

THE STUART SCHOOL OF CAREER TECHNOLOGY, INC.

SCHOOL CATALOG

MAIN CAMPUS

762 59th Street, 5th Floor, 4th Floor Brooklyn, NY 11220

718-439-0021

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GENERAL INFORMATION AND POLICIES

NON-DISCRIMINATORY POLICY

The Stuart School of Career Technology is an equal opportunity education institution. It does not discriminate based on race, color, religion, age, sex, physical handicap, marital status, sexual preference, or national origin in administration of its admissions or administrative policies.

INTRODUCING THE STUART SCHOOL OF CAREER TECHNOLOGY, INC.

The Stuart School of Career Technology was incorporated in the State of New York in 2010 and specializes in training individuals in the health care industry. The school is licensed by the New York State Education Department.

LOCATION AND FACILITIES

MAIN CAMPUS (5th floor): The school is easily accessible at 762 59 Street, 5th Floor, Brooklyn, NY 11220. Classes are conducted in air-conditioned modern classrooms appropriately equipped for teaching and learning. The main campus occupies a 5-room suite with approximately 2,000 square feet of space, including two offices, one computer room/classroom and two classrooms. The school provides up-to-date equipment as an integral part of each course. The main campus is handicapped accessible.

4TH FLOOR – The 4th Floor is also located at 762 59th Street, Brooklyn New York 11220. It is located in the same building only one floor below. It provides space for the Medical Assistant with Internship Program and includes a modern clinical/ laboratory space, classroom space, and storage space specifically designed for the program of study of Medical Assistant with Internship.

MISSION

The Stuart School of Career Technology's mission is to provide high quality training so that students can acquire practical skills and gain self-confidence so that they can obtain employment in the health care industry.

SCHOOL HOURS AND CLASS SESSIONS

The Stuart School of Career Technology is open from 9:00 a.m. to 5:00 p.m., Monday through Friday.

NOTE: Current or prospective students wishing further consumer information not covered in this catalog should contact the appropriate individual listed below between 9:00 a.m. – 5 p.m., Monday through Friday.

ADMISSION POLICIES: School Director – Mr. Ting Zhang

ADMISSION POLICIES: Director of Admissions – Mr. Ting Zhang

TUITION PAYMENTS AND REFUNDS: Bursar – Mr. Ting Zhang

PLACEMENT AND RETENTION: Placement Director – Mr. Ting Zhang

CLASS SIZE

Theory Classes 1:20: Laboratory Classes 1:20

CLASS INSTRUCTIONAL HOUR

The Stuart School of Career Technology courses and programs are defined in instructional hours. An Instructional Hour is fifty (50) minutes in length.

ADMINISTRATION

The Stuart School of Career Technology Inc. is owned and operated by The Stuart School of Career Technology, Inc.

Mr. Ting Zhang – President/Director

FACULTY/ADMINISTRATIVE STAFF

All faculty and Administrative Staff at The Stuart School of Career Technology, Inc. are experienced in their field of training and are licensed by the New York State Education Department.

POSITION	NAME	CREDENTIALS
School Director	Ting Zhang	Columbia University, BS Electrical Engineering
Director of Admissions	Ting Zhang	Columbia University, BS Electrical Engineering
Placement Director	Ting Zhang	Columbia University, BS Electrical Engineering
Teacher	Yun Yun Li	BA, 20+ years in medical field
Teacher	Yan-feng Zhang	PHD, 20+ years in medical field
Teacher	Jian Xin Zhu	BA, 5+ years in medical field
Administrative Assistant	Xue Chen	High School
Administrative Assistant	Miao Yuan Li	High School
Administrative Assistant	Jihong Weng	High School
Program Director	Daniel Lynch	NYU Stern, BS Finance, 15+ years in technology

ADMISSIONS

ADMISSION REQUIREMENTS AND PROCEDURES

HOME HEALTH AIDE PROGRAM – ENGLISH – H.S. Diploma or Equivalent or passing score of 16 on the Wonderlic Exam.

In addition, Applicants must be at least 18 years of age, be in good physical health, and be emotionally and mentally stable.

HOME HEALTH AIDE PROGRAM – CHINESE – Same as above

PERSONAL CARE AIDE PROGRAM – ENGLISH – H.S. Diploma or equivalent or passing score of 16 on the Wonderlic Exam.

