LGBTQ+, etc.).
 - A 500-word essay outlining their vision for promoting diversity and inclusion within the nursing profession and healthcare system.
 - Academic performance and leadership experience are preferred but not required.
- Award:
 - Invitation to attend a leadership development conference hosted by ETOC.
- Selection:
 - Based on the essay, demonstrated commitment to diversity, and an interview with the selection panel.
- Availability: Only 2 students will be chosen per year.

These scholarships will not only provide financial assistance but also create opportunities for personal and professional growth for the selected students.

Student Progression Policy

ETOC Healthcare Career Center requires that each course be completed with a grade of 2.0 (78.0%) or better, and clinical experience and skills lab completed satisfactorily. Students who fail a course may be permitted to advance to the next term of the program, while retaking the failed course, providing the failed course is not a prerequisite.

Students in the program are expected to show consistent progress in their ability to utilize learning opportunities effectively, acquire and retain essential content with pertinent application in clinical practice, evaluate their own strengths and needs with respect to their educational goals, and seek appropriate assistance when indicated. If safety for the assigned client is an area of concern, the focus for immediate improvement is imperative. Each incident of a safety violation will be reviewed by the faculty and the program administrator.

Progress Counseling

All students will receive progress counseling at midterm as well as anytime they fall below 84% in any coursework.

A student must be meeting the minimum standards listed within the minimum required clock-hours table listed below to be considered meeting Satisfactory Academic Progress and in 'Good Standing.' Any student who has not achieved a minimum cumulative GPA of 2.0 (78.0%) or who has not successfully achieved a cumulative rate of attendance of at least 85% at each required evaluation period is not considered in 'Good Standing' and is subject to the disciplinary actions outlined in this policy.

Minimum Timetable

| Program Name | Program Clock Hours | Eval 1 – End of semester 1 | Eval 2 – End of semester 2 | Eval 3- End of semester 3 | Maximum Time Frame |
|--------------|---------------------|----------------------------|-----------------------------|---------------------------|-----------------------------|
| PN | 900 | 269.5 (85% of 317) | 547.4 hours (85% of 644) | 765 hours (85% of 900) | 900 hours (100% of 900%) |

Maximum Time Frame

Students must complete their program within 150% of the normal program length. This length of time is considered the Maximum Time Frame. Students who have attempted over 150% of the total program clock hours and have not met the graduation requirements will be withdrawn from the program.

Maximum Timetable

| Program Name | Program Clock Hours | Eval 1- End of semester 1 | Eval 2 – End of semester 2 | Eval 3- End of semester 3 | Maximum Time Frame |
|--------------|---------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|
| PN | 1130 hours | 299.2 Hours (85% of 352) | 623.9 hours (85% of 734) | 960.5 hours (85% of 1130) | 1130 hours (100% of 1130) |

Evaluation Periods

Students will receive a grade report at the end of each course which includes their final grade and attendance for the course completed, as well as the cumulative GPA and cumulative attendance percentage for all courses completed within the program.

If a student fails to meet the cumulative 85% attendance, and/or the cumulative 2.0 (78.0%) grade average for any evaluation period, he, she and/or they will be placed on 'Warning' for the next evaluation period.

Students will be notified in writing when placed on 'Warning.' The notification will include the steps necessary to be removed from 'Warning' status. In addition, students will receive attendance and/or academic advising from the Program Administrator. During this time, an academic improvement plan will be created to assist the student in achieving 'Good Standing' by the end of the 'Warning' period. If the student achieves 'Good Standing' by the end of the 'Warning' period, he or she will be removed from 'Warning' status.

If the student fails to achieve 'Good Standing' and meet satisfactory academic progress requirements at the end of the 'Warning' period, the student will be terminated from the ETOC Healthcare Career Center. The institution will notify the student in writing if he, she, and/or they are being terminated for unsatisfactory academic progress. The student has the option to appeal for termination by following the appeal process.

