



Shades of Purple
Course Catalog
2025/2026



WELCOME!

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 less than ten to fifteen students per class) to improve 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.

Our company is based on the belief that our students' 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.

If you have any further questions or need additional information, please feel free to contact us at **(919) 926-9255** or via email at: **HeartHealth@live.com**.



TABLE OF CONTENTS

Calendar -----	p. 3-8
Catalog Information -----	p. 9-13
Enrollment Requirements -----	p. 14-16
Application for Student Registration -----	p. 17
Enrollment Agreement -----	p. 18-25
Student Withdrawal Form -----	p. 26
Tuition & Fees -----	p. 27
Payment Plan -----	p. 28-30
General Information -----	p. 31-33
Course Syllabus -----	p. 34-41
• Medical Billing and Coding -----	p. 34
• Medical Office Administration -----	p. 35
• Medical Assistant -----	p. 36
• Phlebotomy Training -----	p. 37
• Dental Assistant I -----	p. 38
• Nurse Aide I -----	p. 39
• Nurse Aide 2 -----	p. 40
• Nurse Aide Refresher -----	p. 41
Allied Health Course Descriptions -----	p. 42-51
Certification Exam -----	p. 52
Faculty & Staff -----	p. 53
Floor Plan -----	p. 54
• Nurse Aide -----	p. 55
Contact information -----	(Back)



2025 ACADEMIC CALENDAR

PROGRAM	TIME OPTIONS	DATES AVAILABLE
Phlebotomy 15 WEEKS Instructor: Tameka Garrett (AM) & (PM)	Morning: Mondays & Wednesdays 9:00am – 11:00am Evening: Mondays & Wednesdays 6:00pm – 8:00pm <i>**Lecture online**</i>	January 6, 2025 – April 16, 2025 May 5, 2025 – August 18, 2025 September 8, 2025 – December 17, 2025
Phlebotomy (Weekend) 10 WEEKS Instructor: Tameka Garrett	Weekend: Saturdays 9:00am – 1:00pm In person	January 11, 2025 – March 22, 2025 Lecture: January 11th – February 8th Lab: February 15th – March 15th Exam: March 22nd April 5, 2025 – June 28, 2025 Lecture: April 5th – May 3rd Lab: May 17th – June 21st Exam: June 28th (Off Memorial Day) July 12, 2025 – September 27, 2025 Lecture: July 12th – August 9th Lab: August 16th – September 20th Exam: September 27th (Off Labor Day) October 11, 2025 – December 20, 2025 Lecture: October 11th – November 8th Lab: November 15th – December 20th Exam: December 22nd (Off Thanksgiving)

PROGRAM	TIME OPTIONS	DATES AVAILABLE
<p>Phlebotomy 6 WEEK CLASS</p> <p>Instructor: Tameka Garrett (AM) & (PM)</p>	<p>Morning: Mondays & Wednesdays 9:00am – 11:00am</p> <p>Evening: 6:00pm – 9:00pm</p> <p>Morning & Evening Monday – Thursday or 2 days a week 3-hour lecture</p>	<p>TBD</p>
<p>Certified Medical Assistant, Medical Billing & Coding and Medical Office Administration (Evening Only) 9 MONTHS</p> <p>Instructors: A&P/Med Term, & Law & Ethics (Valerie Johnson)</p> <p>Instructor Core: Tammy Johnson (CMA) Valerie Johnson (MBIC & MOA)</p> <p>Substitute: Tameka Garrett</p>	<p>Evening: (Billing & Coding, Medical Office Administration, & Medical Assistant Only) Tuesdays & Thursdays 6:00pm – 8:00pm</p>	<p>January 7, 2025 – October 19, 2025 A&P, Medical Terminology: 01/07/25 - 3/06/25 Law & Ethics: 03/18/25 – 04/24/25 CORE: 05/06/25 - 8/14/25 EXTERNSHIP: 08/19/25 – 10/19/25 Exam: November 1, 2025</p> <p>September 2, 2025 – July 30, 2026 A&P, Medical Terminology: 09/02/25 - 10/30/25 Law & Ethics: 11/04/25 - 12/18/25 CORE: 01/06/26- 4/12/26 Externship: 04/16/26 - 07/30/26 Exam: August 1, 2026</p>

PROGRAM	TIME OPTIONS	DATES AVAILABLE
<p>Certified Nurse Aide I 15 WEEKS</p> <p>Instructor: Celeste Toombs (AM) TBD (PM)</p>	<p>Morning: Mondays & Wednesdays 9:00am – 2:00pm</p> <p>Evening: Mondays & Wednesdays 6:00pm – 10:00pm</p>	<p>January 6, 2025 – April 14, 2025 Lecture: 01/06/25 - 02/12/25 Lab: 02/17/25 - 03/12/25 Clinical: 03/17/25 - 04/19/25 Mock: April 14, 2025</p> <p>September 8, 2025 – December 22, 2025 AM & PM Lecture: 09/08/25 - 10/15/25 Lab: 10/20/25- 11/12/25 Clinicals: 11/17/25 - 12/17/25 Mock: December 22, 2025 Off Thanksgiving Wednesday</p>
<p>Certified Nurse Aide I (Weekend) 13 WEEKS</p> <p>Instructor: Celeste Toombs</p>	<p>Weekend: Saturdays & Sundays 10:00am – 3:00pm <i>**Lecture online**</i></p>	<p>February 1, 2025 – May 18, 2025 Saturday & Sunday Lecture: 02/01/25 – 03/09/25 Lab: 03/15/25 – 04/06/25 Clinicals: 4/12/25 – 05/18/25 Mock: May 31, 2025 Off Mother's Day</p> <p>March 8, 2025 – June 29, 2025 Saturday & Sunday Lecture: 3/8/25 – 4/13/25 Lab: 4/26/25 – 5/25/25 Clinicals: 5/31/25 – 6/29/25 Off Mother's Day and Father's Day</p> <p>September 6, 2025 – December 20, 2025 Saturday & Sunday Lecture: 09/06/25 - 10/12/25 Lab: 10/18/25 - 11/09/25 Clinicals: 11/15/25 - 12/14/25 Mock: December 20, 2025 Off Thanksgiving November 29th & November 30th</p>

