SCHOOL CATALOG
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LETTER FROM THE PRESIDENT

Dear student,

Congratulations on becoming a part of the QM Career Institute community. We know that you have chosen this path because you realize that dreaming about tomorrow does not bring tomorrow to you. Taking steps towards a better future is what makes those dreams a reality. At QM Career Institute, we focus on you, your goals, and your career. It is our mission to graduate competent workers to take on the jobs our students wish to pursue and that our community needs.

Thank you, and welcome to QM Career Institute!

Consuelo Valladares

Consuelo Valladares
President & Owner

PURPOSE

QM Career Institute aims to meet satisfactorily high educational standards by all regulatory agencies, such as the Florida Commission for Independent Education and the Council on Occupational Education. QM Career Institute will continue to protect the integrity of its diplomas by evaluating the minimum educational requirements and prohibiting misleading literature, advertising, solicitation, or representations by its agents.

MISSION STATEMENT

At QM Career Institute, we believe every student deserves a high-quality education regardless of their life circumstances. Our Mission is to provide the professional and cognitive skills needed to succeed in careers that are high in demand. This will be accomplished by:

- Offering diverse educational experiences.
- A supportive staff that will provide exceptional service and guidance throughout the student's academic journey; and
- Faculty and educational resources that will enhance the educational experience.

All of these will help reinforce educational concepts and enhance career skills needed to develop competent and well-prepared Professionals within each field of training offered at QM Career Institute.

VISION STATEMENT

Our vision at QM Career Institute is to continue to grow and to offer our community the opportunity to become professionally certified in occupations that are in high demand. We plan to expand our curriculum by adding additional career programs to include other trades such as business and technology.

LICENSE, ACCREDITING, AND REGULATING AGENCIES

QM Career Institute is an initially accredited institution by the Commission of the Council on Occupational Education ID # 355500
Should there be any concerns or complaints regarding our status, please contact:
Council on Occupational Education
Address: 7840 Roswell Road Building 300, Suite 325 Atlanta, GA 30350
Phone Numbers: Telephone (Local): 770-396-3898 Telephone (Toll-Free): 800-917-2081 Fax: 770-396-3790

LICENSED BY

The Commission for Independent Education, Florida Department of Education Any Additional information regarding this institution is obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400. Toll-Free telephone number 888-224-6684. www.fldoe.org/policy/cie/ QM Career Institute is also regulated by the Florida Board of Massage and the Florida Board of Cosmetology.

OWNERSHIP /GOVERNING BODY

QM Career Institute was incorporated in Florida. The entity is owned by Consuelo Valladares, a 100% stockholder. QM Career Institute is located at 4645 Gun Club Rd. #23, West Palm Beach, Florida 33415, phone (561) 305-2635. The Corporate officer is Consuelo Valladares, President.

FACILITIES AND EQUIPMENT

QM Career Institute's address is 4645 Gun Club Rd, Suite 23, West Palm Beach, FL, 33415. Gun Club Shopping Plaza is the location of the school. QM Career Institute is a well-lit, clean, safe, and air-conditioned facility with three thousand two hundred fifty square feet (3,250 sq. ft.) of space. It includes the main lobby, four offices, six classrooms, three labs, two restrooms, and one media center. There is ample parking, as well.

FACULTY AND ADMINISTRATIVE STAFF

Consuelo Valladares, ***School President. Director of Admissions and Education***
Vocational Institute of Florida, Miami Fl, (Medical Assistant Diploma)
Progressive Training Center, Pompano Beach Fl: (Patient Care Technician Diploma) The Miami Institute of Medical Technology: (Phlebotomy Technician Diploma) American International Accrediting Association (Certified Medical Assistant Program) CNA License Florida: CNA137277 Exp: 05/31/2026.
Diploma, Jose Marti Province Pinar del Rio, Las Martinas, Cuba
Certified Higher Education Professional (Excellence in Leadership) Career Education Colleges and Universities. Issued: May 4, 2024. Renewed Annually.

Natalia Carballo, ***Campus Director***
Diploma Wellington High School, Wellington, FL.
Certified Higher Education Professional (Excellence in Campus Operations). Career Education Colleges and Universities. Issued: July 14, 2026. Renewed annually.
Certified Higher Education Professional (Excellence in Leadership). Career Education Colleges and Universities. Issued: July 15, 2026. Renewed annually.

Yelianis Orta, ***Assistant Campus Director***
Diploma, Bachelor Degree of Information Sciences
University of Havana, July 3, 2020.
Certified Higher Education Professional (Excellence in Campus Operations). Career Education Colleges and Universities. Issued: October 28, 2025. Renewed annually.
Registered Behavior Technician (RBT), Behavior Analyst Certification Board (BACB), Lic. No. 25-43-4724, Expires 05/2026.

Maritza De La Cuesta, ***Office Manager***
Diploma, Jose E. Diego High School, Aguadilla, PR
Certified Higher Education Professional (Excellence in Leadership) Career Education Colleges and Universities. Issued: May 4, 2024. Renewed annually.

Regina Erausquin, ***Student Services Coordinator, Part-Time Admissions Representative***
Diploma, Santa Rosa de Lima Padres Meryroll, Peru.
Certified Higher Education Professional (Excellence in Career Services) Career Education Colleges and Universities. Issued: May 5, 2024. Renewed annually.

Certified Higher Education Professional (Excellence in Admissions) Career Education Colleges and Universities. Issued: 12/24/2025 Renewed annually.

Yomary Leon, ***Part-Time Admissions Representative***
Facial and Body Aesthetics Technician, Vital Center, Colombia.
Certified Higher Education Professional (Excellence in Admissions) Career Education Colleges and Universities. Issued: 12/23/2025 Renewed annually.

Maria del Carmen del Valle, ***Office Administrator***
Diploma. Golitah Academy. Lake Worth, FL

Eduardo Garcia, ***Part-Time Substitute Instructor:*** *Medical Assistant Program.*
Institute Superior of Medical Science Cuba. (Medicine Doctor Specialist). Registry of Medical Assistant, Number 225009 Exp: 12/31/2025. Currently being renewed.

Zulay Luna de Guardia, ***Full-Time Instructor:*** *Home Health Aide Program* License CNA386319 Exp 5/31/2027. Certified Higher Education Professional (Excellence in Teaching) Career Education Colleges and Universities. Issued: 12/22/2025 Renewed annually.

Mary Ann Hernandez Gudiel, ***Part-Time Instructor****: Medical Assistant, Phlebotomy Technician Programs* San Carlos University of Guatemala, Medical Doctor and Surgeon. Registered Medical Assistant, Florida Registry of Medical Assistants - Number: 202112185234 Exp: 06/06/2026. Certified Higher Education Professional (Excellence in Teaching) Career Education Colleges and Universities. Issued: 12/24/2025 Renewed annually.

Tilcia Cabiedes, ***Part-Time Substitute Instructor:*** *Cosmetology & Nail Technician Programs* Devry University, North Brunswick, NJ (AAS Communications); Ashford University, Clinton IO (BAS Accounting); Marinello Schools of Beauty, Burbank CA (Cosmetology Diploma); Latin Beauty Academy, Greenacres FL (Full Specialist) Licensed Full Specialist, Lic Num. FS922351, Exp: 10/31/2027.

Lorena Rojas, ***Part-Time Instructor:*** *Nail Technician Program.* Palm Beach State College, Palm Beach, Florida (Career Certificate, Nail Technician). University of Santiago of Cali, Cali, Colombia (Specialist of Teaching in Higher Education) Licensed Nail Technician FV9644164 Exp. 10/31/2026. Certified Higher Education Professional (Excellence in Teaching) Career Education Colleges and Universities. Issued: 12/21/2025 Renewed annually.

Adriana Gomez, ***Part-Time Instructor****: Medical Assistant Program.* Universidad Nacional, Venezuela, Medical Surgeon, Diploma. Certified Medical Assistant, FL. Exp 01/04/2028. Certified Higher Education Professional (Excellence in Teaching) Career Education Colleges and Universities. Issued: 12/22/2025 Renewed annually.

Carmen Dinaria Barbera, ***Part-Time Instructor****: Phlebotomy Technician Program.* Carabobo University, Bachelor Degree in Bioanalysis (Diploma, 1996). ICR Florida Education, Miami FL. Medical Laboratory Assistant (Diploma, 2023). ICR Florida Education, Miami FL. Phlebotomy Technician (Diploma, 2022). Certified Phlebotomy Technician (PH1), FL. Exp 08/25/2026. Certified Medical Laboratory Assistant (ML1), Florida 01/08/2027. Certified Higher Education Professional (Excellence in Teaching) Career Education Colleges and Universities. Issued: 12/23/2025 Renewed annually.

Rosa J. Chaparro, ***Part-Time Instructor:*** *Spa Massage Therapy Program*. QM Career Institute, FL, Spa Massage Therapy (2020, Diploma). FL License MA 99055. Exp: 08/31/2027. Certified Higher Education Professional (Excellence in Teaching) Career Education Colleges and Universities. Issued: 12/19/2025 Renewed annually.

