

Student Handbook



Healthcare – made easy

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About Us

Who we are...

Our company is based on the belief that our customers' needs are of the utmost importance. Our team is committed to meeting those needs. As a result, a high percentage of our business is from repeat customers and referrals.

Shades of Purple's programs are licensed and accredited by NHA (National Healthcare Association) & AAPT (American Academy of Phlebotomy Technicians).

While we are licensed by the North Carolina State Board of Community College, **we do not offer credit hours that are transferable to another school. *NCSBCC is not an accrediting agency.*

What we do...

Our mission at Shades of Purple is to provide the best knowledge and hands-on experience in Health & Personal Development skills to the community with the highest quality and most comprehensive teaching.

We strive to keep class sizes small (typically 10-15 students per class) to improve the quality of instruction and to provide students with the most individualized instruction possible. We pride ourselves on providing one-on-one time for every student who walks through our doors.

Commitment Statement...

Shades of Purple is dedicated to creating a safe, supportive, and inclusive environment for every student.

We believe that:

- Mental health is essential to learning and well-being.
- Gender identity and expression should always be respected.
- Kindness, respect, and acceptance are the foundations of our school community.

We are committed to:

- Promoting positive mental health through care, resources, and support.
- Respecting each student's chosen name, pronouns, and identity.
- Preventing and addressing bullying, harassment, and discrimination.
- **Ensuring** every student feels they belong and are valued.

Together, we build a school where everyone can thrive — mentally, emotionally, and authentically.

Policy on Collecting Gender Identity & Mental Health Information

As part of our commitment to creating a safe, inclusive, and supportive learning environment, our school collects information related to gender identity and mental health during the enrollment process.

This information helps us:

- Ensure that every student is respected and addressed according to their identity.
- Provide appropriate counseling, wellness, and support services.
- Comply with educational policies and anti-discrimination standards.

All responses are confidential and will only be accessed by authorized school staff for the purpose of student support. This information will **not** affect admission, grading, or academic standing in any way.

Students and families who have questions or concerns about sharing this information are encouraged to contact the Administrative Office.

Enrollment Requirements

General Requirements:

- Students must be at least 17 and/or 18 years of age that have completed HS or GED
- Copy of a valid Government issued photo ID, Passport, Visa and/or Social Security Card
- Transcript (from highest level of education) Must have a start and graduation date recorded
 - Unofficial transcript is acceptable
 - If transcript is from another country, it **MUST** be translated
- All students must have valid card and/or bank information on file, even if they are going through a funding program or paying in-full.

Nurse Aide I, Nurse Aide Refresher, Nurse Aide II

Credentia identification requirements:

To take the NNAAP® examination, you **must bring two (2) forms of current, unexpired, official, signature-bearing identification** to the test site. One of these forms **must be a photo ID**. For Exceptions, please refer to the Note section below.

Required Identifications

Social Security Card

- Must be issued by the U.S. government.
- Must be signed.
- Laminated cards will not be accepted.

One Photo ID from the List Below:

- Driver's license
- Learner's permit
- Military Identification (sponsor or dependent)
- State- or federal-issued ID card
- U.S. or foreign passport
- Alien registration card
- Federal-issued Employment Authorization Document (EAD) photo ID

Requirements before class...

Dream Class:

Once you enroll in the class the system will generate a registration link for Dream Class. Upload all the required documents into your account. Please note you cannot skip the section for uploading your transcript. The following must be completed in Dream Class prior to the first day of class:

- Enrollment Agreement
- Payment authorization/plan
- Student handbook
- Course catalog

Immunizations Required: Medical Assistants, Nursing Assistant 1 & 2, Dental Assistant

- MMR
- Varicella
- Hepatitis B Vaccine or declination form
- Tetanus (Tdap) if 10 years or more old
- Tb skin test or TB Gold top (If you had a TB skin test last year you only need 1 for the current year, if you have not had a TB skin test you will need to get 2 of them 12 days or more apart)
- Criminal Background check
- 10 panel drug screen
- COVID Vaccine (Medical exemption may be accepted at some of our facilities)
- Current BLS CPR (If your CPR is going to expire before the class is over, you must take a current class) Students receive a discount of \$30 while in the program, using the promo code: SOPstudent. Use link below to enroll <https://shadesofpurple.enrollware.com/schedule>

Phlebotomy Students Immunization:

- COVID Vaccine (Medical exemption may be accepted at some of our facilities)

- Current BLS CPR (If your CPR is going to expire before the class is over, you must take a current class) Students receive a discount of \$30 while in the program, using the promo code: SOPstudent. Use link below to enroll <https://shadesofpurple.enrollware.com/schedule>

Additional requirements:

Nurse Aide 2 students:

- Must have a valid NC Nursing Assistant 1 license, upload the documentation in the Dream Class portal
- Stethoscope & Blood Pressure Cuff

Nurse Aide 1 Students:

- Stethoscope & Blood Pressure cuff
- Create an account on Rotation Management \$15.00 fee (details will be provided by the school when it is time to register)