PROGRAM	TIME OPTIONS	DATES AVAILABLE
Certified Nurse Aide I FAST TRACK 7 WEEK COURSE	Monday, Tuesday, & Wednesday Daytime: 8:00am – 1:00pm Evening: 5:00pm – 10:00pm <i>**Lecture online**</i>	Summer Program May 12, 2025 – July 11, 2025 (AM & PM classes) Lecture: 05/12/25 – 05/28/25 Lab: 6/02/25 – 6/09/25 Clinicals: 6/10/25 -6/30/25 Mock: July 1, 2025 July 7, 2025 – August 20, 2025 (AM & PM classes) Lecture: 7/07/25 – 7/16/25 Lab: 7/21/25 - 7/31/25 Clinicals: 8/04/25 -8/19/25 Mock: August 20, 2025
Certified Nurse Aide 2 15 WEEKS Instructor: TBD Substitute: Celeste Toombs	Evening: Tuesdays & Thursdays 6:00pm – 9:00pm <i>**Lecture online**</i>	March 18, 2025 – July 17, 2025 Lecture: 3/18/25 – 4/17/25 Lab: 4/22/25 – 5/22/25 Clinicals: 5/27/25 – 7/17/25 Mandatory: Four 8-hour shifts on weekend - TBD
Certified Nurse Aide I Refresher	Evening: Monday – Thursday 6:00pm – 9:00pm Lab: Saturday & Sunday 10:00am – 3:00pm <i>**Lecture online**</i>	February 24, 2025 – March 2, 2025 Lab: March 1 st and 2 nd Additional class dates TBD
Dental Assistant I (Weekend) 20 WEEKS Instructors: TBD	Weekend: Saturdays 9:00am – 2:00pm	August 2, 2025 – December 20, 2025 No class Labor Day and Thanksgiving
PCA	TBD	TBD

Calendar Information



***Holidays & School Closure:**

January 1, 2025 New Years

April 18, 2025 Good Friday

May 11, 2025 Mother's Day

May 26, 2025 Memorial Day

June 15, 2025 Father's Day

July 4, 2025 July 4th

September 1, 2025 Labor Day

November 27th & 28th Thanksgiving

December 25th & 26th Christmas

COURSES OFFERED

Phlebotomy

15 weeks – Mondays & Wednesdays – 9am to 11am

15 weeks – Mondays & Wednesdays – 6pm to 8pm

9 weeks – Saturdays – 9am to 1pm

6 weeks – Mondays & Wednesdays – 9am to 1pm

6 weeks – Mondays & Wednesdays – 6pm to 9pm

Nurse Aide I

11 weeks – Saturdays & Sundays – 10am to 3pm

15 weeks – Mondays & Wednesdays – 10am to 1pm

15 weeks – Mondays & Wednesdays – 6pm to 9pm

Certified Nurse Aide 2

15 weeks – Tuesdays & Thursdays – 6pm to 9pm

Certified Nurse Aide I Refresher

2 weeks – Mondays - Thursdays – 6pm to 9pm

Dental Assistant I

21 weeks – Saturdays – 9am to 1pm

Medical Office Administration

9 months – Tuesdays & Thursdays – 6pm to 8pm

*This course is available fully online, including the externship.

Certified Medical Assistant & Medical Billing & Coding

9 months – Tuesdays & Thursdays – 9am to 11am

(Medical Assistant Only)

9 months – Tuesdays & Thursdays – 6pm to 8pm

(Billing & Coding, Medical Office Administration & Medical Assistant Only)

9 months – Saturdays – 9am to 1pm



CATALOG INFORMATION

ADMISSION INFORMATION

The admission procedure requires an exchange of information between the applicant and Shades of Purple, which maintains a staff of representatives for this purpose. These representatives conduct a personal interview with each prospective applicant before any decision is made to submit an application for admission. During the interview, the representative will discuss the College's educational programs in relation to the applicant's career preferences, training needs, and individual motivations.

To qualify for admission to Shades of Purple, applicants must present a copy of the high school, GED, or college transcript and meet one of the following general requirements:

- Graduation from a public, private, or home high school that operates in compliance with state or local law;
- A certificate of high school equivalency
- Graduation from a community college or university that operates in compliance with state or local law
- Completion of secondary education that is equivalent to high school education in the United States
- Documentation must be provided to the school with written evidence of the students inability to obtain a copy of the high school transcript, certificate of high school equivalency, community college or university transcript.



ATTENDANCE POLICY

Shades of Purple is committed to the principle that class attendance is an essential part of its educational programs and in its goal to prepare all students for the responsibilities of their chosen career fields. Regular class attendance is mandatory in all classes and attendance is recorded for every regularly scheduled class.

All absences, late arrivals, and early departures are recorded and become a part of the student's permanent record. No distinction is made between excused and unexcused absences. Failure to comply with the attendance policy can result in reduction of the final grade, course failure, suspension, or dismissal. Externship, clinic courses and programs which are considered clock hour programs have their own specific attendance criteria and may require make-up of all hours missed as detailed below.

When a student has reached 20 percent absenteeism in any class, his/her course instructors will evaluate that student's potential for academic success. If it is determined that the student is unable to pass the class, and does not have extenuating circumstances, he/she may be dropped from the class. If the student is currently passing the class, the student will be counseled on his/her absenteeism and academic and attendance guidelines will be set for the student to continue in class.

The student is responsible for all material covered daily in each class for which he/she is registered. In no instance does absence from class relieve the student from the responsibility for the performance of any part of the class work. The student is responsible for initiating any request to make up work missed because of class absence. The decision as to the specific type of assistance to give the student with makeup work will be announced at the beginning of the term by the instructor. Makeup of missed classes does not erase an absence from a student's record. There are no leaves of absence.



If a student is absent from all classes for 3 or more calendar days, the student will be withdrawn from school. If the student has been absent four (4) days, the student may meet with the Director of Education and request reinstatement if there are extreme mitigating circumstances that warrant the reinstatement.

Attendance Policy for Provisional Enrollment:

If the student is enrolled in a provisional status, (a student who has returned to the school within three months after withdrawal) the student may not miss more than 20% of any class or the student will be withdrawn from the class. If the class withdrawal results in the student failing below a half-time status, the student will not be allowed to continue in school and will be withdrawn from all remaining classes.

Clock hour programs:

Programs that are considered clock hour programs and are identified as such in this catalog may have specific attendance requirements. Students are expected to attend all classes and to be in class at the appropriate times. The licensing boards that govern some of these programs may require that all missed class time be made up and may impose limits on the number of hours that may be missed and subsequently made up. Make up work is scheduled by the instructor and attendance is monitored and recorded.