Vladmimiro Rodriguez, ***Part-Time Instructor:*** *Spa Massage Therapy Program*. QM Career Institute, FL, Spa Massage Therapy (2024, Diploma). FL License MA 97969. Exp: 08/31/2027. Certified Higher Education Professional (Excellence in Teaching) Career Education Colleges and Universities. Issued: 12/23/2025 Renewed annually.

Deborah Romano, ***Part-Time Instructor****: Home Health Aide Program.* Capscare Academy for Health Education. Licensed Practical Nurse (LPN) PN 5212798. Exp: 07/31/2027 Certified Higher Education Professional (Excellence in Teaching) Career Education Colleges and Universities. Issued: (in progress) Renewed annually.

ADMISSION REQUIREMENTS AND PROCEDURES

QM Career Institute admits prospective students who are above compulsory age, or who are at least 17 years of age or older and have a high school diploma, General Education Development (GED) Certificate, Certificate of Completion, or has passed the Wonderlic Ability to Benefit Exam (ATB) with a minimum score of 10 for all programs except Medical Assistant for which the minimal passing score is 12. If an applicant is unable to achieve the minimum acceptable score for the program of his/her choice, the student may re-test anytime for admissions. If a student is from a foreign country and cannot provide proof of high school, they will be required to take the Wonderlic ATB exam for enrollment.

The following documents are required for Admissions:
Complete the Admission application and submit the required documents:
Proof of age (if applicable)

- Evidence of high school diploma (if applicable), GED, Certificate of Completion, or passing score of ATB exam.
- Proper ID such as Driver's License, state or military ID, passport, or any other US government-issued document.

CODE OF CONDUCT AND SCHOOL REGULATIONS

Students are expected to conduct themselves in a manner that will reflect the integrity and professionalism of the school. Therefore, all students must adhere to the following rules and regulations. Any breach may subject a student to disciplinary action, which may include an immediate warning, probation, suspension, or dismissal for any of the following reasons:

1. (Anti-Hazing) Hazing is strictly prohibited. This includes any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student; or any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student.
2. Failure to fulfill the requirements of academic probation or attendance.
3. Failure to comply with Enrollment Agreement in its entirety, including failure to pay Tuition. 4. Attending classes under the influence of drugs or alcohol. Alcoholic beverages and drugs are not permitted on school premises and will be reported to law enforcement

authorities and the student will be permanently expelled.

5. Behavior that is potentially dangerous to clients, fellow students, instructors, directors, and/or administrative staff.
6. Students are required to wear enclosed shoes and proper uniforms for designated classes. Violation will result in the student being sent home for the day.
7. In case a student loses their uniform, the student must purchase another uniform.
8. Destruction and vandalism of school property.
9. Gum chewing is not permitted on School Premises.
10. Failure to seek a faculty member's approval before any work can be done on themselves or other students. 11. Failure to be in class at the start of their session.
12. Students must be responsible for their personal belongings and equipment.
13. Solicitation of any kind while on school premises.
14. Sexual misconduct and/or sexual harassment.
15. The school will not be responsible for any loss of student property.
16. Providing false information to school administration or faculty.
17. Cheating on exams.
18. Abusive or foul language will not be allowed on school premises.
19. Acting in a manner that is disrespectful, insubordinate, or unprofessional to fellow students, instructors, and /or administrative staff.
20. Students' children are not permitted on school premises during class hours.

OTHER RESPONSIBILITIES

A. Work areas will always be kept clean.
B. Students are required to clean their work areas at the end of the day.
C. Equipment will be returned to its designated storage area.
D. Trash will be stored in trash containers that are available throughout the school.
E. Equipment will be sterilized before it is used.
F. School rules will always be enforced.
G. Suggestions are welcomed, as well as constructive criticism. They should be brought to the Director's attention.
H. Students must complete all programmed tasks.
I. Students will pay their bills on time.
J. Students will not bring children and/or guests to the school.
K. School property will always be protected. Students caught in the act of defacing or destroying school property will be dismissed immediately, and legal action may follow.
L. Students will not visit the administrative offices except on school-related matters.
M. Students caught cutting class may be suspended by the school's Director.
N. Admission documents become the property of the institution and are part of the student's permanent record. They will not be returned to the student. Upon request, copies will be made with a three-day notice.

CANCELLATION AND REFUND POLICY

QM Career Institute's refund policy is published within the school catalog and is uniformly administered. All funds paid by the student will be refunded if the school rejects the application, or if the student cancels the enrollment agreement within three (3) calendar days of signing the agreement or before the class start date, whichever comes first. If, after the 3-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for the course or program and shall include all fees, except the administrative fee and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student. The minimum refund that a school shall pay a student who withdraws

after the 3-day cancellation period and after instruction has begun, is as follows:

- Cancellation after attendance has begun, but through 50% completion of the program, will result in a Pro-Rata refund computed on the number of hours completed to the total program hours. This will not include the Registration Fee of $100.00.
- Cancellation after completing 50% of the program will result in no refund.
- Refunds will be made within thirty (30) days from receipt of cancellation notice.

DATE OF WITHDRAWAL AND CALCULATION

A student's withdrawal date is always the last date of academic attendance as determined by the school from its attendance records. This data is used for all students who cease attendance, including those who do not return from an approved LOA, those who take an unapproved LOA, and those who officially withdraw. The withdrawal date will be used in all Withdrawal calculations. QM Career Institute will attempt to establish contact with the student for ten (10) days after attendance has ceased without notice. If no communication is received, the student will be withdrawn from their respective program.

FEES

NON-REFUNDABLE FEES:

- Registration Fee - $100.00, maybe refunded if in compliance with the cancellation policies.
- CPR Card - $ 50.00
- First Aid Card- $75.00
- In-services Fees - $48.00
- Wonderlic Exam Fee - $20.00
- Accuplacer Exam Fee - $25.00
- Withdrawal Administration 5% Fee up to a maximum of up to $50.00 of the total institutional charges for the period, whichever is less.

OTHER PROVISIONS

The school director may, at their discretion, terminate the student before completion for (1) insufficient progress, (2) non-payment, or (3) failure to comply with school rules. The school also reserves the right to cancel and change the class content, class schedule, unit textbooks, starting dates, etc. There will be no financial penalty to the student.

STUDENT SERVICES

Advising

Individual and group advice is provided throughout a student's tenure at the school. Students are encouraged to seek advice from instructors or the school's administration regarding academic concerns personal concerns or issues that may interfere with their training.

Financial Aid

QM Career does not offer Federal Aid to students.

Learning Resources

The school has a Learning Resource Center of professional books, magazines, and videos. Students are encouraged to expand their experiences using this facility. The center is open during school operational hours to all students and staff.

Employment/Placement

The school's Placement Office searches for employment and helps all graduates in their quest for employment. Services include orientation to job seeking, resumes, interviews as well as referral and job placement assistance. The service entails no charge and is available to all the institution's graduates. The school will assist the student with the employment search but cannot guarantee job placement. Graduates of a Spanish-speaking program may encounter employment limitations because most businesses require fluency in the English language.

Transportation

The school does not provide transportation; however, public transportation is readily available around the school area.

Appeal

The institution's policy indicates that the student has a right to appeal a decision that can be prejudicial to his interest. A requirement of appeal must be done in writing and directed to the discipline committee. The written request will be part of the student's record. File the complaint with the Executive Director within ten days of the incident, and the Executive Director will decide within ten days, and the decision will be final.

Complaints & Grievances

Students, Faculty and Staff that have grievances should follow the Institute's Grievance Procedures. They may refer their grievances if unresolved to the following agencies:

The Commission for Independent Education
325 West Gaines
Street Suite 1414
Tallahassee, FL 32399-0400
(888) 224-6684
www.fldoe.org/cie

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
(770) 396-3898
www.council.org

Equal Opportunity

This school's policy is consistent with Federal policy regarding discrimination. QM Career Institute does not discriminate regardless of sex, age, origin, handicap, racial, religious, or social background, and no qualified applicant will be excluded from enrollment for any such discriminatory reason.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that protects the privacy of student education records. FERPA applies to any public or private elementary, secondary, or post-secondary school. It also applies to any state or local education agency that receives funds under an applicable program of the US Department of Education.

The Act serves two primary purposes:

1. It gives parents or eligible students more control over their educational records, and
2. It prohibits educational institutions from disclosing "personally identifiable information in education records" without the written consent of an eligible student, or if the student is a minor, the student's parents (20 U.S.C.S. § 1232g(b)).
3. An eligible student has reached age 18 or attends a school beyond the high school level.

Parents' or Eligible Students' Rights

Parents or eligible students have the right to take the following actions:

- Inspect and review the student's education records maintained by the school. Schools do not have to provide copies of records unless parents or eligible students can't review the original records (e.g., they live far away).
- Request that a school correct records they believe to be inaccurate or misleading. If the school decides not to change the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to change the record, the parent or eligible student has the right to place a statement with the record that explains his or her view about the contested information.
- Stop the release of personally identifiable information.
- Get a copy of the institution's policy concerning access to educational records.