In addition, applicants must be at least 18 years of age, be in good physical health, and be emotionally and mentally stable.

PERSONAL CARE AIDE PROGRAM – CHINESE – Same as above

PERSONAL CARE AIDE UPGRADE PROGRAM – ENGLISH – H.S. Diploma or equivalent or passing score of 16 on the Wonderlic Exam.

In addition, applicants must be at least 18 years of age, be in good physical health, and be emotionally and mentally stable.

PERSONAL CARE AIDE UPGRADE PROGRAM – CHINESE – Same as above

MEDICAL ASSISTANT WITH INTERNSHIP PROGRAM – Applicants must possess either a High School Diploma or a GED. All applicants are required to have a personal interview with an admissions counselor or the school director.

ENROLLMENT AND START DATES

New students may enroll at any time. Classes start at frequent intervals, usually every six weeks, Consult the Admissions Director for the dates of the next starting class.

TRANSFER CREDITS FROM OTHER INSTITUTIONS

Students who have had previous training at another licensed school may request credit for their previous training provided:

- a. They present a transcript from the previous school listing the courses taken.
- b. The student must have a minimum grade of “C” for evaluation.
- c. The school director decides whether to grant the student transfer credit or advanced standing.

TRANSFER BETWEEN PROGRAMS

The institution allows students to transfer between programs of study within the institution. Students interested in transferring should contact the School Director to discuss program options and any applicable credits toward the new program of study.

FINANCIAL ASSISTANCE

The school does not currently participate in Federal or State Financing Aid Programs. Students may contact the School Director and or Bursar regarding available payment plan options.

AVOCATIONAL PROGRAMS

The institution does not offer any avocational programs or courses at this time.

ACADEMIC POLICIES

ATTENDANCE

Any student who is absent for more than 15% of the total length of the program of instruction and who has not maintained satisfactory grades of academic progress, will be dismissed. Absences or tardiness up to 15% of instructional hours must be made up. There is no charge for make-up work.

MAKE UP WORK

Classroom work missed because of an absence can be made up through arrangement with the teachers. Make-up work, however, does not remove an absence. Absences exceeding 15% of instructional hours must be made up in supervised work, documented by faculty in order for the student to receive credit. Otherwise, the student's graduation date will be extended by the number of hours missed. Attendance registers are maintained by the instructor.

LEAVE OF ABSENCE

A Leave of Absence may be granted if the reason is determined to be valid by school officials; a written request must be submitted prior to the leave. A leave of absence cannot exceed thirty (30) days. Only one leave of absence may be granted in any 12-month period. All requests should be addressed to the School Director. Upon return, the student will be evaluated to determine re-entry skill level. There are no additional tuition charges for students who return within the prescribed time.

WITHDRAWAL & DISMISSAL

The school reserves the right to terminate a student for unsatisfactory progress, attendance, behavior, noncompliance with rules and regulations, or tuition delinquency. Students are expected to conduct themselves in an adult manner. Drugs and alcohol are prohibited on school premises. Students guilty of continued unsatisfactory behavior are subject to immediate dismissal.

Every student is expected to maintain high standards of academic integrity. Violations including cheating, plagiarizing, and copying another student's work are subject to disciplinary actions. In the event of such violations, the school will inform the student in writing of the effective date of expulsion. Tuition overpayments will be refunded within 30 days of the last date of attendance.

TARDINESS

Students who are ten minutes or more late for class or leave 15 minutes prior to the end of class will be marked absent for that hour. Continued lateness may result in probation or suspension.

EARLY DISMISSAL

Any student desiring early dismissal must have a valid reason and make a written request to the School Director. Early dismissal is granted at the sole discretion of management staff.

STUDENT CONDUCT, DRESS AND RESPONSIBILITIES

All students are expected to observe acceptable standards of conduct and behave in a mature manner. Students are not permitted to wear torn, dirty or inappropriate clothing. The school prohibits devices that interfere with the learning environment.

APPEAL PROCESS

Any student who wishes to appeal a decision must do so in writing within ten (10) days, addressed to the School Director. A committee appointed by the School Director will review the appeal and notify the student of its decision within 15 days.

RE-ENROLLMENT

Any student who has withdrawn and desires reentry must sign a new enrollment agreement for the hours remaining. Students will be charged at the hourly rate only for the hours needed to complete the program. Re-entry is at the discretion of the School Director after a review of academic records.