Appeal Process

The student may submit a written appeal of his/her termination within five calendar days of their receipt of the notice of termination. The appeal must be accompanied by documentation of mitigating circumstances that have prevented the student from obtaining 'Good Standing' and evidence that changes have occurred to allow the student to now meet standards of Satisfactory Academic Progress. Only extraordinary circumstances will be considered, such as, but not limited to, death or severe illness in the immediate family. Supporting documentation such as a physician's statement, accident report, or other such statements must be included as part of the appeal.

Official Withdraw

For students who plan to leave their program of training, they must see admissions for an official withdraw from their classes.

Unofficial Withdraw

For students who leave their program of training and do not complete a withdraw the school will withdraw the student at the end of 3 missed days without contact.

Student Records

Student records will be stored in fire-proof filing cabinets for the enrollment period and for five (5) years after completion. Student records will be stored electronically with an off-site backup for infinity.

Grade Scale

A = 93-100% (4.0)

B = 84-92.9% (3.0)

C = 78-83.9% (2.0)

F = Below 77.99% (0.00)

W = Withdrawal

R = Repeated Course

Grades will stand, no rounding.

Incomplete Courses

ETOC Healthcare Career Center does not offer a grade of incomplete.

Remedial Courses

ETOC Healthcare Career Center does not offer any remedial courses.

Course Repeat Policy

A failed course may be repeated in an attempt to earn a passing grade. Each attempt counts as scheduled hours toward the Maximum Time Frame. Only the highest grade earned will be included in the computation of the cumulative grade point average. The student transcript will list each course in which a student has enrolled and earned a grade. The failing grade will be changed to a grade of R on the transcript indicating that a particular course has been repeated.

Re-Admission Policy

Each applicant desiring readmission to ETOC Healthcare Career Center will be considered on an individual basis. The applicant must notify the Program Administrator of a desire to return to the program. The Program Administrator will consider the following criteria:

1. Once readmission is determined to be a possibility; the former student may need to test out of previous skills and
 - a. demonstrate competencies as determined by the Administrator/faculty.
2. The applicant must meet all curriculum requirements effective at the time of readmission.
3. Each applicant must demonstrate financial responsibility by having his/her account paid in full prior to readmission.
 - Fees will be payable in accordance with those in effect the date of readmission.
 - The applicant will meet all admission criteria regarding the physical examination, CPR, vaccinations, BCI/FBI checks.
 - An applicant will be considered for readmission depending on availability of an opening in the program.
 - There will be a time limit of one calendar year from one admission to readmission unless there are extenuating circumstances.
4. Specific requirements for readmission may be required for any individual as deemed necessary by the Program Administrator and/or faculty.

Conduct Expectations

Students are expected to always present themselves in a professional manner. Professional behavior includes being prompt, in their program specific uniform, free from any substance that may inhibit their ability to care for patients. Any student not meeting conduct expectations is subject to termination.

Dress Code

Adherence to this dress code will be monitored by the faculty and staff. Failure to comply with the dress code may result in disciplinary actions including, but not limited to, dismissal from the classroom or clinical site. Students who are not in compliance will be sent home and will be considered absent. Students must be in their designated uniform with a name badge for class and clinicals.

Classroom Dress Code:

- a. Dress for class and lab will be a solid color scrub uniform (navy blue). Appropriate plain color sweaters and jackets may be worn over the scrub top when needed for warmth.
- b. Closed-toe, non-skid shoes must be worn at all times. No sandals, slippers, flip-flops, or bare feet are permitted.
- c. Undergarments must be worn and must not be visible at any time.

Clinical Dress Code:

- a. Regulation school uniforms must be worn in the clinical area. A regulation uniform includes the Practical Nurse Program identifier attached to the upper left sleeve. If clinical sites require a uniform different than the school uniform (i.e., surgery, OB, psychiatric units) the student will conform to their expectations.
- b. ID badge, watch that constantly displays seconds, pen with black ink, bandage scissors, pen light and stethoscope.