Any make up work that is allowed must be completed prior to the end of the term in which the class is taken. The instructor of each class will notify students of the specific attendance policy at the beginning of the course.



SUSPENSION/DISMISSAL FROM SHADES OF PURPLE

All students are expected to maintain a satisfactory level of academic achievement, to conduct themselves as responsible adults, and to attend classes regularly. Shades of Purple reserves the right to suspend or dismiss any student who:

- Fails to maintain satisfactory academic progress as outlined in the standard of satisfactory progress;
- Exhibits conduct that is found by the administration to be detrimental to the individual, other students, the community, or Shades of Purple; and
- Fails to meet agreed upon financial obligations to Shades of Purple.

STUDENT DEVELOPMENT

Student development is an ongoing focus at Shades of Purple. Academic, occupational, and personal development is encouraged for all students. This emphasis is supported during the student's entire program of study by both academic and student services personnel.

PROFESSIONAL CONDUCT AND DRESS CODE

When applying for admission, students agree to conduct themselves within the limits of acceptable behavior and appearance that will enable Shades of Purple to recommend the graduate to prospective employers as a courteous, considerate, and well-mannered individual.

All other Programs:

Some programmatic courses may require that you wear your program scrubs (must match your program color exactly) and closed toed shoes. Your instructor will let you know the first day of class if their specific course requires scrubs to be worn. No hats, headgear (of any kind), wraps, etc. are permitted in the library or any class regardless of the subject matter. Exceptions may be granted by the Director of Education for documented religious reasons.



SEXUAL HARASSMENT

As a student at Shades of Purple, if you feel you have been sexually harassed by means of inappropriate language, touch or behavior on the part of another student or member of the Shades of Purple staff, you are encouraged to submit a written and dated complaint to the administration. An interview will be scheduled at the earliest date possible to explore the complaint and counseling will be made available. The alleged offender will be contacted and an interview scheduled. Shades of Purple takes the position that sexual inappropriateness in many cases may be a matter of ignorance about social behavior and as such will provide counseling and individual tutoring as a first course of action in hopes that an understanding of boundaries in therapeutic contact can be established. Repeated offenses will result in suspension from the program.

LOSS OF PERSONAL PROPERTY

Shades of Purple does not assume responsibility for the loss of books or other personal property. However, all instructors and students are requested to give the Receptionist all articles found so that the owner may claim them.

HONOR CODE

Classes and activities at Shades of Purple are conducted under the assumption that, as responsible individuals, students will adhere to the accepted educational and social standards forbidding plagiarism, cheating, dishonesty, theft, defacement of property, and drug and alcohol abuse. Individuals found to be in violation of these standards are subject to disciplinary actions that may include immediate suspension from Shades of Purple.

HOURS OF OPERATION

Classes are scheduled Monday through Thursday as scheduled.
Administrative office is open Monday- Thursday 9am-5pm
and Friday 9am-2pm



ENROLLMENT REQUIREMENTS

- Student must be at least 18 years-of-age
- Copy of valid photo ID
- Copy of social security card
- High-School/GED transcript
- Transcript must be received before you complete the enrollment agreement.
- International Transcript must be translated (Translation of International Transcript)
- If you have not completed College you must submit a High school or GED transcript
- Unofficial is acceptable. It does not have to be the sealed copy.



PREVIOUS EDUCATION TRAINING

Shades of Purple will issue course credit from other institutes as long as students maintained a “C” grade or higher within 3 years of taking the course. The student must submit an official or unofficial transcript prior to the first day of class starting. At that time, once documentation is verified and accepted, the student will receive a credit towards their tuition balance.

Grading Scale: (10 point system)

A – 100 – 90

B – 89 – 80

C – 79 – 70

D – 69 – 60

F – 59 – below

P (PASS) = 100% clinical and lab skills &

F (FAIL) = 0% clinical and lab skills

- Each student is to maintain a 70% “C” average at all times.
- If a student is unable to maintain a “C” average after completing the semester, they will be placed on academic probation for the next semester; if after that second semester the student has maintained a “70%” average they will be counseled by the Dean, and dismissed for the next semester.
- Students will return after the dismissal to the program, repeating the course that was unsatisfactory.

Student Records

All student records, transcripts, and progress reports will be kept confidential, and locked away, in a fire proof file cabinet at all times. Students will receive a progress report halfway into the semester, and a transcript will be issued at the end of the program. A previous or current student can request a transcript in writing, all forms are located with the Administrative Assistant and forwarded to the director. There is a \$10.00 transcript request fee.



Getting Started.....

Registration Fee

The non-refundable registration fee is due before the scheduled start-date of the program in which you are enrolled. If you do not submit your registration fee within this time frame, you will be removed from the roster. WIOA, Passage Homes, NextGen, etc. students are not required to pay a registration fee.

Enrollment Packet

Before your program is scheduled to begin, you will receive an Enrollment Packet to fill-out via e-mail. Please enter the necessary information, attach a photo/copy of a valid photo ID, and send those back to us at least one week before your program is scheduled to begin. Your transcript must be submitted before you can complete the enrollment packet. A transcript and/or GED (an unofficial transcript is fine; it does not need to be the sealed copy).

Orientation

Orientation will be conducted by the CEO and Director of Shades of Purple, Mekeisha Bradley on the first day of class and materials will be distributed. Please be sure to ask any questions you may have. This will be the time to express any last-minute concerns that you may have regarding your program or the school.



Application for Student Registration

We require a copy of your driver's license or identification card, & educational transcript to complete registration.



17

STUDENT INFORMATION

PROGRAM		COURSE START DATE:	
LAST NAME:		FIRST NAME:	
MAIN PHONE:		ALTERNATE PHONE:	
EMAIL ADDRESS:		DATE OF BIRTH:	
SOCIAL SECURITY NUMBER:		ARE YOU A VETERAN?	
ADDRESS:			
CITY, STATE, ZIP CODE:			
HOW DID YOU HEAR ABOUT US?			