Schools need written permission from the parent or eligible student to release any information from a student's education record. Schools that do not comply with FERPA risk losing federal funding. Private postsecondary schools, however, generally do receive such funding and are subject to FERPA.

Permitted Disclosures

FERPA allows schools to disclose information from a student's education record, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for, or on behalf of, the school
- Accrediting organizations
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, under specific state law •To comply with a judicial order or lawfully issued subpoena

Personal Property

The school is not responsible for any lost or stolen equipment. Students are encouraged to adequately identify through labeling or marking all their supplies and equipment.

Financial Assistance

QM Career Institute does not currently offer any financial assistance; however, a term of payment plan can be arranged between the student and the school depending on the student's need.

Uniforms

All students are requested to wear a clean uniform. The student will project the expected professionalism their future career will demand.

Smoking, Eating, and Drinking

No eating, drinking, or smoking in the classroom or clinic area is allowed (this includes chewing gum). The designated areas must be used for this purpose. Students are expected to keep all areas always clean.

Hygiene

All students are required to keep high standards of sanitation in their work areas.

Equipment

All students are responsible for their equipment. Students must use personal and school equipment safely and professionally. Any damaged equipment will be reported immediately.

Externship/Practical Services

All students are expected to perform every practical service assigned to them. Any Student, who refuses to perform a service, will be dismissed from class, and will not be credited for that day. Valid medical excuses may be accepted if accompanied by a doctor's note. QM Career Institute students participate on on-site work-based activities.

Payments

All payments are per the terms of the Enrollment Agreement subscribed between the school and the student.

SCHOOL CALENDAR AND CLASS SCHEDULE

The school operates continuously throughout the year; (Monday through Friday) applicants who are approved will start classes on the next beginning week (Monday) following approval. The school reserves the right to change its schedule if they are in the best interest of the students. The Institute operates on an average of 4 active programs in the Morning schedule and 5 active programs in the evening schedule.

Program	Days/Time	Evenings/Time	Total Program hours per week
Home Health Aide	Monday - Friday 9:00 am - 2:00 pm	Monday - Friday 6:00 pm - 10:00 pm	Morning 25 Evening 20
Phlebotomy Technician	Monday – Friday 9:00 am – 2:00 pm	Monday - Friday 6:00 pm - 10:00 pm	Morning 25 Evening 20
Nail Technician	Monday – Friday 9:00 am – 2:00 pm	Monday - Friday 6:00 pm - 10:00 pm	Morning 25 Evening 20
Medical Assistant	Monday – Friday 9:00 am – 2:00 pm	Monday - Friday 6:00 pm - 10:00 pm	Morning 25 Evening 20
Spa Massage Therapy Specialist	Monday - Friday 9:00 am - 3:00 pm	Monday - Thursday 6:00 pm – 10:00 pm Saturday 10:00 am – 4:00 pm	Morning 30 Evening 22

HOURS OF OPERATION

Office Hours:
Monday through Friday
9:00 am – 7:00 pm

School Hours: Monday through Friday
9:00 am – 10:00 pm
Saturday: 10:00 am - 4:00 pm

School Calendar

The school will not open for classes on the following holidays:

- Martin Luther King's Birthday
- President's Day
- Good Friday
- Memorial Day
- Juneteenth National Independence Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day and the day after
- Christmas and New Year Recess (Classes begin the second Monday of January)

PROGRESS POLICY

Unit of Credit and Class Size

The school operates on a clock-hour basis. A clock hour is defined as a period of sixty (60)

minutes, with a minimum of fifty (50) minutes of instruction in the presence of an instructor.

The maximum average class size is 25 students per instructor. The instructor-to-student ratio is 1:25.

Academic Policy

The Institution's **Academic Policy** requires that students must complete the **program no more than one time** and a half (150%) from the program's normal length. For example, a student in a 600-hour program must complete the program within 900 attempted hours.

Academic Year

An academic year is defined as 900 clock hours. The institution requires that all students must be evaluated in terms of Academic and **attendance** progress. The Students will receive a report at the end of their 25%, 50%, and 75% points of their academic journey from their instructors.

Measure Used

(**Grade Point Average**) of 1.5 by 50% completion point of the program, and/or by the first mid-point, whichever comes first. The student also must achieve a minimum GPA. of 2.0 by 75% completion point of the program, and/or by the second mid-point whichever comes first and continue to achieve a minimum 2.0 GPA through the remaining completion time of the program.

Required Completion Time

The student must also attend at least 70% of the scheduled **attendance** per each evaluation period to attain satisfactory progress. If the student does not meet these requirements, the student will be placed on probation for four (4) weeks.

Evaluation

This will be accomplished by a final exam on every course of instruction in the program. Cumulative GPA (Grade Point Average) is computed by each letter having a point value. To compute the grade point value for a course, multiply the grade point value by the number of clock hours. For example, a "B" in the 24-hour course is equal to 72 points (clock hours). To calculate a GPA, add the total grade point values for all courses and divide that figure by the total number of clock hours attempted. Students will receive copies of their progress reports for attendance and academic performance at the end of their 25%, 50%, and 75% points of their academic journey from their instructors. Students will have the opportunity to review their progress, and sign and keep a copy of their progress reports.

Probation

The institution has established a period of probation for the benefit of the student, which will permit the student to comply with the requirements of satisfactory progress in a period without giving him/her an immediate withdrawal from the program. The policy of the institution determines the maximum time of probation is four weeks. After the four-week period is complete, and the student did not meet the requirements of satisfactory progress by attending make-up days, doing make-up exams, tutorial classes, and additional exams with a minimum grade average and attendance required for the current period of evaluation he/she will be terminated effective immediately.

Reentry Status on Satisfactory/Unsatisfactory Progress

A student who has withdrawn with Satisfactory Progress could solicit readmission one month from the withdrawal date. A student who withdraws/is terminated for not meeting satisfactory academic

progress can also re-enroll one month after termination. However, the student will be placed on probation for 30 days. The student must reestablish their Satisfactory Progress by completing make-up days, tutorial classes, and additional exams with satisfactory enough hours that will permit them to achieve higher grades and meet minimum attendance and academic requirements as per their current evaluation period. Students who retain satisfactory policy will resume normal daily school activities.

Grading System

The school bases its grades on results from theory, clinic, and practice, from written and practical examinations. The student's professionalism and conduct are also considered. The following is the academic value system the school uses for grading purposes:

Rating Score- Grades- GPA

TR	Transfer of credit	TR	0.0 points
Excellent	90%-100%	A	4.0 points
Good	80%- 89%	B	3.0 points
Satisfactory	70%-79%	C	2.0 points
Fail	60%-69%	D	1.0 points
Unsatisfactory	0%-59%	F	0.0 points
Incomplete	Incomplete	I	0.0 points
Withdrawal	Drop	W	0.0 points

Evaluation will be accomplished by a final exam on every course of instruction in the program. Cumulative GPA (Grade Point Average) is computed by each letter having a point value. To compute the grade point value for a course, multiply the grade point value by the number of clock hours. For example, a "B" in the 24-hour course is equal to 72 points (clock hours). To calculate a GPA, add the total grade point values for all courses and divide that figure by the total number of clock hours attempted. Students will be given a copy of their progress report during their 25, 50, and 75 percent evaluation period. Records are maintained by the school permanently and if the school should close, the student files will be surrendered to the Commission for Independent Education.

Grade Assignment

The grades of theory, laboratory, and clinic are assigned based on tests and assigned work taking into consideration the level of the student's application to theory and professional skills. We could require that a student repeat service to obtain major skills and better himself.

Attendance

Good attendance is expected of a student. Every effort should be made to maintain good attendance. Absences due to medical reasons or circumstances beyond the student's control will be excused through the school's office. All other absences will be considered unjustified and could result in suspension or possible dismissal of the student. Attendance is reviewed every week.

The students are responsible for their tardiness and absences. The instructor will take attendance daily. Instructors maintain weekly attendance records for each student. These

records are also summarized every 451 hours or at the nearest mid-point of the program in those cases in which the same is less than 451 hours. Attendance will be concluded at the first fifty minutes of instruction.

If a student stops attending classes and does not communicate with their instructors and/or school administrators, he/ she will be dropped from their program of study after ten (10) days of non-communication and non-attendance. The student's last date of attendance will be used to determine the dropped date. The school will attempt to establish contact with the student before making this decision.

Make-Up Work/Hours

The student has until their evaluation period mid-point to change any incomplete or failing grade. If not, any incomplete (I) grade will be changed to an (F), and any failed exam by mid-point is final, and the student grade point average will be re-calculated accordingly. Students may also make up hours by attending additional hours or classes. The student and a school administrator must sign and complete the Make-up Hour Form kept by the Registrar.

Exams

For any student who is absent from class and does not take a test, the instructor will assign a make-up day and time.