STUDENT SERVICES

ORIENTATION

Prior to the start of classes, an orientation will be given to all new students to acquaint them with the goals of the school, its rules and regulations, and the objectives of their course of study.

JOB PLACEMENT ASSISTANCE

The Stuart School of Career Technology Job Placement Service provides assistance at the time of graduation with entry-level positions. However, the school cannot promise nor guarantee employment to any student or its graduates.

CAREER PATH REQUIREMENTS

There are no unique requirements for career paths or for employment and advancement opportunities in the programs currently offered by the institution.

STUDENT SERVICES DEPARTMENT

The Student Services Department offers assistance, advice, and feedback to students regarding any problems, concerns, or questions relating to successful program completion.

TRANSCRIPTS

Students requesting a transcript must do so in writing. There is no fee for the first transcript; additional transcripts are \$5 each. The school reserves the right to withhold a transcript if the student's financial account is in arrears.

TUTORIAL SERVICES

Tutorial services are available on an individual basis. Contact the School Director to make arrangements.

GRADING AND ACADEMIC STANDARDS

MARKING PERIODS

The Stuart School of Career Technology conducts classes twelve months a year, except for listed holidays. Final grades are given and permanently recorded at the end of a module. Every student will be given a Grade Report Card. Final grades are used to complete the cumulative grade point average (GPA).

GRADING SYSTEM

Score Range	Letter	Description	GPA
90-100	A	Excellent	4.0
85-89	B+	Very Good	3.5
80-84	B	Good	3.0
75-79	C+	Above Average	2.5
70-74	C	Satisfactory	2.0
65-69	D	Below Average	1.0
Below 65	F	Failing	0.0

MAXIMUM PROGRAM LENGTH

A Student must complete the entire training program in no more than 1.5 times its standard program length. Failure to do so will result in termination.

MINIMUM STANDARDS OF ACADEMIC PROGRESS

All students must attain a minimum GPA of 1.5 at the end of the first 25% of the program, 1.8 at the midpoint, and 2.0 by the end of the maximum program length, having successfully completed all courses.

ACADEMIC PROBATION

Students failing to maintain the minimum letter grade of "C" are placed on academic probation for one month. Students on probation are permitted one calendar month to return to good academic standing or face academic dismissal.

GRADUATION REQUIREMENTS

1. A student must have a cumulative GPA of at least 2.0,
2. Have completed all required courses,
3. Attended at least 85% of class hours,
4. Satisfied all Financial Obligations to be eligible to graduate.

5. Passing score on School Administered Competency Exam – (For HHA, PCA and PCA Upgrade programs)
6. The school awards a Certificate of Completion for all programs.

CANCELLATION AND REFUND POLICY

1. The non-refundable application fee will be refunded in full if the applicant is rejected or cancels in writing within seven (7) calendar days of signing.
2. Students may cancel the Enrollment Agreement at any time prior to the start of classes.
3. All payments will be refunded in full within 30 days except for the non-refundable application fee.
4. The school reserves the right to request withdrawal of any student whose conduct does not conform to standards.
5. Job Placement assistance is offered to all graduates. The school cannot promise or guarantee employment.
6. Upon successful completion and satisfaction of all monetary obligations, a Certificate of Completion will be awarded.
7. The school may charge for breakage, damage, or loss of equipment for which the student is responsible.
8. Class time in excess of the 15% allowed absences will be charged at \$3.75 per hour.

REFUND POLICY – TERMS

- A. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned except the non-refundable registration fee.
- B. Thereafter, a student will be liable for: (1) the non-refundable registration fee, (2) cost of textbooks/supplies accepted, and (3) tuition liability as of the last date of physical attendance.