EDUCATION

DO YOU HAVE A HIGH SCHOOL DIPLOMA?	
HIGHEST LEVEL OF EDUCATION COMPLETED:	
NAME OF HIGH SCHOOL OR COLLEGE COMPLETED:	
CITY AND STATE:	
DATES ATTENDED:	

CURRENT EMPLOYMENT

COMPANY:	
POSITION:	
SUPERVISOR:	
TELEPHONE:	

EMERGENCY CONTACT

NAME:		RELATION:	
PHONE:		ADDRESS:	



Enrollment Agreement

STUDENT INFORMATION		PROGRAM INFORMATION
LAST NAME		PROGRAM START DATE:
FIRST NAME		PROGRAM END DATE:
ADDRESS		PROGRAM:
CITY, STATE, ZIP		LENGTH OF PROGRAM:
PHONE NUMBER		REGISTRATION FEE:
LAST 4 OF SSN		PROGRAM FEE:
EMAIL		NOTES:
DATE OF BIRTH		

Shades of Purple's programs are licensed by NC Community College. *While we are licensed by the North Carolina State Board of Community Colleges, we do not offer contact hours that are transferable to another school. *NCSBCC is not an accrediting agency.

*We do not give out Form 1098-T for tuition tax credits.

This Agreement made and entered into between Shades of Purple, Raleigh, North Carolina, hereinafter referred to as the School, and the Student whose name appears on page one (1) of this agreement. This agreement constitutes the entire agreement between to the two parties. Any changes, cancellations, or revocations of this Agreement must be in writing and signed by both the student and the school's chief executive officer. **Upon enrollment, the Student will pay a one-time registration fee. If any of the following occurs on the first day of class, a student shall receive a one hundred percent (100%) refund, including non-refundable fees already paid:**

- I. The student withdraws by written notice.**
- II. The student is caused to withdraw by the school.**
- III. The school cancels the class.**
- IV. If the student withdraws or is caused to withdraw by the school on or before completing twenty-five (25%) of the period of enrollment for which the student was charged, the student shall receive a refund of seventy-five percent (75%), excluding any disclosed nonrefundable fees. The Student understands that payments are due on the dates listed on the Payment Authorization Form; these dates are predetermined by the Student and agreed upon by both the Student and the School. Failure to comply with this payment schedule will result in suspension of training.**

Should the Student miss more than 3 days per class and/or semester during the program, the student will be removed from the program and all monies paid towards completion of the program will be forfeited. If the Student fails to pay any of the amounts due to the institution under this agreement when they are due, the student will also pay the institution for all costs and expenses, including reasonable attorney fees that are incurred by the institution in the collection of these amounts. If this agreement refers to collections to an agency that is subject to the Fair Debt Collection Practices Act, the Student will pay those collection costs which should not exceed twenty-five (25) percent of the unpaid amount.

Payment for services can be paid via cash, check, credit card, or money order. A return check fee of \$30 will be assessed to returned checks. There will be an equivalent \$30 fee for any scheduled payments that are unsuccessful; card declines or is invalid, cash not received on the scheduled payment date, etc. The School agrees to provide training for the program listed above.

PAYMENTS

The Student understands that payments are due on the dates listed on the Payment Authorization Form; this payment schedule includes specific dates predetermined by the Student, which are then agreed upon by both the Student and the School. Failure to comply with this payment schedule will result in suspension of training.

- **A \$30 late fee will be added to the student's total balance if the student fails to pay for any reason. This includes any card that has been locked down by the Student.**
- **All balances must be paid-in-full before the student will be allowed to take any National or State exam(s).**
- **The student must return all loaned-out supplies and be paid-in-full before receiving their certificate(s) from the school.**
- **If you miss two or more consecutive payments, you will be dropped from the program. You will have a 48-hour grace period after your second missed payment to make a payment and avoid being dropped or suspended for non-payment.**

By registering for this course listed on page 1 of the Enrollment Agreement, you will be required to pay for the class in full, whether you complete the training or not. The card that is on file will be drafted until all tuition is paid in full. If you withdraw or stop attending training, the remaining balance will be drafted in full. By signing below, you agree to the terms and conditions listed above.

MILITARY WITHDRAWALS

Students who are unable to finish the term or payment period due to deployment for active-duty military service, whether enlisted, reserved, or National Guard, are entitled to a refund of all tuition and fees for the unfinished term or payment period. Credit will not be granted for unfinished courses, and the unfinished courses will not impact on the student's Satisfactory Academic Progress. If the military student is deployed at the end of a term or payment period and completes his or her tuition payments prior to deployment, then the tuition will not be refunded, the credits will be earned, and the student's Satisfactory Academic Progress will reflect the inclusion of those credits. Such a student will be released from his or her financial obligations for future terms or payment periods. Deployed students who choose to return to school following completion of deployment can re-apply as returning students.

If the military student is enrolled in a non-term program that will allow him or her to withdraw and re-enter at the same point, the student may request a leave of absence, which will be granted provided that the school is able to ensure that the student will be able return to the program at exactly the point at which he or she withdrew. In all cases, the military student must provide evidence, such as a copy of official orders, and/or a letter from a superior, to document the activation and/or deployment. Military students are also encouraged to consider taking courses on-line whenever possible during deployments, so that they can continue to progress toward completion of their programs.

STATE REFUND POLICY

The state refund policy shall apply for all students enrolled in certificate programs. Shades of Purple is mandated to refund tuition under the regulations set forth by the North Carolina State Board of Community Colleges (23 NCAC 2d.0202e) (1)-(3), which states that a refund shall not be made except under the following circumstances:

- A **100% refund** shall be made if the student officially withdraws **prior to the first day of class** or classes of the period charged, as noted in the school calendar, or if the college cancels a class or classes due to insufficient enrollment.
- A **75% refund** [excluding registration fee] shall be made if the student officially withdraws from the class **prior to or on the official 25% point of the period charged**.
- **No refund** shall be made if the student officially withdraws **after completing 25% or more of the program attended**.
- **Any refunds will be sent via standard mail within 30 days of the request by check or money order**

- I acknowledge that it is my responsibility to read the Refund Policies as described in the School's Catalog. I understand that refunds apply ONLY to total withdrawals and that there are no refunds on individual class drops once the class has been attended. All refunds are calculated based upon the student's last recorded date of attendance. Any refund will be issued within 30 days of the request, and a paper check will be sent via standard mail. If a student chooses to pay-in-full before the program begins, it must be via money order or check.

To comply with applicable federal regulations regarding refunds, federal regulations will supersede the state refund regulations stated in this rule. The refund policy is set by the North Carolina State Board of Community Colleges and is subject to change without notice. Students desiring a tuition refund are asked to follow the steps listed below.