Transferability of Credits

Any student who began a program at QM Career Institute and wishes to transfer to another program will receive credit for courses passed that are also applicable to the new program. Tuition will be adjusted accordingly. Furthermore, Student Academic Progress determination will not include previously earned credits, which do not apply to the program change.

Transfer Students will meet the same standards and requirements as a traditional QM Career Institute (QMCI) student. This includes Admission requirements. QMCI will accept up to 50% of credits provided it is comparable to what is being offered at QMCI. Exceptions may apply. Transferred grades must be 2.0 or greater; Ds and Fs are not transferable. Failure to meet QMCI standards may warrant denying part or all transfer of credits.

Students who transfer out of QMCI to another institution will receive their academic transcript providing that all financial obligations have been met. The acceptance of the credits earned is at the discretion of the accepting institution, and the student's responsibility to confirm whether credits will be accepted by another institution of the student's choice.

Transcripts

A transcript of the student's record may be issued upon a student's request. Transcripts are maintained by the school in fireproof cabinets. If a student decides to transfer from one program to another, they will be given credit for all hours earned if the program is in the same field.

Progress Report

QM Career Institute Teachers will keep weekly progress records for each student which are then summarized in monthly progress report cards. Students will receive copies of their progress reports for attendance and academic performance at the end of their 25%, 50%, and 75% points of their academic journey from their instructors. Students will have the opportunity to review their progress, and sign and keep a copy of their progress reports.

WHAT EVERY STUDENT SHOULD KNOW

Programs at QM Career Institute are also offered in Spanish. Course contents are taught in Spanish and in that language only. All exams and projects will be conducted in Spanish. *Completing a course or program in a language other than English may reduce employability where English is required.*

QM Career Institute requires workers to be able to perform certain physical tasks such as moving patients, lifting supplies, moving quickly in emergencies, being able to read orders, and doing a great deal of walking. Applicants should note that allied health careers maintain such highly physical activities every day and should consider this when choosing their career training.

QM Career Institute reserves the right to amend, add, or delete classes, programs, policies, equipment, tuition, and fees, with prior notice of such changes. Reasonable accommodations will be made for students impacted by such changes. On the first day of class for each program, students receive a copy of the course syllabi and course outlines. Syllabi and course information will be disseminated in the appropriate language of the program offering (English or Spanish).

Graduation Requirements

To graduate, a student must have completed the program of studies he or she enrolled in within the specified time; the average and attendance requirements outlined in the Satisfactory Progress Policy of the Institution and have completed all fiscal requirements and obligations with the school.

Diploma

A diploma will be conferred once all graduation requirements have been met.

Termination by Institution

The school reserves the right to dismiss a student for failure to maintain satisfactory progress, excessive absences, breach of school rules and regulations, or any cause the school deems necessary for the good of the school and/or the students.

In-Service Training Courses

Students are not required to take these specific in-service training courses to prepare for their healthcare career, because they are offered in the program. However, these in-service courses are for continued education and yearly in-service courses. These in-services continuing education training courses are as follows: *Alzheimer's Disease* $10.00, *OSHA* $10.00, *Infection Control*$10.00, *Medication Administration* $10.00, *HIV/AIDS* $10.00, BLS *CPR Card* 15 $50.00 (prices are subject to change.)

Scheduled dates will be provided to students for each course.

Course Numbering System

The course numbering system uses a six-digit alphanumeric identifier. The prefixes are characters that represent the type of course and the suffixes are numbers that represent the sequence in which they are taught.

DISCLOSURE STATEMENTS

Some classes are taught in the Spanish language, and completing a course or program in a language other than English may reduce employability where English is required. Students should also know fundamental computer skills, but it is not a requirement. Students may begin working in their field of training as soon as the diploma is received.

Spa Massage Therapy Specialist Program: The graduates must obtain a license from the Florida Board of Massage before he/she can obtain employment. Also, the Florida Board of Massage requires criminal background reporting on their application for licensure. Students must pass the Level 2 Background Check and Drug Screening from the FL Department of Law Enforcement. Individuals with criminal backgrounds may not be eligible for licensure or employment. The program has a clinical practice.

Nail Technician Program: Graduates must obtain a license from the Florida Board of Cosmetology before employment. The Board requires disclosure of criminal history, and applicants must pass a Level 2 Background Check and Drug Screening through the Florida Department of Law Enforcement. Individuals with certain criminal backgrounds may be ineligible for licensure or employment. The program includes practical training services to prepare students for state requirements.

The Home Health Aide, Medical Assistant, and Phlebotomy Technician program graduates may need to pass the Level 2 Background Check and Drug Screening from the FL Department of Law Enforcement upon the employer's request. Upon completion of the program, the student will receive a diploma and is eligible to seek employment in their field of study.

HOME HEALTH AIDE

75 CLOCK HOURS

Tuition: $400.00 Registration Fee: $100.00 In-Services & BLS CPR Card: $98.00 Total Program Cost: $598.

FEES NOT INCLUDED IN PROGRAM COST:

Wonderlic ATB Exam (if applicable):$20. Books/Materials & kits are not included in the program.The estimated cost of books and materials is $75.

PROGRAM OBJECTIVE:

Upon completion of this program, graduates will possess the skills and knowledge to become employed as entry-level Home Health Aides, working for Home Health Agencies, and Hospice Care.

PROGRAM DESCRIPTION:

Students of the Home Health Aide program will learn to perform duties that include providing physical comfort and care for patients, nutrition, and other sustaining services for home health care recipients. The students will have 35 hours in the lab to practice, demonstrate and perform procedures associated with bedside client care.

PROGRAM OUTLINE

Full-time students will complete this program in three (3) weeks, Part-time in approximately 4 weeks.

Course Code	Course Title	Theory Hours	Lab Hours	Externship Hours	Total Clock Hours
HHA 100	Verbal & Written Communications	5	0	0	5
HHA 101	Laws & Ethical Standards for Home Health Aides	5	0	0	5
HHA 102	Physical Comfort and Patient Safety	5	5	0	10
HHA 103	Nutrition	10	5	0	15
HHA 104	Infection Control Procedures	5	10	0	15
HHA 105	Home Health Care	6	10	0	16
HAE 100	HIV/AIDS Education	5	0	0	5
CPR-100	CPR-Cardiopulmonary Resuscitation (CPR card not included)	0	4	0	4
	Totals	**41**	**34**	**0**	**75**

Upon completion of the program, the student will receive a Diploma and transcript.

COURSE DESCRIPTION – HOME HEALTH AIDE PROGRAM – 75 CLOCK HOURS

Textbooks:

The Home Health Aide Handbook, 6th Edition. Publisher: Hartman Publishing Inc.
ISBN-13 978-1604251081

Guía de Técnicas para Ayudantes de Salud en el Hogar. 6.ª Edición. Publicador: Hartman Publishing Inc.
ISBN-13 978-1604251104

Mosby's Dictionary of Medicine, Nursing & Health Professionals, 10th edition. Publisher: Elsevier
ISBN: 978-0323222051

The CPR Training Manual, American Heart Association, 2021 Edition

HHA 100 Verbal & Written Communications - 5 Theory Hours/0 Lab Hours/0 Externship Hours/5 Clock Hours
This course is designed to enhance verbal and written communication skills. Students engaged in this course will learn basic sentence structure and grammar, for developing the ability to communicate clearly and concisely in the healthcare setting. Verbal communication will be developed through an oral presentation and word enunciation.

HHA 101 Laws & Ethical Standards for Home Health Aides - 5 Theory Hours/0 Lab Hours/0 Externship Hours/5 Clock Hours
Students will learn the laws and ethical standards that govern the activities of the Home Health Aide. Students will hold an active discussion on ethical issues that are faced in the Home Health setting.

HHA 102 Physical Comfort and Patient Safety - 5 Theory Hours/5 Lab Hours/Externship Hours/10 Clock Hours
Students develop skills in patient care, specifically in physical comfort and patient safety. Students will learn the importance and the appropriate procedures and actions in creating a comfortable and safe environment for patients.

HHA 103 Nutrition - 10 Theory Hours/5 Lab Hours/0 Externship Hours/15 Clock Hours
Protocols for patient care include nourishment, nutrition, and procedures for feeding patients. Students learn the importance of balanced nutrition, diabetic diets, other special needs diets, and essential nutrition principles for patients.

HHA 104 Infection Control Procedures - 5 Theory Hours/10 Lab Hours/Externship Hours/15 Clock Hours
This course is designed to train students on procedures for infection control. Students will demonstrate knowledge of OSHA guidelines, as well as skills in isolation procedures, gloves, and appropriate hand-washing techniques.

HHA 105 Home Health Care - 6 Theory Hours/10 Lab Hours/0 Externship Hours/16Clock Hours
Students will become oriented as to the purpose and history of home health care. Students will

learn about the medical workers involved in home health care and the role of the home health aide in the home health setting. Students will practice patient care skills and administrative skills involved in home health care.