Name Badge

Students must have a school name badge during class, lab, and clinical. Replacement badges will be the responsibility of the student and are \$5.00 each.

Personal Devices

Students may not have their cell phones on during class or clinical time.

Drug and Alcohol Abuse

Students are required to report to class and clinic unimpaired from drugs and alcohol. The use, sale, transfer, or possession of controlled substance or alcohol by students creates the potential for harm to oneself and to others.

It is the ethical and professional responsibility of students to conduct themselves in a manner consistent with the provision of an environment free from threat to person, property, efficiency, or reputation as a consequence of illegal use, sale, transfer, or possession of alcohol or dangerous drugs as defined by Section 4729.02 of the Ohio Revised Code (Definitions, Pharmacy Act.)

The following procedure will be adhered to:

1. The illegal possession, use, sale, or transfer of controlled substances or alcohol during class hours or while on clinical assignment is prohibited and constitutes grounds for dismissal.
2. ETOC Healthcare Career Center will notify legal authorities in accordance with Section 2921.22 of the Ohio Revised Code.
3. ETOC Healthcare Career Center does not provide rehabilitation services for substance abuse; however, the school will recommend locally available resources appropriate professional services for referral and rehabilitation of students with a chemical abuse/dependency problem.
4. The legal use of medication or drugs prescribed by a licensed practitioner is permitted provided that such usage does not adversely affect the student's performance or endangers the health or safety of others. Medication must be reported on the application or to the instructor.
5. Any incidence of suspected chemical or alcohol abuse will be reported to the administration and will be documented. A Drug Screen may be performed at the discretion of the Program Director and/or Administrator. If the drug screen is positive, the student will be dismissed immediately. Documentation will be placed in the student's file. The student will be informed in writing of this action and appropriate referrals will be made.

Students will be advised regarding the adverse effects of legally prescribed drugs: Agitation

Insomnia

Changes in Blood Pressure

Constipation

Depression

Dizziness/Vertigo

Drowsiness

Dyspnea

Headache

Muscle Weakness

Nausea

Paresthesia

Skin Rash

Tinnitus

Vomiting

* It is the student's responsibility to make known all medications which may interfere with function or behavior.

Parking

ETOC Healthcare Career Center is not responsible for loss, damage, or theft of property.

Smoking

Smoking PROHIBITED on school premises.

Inclement Weather

Class or clinical time changes due to inclement weather will be announced on our website, Facebook page and channel 5 news.

Computer Usage

Students must follow the acceptable computer guidelines.

Problem Resolution

Students seeking problem resolution must first speak with the instructor. If the instructor is unable to resolve the problem, the student must meet with the program Director then the Program Administrator.

Placement Services

Students will meet with placement services prior to completion to register for job placement. Students may find jobs on our online job board or the job bulletin board at the school.

Disabled Student Services

All reasonable documented accommodation will be made for students with disabilities.

Career Counseling

Students will receive career counseling prior to enrolling at ETOC Healthcare Career Center.

Counseling Services

Counseling services are available for all students through the student services department.

Complaint or Grievance Procedure

The nursing program will follow an established method to resolve complaints of alleged discrimination based on religion, creed, age, sex, race, color, national origin, physical disability, ancestry, or place of birth. The following procedural outline is to be used to file a complaint. All complaints or grievances will always be conducted in a confidential manner. All student complaints should be first directed immediately to the school personnel involved as they relate to any action which would be prohibited by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. If no resolution is forthcoming, a written complaint shall be submitted to the RN Administrator of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school. The student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, OH 43215, Phone 614-466-2752; toll free 877-275-4219.

Non-Discrimination Policy

ETOC Healthcare Career Center does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, admissions policies, employment policies, and other School administered programs and activities.

Emergency Procedures

Emergency procedures are outlined in the emergency procedure handbook online and in each classroom.