FIRST TERM:

WITHDRAWAL TIMING	SCHOOL KEEPS	STUDENT REFUND
Prior to/during first week	0%	100%
During the second week	20%	80%
During the third week	35%	65%
During the fourth week	50%	50%
During the fifth week	70%	30%
After the fifth week	100%	0%

SUBSEQUENT TERMS:

WITHDRAWAL TIMING	SCHOOL KEEPS	STUDENT REFUND
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During the first week	20%	80%
During the second week	35%	65%
During the third week	50%	50%
During the fourth week	70%	30%
After the fourth week	100%	0%

REFUND POLICY – FOR HOME HEALTH AIDE ENGLISH AND CHINESE, PERSONAL CARE AIDE ENGLISH AND CHINESE AND PERSONAL CARE AIDE UPGRADE ENGLISH AND CHINESE

HOME HEALTH AIDE PROGRAM – 83 HOURS – 3 WEEKS

Students withdrawing from the Home Health Aide (HHA) Programs in English or Chinese will receive refunds according to the following schedule:

TIME PERIOD	SCHOOL RETAINS	STUDENT REFUND
Prior to or during first week	0%	100%
During the second week	25%	75%
During the third week	50%	50%
After the third week	100%	- 0%-

PERSONAL CARE AIDE PROGRAM – 40 HOURS – 2 WEEKS

Students withdrawing from the Personal Care Aide Program (PCA) Programs in English or Chinese will receive refunds according to the following schedule:

TIME PERIOD	SCHOOL RETAINS	STUDENT REFUND
Prior to or during the first week	0%	100%
During the second week	25%	75%
During the third week	50%	50%
After the third week	100%	-0%-

PERSONAL CARE AIDE UPGRADE – 43 HOURS – 2 WEEKS

Students withdrawing from the Personal Care Aide Upgrade (PCA Upgrade) Program in English or Chinese will receive refunds according to the following schedule:

TIME PERIOD	SCHOOL RETAINS	STUDENT REFUND
Prior to or during first week	0%	100%
During the second week	25%	75%
During the third week	50%	50%
After the third week	100%	-0%-

PROGRAMS OFFERED

HOME HEALTH AIDE PROGRAM – 83 CLOCK HOURS

CAMPUS: MAIN CAMPUS

PROGRAM OBJECTIVE: To train individuals for employment as Home Health Aides providing personal care and health-related service to clients in their homes. Graduates will be prepared to assist clients with activities of daily living, perform health-related tasks under the supervision of a Registered Nurse, and be eligible for certification through the New York State Home Care Worker Registry.

ADMISSION REQUIREMENTS: H.S. Diploma or its Equivalent, or passing score of 16 on the Wonderlic Exam. In addition, you must be at least 18 years of age, in good physical health, and emotionally and mentally stable.

PROGRAM STRUCTURE: The program consists of a minimum of 83 clock hours divided into Core Skills (Personal Care Aide) training and Expanded Skills (Health-Related Tasks) training. The program includes classroom instruction and supervised clinical experience. At minimum, 50% of supervised practical training is provided in a patient care setting.

CERTIFICATION: Upon successful completion and competency evaluation, graduates receive a Certificate of Completion and are eligible for listing on the New York State Home Care Worker Registry.

SCHEDULE OF CLASSES: Monday- Friday – 9:00 a.m. to 5:00 p.m. Completion Time: Approximately 3 weeks.

COST OF PROGRAM

TUITION \$500 - REGISTRATION FEE: \$50 – BOOKS/MATERIAL FEE \$0 - TOTAL COST: - \$550

COURSE DESCRIPTIONS: SEE BELOW

ORIENTATION TO HOME CARE (4 Hours) – Introduction to the home care industry, the role of the HHA, the home care team, professional ethics, client rights, confidentiality, and communication with supervising health care professionals.

INFECTION CONTROL AND SAFETY (6 Hours) – Standard Precautions, hand hygiene, personal protective equipment, blood-borne pathogen safety, emergency procedures, fire safety, and fall prevention.

BODY MECHANICS AND POSITIONING (4 Hours) Proper body mechanics for lifting, transferring and repositioning clients, use of assistive devices and fall prevention strategies.

NUTRITION AND MEAL PREPARATION (4 Hours) – Basic nutrition, therapeutic diets, food safety and handling, meal planning, and assisting clients with feeding.

ASSISTING WITH ACTIVITIES OF DAILY LIVING (8 Hours) – Techniques for assisting clients with bathing, grooming, dressing, toileting, and personal hygiene while maintaining dignity and encouraging independence.

WORKING WITH ELDERLY AND CLIENTS WITH DISABILITIES (4 Hours) – Physical, emotional, and social needs of elderly clients and clients with disabilities, age-related changes, dementia awareness, and effective communication techniques.