HAE 100 HIV/AIDS Education - 5 Theory Hours/0 Lab Hours/0 Externship Hours/5 Clock Hours
This course is designed to provide the necessary information concerning HIV/AIDS and the medical worker. Students will learn the history of HIV/AIDS, the procedures and protocols required for caring for HIV/AIDS patients, the pathology of the disease, and the expectations, and objectives of clinical management that is standard for HIV/AIDS patients.

CPR-100 CPR-Cardiopulmonary Resuscitation (CPR card not included) - 0 Theory Hours/4 Lab Hours/0 Externship Hours/4 Clock Hours
This course will prepare students for emergency procedures in Cardiopulmonary Resuscitation CPR.

PHLEBOTOMY TECHNICIAN

165 CLOCK HOURS

Tuition: $1,950.00 Registration Fee: $100.00 Total Cost of Program: $2,050.00

FEES NOT INCLUDED IN PROGRAM COST:

Wonderlic ATB Exam (if applicable): $20; Books/Materials kits are not included in the program. The estimated cost of books and materials is $175. In-Services certificates are $10.00 each (optional) and the BLS CPR card is $50 (optional).

PROGRAM OBJECTIVE:

Upon completion of this program, graduates will possess the skills and knowledge to become employed as entry-level Phlebotomy Technicians, in hospitals, out-patient centers, clinics, diagnostic labs, medical centers, and other medical facilities.

PROGRAM DESCRIPTION:

Students of the Phlebotomy Technician program must complete the Health Science Core Module in conjunction with the Phlebotomy Technician program. If the student has completed the Health Science Core Module in connection with a different career program with a passing grade, it is not necessary to retake it. The Phlebotomy Technician program is designed to train students to perform duties that include blood drawing, storing blood and blood components, venipuncture, and basic processing. Students will learn the circulatory system and its functions and pathology of diseases, law, and ethics, critical policies and procedures including universal precautions, infection control, OSHA and CLIA guidelines, and how they apply to the Phlebotomy Technician's duties and responsibilities. Students will demonstrate knowledge and apply skills in using medical tools and equipment relevant to the function of a Phlebotomy Technician.

PROGRAM OUTLINE

Full-time students will complete this program in 6.6 weeks; and part-time in 8.25 weeks.

Course Code	Course Title	Theory Hours	Lab Hours	Externship Hours	Total Clock Hours
HSC 100	Health Science Core Fundamentals	90	0	0	90
CPR-100	CPR Cardiopulmonary Resuscitation (CPR card not included)	0	4	0	4
HAE 100	HIV/AIDS Education	5	0	0	5
PBY 100	Structure & Function of the Circulatory System & Related Medical Terminology	10	0	0	10
PBY 101	Law & Ethics and the role of Phlebotomy Techniciansin the healthcare setting	6	0	0	6
PBY 102	Phlebotomy Skills Theory & Lab	10	15	0	25
PBY 103	Specimen Transfer, Accessioning & Processing	5	10	0	15
PBY 104	Quality Assurance & Safety Procedures	5	5	0	10

	Total	**131**	**34**	**0**	**165**

Upon completion of the program, the student will receive a diploma and transcript.

COURSE DESCRIPTION – PHLEBOTOMY TECHNICIAN – 165 CLOCK HOURS

Textbooks:
Hartman's Complete Guide for the Phlebotomy Technician 2020. Hartman Publishing ISBN 978-1-60425-129-6

Mosby's Dictionary of Medicine, Nursing & Health Professionals, 10th edition. Publisher: Elsevier ISBN: 978-0323222051

The CPR Training Manual American Heart Association 2021 Edition

HSC 100 Health Science Core Fundamentals - 90 Theory Hours/0 Lab Hours/Externship Hours/90 Clock Hours

The Health Science Core offers students a foundation in medical career skills. Students learn the structure and function of the human body, its chemical processes, the pathology of diseases, and medical terminology. Students will demonstrate knowledge of the healthcare delivery system, health occupations, basic infection control procedures, HIPAA guidelines, and the general laws and ethical responsibilities of healthcare workers. Students will learn to respond to emergencies, practice safety, and security procedures, apply basic math and science skills, apply interpersonal communications skills and concepts, and understand the developmental principles of the life cycle, medical terminology, and many other essential foundational areas.

HAE 100 HIV/AIDS Education - 5 Theory Hours/0 Lab Hours/0 Externship Hours/5 Clock Hours
This course is designed to provide the necessary information concerning HIV/AIDS and the medical worker. Students will learn the history of HIV/AIDS, the procedures and protocols required for caring for HIV/AIDS patients, the pathology of the disease, and the expectations, and objectives of clinical management that is standard for HIV/AIDS patients.

CPR-100 CPR-Cardiopulmonary Resuscitation (CPR card not included) – 0 Theory Hours/4 Lab Hours/0 Externship Hours/4 Clock Hours This course will prepare students for emergency procedures in Cardiopulmonary Resuscitation CPR.

PBY 100 Structure & Function of the Circulatory System & Related Medical Terminology 10 Theory Hours/0 Lab Hours/0 Externship Hours/10 Clock Hours
Students in this course will demonstrate knowledge of the circulatory system and the use of related medical terminology. Students will study the blood, its components, and its function within the human body.

PBY 101 Law & Ethics and the Role of Phlebotomy Technicians in the Healthcare Setting - 6 Theory Hours/0 Lab Hours/0 Externship Hours/6 Clock Hours
Students will learn the laws that govern the duties and the work settings of Phlebotomy Technicians. Students will develop an understanding of their specific ethical responsibilities critical to the role of the Phlebotomy Technician.

PBY 102 Phlebotomy Skills Theory & Lab - 10 Theory Hours/15 Lab Hours/0 Externship Hours/25 Clock Hours

This course is designed to provide students with the knowledge and practice of procedures required for blood draws. These include sanitation techniques and sterilization procedures, venipuncture, identification of labeling, identifying orders, and other essential information for the development of the phlebotomy skills base.

PBY 103 Specimen Transfer, Accessioning & Processing - 05 Theory Hours/10 Lab Hours/0 Externship Hours/15 Clock Hours

This course concentrates on the specific procedures involved in transferring blood products and specimens, its proper storage, and the processing involved. The course also emphasizes the importance of accessioning, the entry portal for the record of a specimen entering the laboratory system. Ultimately students will learn the importance of accuracy and the following procedure to increase safety and reduce the risk of error.

PBY 104 Quality Assurance & Safety Procedures -5 Theory Hours/5 Lab Hours/0 Externship Hours/10 Clock Hours

In this course, students will develop the skills base and thinking processes involved in ensuring quality and safety in client care, laboratory processes, and records accuracy.

MEDICAL ASSISTANT

900 CLOCK HOURS

Tuition: $5,615.00 **Registration Fee:** $100.00 **Total Cost of Program**: $5,715.00

FEES NOT INCLUDED IN PROGRAM COST:

Wonderlic ATBExam(if applicable): $20. Books/Materials kits are not included in the program. The estimated cost of books and materials is $325. In-Services certificates are $ 10.00 each(optional) and the BLS CPR card is $50 (optional).

PROGRAM OBJECTIVE:

Upon completion of the Medical Assistant program, graduates will possess the skills and hands-on experience to become entry-level Medical Assistants, working in all aspects of the medical office.

PROGRAM DESCRIPTION:

The Medical Assistant program is designed to train students in all the relevant aspects of medical office management including reception, booking appointments, records management, informatics, insurance billing, preparing patients for physical examinations, and minor surgeries, performing specialized medical tests including urinalysis, and collecting biological specimens, phlebotomy, EKG, limited X Rays, and processing and recording pharmacological data. Graduates of this program will be prepared to work at the entry-level in medical offices, clinics, and various medical practices.

PROGRAM OUTLINE

Full-time students will complete this program in 36 weeks; part-time in 45 weeks.

Course Code	Course Title	Theory Hours	Lab Hours	Externship Hours	Total Clock Hours
HSF 100	Health Science Core Fundamentals	90	0	0	90
HSC 104	General Anatomy & Physiology	105	0	0	105
CPR-100	CPR Cardiopulmonary Resuscitation (CPR card not included)	0	4	0	4
HHC 100	Home Health Care Procedures	41	30	0	71
MAT 100	Basic Math	10	0	0	10
MAT 102	Pharmacology	60	0	0	60
COM 100	Computer Applications	5	15	0	20
MAS 101	Medical Office Procedures	30	40	0	70
MAS 102	Fundamentals of Medical Insurance	50	20	0	70
MAS 103	Records Management & Informatics	30	10	0	40
MAS 104	Limited X-Ray	5	10	0	15
MAS 105	Patient Preparation	25	25	0	50
MAS 106	Specialized Medical Exams	90	130	0	220

HSC 105	Career Preparation	15	0	0	15
MAS 107	Medical Assistant Practical Synthesis	0	60	0	60
	Total	**556**	**344**	0	**900**

Upon completion of the program, the student will receive a diploma and transcript.