Tuition & Fees

See Attached

Calendar

See Attached

Licensed Practical Nursing Program

Program Goals

To provide students with the concepts and skills to gain employment in an outpatient setting. Students will be prepared to perform administrative and clinical duties under the direction of a physician, mid-level provider, or licensed nurse.

Program Learning Outcomes

- **Competent Care:** The graduate will execute nursing care within the scope of practice of the nursing discipline.
- **Collaborative Inclusivity:** Collaborate with clients, families, and interdisciplinary teams in the decision-making process of holistic patient care.
- **Evidence Based Practices:** Incorporate best nursing practices that align with current evidenced based research and proven clinical algorithms.
- **Professional Integrity:** The graduate will differentiate nursing care that is incongruent with regulatory mandates.
- **Technological Patient Management:** Graduate will manage patient care utilizing current technological capabilities.
- **Clinical Competence:** Graduates will demonstrate clinical proficiency in performing nursing skills, administering medications, and providing safe and competent patient care in a variety of healthcare settings.
- **Critical Thinking and Problem-Solving:** Graduates will apply critical thinking and problem-solving skills to assess patient needs, make evidence-based decisions, and adapt their nursing care plans to changing circumstances.
- **Communication and Interpersonal Skills:** Graduates will effectively communicate with patients, families, and the healthcare team, demonstrating empathy, cultural sensitivity, and therapeutic communication techniques.
- **Ethical and Professional Practice:** Graduates will uphold ethical standards, legal regulations, and professional codes of conduct, ensuring patient privacy, dignity, and safety while maintaining their own professional integrity.
- **Care Coordination:** Graduates will collaborate with interdisciplinary healthcare teams to coordinate patient care, advocate for patients, and promote continuity of care across various healthcare settings.
- **Medication Management:** Graduates will safely administer medications, assess medication effectiveness, and educate patients on medication regimens, emphasizing patient safety and medication reconciliation.

- **Cultural Competence:** Graduates will provide culturally competent care, recognizing and respecting the diverse backgrounds and beliefs of patients and their families to deliver patient-centered care.
- **Safety and Infection Control:** Graduates will adhere to infection control protocols, maintain a safe environment for patients and healthcare providers, and recognize and respond to potential safety hazards.
- **Leadership and Advocacy:** Graduates will demonstrate leadership skills by advocating for patients, promoting healthcare policies that benefit the community, and contributing to the improvement of healthcare delivery systems.
- **Adaptability and Flexibility:** Graduates will adapt to changes in healthcare delivery, technology, and patient populations, demonstrating flexibility in their approach to nursing practice.

These program learning outcomes are designed to ensure that graduates of the Licensed Practical Nursing program are well-prepared to provide high-quality, patient-centered care while upholding the highest standards of professionalism, ethics, and safety in their nursing practice.

PRACTICAL NURSE (PN) COURSE DESCRIPTIONS

A&P 101: Anatomy & Physiology I

This course covers the basics of normal human anatomy and physiology in relation to health and the effects of disease processes. An integrated organs-systems approach is used to include terminology and concepts pertaining to homeostasis, cell biology, and biological chemistry. Topics covered in this course include the organization of the body, cells, tissues, and the characteristics of the blood. The integumentary, endocrine, skeletal, muscular, and nervous systems will also be explored. This course includes a laboratory component to enhance learning with emphasis on selected lecture topics.

A&P 102: Anatomy & Physiology II

Anatomy and Physiology II is the second course in the second semester sequence of anatomy and physiology. This course is a continuation of the study of structure and function of the human body and the mechanisms for maintaining homeostasis, the ways in which the body maintains health and the effects of disease processes. The special senses, cardiovascular, lymphatic, immune, respiratory, digestive (including nutrition and metabolism), urinary, fluid and electrolyte balance along with acid-base balance, and reproductive systems will be examined. Genetics and heredity will also be examined in this course. The physiological effects of aging will also be integrated into the discussion of each body system.