ARBITRATION

You, the Student, and Shades of Purple, the School, agree that any dispute arising out of our relating to this enrollment agreement, your enrollment or attendance at Shades of Purple, whether such dispute arises during or after your attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be resolved by binding arbitration in the city and county in which the school is located within the state of North Carolina. You, the Student, and Shades of Purple, the School, each further agrees that this arbitration provision provides each party with its exclusive remedy for redress of any grievance or resolution of any dispute arising out of this Agreement, AND EACH PARTY EXPRESSLY WAIVES ANY RIGHT, INCLUDING WITHOUT LIMITATION THE RIGHT TO TRIAL BY JURY, IT MIGHT HAVE TO SEEK REGRESS IN ANY FEDERAL, STATE OR LOCAL COURT OR OTHER FORUM, except for an action to enforce in court an arbitration award rendered to this agreement.

COMPLAINT PROCEDURE

1. In the event of questions or concerns about the terms of this agreement, you may contact the Director of the School at the address on page one (1) of this agreement.
2. Shades of Purple is licensed by North Carolina Community College System. Questions or concerns that are not satisfactorily resolved by the persons designated above may be brought to the attention of the North Carolina Community College System – 200 W. Jones St. Raleigh, NC 27603.

INSTITUTION GUIDELINES

Upon satisfactory completion of the program, the Student will be awarded a Certificate of Completion provided the Student has met the **scholastic and tuition requirements**. Special Accommodations: I understand that any student requesting accommodations due to a disability must do so in writing to the Director no later than one (1) month prior to the program start date. The School is relieved and released of all claims by the Student that may arise as a result of the School's inability to perform hereunder as a result of an act of God, or any other matter beyond the control of the School. **The Student agrees to maintain regular attendance and any willful irregularity, violation or infringement of the School's rules and regulations or failure to maintain satisfactory grades may result in immediate dismissal or suspension from the School.** At the option of the School, Students who are dismissed will be governed by the same refund policy as students who interrupt training.

Students who fail to maintain a passing grade will be required to repeat the program at the program tuition rate at the time of re-entry. The School reserves the right with prior notice to alter hours and/or days of attendance and/or starting dates and/or programs within reason when deemed necessary. Such changes will not alter the tuition costs or refund policy stated in this Agreement. The School also reserves the right to increase tuition costs with prior notice at least thirty (30) days. If conditions beyond the control of the School require postponement of a start date or temporary suspension of classes, appropriate adjustments will be made to provide Student all the instruction to which the Start Date are entitled under the terms of this Agreement. Students who have enrolled but have not started attending the School will receive a refund of the monies paid if postponement of classes.

The Student understands that absence from a regularly scheduled class **DOES NOT** relieve him/her of tuition liability. I hereby acknowledge that if I am accepted for enrollment at Shades of Purple, my enrollment is subject to all terms and conditions set forth in the Catalog in its sole discretion. I certify that I have received and will read (have read) the School's Catalog. A Student Handbook detailing policies and procedures will be received at the Orientation Session or beforehand. **The School will not release certified hours or transcripts to the licensing board or other schools unless all financial and contractual obligations have been met.** An official transcript may be provided to any student who withdraws if the above financial obligations have been satisfied.

Dental Assistant 1 Program:

*DAII Disclosure Statement - A student completing all requirements of this program will be classified as Dental Assistant I in North Carolina. Dental Assistant II classification requires successful completion of: 1) Full-time employment and experience as a chair-side assistant for two years (3,000 hours) of the preceding five, during which period the assistant may be trained in any dental delivery setting and allowed to perform the functions of a Dental Assistant II under the direct control and supervision of a licensed dentist; a) a 3-hour course in sterilization and infection control; b) a 3-hour course in dental office emergencies; c) radiology training consistent with G.S. 90-29(s) (12); and d) current certification in CPR; or 2) Successful completion of the certification examination administered by the Dental Assisting National Board, and current certification in CPR. For additional information, please contact the North Carolina State Board of Dental Examiners.

I understand that the following programs provide certification exams through the below listed agencies:

- **Phlebotomy Training:** NHA/AAOPT (National Healthcareer Association/American Academy of Phlebotomy Technician)
- **Certified Clinical Medical Assistant (CCMA):** NHA (National Healthcareer Association)
- **Medical Billing & Coding Certification:** NHA (National Healthcareer Association)
- **Nurse Aide I:** NC NNAAP (National Nurse Aide Assessment Program)/NC DHHS (NC Department of Health and Human Services)
 - **Credentia transitioned the written portion of the exam into Computer Based Testing (CBT).** The skills portion of the exam will be administered at a location chosen by the student during registration for the exam.
- **Medical Office Administration:** NHA (National Healthcareer Association)

The transfer of credits is solely at the discretion of each institution.

I understand that the program in which I am enrolling in is designed to be an end-in-itself, and credits gained in any program may or may not be transferable.

PLACEMENT ASSISTANCE

The School, Shades of Purple, does **not guarantee** job placement. However, **the School does provide employment assistance to its current and graduate students.** It is further acknowledged that a copy of this Agreement and the Catalog describing the program prerequisites for enrollment and schedule of tuition payments have been received and read by the applicant. **If the student needs to complete a background check for their program (Nurse Aide, Medical Assistant), the student can go to Viewpoint Screening and complete the information for an additional cost.**

1. **Students are required to attend all hands-on sessions.** If for any reason the student cannot attend, they will be required to make up the session during the next class day using both the morning and evening sessions.
2. **Students must attend the final review session before their scheduled exam date.**
3. All students should check the Final Exam Schedule against their own class schedule and report any time conflicts to the instructor(s) as soon as possible. It is the student's responsibility to properly inform the instructor(s) if they are unable to attend their exam on the scheduled date.
4. A student reporting to the final examination room more than fifteen (15) minutes after the scheduled start time will not be allowed to take the exam that day. It is the student's responsibility to reschedule their exam.
5. **ALL CLINICAL DAYS OFF-SITE ARE MANDATORY!**
6. **The first tuition payment is due within the first two weeks of the student's scheduled program.**
7. All students must keep a current credit card on file, as well as the predetermined payment dates put in place to ensure full payment of tuition; **even students who choose to make payments using cash or check must keep a credit card on file** in case the student borrows/loans any of the School's supplies including textbook and models. Students who are going through WIOA also need to keep a valid card on file.
8. **If any payments are returned and/or declined on any of the predetermined payment dates, there will be a \$30.00 processing fee applied to your total balance. This includes any card that has been locked down by the Student.**
9. **All textbooks and any other borrowed/loaned supplies must be returned on the final day of the program. If the student does not return a textbook, they may be charged a \$50.00 replacement fee.**
10. **All students must be in uniform for each program session as well as any externship hours completed through any of Shades of Purple's programs.** Uniform includes name badge and scrubs. COVID-19 Additions: Face mask and long sleeve shirt under scrub top.