ASSISTING WITH SELF-ADMINISTERED MEDICATIONS (3 Hours) – The HHS's role in medication management, recognizing and reporting side effects, and proper medication storage.

VITAL SIGNS AND OBSERVATIONS - (6 Hours) – Measurement and recording of temperature, pulse, respiration, and blood pressure, observing, recording and reporting changes in client condition.

HEALTH-RELATED TASKS (19 Hours Classroom + 16 Hours Clinical) – Expanded skills including complex modified diets, prescribed exercises, range of motion, prescribed medical equipment, skin and wound observation, ostomy care, catheter care, and specimen collection: Minimum 8 hours supervised with a patient in a care setting.

CAREER DEVELOPMENT (1 Hour) – Employment opportunities for HHA's, job search techniques, resume preparation, and interview skills.

INTERNSHIP – (8 Hours) – Students get practical experience with dealing with patients under strict supervision in a Home Care Setting.

HOME HEALTH AIDE PROGRAM – CHINESE – 83 HOURS

CAMPUS: MAIN CAMPUS

SCHEDULE OF CLASSES: Monday- Friday – 9:00 a.m. to 5:00 p.m. – Completion Time – Approximately 3 Weeks.

COST OF PROGRAM:

TUITION: \$500 - REGISTRATION FEE: \$50 – BOOKS/MATERIAL FEE - \$0 - TOTAL COST \$550

This program is identical in content and structure to the Home Health Aide Program in English. All instruction is delivered in Chinese (Mandarin/Cantonese). Graduates receive the same Certificate of Completion and are eligible for listing on The New York State Home Care Worker Registry. See The Home Health Aide Program – English section for full program details and course descriptions.

PERSONAL CARE AIDE PROGRAM – ENGLISH – 40 HOURS

CAMPUS: MAIN CAMPUS

SCHEDULE – MONDAY – FRIDAY – 9:00 a.m. to 5:00 p.m. – Completion Time – Approximately 2 weeks.

COST OF PROGRAM

TUITION: \$250 - REGISTRATION FEE: - \$50 - BOOK/MATERIAL FEE: - \$0 - TOTAL COST: - \$300

PROGRAM OBJECTIVE: To train individuals for employment as a Personal Care Aide providing non-medical personal care services to clients in their home. Graduates will be prepared to assist clients with activities of daily living, including bathing, grooming, dressing, meal preparation and light housekeeping under the supervision of a care coordinator.

ADMISSION REQUIREMENTS: H.S. Diploma or its Equivalent or passing score of 16 on the Wonderlic Exam. In addition, applicants must be at least 18 years of age, be in good physical and mental condition.

PROGRAM STRUCTURE: This program consists of 40 hours of instruction which covers the basic skills needed for the student to be successful as a Personal Care Aide.

CERTIFICATION: Upon successful completion, graduates receive a Certificate of Completion as a Personal Care Aide. Graduates who wish to advance to Home Health Aide certification may enroll in the PCA Upgrade Program.

COURSES/HOURS

Module I – Introduction to Home Care - 1.5 Hours

Module II – Working Effectively with Home Care Clients - 3.0 Hours

Module III - Working with the Elderly – 2.0 Hours

Module IV – Working with Children – 1.0 Hours

Module V – Working with people who are mentally ill – 1.0 Hours

Module VI – Working with People with Development Disabilities – 1.0 Hours

Module VII - Working with people with Physical Disabilities – 1.0 Hours

Module VIII – Food, Nutrition and Meal Preparation – 4.0 Hours

Module IX – Family Spending and Budgeting – 0.5 Hours

Module X – Care of Home and Personal Belongings – 1.5 Hours

Module XI – Safety and Injury Prevention – 1.5 Hours

Module XII – Universal Precautions – Now covered in Module XII – Unit B – 1.0 Hours

Module XIII – PCA Skills – 22 Hours.

PERSONAL CARE AIDE PROGRAM – CHINESE – 40 HOURS

CAMPUS: MAIN CAMPUS

SCHEDULE OF CLASSES: Monday-Friday 9:00 a.m. to 5:00 p.m. – Completion Time: Approximately 2 weeks.

COST OF PROGRAM

TUITION: \$250 - REGISTRATION FEE: - \$50 – BOOKS/MATERIAL FEE: – \$0 - TOTAL COST: - \$300

This program is identical in content and structure to the Personal Care Aide Program in English. All instruction is delivered in Chinese (Mandarin/Cantonese). Graduates receive the same Certificate of Completion. See the Personal Care Aide Program in English section for the full program details, and course descriptions.