COURSE DESCRIPTION – MEDICAL ASSISTANT – 900 CLOCK HOURS

Textbooks:

Kinn's The Medical Assistant, 15th Edition by Brigitte Niedzwiecki, RN, MSN, RMA, and Julie Pepper, BS, CMA (AAMA)
ISBN: 9780323871167 Copyright: 2023 Publication Date: 01-09-2023

Study Guide and Procedure Checklist Manual for Kinn's The Medical Assistant, 15th Edition by Brigitte Niedzwiecki, RN, MSN, RMA, and Julie Pepper, BS, CMA (AAMA) ISBN: 9780323874243 Copyright: 2023 Publication Date: 11-16-2022

SimChart for the Medical Office: Learning the Medical Office Workflow - 2023 Edition - Elsevier E-Book on VitalSource, 1st Edition ISBN: 9780443110160

Mosby's Dictionary of Medicine, Nursing & Health Professionals, 10th edition. Publisher: Elsevier ISBN: 978-0323222051

The CPR Training Manual, American Heart Association, 2021 Edition

HSF 100 Health Science Core Fundamentals - 90 Theory Hours/0 Lab Hours/Externship Hours/90 Clock Hours
The Health Science Core offers students a foundation in medical career skills. Students learn the structure and function of the human body, its chemical processes, the pathology of diseases, and medical terminology, RX. Students will demonstrate knowledge of the healthcare delivery system, health occupations, basic infection control procedures, and the general laws and ethical responsibilities of healthcare workers. Students will learn to respond to emergencies, practice safety, and security procedures, apply basic math and science skills, apply interpersonal communications skills and concepts, and understand the developmental principles of the life cycle, medical terminology, and many other essential foundational areas.

HHC 100 - Home Health Care Procedures 41 Theory Hours/30 Lab Hours/0 Externship Hours/ 71 Clock Hours
Students will learn all the skills of a Home Health Aide such as moving the patient from a wheelchair to the exam table, how to stand a patient, nutrition basics etc. Students will be taught about the procedures to be followed surrounding HIPAA regulations, and infection control procedures to be followed in the patient's home. Students will complete 5 hours in the HIV/AIDS education unit of this course.

CPR-100 CPR-Cardiopulmonary Resuscitation (CPR card not included)- 0 Theory

Hours/4 Lab Hours/0 Externship Hours/4 Clock Hours
This course will prepare students for emergency procedures in Cardiopulmonary Resuscitation CPR.

HSC 104 General Anatomy & Physiology - 105 Theory Hours/0 Lab Hours/0 Externship Hours/105 Clock Hours
Upon completion of this course, students will have learned all the body systems, pathology of diseases, and related medical terminology and RX.

MAT 100 Basic Math - 10 Theory Hours/0 Lab Hours/0 Externship Hours/10 Clock Hours
Students will study basic mathematical concepts including addition, subtraction, division, multiplication, basic algebra, fractions, percentages, decimals, exponents, and other basic operations.

MAT 102 Pharmacology- 60 Theory Hours/0 Lab Hours/0 Externship Hours/60 Clock Hours
Dosage and calculations are the base concepts of this course. Students will develop the knowledge needed to understand basic dosage orders, as well as measure and record calculations for such dosages.

COM 100 Computer Applications - 5 Theory Hours/15 Lab Hours/0 Externship Hours/20 Clock Hours
This course provides the fundamental skills needed to operate a computer and popular software titles. Students will learn how to care for and maintain computers, run diagnostic software, use a word processor, spreadsheet software, presentation software, and database management. Students will also learn how to navigate the Internet and use e-mail programs.

MAS 101 Medical Office Procedures- 30 Theory Hours/40 Lab Hours/0 Externship Hours/70 Clock Hours
Upon completion of this course, students will demonstrate professional and appropriate phone techniques, explain the role of the medical assistant in the medical office, demonstrate appropriate professional behavior for the medical office, explain the use and function of computers in the medical office, demonstrate appropriate written communication skills and mail processing, demonstrate how to schedule appointments, basic bookkeeping principles, demonstrate cordial, courteous and professional patient reception, and patient processing.

MAS 102 Fundamentals of Medical Insurance- 50 Theory Hours/20 Lab Hours/0 Externship Hours/70 Clock Hours
In this course, students will develop the basic skills necessary to initiate the claims development procedures of the medical office. Students will learn how to collect pertinent insurance information, integrate it into a patient's file, complete billing forms, perform procedural and diagnostic coding, and communicate with insurance companies.

MAS 103 Records Management & Informatics - 30 Theory Hours/10 Lab Hours/0 Externship Hours/40 Clock Hours
This course is designed to provide students with training in common medical file systems. Students will learn how to initiate and maintain new files, and patient charts, maintain clean forms, and organize information in chronological order. Emphasis will be placed on the computational, cognitive, and social aspects of informatics in the medical office.

MAS 104 Limited X-Ray - 5 Theory Hours/10 Lab Hours/0 Externship Hours/15 Clock Hours
This course prepares students to prep and perform limited X-ray work on physical extremities and body regions. Students will learn about machine maintenance, principles of use, safety

precautions, and x-ray procedures.

MAS 105 Patient Preparation - 25 Theory Hours/25 Lab Hours/0 Externship Hours/50 Clock Hours

Students will study patient care concepts involved in preparing patients for a medical examination or specialized test. Students will learn appropriate draping procedures, procedures for preparation for minor surgery, interpersonal skills required for patient communication, and the importance of maintaining well-stocked, clean, and well-prepared examination areas.

MAS 106 Specialized Medical Exams - 90 Theory Hours/130 Lab Hours/0 Externship Hours/220 Clock Hours

In this course, students will learn the basic concepts behind laboratory testing. Students will learn Phlebotomy skills, the use of Vacutainer, proper techniques involved in collecting biological specimens and material, and appropriate storage, and processing. Students will also learn how to perform a urinalysis, hematology testing, immunology testing, and other labs performed in the medical office and laboratories. Students will learn to prepare and perform Electrocardiograms (EKG/ECG), perform respiratory testing, wrap, and prepare items for autoclaving, and dispose of biohazardous materials. Students will develop a well-rounded skill base for clinical laboratory testing.

HSC 105 Career Preparation - 15 Theory Hours/0 Lab Hours/0 Externship Hours/15 Clock Hours

In this course, students will prepare for their careers in the aspect of professional development. Students will learn the importance of professional behavior, attitudes, workplace dynamics, communication, and professional image. Students will prepare for the job hunt by preparing a professional resume and learning job search skills that will help maximize their search results.

MAS 107 Medical Assistant Practical Synthesis - 0 Theory Hours/60 Lab Hours/0 Externship Hours/ 60 Clock Hours

Students in this course practice skills in the institution's medical assistant laboratory, practicing their front office, back office, and patient care skills for the duration of this course. Upon completion of this course, students will have fully actualized and synthesized the day-to-day operational duties required of the medical assistant in the medical office environment.

SPA MASSAGE THERAPY SPECIALIST

600 CLOCK HOURS

Tuition: $5,615.00 **Registration Fee:** $100.00 **Total Cost of Program**: $5,715.00

FEES NOT INCLUDED IN PROGRAM COST:

WonderlicATB Exam (if applicable): $20. Books/Materials & kits are not included in the program. The estimated cost of books and materials is $425. BLS CPR card is $50 (optional).MBLEx Application Fee: $265.00.

PROGRAM OBJECTIVE:

To prepare and train students for the Florida Board of Massage Therapy Examination to become licensed Massage Therapists and work in all aspects of the spa center.

PROGRAM DESCRIPTION:

This program has 900 hours of theory, practice, and clinical practice. It includes supervised instruction in the body' system, anatomy, physiology, kinesiology, massage, bodywork assessment, theory, application, and pathology. Students will also receive in-class instruction in business, ethics, and medical errors

PROGRAM OUTLINE

Full-time students will complete this program in 24 weeks/6 months; part-time in 30 weeks/7.5 months.

COURSE CODE	COURSE TITLE	Theory Hours	Lab Hours	Total Clock Hours	Services (if applicable)
HAE 100	HIV/AIDS Education	5	0	5	n/a
MT 100	Massage Therapy Theory & History	100	0	100	n/a
MT 101	Florida Laws & State Board Rules	10	0	10`	n/a
MT 102	Anatomy & Physiology	150	0	150	n/a
MT 103	Disorders of the Skin	40	0	40	n/a
MT 104	Allied Modalities	50	26	76	n/a
MT 105	Oriental Modalities	20	5	25	n/a
MT 106	Hydrotherapy	15	0	15	n/a
MT 107	Basics of Electricity	3	2	5	n/a
MT 108	Pharmacology for the Massage Therapist	10	0	10	n/a
MT 109	Business Basics & Salon Management	15	0	15	n/a
MT 110	Professional Ethics	4	0	4	n/a
MT 111	Medical Errors	2	0	2	n/a
MT 112	Product Chemistry	4	0	4	n/a
MT 113	Sanitation & Sterilization	10	0	10	n/a
CPR 100	Cardiopulmonary Reanimation	2	2	4	n/a
MT 114	Clinical Practicum	0	125	125	45
	TOTALS	**440**	**160**	**600**	**45**

Upon completion of the program, the student will receive a diploma and transcript.