CELL PHONE POLICY AGREEMENT

To be proactive with today's growing social and interactive technology trends, it is our hope that this policy will increase awareness and training while putting into practice social and professional etiquette relating to electronic devices. Shades of Purple will allow cell phones to be used for instructional purposes and during break periods only. Phones must be silent and out of sight during instructional times. If an important phone call must be taken, please step out of the classroom to take the call. Students in possession of a cell phone must comply with the Shades of Purple Cell Phone Policy Use Agreement. This also applies to externships.

I, _____, understand the above requirements and will abide by the rules and regulations put in place by the School, Shades of Purple. I understand that defying these rules and regulations in any way may result in being withdrawn from the program in which I am enrolling

Date:_____

Student Name: [print]:_____

Student's Signature:_____

Shades of Purple

Representative:_____



Withdrawal Form

First Name: _____ Last Name: _____

DOB: _____ Last 4 of SSN: _____

Program/Course: _____

Program Start Date: _____

Program Withdraw Date: _____

Program Length: _____

25% Completion Date: _____

Program Amount: _____

Reason for Withdrawing:

REQUIRED SIGNATURES:

Student's Signature

Director's Signature

THE BOX BELOW IS FOR OFFICE USE ONLY

Payment Dates & Amount:

☐ 25% of class was completed, no refund was issued.

☐ 25% of class was NOT completed, refund was issued in the amount of \$ _____

Processed by: _____



Tuition & Fees

Programs	Tuition	Books	Registration Fee	Total:
Certified Medical Assistant	\$3500.00	\$300.00	\$150.00	\$3950.00
Phlebotomy	\$3500.00	\$75.00	\$150.00	\$3725.00
Medical Billing & Coding	\$3500.00	\$300.00	\$150.00	\$3950.00
Medical Office Administration	\$3500.00	\$300.00	\$150.00	\$3950.00
Dental Assistant	\$3500.00	\$300.00	\$150.00	\$3950.00
Certified Nurse Aide 1 & 2	\$1100.00	\$50.00	\$150.00	\$1300.00
Certified Nurse Refresher	\$500.00	\$50.00	\$150.00	\$700.00
IV Therapy Training	\$250.00	\$50.00	\$150.00	\$450.00

Other Fees	
<u>Registration Fee:</u>	\$100.00 - \$200.00
<u>Re-Entry Fee:</u>	\$25.00
<u>Returned Check Fee:</u>	\$30.00
<u>Declined Credit Card Fee:</u>	\$30.00
<u>Late Payment Fee:</u>	10% per occurrence
<u>Transcript Fee:</u>	\$10.00

***Lab Fees included in tuition**

Payment Plan

Included in your tuition:

- Certification exam fee (***first attempt***)
 - Textbook rental(s)
 - Supplies as needed
- *Student Accident Insurance Coverage AKA Clinical Insurance
- *Stethoscope, blood pressure cuff

****available only to select programs***

Regulations:

- Students must pay 50% of the total cost by the half-way point of their program.
- Students must be paid-in-full to be eligible to take the Certification Exam and/or receive their Certificate of Completion.
- If a student misses two or more payments consecutively and a new payment is not made within 48 hours, they will be dropped from the program.
- All students must keep a card on file; regardless of whether you have a check/cash payment plan or are in a WIOA program.
- First payment must be paid within the first two weeks of the program.

Please take your payment plan seriously.

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



Payment Plan Structure



PROGRAM	SECTION	TOTAL COST	NON-REFUNDABLE REGISTRATION FEE	AMOUNT TO BE ARRANGED	MONTHLY PAYMENT AMOUNT	BI-WEEKLY PAYMENT AMOUNT	WEEKLY PAYMENT AMOUNT
Phlebotomy	Weekday – 15 weeks	\$1500	\$150	\$1350	\$337.50 4 payments	\$192.85 7 payments	\$90.00 15 payments
Phlebotomy	Weekend – 9 weeks	\$1500	\$150	\$1350	\$450.00 3 payments	\$270.00 5 payments	\$150.00 9 payments
Phlebotomy	5 Week Accelerated	\$1500.	\$150	\$1350	X	\$675.00 2 Payments	\$270.00 5 payments
Certified Medical Assistant	Weekday – 9 months	\$3,500	\$150	\$3350	\$372.22 9 payments	\$176.31 19 payments	\$88.15 38 payments
Certified Medical Assistant	Weekend – 9 months	\$3500	\$150	\$3350	\$372.22 9 payments	\$176.31 16 payments	\$88.15 38 payments
Medical Billing & Coding	Weekday – 9 months	\$3500	\$150	\$3350	\$372.22 9 payments	\$176.31 19 payments	\$88.15 38 payments
Medical Office Administration	Weekday – 9 months	\$3500	\$150	\$3350	\$372.22 9 payments	\$176.31 19 payments	\$88.15 38 payments
Dental Assistant I	Weekday – 20 weeks	\$3500	\$150	\$3350	\$558.33 6 payments	\$335.00 10 payments	\$167.50 20 payments
Dental Assistant I	Weekend – 13 weeks	\$3500	\$150	\$3350	\$837.50 4 payments	\$478.57 7 payments	\$257.69 13 payments
Certified Nurse Aide I	Weekday – 15 weeks	\$1100	\$150	\$950	\$237.50 4 payments	\$135.71 7 payments	\$63.33 15 payments
Certified Nurse Aide I	Weekend – 11 weeks	\$1100	\$150	\$950	\$316.66 3 payments	\$158.33 6 payments	\$86.36 11 payments
Certified Nurse Aide 2	Weekday – 15 weeks	\$900	\$150	\$750	\$187.50 4 payments	\$107.14 7 payments	\$50.00 15 payments
Certified Nurse Aide Refresher	54 Hours	\$500	\$150	\$450	X	X	X
IV Therapy	Weekday 3 hour	\$250.00	X	X	X	X	X
IV Hydration	Weekday 8 hour	\$1200	\$150	\$1050.00	X	X	X

Payment Plan

- Registration fees are non-refundable.
- Past students only have to pay their registration fee once. It will be waived for all future/additional classes.
- All students must be current with payments by the half-way mark Of the program. If not, the student is subject to being dropped.
- The student will not be eligible to receive their certificate of completion or take their national exam until all dues are paid-in-full.
- The first payment must be made within the first two weeks of the program.
- Tuition includes: certification exam, textbook rental(s), laptop rental (when available), supplies as needed, name badge, clinical insurance*, cpr certification*.