NUT 100: Nutrition Across the Lifespan

Content stresses that healthy nutrition is required and utilized to promote, maintain, and restore health. This course will present the principles of good nutrition and how the body uses nutrition for growth, development, maintenance, and restoration of health. The basic principles of chemistry, microbiology, and biology are discussed to enhance the practical nursing student in developing a scientific foundation pertaining to nutrition. Metabolic stress, physiologic adaptation, nutritional needs including enteral and parenteral nutrition support and the nurse's role related to health and illness throughout the lifespan are emphasized. Application of the nursing process is integrated in the required course textbook and throughout the course. Healthy People 2020 objectives pertaining to nutrition, ChooseMyPlate.gov, nutrient resources, government resources, and community-based nutrition information resources are also discussed.

PHARM 101: Pharmacology I

The Medical Dosage Calculations course provides nursing students with the essential information that is the basis for accurate dosage calculations and safe medication administration. Critical thinking skills are applied to real-life patient care situations to emphasize the importance of accurate dosage calculations and the avoidance of medication errors in a just culture of practice. Abbreviations, examples, and medication dosage calculation problems comply with current standards of practice from The Joint Commission and the Institute for Safe Medication Practices.

PHARM 102: Pharmacology II

This course will prepare the student nurse to administer prescribed medication therapies safely within the scope of practice for a practical nurse. The six rights of medication administration will be taught. Identifying the major classes of drugs and the nursing implications will be discussed. Adverse and side effects of various drugs will be examined. The drugs affecting the central nervous system, respiratory, cardiovascular, renal, and gastrointestinal systems will be examined with emphasis on the mechanism of action, use, adverse effects, and dosages. Hormones and steroids will also be explored. Medication administration to various age groups will be discussed as well. Patient teaching related to medications will also be reinforced.

PNUR101: Nursing Fundamentals

Nursing Fundamentals is an introductory course that is designed to establish the foundations of basic nursing knowledge, attitudes, and skills necessary for beginning nursing students. This course presents nursing concepts for individuals across the lifespan. Additionally, the concepts of health, environment, person, and nursing are presented as the core structure of this nursing course. Critical thinking, communication, and adaptation are introduced as concepts that are essential to nursing. This course combines theory with a laboratory nursing skills component. In the skills lab hand washing, isolation precautions, medical and surgical asepsis, body mechanics, obtaining vital signs, physical assessment, specimen collection, urinary catheterization, medication administration, and other nursing skills will be practiced.

PNUR 102: Nursing I

Medical-Surgical Nursing focuses on nursing practice with adults experiencing a variety of acute and chronic alterations in health. Health promotion strategies and health care principles are examined based on body systems with emphasis on presenting symptoms. Common disorders of the various body systems involving neurologic, musculoskeletal, cardiovascular, respiratory, integumentary, endocrine, gastrointestinal, and genitourinary systems will be covered and will address medical treatment, surgical procedures and aseptic technique, preoperative care, and complications associated with surgery. Community resources will also be identified. End-of-life care will also be explored including ethical, legal, and sociocultural concerns. Pharmacotherapy is also emphasized. Application of the nursing process occurs throughout the course.

Clinical experiences in providing and documenting patient care are integrated throughout the course. The student will receive supervised nursing practice to enhance the learning process. Clinical experiences are planned to provide opportunities to apply theoretical concepts and nursing skills in clinical practice with guidance and direction, supervision and evaluation by the nursing instructor or a teaching assistant.

PNUR 103: Nursing II

This course explores basic concepts and trends in mental health nursing. Therapeutic modalities and patient behavior management are discussed. Emphasis is placed on using the nursing process and meeting the basic human needs of patients with mental health problems. An overview of maternal/obstetrical nursing and associated care will be presented. Geriatrics will also be examined as a population with diverse needs.