PCA UPGRADE TO HHA PROGRAM – ENGLISH – 43 HOURS

CAMPUS: MAIN CAMPUS (5th Floor)

SCHEDULE OF CLASSES: Monday-Friday – 9:00 a.m. to 5:00 p.m. – Completion Time: Approximately 2 Weeks.

COST OF PROGRAM

TUITION: - \$250 - REGISTRATION FEE: \$50 – BOOKS/MATERIAL FEE: - \$0 - TOTAL COST: - \$300

PROGRAM OBJECTIVE: To provide Personal Care Aide certificate holders with the additional training required to qualify as a Home Health Aide. This program covers the expanded health-related skills not included in the PCA program enabling graduates to perform tasks under the supervision of a Registered Nurse and qualify for listing on the New York State Home Care Worker Registry.

ADMISSION REQUIREMENTS: H.S. Diploma or its equivalent or a passing score of 16 on the Wonderlic Exam. In addition, applicants must be at least 18 years of age and be in good physical and mental condition.

PROGRAM STRUCTURE: The PCA Upgrade Program consists of 43 clock hours covering the expanded health-related skills required for HHA certification, including clinical training.

CERTIFICATION: Upon successful completion and competency evaluation, graduates receive a certificate of Completion and are eligible for listing on the New York State Home Care Workers Registry. The school assists graduates with the application process for Home Care Workers Registry certification through the New York State Department of Health.

COURSES/HOURS

UNIT A – Orientation to Health Related Tasks – 1.0 Hours

UNIT B – Performing Simple Measurement and Tests – 6.5 Hours

UNIT C – Complex Modified Diets – 4.5 Hours

UNIT D – Assisting with Prescribed Exercise Program – 3.5 Hours

UNIT E – Assisting with use of Prescribed Medical Equipment, Supplies and Devices – 8.0 Hours

UNIT F – Assisting with Special Skin Care – 2.0 Hours

UNIT G – Assisting with a Dressing Change – 1.5 Hours

UNIT H – Assisting with Ostomy Care – 8 Hours

UNIT I – Internship in a Hospital or Home Care Setting – 8 Hours

PCA UPGRADE TO HHA PROGRAM – CHINESE – 43 HOURS

CAMPUS: MAIN CAMPUS

SCHEDULE OF CLASSES: Monday-Friday – 9:00 a.m. to 5:00 p.m. – Completion Time: Approximately 2 Weeks.

COST OF PROGRAM

TUITION: - \$250 - REGISTRATION FEE: \$50 – BOOKS/MATERIAL FEE: - \$0 - TOTAL COST: - \$300

This program is identical in content and structure to the PCA Upgrade Program in English. All instruction is delivered in Chinese (Mandarin/Cantonese). Graduates receive the same Certificate of Completion. See the PCA Upgrade Program in English section for the full program details and course descriptions.

MEDICAL ASSISTANT PROGRAM WITH INTERNSHIP – 960 CLOCK HOURS

CAMPUS: MAIN CAMPUS

SCHEDULE OF CLASSES: Monday- Friday – 9:00 a.m. to 5:00 p.m. Completion Time: Approximately 32 Weeks.

COST OF PROGRAM

TUITION: \$9,000 - REGISTRATION FEE: \$100 – BOOKS/MATERIAL FEE - \$299 - TOTAL COST - \$9,399

PROGRAM OBJECTIVE: To train individuals for entry-level employment as Medical Assistants, Medical Office Clerks, Medical Receptionists, and Medical Records Clerks in physician offices and other health care facilities.

PROGRAM STRUCTURE – The program consists of 4 terms of study plus an Internship. Each term runs for 180 Hours and consists of the courses listed below. Total program length is 32 weeks.

CERTIFICATION – Upon completion of the program of study, the student receives a Certificate of Completion as a Medical Office Assistant from a licensed school.

COURSE DESCRIPTIONS – SEE BELOW

BASIC KEYBOARDING FOR MEDICAL ASSISTING 1 – 60 Hours – Basics of using the computer in the medical office.