General Expectations

- Students are expected to conduct themselves in accordance with generally 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 eight hours.** If this does happen, the student will be at risk of being dropped from the program.
- **All loaned-out textbooks, laptops, 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, your card on file will be charged a replacement fee of all the supplies in your possession.

Teaching Methodologies

Learning will be utilized through various modalities to include audiovisuals, cooperative learning, individual or class projects, group presentations, games, etc. These would include Quizlet, learning videos, PowerPoint presentations, classroom activities, and individual tutoring, as needed. The online portion of the program will utilize Moodle as its online platform. We will assign you a username and password before the first day of your program.



Hands-On Training

(If-Applicable)

- Pass with 70% or above.
- Each student must keep a current, updated resume on file.
- Complete the Consent for Release of Information form to authorize Shades of Purple to share your information with potential employers.
- The student must take exam within the time frame given and attend all exam prep/review classes.
- **Students cannot miss any hands-on training time! *If a student misses a hands-on training day, they may have to wait until the following semester to complete their hands-on training. *Students cannot take their certification exam until hands-on training is completed.***

Parking

- Always park in the parking lot located on the **BACK** side of the building.
- **Pulling onto Wind Chime Ct, take the second left.**

Dress Code

- **Scrubs, including a long sleeve shirt underneath for extra protection (scrub top & bottom should be uniform in color) **Nurse Aide I & Dental Assistant I students – Black scrubs only.***
- **Name/ID badge – *This will be provided by us at your first hands-on training day***
- **Clean, enclosed-toe shoes**
- **Long hair must be pulled back**
- **No long, artificial nails**
- **No hats, scarves, or headgear (*unless worn for religious purposes*)**



Attendance

A student may miss no more than eight hours of classroom instruction.

No hours of absence are allowed for clinical or lab (hands-on training).

Absence documentation will include date absence occurred, content missed, and date content made up on the roster or designated form. All missed classroom content, and laboratory and clinical experiences must be made-up for the student to successfully complete their program. **It is the student's responsibility to contact their instructor regarding how they can make-up any missed time.**

Student Conduct

If the student wishes to discuss an issue with an instructor, it is expected the student will initiate communication with their instructor outside of classroom discussion. **Communication is expected to be professional and respectful by all parties.**

Inappropriate student behavior will not be tolerated and may result in dismissal from the program. Inappropriate behavior includes, but is not limited to, verbal threatening/disrespect or intentional intimidation. If the instructor deems that inappropriate behavior has occurred, it will result in a meeting with the Director of Shades of Purple, Mekeisha Bradley, and possible dismissal from the program.



Electronic Devices Policy Agreement

To be proactive with today's growing social and interactive technology trends, it is our hope that this policy will increase awareness and training while putting into practice social and professional etiquette relating to electronic devices. Shades of Purple will allow cell phones to be used for instructional purposes and during break periods only. Phones must be silenced and out of sight during instructional time. If an important must be taken, please step out of the classroom to take the call. Students in possession of a cell phone must comply with Shades of Purple's Electronic Device Policy Agreement.



Virtual Learning Expectations

Attendance:

- Students must **always show their face** in the video-chat.
- Students should keep their **microphone muted** unless they are intentionally speaking with the class or instructor.
- Students who enter the virtual class **more than five minutes late will be counted as absent** for that day.
- Students are expected to be **actively participating** in the virtual class. If your instructor calls on you multiple times throughout the class and you do not answer, you will be marked absent.

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 assignments original due date.

If you do not have access to a computer, please reach out to the school to make arrangements to pick one up.

*Laptops are loaned-out on a first come, first serve basis. Availability varies.

Medical Billing & Coding Specialist Program (9 Months)



This course will provide each student with the knowledge using CPT, ICD-9 and HCPCS manual. This course will cover medical terminology, anatomy & physiology, health insurance, HIPAA regulations, applying charges and reimbursement. The course can be completed in 3 to 6 months depending on each student. Students will also have the luxury of completing an internship to gain more experience. After completion of this course, the student will register to take the NHA exam at an on-site testing center.

Major & Related Requirements	Clock Hours
MBIC200 Medical Law & Ethics	16
MBIC201 Medical Terminology	24
MBIC202 Anatomy & Physiology (A&P1)	18
MBIC203 Anatomy & Physiology (A&P2)	18
MBIC205 Computer Applications in Health Care	20
MBIC206 Basic Medical Insurance/Coding	24
MBIC207 Medical Insurance/Coding Lab	40
MBIC208 Advanced Coding & Reimbursement Systems	40
MBIC209 Practicum	100



100 Hour Externship
300 Clock Hours Program

Medical Office Administration Certification Program

(9 Months)



Medical Office Administration are a vital part of the Healthcare team, performing administration duties in a hospital, clinic, and medical office.

Students will learn:

- Greeting and assisting patients
- Creating and maintaining patient records
- Transcribing physicians' diagnostic comments and orders
- Billing insurance providers and patients
- Collecting and recording payments, and inputting data into computerized record systems

Major & Related Requirements	Clock Hours
MOA400 Medical Terminology	24
MOA401 Anatomy & Physiology (A&P1)	18
MOA402 Anatomy & Physiology (A&P2)	18
MOA403 Medical Law Ethics	16
MOA404 Computer Applications in Healthcare	20
MOA405 Basic Medical Insurance/Coding	24
MBIC207 Medical Insurance Lab	40
MBIC208 Advance Coding	40
MOA406 Externship	100



100 Hour Externship
300 Clock Hours Program

Medical Assistant Program (9 Months)



The Medical Assistant is an unlicensed, multi-skilled healthcare practitioner who is competent in both clinical and administrative procedures. As a MA you may perform some or all of the following tasks: Administer injections, as well as topical or oral medications, measure and record vital signs, clean and sterilize medical equipment. Students will also have the luxury of completing an internship to gain more experience. After completion of this course, the student will register to take the NHA (National Healthcare Association) exam at an on-site testing center.