PNUR 104: Maternal & Child Nursing

This course provides an overview of pediatric nursing and child health with regards to common illnesses, major health issues, and maintaining wellness. The practical nurse's role in supporting and guiding health outcomes of the child and family will be examined.

PNUR 105: Nursing Leadership

This course will explore the issues pertinent to entry into professional nursing practice such as the influence of one's own needs, behavior, values, and communication skills. It includes a study of the roles and competencies of the beginning licensed practical nurse integrated with team building, accountability, relationship skills, and coping strategies for career-related stressors. Legal aspects of nursing are explored with an emphasis on the Nurse Practice Act and the licensing role of the Ohio Board of Nursing.

PNUR 106: IV Therapy

In this course, the student will focus on the practical nurse's role in the performance of intravenous (IV) therapy procedures. Theory in intravenous therapy administration is provided in accordance with the rules and regulations of the Ohio Board of Nursing. Students will review fluid and electrolyte balance. The principles of infection and infection control measures will be discussed. Students will be instructed as to various IV infusion systems. Peripheral intravenous therapy will be discussed and demonstrated. Complications of IV therapy such as phlebitis, catheter dislodgement, occlusions, thrombosis, and others will be discussed. Systemic complications will also be presented. Calculation of IV infusion rates pertaining to electronic and gravity infusion will be performed. Documentation of IV insertion and any complications will be discussed and practiced.

PNUR 107: Exit Review Course

This course is specifically designed to assist nursing students to prepare for the National Council State Boards of Nursing (NCSBN) National Council Licensure Examination for the practical nurse (NCLEX-PN) with the goal of being successful on the examination to be eligible for licensure as a licensed practical nurse. This course provides the student opportunities to assess the level of preparedness for the exam, and to identify any weak areas in the student's knowledge and clinical judgment. Computer operations involving online test taking and test taking strategies will be presented. Guidance in preparing the NCLEX-PN Examination application to the Ohio Board of Nursing will be provided. The course also involves an on-site review course taught by an experienced consultant in NCLEX preparation.

PNUR 108: Mental Health

General Psychology will introduce the study of theories and applications of psychology. The course will cover an overview of the functioning of the nervous system including development, sensation and perception, learning, memory, emotions, cognition, intelligence, personality, consciousness, motivation, stress, and social processes as applied to the behavior of humans. The course will also emphasize components of human caring essential to the nurse's role.

Tuition Fees/Payment Plans

Tuition and fees are itemized, calculated, and are subject to change each year. ETOC Healthcare Career Center reserves the right to change the amount and applicability of tuition and fees as necessary without prior notice. The changes will not affect currently enrolled students without both parties agreeing and having signed a new enrollment agreement.

ETOC Healthcare Career Center's Payment Plans allows students to make installment payments within the current term/program after students make an initial tuition deposit. Please refer to the Payment Plan schedule for the current tuition/fee schedule and applicable payment deadlines for your program.

Tuition and fees are \$20,950.00; and consist of the items in the list below except for where detailed:

1. A first semester tuition payment of **\$6,983.33** which is for the first trimester of the academic year is due at least two (2) weeks prior to the start of the program.
2. A tuition payment for the second trimester of **\$6,983.33** is due two (2) weeks prior to the start of the second trimester, which covers the second semester of the program.
3. A tuition payment for the third trimester of **\$6,983.33** is due two (2) weeks prior to the start of the third trimester, which covers the third semester of the program
4. Books, uniforms and supplies are included in the tuition cost above
5. The required background check (BCI) costs are included in the tuition cost above if the student is accepted to the program.
6. Additional FBI check (non-resident of state for 5 consecutive years) is \$40.
7. The drug screening fee is included in the tuition cost above and will be administered upon admission to the program.
8. Students will be issued one student ID free of charge. Replacement or extra IDs will cost \$10 to replace.
9. Parking at the school is free. There may be a fee for parking at some clinical sites. Fees are determined by the clinical site facilities. ETOC Healthcare Career Center has no control over parking fees charged by clinical sites.
10. Tuition balances are due on or before the due dates as outlined in the signed Enrollment Agreement. Student requests for a payment plan and/or a payment extension will be considered by ETOC Healthcare Career Center and granted or denied at the school's discretion on a case-by-case basis.