COURSE DESCRIPTION - SPA MASSAGE THERAPY SPECIALIST – 600 CLOCK HOURS

Textbooks:

Theory and Practice of Therapeutic Massage, 6th Edition. Author: Mark F. Beck. ISBN: 978-1285187587

Student workbook for Theory and Practice of TherapeuticMassage.Author: MarkF. Beck ISBN: 978-1285187617

Mosby's Dictionary of Medicine, Nursing & Health Professionals, 10th edition. Publisher: Elsevier ISBN: 978-0323222051

Spanish Translation Theory and Practice of Therapeutic Massage, 6th Edition. Author: Mark F. Beck. ISBN: 978-1-285-18770-9

Spanish Translation Student workbook for Beck's Theory and Practice of Therapeutic Massage. Author: Mark F. Beck ISBN-13: 978-1-2851-8771-6

The CPR Training Manual American Heart Association 2020 Edition

HAE-100- HIV/AIDS Education-5 Total Clock Hours

The student will learn the transmission, control, treatment, and prevention of HIV and AIDS; discussion of attitudes and behavior in dealing with persons who may have the virus or syndrome; explanation of Board Massage Therapy requirements.

MT-100- Massage Therapy Theory & History - 100 Total Clock Hours

This in-depth examination of the past, principles, and implementation of massage therapy offers a fundamental groundwork for aspiring massage practitioners. The main focus revolves around identifying the appropriate circumstances and precautions for administering massages, as well as the practical methods for applying massages and maintaining hygiene. Additionally, the conversation will touch upon topics such as client consultations, accurate documentation, scheduling appointments, and displaying professional conduct. Extensive attention will be given to the correct procedures involved in a full-body massage, including the use of draping techniques and exhibiting professional etiquette. Students will gain practical experience by practicing massage techniques with their peers, and they will have the opportunity to work with actual clients once they demonstrate their competence and professionalism.

MT-101- Florida Laws & State Board Rules - 10 Total Clock Hours

This course introduces students to the regulations that govern massage therapy practice in the state of Florida, specifically Chapters 456 and 480 of the Florida Statutes (F.S.) and Chapter 64B7 of the Florida Administrative Code (F.A.C.). It also covers the operation of massage establishments.

MT-102- Anatomy & Physiology - 150 Total Clock Hours

This course will provide a comprehensive exploration of the form, structure, and function of the human body. It will examine all the different systems within the body and emphasize the significance of their interconnectedness from both Western and Eastern medical perspectives. Students will analyze terminology by examining word origins and derivations.

MT-103- Disorders of the Skin- 40 Total Clock Hours

This module focuses on the field of dermatopathology, which involves the comprehensive study and recognition of various skin diseases and disorders. Students will develop the skills and knowledge necessary to identify and differentiate between different skin conditions, such as infections, inflammations, dermatitis, eczema, psoriasis, and other dermatological ailments. By examining visual cues, symptoms, and diagnostic techniques, students will gain the ability to recognize and classify these conditions accurately.

MT-104- Allied Modalities- 50 Theory Hours, 26 Lab Hours, 76 Total Clock Hours This course provides students with a comprehensive introduction to a variety of therapeutic modalities. The modalities covered may include but are not limited to Aromatherapy, Craniosacral Therapy, Medical Massage, Myofascial Release, Seated Chair Massage, Sports Massage, Pregnancy and Infant Massage, Reflexology, Shiatsu, Neuromuscular Therapy, Trigger Point Therapy, Thai Massage. Students will gain an overview of each modality, exploring their principles, techniques, and applications. By studying these diverse modalities, students will develop a broad understanding of different approaches to bodywork and expand their skill set in the field of massage therapy.

MT-105- Oriental Modalities- 20 Theory Hours, 5 lab Hours, 25 Total Clock Hours This course offers a concise introduction to the concepts of meridians, acupoints, and energy flow. Students will gain a foundational understanding of these fundamental aspects of traditional Chinese medicine. The curriculum will cover the basic principles and pathways of meridians, the specific locations and significance of acupoints, and the dynamic flow of energy throughout the body. By exploring these concepts, students will develop a fundamental knowledge of the energetic framework that underlies various holistic practices and alternative therapies.

MT-106- Hydrotherapy- 15 Total Clock Hours
Students will acquire knowledge about the appropriate applications of hot packs, cold packs, contrast therapy, paraffin use, steam baths, and salt glows. The course will focus on understanding the indications and contraindications for these modalities, particularly trauma and acute injuries. Emphasis will be placed on effectively assessing injuries and determining the most suitable modality, whether it is heat or ice therapy, while also considering the optimal timing and duration for each treatment. The class will provide comprehensive guidance on evaluating injuries and selecting the most appropriate therapeutic approach to facilitate optimal recovery and healing.

MT-107- Basics of Electricity- 3 Theory Hours, 2 Lab Hours, 5 Total Clock Hours Principles of electricity, electrical equipment in massage. The student will learn the source of electricity, list the types of electricity, and learn safety precautions for the body. They will learn about machines used in the field of massage therapy.

MT-108- Pharmacology for the Massage Therapist - 10 Total Clock Hours
This course is designed to teach the student how the interactions of some drugs with different types of massage can benefit the treatments of patients, as well as understand their contraindications.

MT-109-Business Basics & Salon Management - 15 Total Clock Hours
The primary objective of this course is to equip students with a comprehensive understanding of professional boundaries in the context of client interactions. Students will learn how to effectively navigate and uphold these boundaries while addressing clients' emotional needs. The curriculum will cover essential topics such as confidentiality, legal and ethical considerations, basic business and accounting practices, as well as state and local credentialing requirements. Additionally, students will gain insights into legal entities relevant to the massage therapy profession. By the end of the course, students will possess the knowledge and skills necessary to maintain professionalism, adhere to legal and ethical parameters, and successfully manage the various aspects of their massage therapy practice.

MT-110- Professional Ethics - 4 Total Clock Hours
This course aims to equip students with practical knowledge and skills essential for successfully operating a massage business. Students will gain a comprehensive understanding of the various aspects involved in running a massage business, including business management, marketing strategies, financial considerations, client management, and appointment scheduling. Moreover, the course will emphasize the importance of ethical codes of practice in the massage therapy profession. Students will learn about ethical guidelines,

professional conduct, maintaining client confidentiality, and establishing professional boundaries. By the end of the course, students will have the necessary tools and knowledge to effectively manage a massage business while upholding high ethical standards.

MT-111-Medical Errors - 2 Total Clock Hours
This class will encompass a comprehensive exploration of vital topics including fire safety, risk management, and essential safety precautions for healthcare professionals. Students will learn about the necessary measures to prevent and respond to fire incidents in healthcare settings, ensuring the safety of both patients and practitioners. The curriculum will also focus on risk management strategies, teaching students how to identify potential hazards, assess risks, and implement appropriate preventive measures to minimize potential harm. Additionally, students will gain a thorough understanding of safety precautions specific to the healthcare profession, including infection control, proper handling of medical equipment and hazardous substances, ergonomics, and patient handling techniques. By the end of the class, students will possess the knowledge and skills necessary to prioritize safety and maintain a secure environment as healthcare professionals.

MT-112- Product Chemistry- 4 Total Clock Hours
The purpose of this course is to develop a comprehensive understanding of the ingredients utilized in various products and to recognize the significance of maintaining effective results while avoiding potential harm. Students will delve into the realm of cosmetic and personal care products, learning about the composition and function of different ingredients. The curriculum will emphasize the importance of selecting ingredients that are safe, effective, and compatible with the intended purpose of the product. Additionally, students will explore the potential risks and side effects associated with certain ingredients, aiming to avoid any detrimental impact on the desired outcomes. By the end of the course, students will be equipped with the knowledge and awareness necessary to make informed choices regarding product ingredients, ensuring optimal results without compromising safety or causing harm.

MT-113- Sanitation & Sterilization - 10 Total Clock Hours
The student will learn the difference between sterilization, sanitation & disinfection, different methods of disinfection, and the types of equipment used for disinfection.

CPR-100- Cardiopulmonary Reanimation - 2 Theory Hours, 2 Lab Hours, 4 Total Clock Hours (CPR card not included) This course will prepare students for emergency procedures in Cardiopulmonary Resuscitation CPR.

MT-114- Clinical Practicum- 125 Lab Hours in Total
During this course, students will have the opportunity to gain practical experience by actively applying massage techniques to their classmates. Through hands-on training, students will refine their skills, receive feedback, and develop a deeper understanding of the therapeutic aspects of massage therapy. As students progress and demonstrate proficiency and professionalism, they will then advance to working with the general public. This transition will occur once students have successfully showcased their competence and professionalism in delivering safe and effective massage therapy. This practical application of skills to actual clients will further enhance students' confidence and ability to provide quality massage services in a professional setting.