Payment Plans

Included in your tuition:

- Certification Exam
 - *The first attempt only. Any attempts after the first exam, the student is responsible for payment.*
- Clinical Insurance
- Textbook rental(s)
- Supplies, as needed

Regulations:

- You must finish **all** payments to take your final exam and receive your completion certification.
- If you miss two or more payments consecutively and if a new payment is not made within 48 hours, **you will be dropped** from the program.
- **All students must keep a card and/or bank information on file**, regardless of whether you have a check/cash payment plan or whether you are going through a funding program.
- **First payment must be paid within the first two weeks of the program.**
- **If you are late making a payment, you will be charged a \$30.00 late fee**
- **If your payment is returned you will be charged \$50.00 return fee**
- **If you lock your debit or credit card, you must add your bank account information for payment. It is not our responsibility to remind you to unlock your card.**
- **If your card expires it is your responsibility to contact us and update your card information before your next payment is due.**

- Students cannot switch and/or use multiple cards every time payment is due. The card listed on file should be the card we are able to charge. If that is an issue you need to add your bank account information only.
- All payment dates and plans need to be listed on the payment authorization form. Incomplete payment authorizations will result in withdrawal from the program
 - If you are dropped from the class due to non-payment, to complete the program you will have to pay in full before you can join the next class.
 - Students have 30 days after they are withdrawn from the program for nonpayment, if payment is not made in full you will have to pay in full to return and start the program over.

Payment Plan Details

Please take your payment plan seriously.

*We understand that life happens, and we are willing to work with you through challenging times. **However**, if this gets out of hand and payments are not made, you will be at risk of being dropped from the program.*

PROGRAM	SECTION	TOTAL COST	REGISTRATION FEE <i>*Included in total cost</i>	AMOUNT TO BE ARRANGED	MONTHLY PAYMENT	BI-WEEKLY PAYMENT	WEEKLY PAYMENT AMOUNT
Phlebotomy	Weekday – 15 weeks	\$1500	\$150	\$1350	\$337.50 4 payments	\$192.85 7 payment	\$90.00 15 payment
Phlebotomy	Weekend – 9	\$1500	\$150	\$1350	\$450.00 3	\$270.00 5	\$150.00 9
Medical Assistant	Weekday – 9 months	\$3500	\$150	\$3350	\$372.22 9 payments	\$176.31 19 payment	\$88.15 38 payment
Medical Assistant	Weekend – 9 months	\$3500	\$150	\$3350	\$372.22 9 payments	\$176.31 16 payment	\$88.15 33 payment

Medical Billing & Coding	9 months	\$3500	\$150	\$3350	\$372.22 9 payments	\$176.31 19 payment	\$88.15 38 payment
Medical Office Administrative	9 months	\$3500	\$150	\$3350	\$372.22 9 payments	\$176.31 19 payment	\$88.15 38 payment
Dental Assistant I	Weekend – 20 weeks	\$3500	\$150	\$3350	\$837.50 4 payments	\$478.57 7 payment	\$257.69 13 payment
Nurse Aide I Fast Track	Weekday & Weekend – 7 weeks	\$1100	\$150	\$950	\$475.00 2 payments	\$237.50 4 payments	\$158.33 6 payments
Nurse Aide II	Weekday – 15 weeks	\$900	\$150	\$750	\$187.50 4 payments	\$107.14 7 payment	\$50.00 15 payment

General/ Virtual Expectations

General

- Students are expected to conduct themselves in accordance with accepted standards, while appropriately incorporating Shades of Purple's core values of: Accountability, Respect, Responsibility, Critical Thinking, Communication, and Collaboration.
- **Students cannot miss more than 3 lecture days.** If this does happen, the student will be withdrawal from the program.
- All loaned-out textbooks, supplies, models, etc. must be returned to the school within 24 hours of the scheduled end date of the program. **If the item(s) is/are not returned within 3 days after the scheduled end-date of the program, the student's card on file will be charged a replacement fee for all supplies still in the student's possession.**

Parking

- Always park in the parking lot in the **BACK** of the building.
 - *Front parking lot is reserved for visitors and other professionals working in our building.*

Attire

- Wear scrubs (same color top and bottom)
- Minimal jewelry.
- Practical, closed toe shoes. Crocs without holes are fine.
- Please pull back long hair.
- No hats, scarves, or bonnets.
- No acrylic nails.
- Long sleeve shirts under scrub top recommended but not required.

Nurse Aide and Dental Assistant students = All black scrubs.

All other programs = All black or all purple scrubs.

Attendance:

- Students must **show their face** in the video-chat to be counted as present.
- Students who enter the virtual class more than five minutes late will be counted as absent for that day.
- Students cannot miss more than 3 days of lecture. **NO LAB OR CLINICAL CAN BE MISSED! NO EXCEPTIONS**

Please try to find a quiet place with minimal distractions so that you can focus during the lecture.

Late assignments:

Instructors will deduct 10 points per day after the assignment's original due date.