BASIC KEYBOARDING FOR MEDICAL ASSISTING 2 – 30 Hours – Introduction to the various forms used in the medical office. PREREQUISITE: BASIC KEYBOARDING FOR MEDICAL ASSISTING 1

ANATOMY & PHYSIOLOGY – PART I – 60 Hours - The Nervous System, The Senses, The Integumentary System, The Skeletal System, The Muscular System, and the Respiratory System.

ANATOMY & PHYSIOLOGY – PART II – 60 Hours - The Circulatory System, The Immune System, The Digestive System, The Urinary System, The Endocrine System, and The Reproductive System.

PREREQUISITE: ANATOMY & PHYSIOLOGY – PART I

MEDICAL ETHICS AND LIABILITY – 30 Hours – Legal and ethical areas of Medical Assisting, including liability and patient rights.

MEDICAL TERMINOLOGY – 60 Hours – Defining, building and spelling medical terms, proper application in clinical settings.

MEDICAL OFFICE MANAGEMENT – 60 Hours – Overall operation of the medical office, workplace safety, and managing staff and finances.

PHLEBOTOMY – 30 Hours – Familiarizes students with blood chemistries and proper specimen collection and laboratory testing procedures.

ELECTROCARDIOGRAPHY – 30 Hours - EKG procedures, alerting the physician of results, and filing reports in patient charts.

SPECIMEN COLLECTION AND LABORATORY PROCEDURES – 30 Hours – Safety for patients and health providers regarding specimen collection; Standard Precautions practices.

MEDICAL INSURANCE BILLING – 30 Hours - Skills for entry-level medical billing, including interpreting diagnostic data, entering patient information, scheduling appointments, and printing claim forms.

CAREER DEVELOPMENT – 30 Hours – Employment opportunities, job search techniques, resumes, and job applications.

CLINICAL ASEPSIS/MINOR SURGERY IN THE MEDICAL OFFICE – 60 Hours – Sterile procedures and maintaining medical asepsis before, during, and after invasive procedures.

PHARMACOLOGY – 60 Hours – Administration of medications with emphasis on parenteral medication and overview of topical, oral, and rectal medications.

CLINICAL PROCEDURES – 60 Hours – The students are introduced to specific skills such as height and weight, taking blood pressure, and charting the patient

COMPUTERIZED MEDICAL BILLING – 30 Hours – Administrative functions using medical software; patient data entry, insurance management, and electronic billing.

INTERNSHIP – 240 Hours – Students are assigned to clinical sites with the approximate hours that they attend regular hours after completion of their program of study with courses listed above. Students gain experience in office and clinical procedures.

CLASS SCHEDULES AND COST OF PROGRAMS

CLASS SCHEDULE

PROGRAM	DAYS	TIME	COMPLETION
Home Health Aide – 83 Hours – English	Monday- Friday	9:00 a.m. - 5:00 p.m.	3 Weeks
Home Health Aide – 83 Hours – Chinese	Monday-Friday	9:00a.m. – 5:00 p.m.	3 Weeks
Personal Care Aide – 40 Hours – English	Monday-Friday	9:00 a.m. – 5:00 p.m.	2 Weeks
Personal Care Aide – 40 Hours – Chinese	Monday-Friday	9:00 a.m. – 5:00 p.m.	2 Weeks
PCA Upgrade - 43 Hours - English	Monday-Friday	9:00 a.m. – 5:00 p.m.	2 Weeks
PCA Upgrade 43 Hours - Chinese	Monday-Friday	9:00 a.m. – 5:00 p.m.	2 Weeks
Medical Asst. with Internship – 960 Hours	Monday-Friday	9:00 a .m. – 5:00 p.m.	32 Weeks

COST OF PROGRAMS

PROGRAM	CLOCK HOURS	TUITION:	BOOKS	REG FEE:	TOTAL
HHA - English	83	\$500	\$0	\$50	\$550
HHA – Chinese	83	\$500	\$0	\$50	\$550
PCA - English	40	\$250	\$0	\$50	\$300
PCA – Chinese	40	\$250	\$0	\$50	\$300
PCA Upgrade – English	43	\$250	\$0	\$50	\$300
PCA Upgrade – Chinese	43	\$250	\$0	\$50	\$300
Medical Asst. with Internship 960		\$9,000	\$299	\$100	\$9,399

PAYMENT PLAN

The non-refundable registration fee is due at the time of registration. Payment Plans can be arranged through the business office. At this time, the school does not participate in Federal or State Financial Aid Programs at this time.