NAIL TECHNICIAN

200 CLOCK HOURS

Registration Fee: $100.00 **Program Kit**: $200 **Textbook**s: $200 **Scrubs (2)**: $70 **Tuition:** $1,100 **Total Cost of Program**: $1,670. $500 due at registration time (non-refundable after class start date)

FEES NOT INCLUDED IN PROGRAM COST:

WonderlicATB Exam (if applicable): $20. BLS CPR card is $50 (optional). The licensing application fee is $55.

PROGRAM OBJECTIVE:

The Nail Technology program focuses on the maintenance and enhancement of the nails on both the hands and feet. This program aims to deliver thorough education in the realm of nail artistry and technology and fulfill all the necessary criteria set by the State and the school to qualify for registration as a nail specialist with the Board of Cosmetology (DBPR). The Nail Technology program is tailored to equip graduates with the skills required for starting positions in the field, such as nail specialists, nail technicians, or other related professions, including salon assistants.

PROGRAM DESCRIPTION:

The program consists of 95 clock hours of classroom instruction (Theory) and 115 hours of practical application requirements (Hands-On Experience) overseen by a licensed Nail Technologist in Florida. QM Career Institute provides a Nail Technology Program designed to fulfill the educational prerequisites outlined by the Department of Business and Professional Regulations and the Florida Administrative Code. Once the program is completed, a diploma will be granted.

PROGRAM OUTLINE

Full-time students will complete this program in 8 weeks. Part-time students will complete this program in 10 weeks.

Course Code	Course Title	Theory Hours	Lab Hours	Total Clock Hours	Services (if applicable)
HAE 100	HIV/AIDS Education	5	0	5	n/a
NT 101	Florida Laws & State Rules for Nail Tech.	4	0	4	n/a
NT 102	Ethics for the Nail Specialist	2	0	2	n/a
NT 103	Sanitation and Procedures	8	0	8	n/a
NT 104	Nail Theory, Practice, and Related Subjects	76	0	76	n/a
NT 105	Manicures	0	15	15	15

NT 106	Pedicures	0	15	15	10
NT 107	Tips and Overlay	0	20	20	15
NT 108	Sculpting Using a Form	0	15	15	10
NT 109	Nail Wraps and/or Mending	0	10	10	10
NT 110	Nail Fill-Ins	0	10	10	10
NT 111	Artificial Nail Removal	0	5	5	5
NT 112	Polishing, Nail Art, and Gel Nails	0	15	15	15
	TOTALS	**95**	**105**	**200**	**90**

Upon completion of the program, the student will receive a diploma and transcript.

Nail Technician - Program Description

Textbooks:

Milady Standard Nail Technology, 8th Edition Nail Technology and Foundations
Textbook Package ISBN: 9780357446867
Workbooks Package ISBN: 9780357482865

Spanish Editions
Nail Technology and Foundations Textbook Package ISBN: 9780357446874
Workbooks Package ISBN: 9780357482872

HAE-100 HIV/AIDS Education - 5 Total Clock Hours (Theory)
This course provides comprehensive instruction on bloodborne pathogens, including various types of Hepatitis, and emphasizes the importance of adhering to universal precautions during Nail Care Procedures. These precautions encompass a range of practices, such as wearing gloves when coming into contact with body fluids, mucous membranes, or compromised skin, as well as handling soiled items. Additionally, the course covers isolation procedures for equipment, linens, towels, and other relevant topics.

NT-101- Florida Laws & State Rules for Nail Technicians - 4 Total Clock Hours (Theory)
Students receive comprehensive instruction on the specific requirements set forth by the State of Florida, as mandated by the Department of Business and Professional Regulation. These rules and regulations are presented through lectures and open class discussions, ensuring that each student develops a solid understanding of the laws and regulations that govern the field of nail artistry.

NT-102- Ethics for the Nail Specialist - 2 Total Clock Hours (Theory)
The students will cover the ethical responsibilities of nail technicians which include maintaining professionalism, practicing proper sanitation, providing accurate information to clients, prioritizing client safety, respecting confidentiality, and continuing education.

NT-103- Sanitation and Procedures- 8 Total Clock Hours (Theory)
Students receive comprehensive instruction on the regulations concerning sanitation, disinfection, and sterilization practices, as well as the practical skills required to perform these essential processes. The course covers the necessary protocols and techniques for maintaining a clean and hygienic environment, ensuring the

safety and well-being of both clients and practitioners. Students are equipped with the knowledge and skills to effectively implement and adhere to these mandatory practices in their professional careers.

NT-104- Nail Theory, Practice, and Related Subjects, 76 Total Clock Hours (Theory)
This course encompasses a comprehensive exploration of various aspects of nail technology, ensuring that all areas are addressed. Topics covered include manicuring, pedicuring, nail extensions using wraps, gels, and acrylics, as well as an in-depth study of the physical and anatomical structure of the nail. Students learn techniques for shaping nails and identifying nail growth patterns. Additionally, the course delves into recognizing and understanding nail diseases and disorders, equipping students with the knowledge to identify and address these conditions effectively.

NT-105-Manicures - 15 Total Clock Hours, 15 Services
Students have the opportunity to gain hands-on experience in providing manicure services to customers within a salon environment. They apply the knowledge and skills acquired from their related theory lab classes to practice various manicure techniques. The manicure course encompasses instruction on fundamental practices such as nail cutting and filing, as well as more specialized techniques like spa manicures, paraffin baths, hand massage, and hot oil manicures. This practical application allows students to refine their skills and develop proficiency in delivering a range of manicure services.

NT-106- Pedicures-, 15 Total Clock Hours, 10 Services
students have the opportunity to gain hands-on experience in providing pedicure services to customers within a salon environment. They apply the knowledge and skills acquired from their related theory classes to practice various pedicure techniques. The pedicure course covers a range of topics, including basic pedicure techniques such as nail trimming and filing, as well as more advanced practices like foot massage, spa pedicures, foot wraps, and paraffin baths. By engaging in practical application, students develop competence in delivering a variety of pedicure services while ensuring the comfort and satisfaction of their clients.

NT-107- Tips and Overlay - 20 Total Clock Hours, 15 Services
Classes in this category instruct on working with artificial nails, specifically acrylic nails. Students learn the techniques involved in applying acrylic nails over nail tips. This course emphasizes hands-on learning and practice, allowing students to develop proficiency through practical application. By engaging in hands-on activities, students acquire the necessary skills and experience to confidently apply and work with acrylic nails, ensuring a high level of expertise in this aspect of nail technology.

NT-108-Sculpting Using a Form - 15 Total Clock Hours, 10 Services
Students will receive instruction on the application of acrylic products using a specialized form, specifically focusing on the pink-and-white technique. This technique involves creating a natural-looking, French manicure-style effect using acrylic products. The course places a strong emphasis on hands-on learning and practice, allowing students to develop their skills through practical application. By actively engaging in hands-on activities, students will gain the necessary experience and proficiency in executing the pink-and-white technique with acrylic products.

NT-109-Nail Wraps and/or Mending - 10 Total Clock Hours, 10 Services
Students will be taught the application of silk wraps, a technique used to reinforce and repair natural nails. They will learn how to effectively apply silk wraps to fix cracks and strengthen the natural nail using artificial components. This course places a strong emphasis on hands-on learning and practice, providing students with ample opportunities to apply their knowledge and skills in a practical setting. Through hands-on activities, students will gain the necessary experience and proficiency in applying silk wraps and addressing natural nail cracks, ensuring they are well-prepared to provide effective and professional nail care services.

NT-110-Nail Fill-Ins - 10 Total Clock Hours, 10 Services
Students will be instructed on the technique of filling in the area between the natural and artificial nail to achieve a seamless and blended appearance. This process involves carefully applying and blending the product to create a smooth transition. The course emphasizes hands-on learning and practice, providing students with the opportunity to develop their skills through practical application. By actively engaging in hands-on activities, students will gain the necessary experience and proficiency in achieving a seamless blend between real and artificial nails, ensuring their ability to deliver professional and aesthetically pleasing results.

NT-111- Artificial Nail Removal- 5 Total Clock Hours, 5 Services
This course includes comprehensive instruction on the proper removal of artificial nails. Students will learn the correct techniques and procedures for safely removing various types of artificial nails without causing damage or discomfort to the natural nails. The course places a strong emphasis on hands-on learning and practice, providing students with ample opportunities to refine their skills through practical application. By actively engaging in hands-on activities, students will gain the necessary experience and proficiency in the proper removal of artificial nails, ensuring they can perform this task effectively and professionally.

NT-112-Polishing, Nail Art and Gel Nails - 15 Total Clock Hours, 15 Services
Students will have the opportunity to explore various techniques and materials for decorating nails, including the application of polish, paint, gel nail polish, and other decorative elements. The course emphasizes hands-on learning and practice, allowing students to experiment with different designs and techniques. Through practical application, students will develop their artistic skills and proficiency in creating beautiful and intricate nail designs. By actively engaging in hands-on activities, they will gain the necessary experience and expertise in using different nail art materials and techniques, enabling them to provide creative and visually appealing nail services to their clients.