Tuition Payment Plan: (Terms & Conditions)

- 1.** Each payment is due on the first of the month. There is a grace period until the 5th day of the month after which students will incur a 5% late fee if payment is not received.
- 2.** Post-dated checks are **NOT ACCEPTED**.
- 3.** Any returned check will incur a non-sufficient funds (NSF) fee of \$30.00. Students with 2 returned checks must make **ALL** future payments with cash, money orders, cashier's checks, or a credit card.
- 4.** Payments received will first apply to fees (i.e. late charges, NSF fees, etc.) and then will apply to students' oldest debts.
- 5.** Students are required to pay all outstanding balances before taking final exams. There is a grace period of one week after the course end- date for students to settle their delinquent accounts prior to final grades being submitted to the registrar for student records. Students who are delinquent beyond this deadline will not have their exam scored, resulting in an exam grade of zero (0) and a course grade of F.
- 6.** Students with delinquent accounts will be restricted from academic and administrative services including access to grades, registration, and transcript services.
- 7.** Accounts that are delinquent beyond 90 days will be assigned to a collection agency for final disposition, which may impact the students' credit reports.
- 8.** In the event that a student withdraws from the school, any unused tuition, books, fees, and other charges will be refunded according to the Refund Policy

Practical Nursing (PN) Tuition and Fees:

| Tuition and Fees | Amount |
|--|--------------------|
| Registration Fee (non-refundable) | \$100.00 |
| Program Tuition | \$18,000.00 |
| Program Textbooks (non-refundable once accessed) | \$650.00 |
| Technology Fee | \$600.00 |
| Uniform Fee | \$300.00 |
| HESI Entrance Examination Fee | \$100.00 |
| Background Check (BCI/FBI) | \$75.00 |
| Exit Examination Fee | \$100.00 |
| Graduation Fee | \$125.00 |
| Laboratory and Skills Fee | \$300.00 |
| Student Kit | \$325.00 |
| NCLEX Fee | \$200.00 |
| Registration Fee w/OBN | \$75.00 |
| Total Cost of Tuition and Fees | \$20,950.00 |
| Additional Costs | |
| Make-up fee: Clinical practicum | \$295.00/day |
| Make-up fee: Theory and lab | \$50.00/hour |
| Additional Admissions/Exit testing Fee | \$95.00/attempt |
| Phlebotomy Practice kit | \$275.00 |

2026 School Calendar

Program Start Dates:

Winter: 03/02/2026

Fall: 10/05/2026

Calendar Schedule:

| | | |
|-----------------|------------------------------------|------------------------------------|
| Monday | Mar 02, 2026, | Class Start |
| Friday | April 03, 2026 | Good Friday |
| Monday | May 25, 2026, | Memorial Day Holiday |
| Monday | June 29, 2026-July 3, 2026, | Summer Break |
| Monday | July 06, 2026, | Classes Resume |
| Monday | Sept 07, 2026, | Labor Day |
| Tuesday | Sept 08, 2026, | Classes Resume |
| Monday | Sept 28, 2026-Oct 2, 2026, | Student's vacation week |
| Monday | Oct 05, 2026, | Classes Start |
| Thursday | Nov 26, 2026-Nov 27, 2026, | Thanksgiving Break |
| Friday | Dec 18, 2026, | Last Day of classes |
| Monday | Dec 21, 2026-Jan 4, 2027, | School & Offices closed |
| Monday | Jan 11, 2027 | Classes Resume |
| Monday | Jan 18, 2027 | MLK Day |
| Monday | Feb 15, 2027 | Presidents Day |
| Friday | Feb 26, 2027 | Last Day of Class |

Bold = School and office closed