SCHOOL HOLIDAYS

The Stuart School of Career Technology will be closed on the following holidays:

New Year's Day

Martin Luther King Day

President's Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Thanksgiving Weekend

Christmas Day

GRIEVANCE PROCEDURES

The Stuart School of Career Technology believes that students are a very important component of the school. As a result, if a student has a complaint regarding any aspect of the school, it should follow the procedures outlined below.

1. The student submits the grievance to the School Director
2. The School Director reviews the grievance within 10 business days and submits the response to the student.
3. If the student is not satisfied with the response or if the grievance concerns the School Director, the student should submit the grievance to the following address

COUNCIL ON OCCUPATIONAL EDUCATION (COE)
7840 Roswell Avenue, Building 300, Suite 325
Atlanta, GA 30350
Contact Number: 1-800-917-2081 or 1-770-396-3898
Website Address: www.council.org

In addition, the student can submit a complaint to the New York State Education Department, Bureau of Proprietary School Supervision at the address listed below:

New York State Education Department
Bureau of Proprietary School Supervision
116 West 32nd Street, 5th Floor
New York, NY 10021
(212) 643-4760

ACCREDITATION STATUS

The Stuart School of Career Technology, Inc. is applying to be a Candidate for Accreditation with the Council on Occupational Education. (COE). For information about National and Program Accreditation, contact the institution at the following:

The Stuart School of Career Technology, Inc.

762 59th Street – 5th Floor

Brooklyn, NY 11220

Telephone: 718 -429-0021

DISCLAIMER AND STATEMENT

The school reserves the right to make changes to faculty, tuition and class schedules with the approval of the New York State Education Department. The Stuart School of Career Technology reserves the right to cancel any program. Prior notification will be made to students regarding cancellation and rescheduling.

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there are any changes from the information provided in this catalog.

ADDENDUM: See information from The New York State Education Department attached.

ADDENDUM

THE NEW YORK STATE EDUCATION DEPARTMENT, BUREAU OF PROPRIETARY SCHOOL SUPERVISION REQUIRES THAT ALL SCHOOLS GIVE THIS DISCLOSURE INFORMATION TO INDIVIDUALS INTERESTED IN ENROLLING IN THEIR SCHOOL.

WHAT IS THE PURPOSE OF THIS ADDENDUM?

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this information. This information provides an overview of student's rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Licensed private career schools which are licensed by the New York State Education Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help insure the educational appropriateness of the programs which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department, at a minimum, every four years, thereby helping to ensure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to ensure that the educational programs being offered meet your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all schools to help ensure that a quality educational program is provided to you.

WHO CAN FILE A COMPLAINT?

If you are or were a student or an employee of a Licensed Private Career School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

WHAT CAN A STUDENT OR EMPLOYEE COMPLAIN ABOUT?

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment

agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

HOW CAN A COMPLAINT BE FILED BY A STUDENT OR EMPLOYEE?

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint, with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

The steps you must take to file a complaint with the New York State Education Department are:

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760 requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.
2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.
3. The investigation will attempt to resolve the complaint as quickly as possible and you may be contacted in the future with follow-up questions. You should provide all information requested as quickly as possible; any delay may affect the investigation of your complaint. When appropriate the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action, then the Department may proceed with formal disciplinary charges.

WHAT IS THE TUITION REIMBURSEMENT FUND?

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending non-degree proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law on the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must file a complaint with the State Education Department at the address listed in item 1 of the addendum. The

staff of the State Education Department will assist you in the preparation of a tuition reimbursement form.

WHAT IS THE TUITION REFUND AND CANCELLATION POLICY?

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement. Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign, you may ask for assistance from the department at the address included in Item #1 of this addendum.

WHAT SHOULD STUDENTS KNOW ABOUT PRIVATE SCHOOL AGENTS?

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the School; they are not school counselors. Private school agents cannot require a student to pay placement or referral fees. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent identification Card are breaking the law if they try to interest students enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

WHAT SHOULD STUDENTS KNOW ABOUT GRANTS AND GUARANTEED STUDENT LOANS?

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York state Tuition Assistance Program (TAP grants or Pell Grants provided by the federal government).

Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours and the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you. It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the insurance premiums charged on these loans.