Communication:

If a student is struggling with something, **it is 100% their responsibility to reach out to their instructor for clarity.** If an assignment is not loading correctly or you miss an assignment, you need to **contact your instructor** immediately.

Behavior:

- Students should **keep their microphone muted** unless they are speaking with the class.
- Be **fully dressed** and in a quiet space (laying down in your bed or on your couch is not acceptable during live instruction, please be alert).
- Be prepared to **engage in the lesson**. Do not log on and off.

- Pay attention while the class is in progress. Avoid non-school related activities.
- **No smoking** of any kind on camera (this includes vaping).
- When the camera is on, **avoid distracting movements** or actions in the camera (avoid bringing your pet or other objects into the camera's view).
- Check that that you have **adequate lighting** and that you are visible on the camera.
- Consider putting a "live" sign on your door so that family members and/or friends know that you are actively engaged in a class.
- In person classes we do not tolerate any kind of disrespect or discord in the classroom. If this is an issue each case will be handled accordingly, which could result in dismissal from the school.

Applications:

- Zoom though Dream Class

App varies depending on which one your instructor prefers.



LAB / Clinical Expectations

**Not applicable to MBIC or MOA programs.*

- **Students will attend all lab and clinical experiences. NO EXCEPTIONS**
- Students will be prepared for all classroom and hands-on training experiences.
 - It is expected that the student prepares prior to arriving at every clinical experience. **Any student arriving unprepared may be dismissed and subsequently given an unexcused absence for the experience.** The student will be required to make up the experience later with another group, with the discretion of Faculty and/or the Director of Shades of Purple.
 - **Any student arriving late will not be granted access and will have to wait until next semester to make up that portion of the program.**
 - If you cannot attend a hands-on training/clinical day, please communicate this with the staff of Shades of Purple as soon as you receive the list of mandatory hands-on training days. **Do not wait until the day of to make contact about this. (Please note this rule only applies to Phlebotomy)**
- Students are expected to **respect** one another, the faculty, and the facility itself.
- Students will communicate and interact with others in a **respectful, professional manner**. You are not only representing yourself as a potential employee, but you are also representing Shades of Purple as a professional healthcare training facility.
- **Students understand that foul language or sexually explicit language or comments will not be tolerated in the classroom or laboratory setting.**
 - The student will also agree to avoid the use of foul or sexually explicit language or comments in conversation or in the form of written communication with classmates and/or faculty (email, text, etc.).
- Any student engaging in aggressive, disrespectful, unethical, or sexual harassing behavior toward any person encountered through this course of study, including peers, visitors, and/or faculty will be directed to leave or be escorted off the site. This behavior will require a conference with the Director of Shades of Purple and the student will (most likely) be dropped from the program.
- **The use of cell phones in the classroom, laboratory, or clinical setting is not permitted.** The use of cell phones includes making calls, checking voicemail, and text messaging. Cell phones are expected to be turned off (not in vibration mode) for all classroom and laboratory experiences.

- If you are removed from the class and unable to complete the required hours due to attendance issues you have until the next semester to make up the required time. If you do not complete the requirements by the next semester you will have to complete the program again and repay for the training.
- If you are dropped from the class due to non-payment, to complete the program, you will have to pay in full before you can join the next class.

Additional Clinical Expectations (Nursing Assistant 1 & 2, Medical Assistant, & Dental Assistant Students ONLY:

- **All students will be expected to arrive at their clinical site 15 minutes before the hour. NO EXCEPTIONS! If you are not there by that time you will be asked to leave.**
- **The clinical schedule may be different from your class schedule. For example, your class may be conducted 9am-2pm but clinical's will be 7am-3pm.**
- **Nursing Assistant Students clinicals will meet on the same days as your class.**

National Exams

National Exams will be administered on the final scheduled day of your program. If your exam is scheduled for a date outside of that, you will be made aware of that in advance.

Once you have completed the program, you will receive your Certificate of Completion from Shades of Purple, stating that you have completed the proper training.

- *All students must be **paid-in-full** and **return all loaned-out supplies** to receive their Certificate of Completion.*

We will review and complete practice exams to help you prepare.

****Students must attend ALL exam prep courses.***

After Certification Process

As employers contact us, we will provide them with your information (unless you choose otherwise).

We will send you job opportunities via email as employers continue contacting us.

If you would like Ms. Bradley to review your **resume** and make recommendations, please email it to her directly at HeartHealth@live.com.

Please keep us updated when you begin your new job! We would love to keep track of the successes of our wonderful students as you progress in the healthcare workforce.

Click below to “Like” Shades of Purple on Facebook, Twitter, and Instagram:

- [Facebook](#)
- [Instagram](#)
- [Twitter](#)

Business Hours

Monday 9AM – 5PM
Tuesday 9AM – 5PM
Wednesday 9AM – 5PM
Thursday 9AM – 5PM
Friday 9AM – 2PM

The office will be closed Monday through Thursday from 12:30pm – 1:30pm for lunch!!

Mekeisha Bradley
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