Major & Related Requirements	Clock Hours
MA100 Anatomy & Physiology (A&P1)	18
MA101 Anatomy & Physiology (A&P2)	18
MA102 Medical Terminology	24
MA110 Law & Ethics	16
MA103 Medical Assisting Clinical	30
MA104 Emergency Procedures	20
MA105 Medical Assisting Procedures	20
MA106 Medical Assisting Laboratory	10
MA107 Medical Review	10
MA108 Pharmacology	34
MA109 Practicum and Seminar	150



150 Hour Externship
350 Clock Hours Program

Phlebotomy Training Certification Program (15 Weeks)



This course provides knowledge and training on how to draw blood using numerous techniques. The course curriculum teaches anatomy & physiology, medical terminology, venipuncture, tube recognition & order of draw, professionalism, preanalytical complications, capillary blood draw, and specimen transportation. Students will also have the luxury of completing an internship to gain more experience. After completion of this course, the student will register to take the AAPT (American Academy Phlebotomy Technicians) or NHA (National Healthcare Association) exam at an on-site testing center.

Major & Related Requirements	Clock Hours
PHL110 Medical Terminology	15
PHL111 Anatomy & Physiology (A&P1)	15
PHL112 Anatomy & Physiology (A&P2)	15
PHL113 Phlebotomy Theory	15
PHL114 Phlebotomy Clinic	15
PHL114 Phlebotomy Clinic/Practicum	35
PHL115 Phlebotomy Review	10

120 Clock Hours Program



Dental Assistant I

(20 Weeks)



This course will provide knowledge and training in the Dental field. Students will learn therapeutic communication, professionalism, oral health, preventative techniques, nutrition, chair side instrumentation, infection control, equipment safety, maintenance, dental office emergencies, Radiology, Dental office management, and sedation dentistry.

Major & Related Requirements	Clock Hours
DA100 Dental Medical Terminology	6
DA101 Dental Anatomy & Physiology	6
DA102 Dental Education	6
DA103 Dental Assisting as a Profession	3
DA104 Infection Control/OSHA	4
DA105 Dental Materials	9
DA106 Dental Pharmacology	6
DA107 Dental Radiology	21
DA108 CPR (Cardio Pulmonary Resuscitation)	3.5
DA109 Dental Office Management	3
DA110 Dental Clinic/Practicum	100

167.5 Clock Hours Program

***DAII Disclosure Statement** - A student completing all requirements of this program will be classified as Dental Assistant I in North Carolina. Dental Assistant II classification requires successful completion of: 1) Full-time employment and experience as a chair-side assistant for two years (3,000 hours) of the preceding five, during which period the assistant may be trained in any dental delivery setting and allowed to perform the functions of a Dental Assistant II under the direct control and supervision of a licensed dentist;

a) a 3-hour course in sterilization and infection control;

b) a 3-hour course in dental office emergencies;

c) radiology training consistent with G.S. 90-29(s) (12); and

d) current certification in CPR; or 2) Successful completion of the certification examination administered by the Dental Assisting National Board, and current certification in CPR. For additional information, please contact the North Carolina State Board of Dental Examiners



Nurse Aide I Program (15 Weeks)



The Nurse Aide I Training Program will provide the resources and enhanced learning opportunities for the students to develop appropriate nurse aide skills. This will be accomplished through structured, comprehensive, supervised class room, lab, and clinical experiences. Students will learn the skills to become a NA I in North Carolina. Training will be provided on basic nursing skills, personal care skills, and interpersonal skills. Students will learn how to provide patient care in a variety of setting such as: Assistant Living, Rehabilitation, In-home, Hospitals, Hospice, and Long-term care facility.

Major & Related Requirements		Clock Hours
NA 100 - 121	Nurse Aide I Lecture	52.5
NA 105 - 123	Nurse Aide Laboratory	51.5
NA 124	Nurse Aide Clinical	48
		152 Clock Hour Program

NA I: After successfully completing 152 clock hours students will take the NC Nurse Aide I certification exam.



Nurse Aide 2 Program

(15 Weeks)



The Nurse Aide II course prepares graduates to perform more complex and invasive patient care skills, as well as continue to provide basic nursing care for adults. Through classroom instruction, laboratory work, and clinical rotations, this class will lead to listing on the NC Board of Nursing NA II Registry.

Major & Related Requirements		Clock Hours
NA 200 - 209	Nurse Aide II Lecture	43
NA 200 - 209	Nurse Aide II Laboratory	45
NA 200 - 209	Nurse Aide II Clinical	80

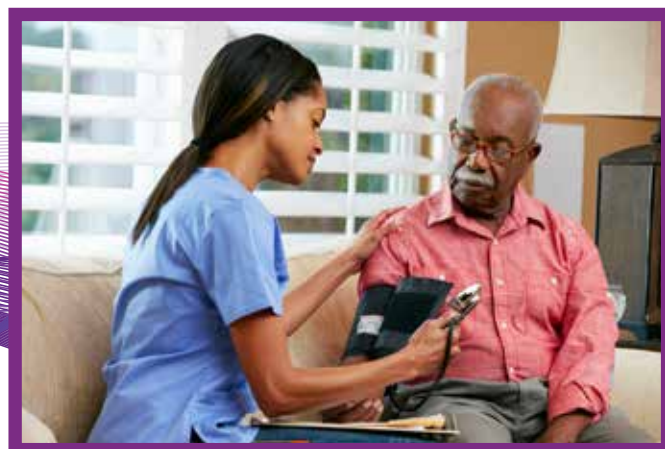
168 Clock Hour Program

NA II: After successfully completing 168 clock hours of lecture, Laboratory, & Clinical the student will be eligible for the NCBON NAII Registry.



Nurse Aide I Refresher Program

(15 Weeks)



The Nurse Aide I Refresher Course is designed for those individuals who have a previous listing as a NAI in North Carolina or any other state and have not been expired more than four years. In addition, this course is also for students that have satisfactorily completed a state approved NAI course within the past 4 years. After successful completion, students will be prepared to take the Nurse Aide I Registry Exam. NAI is a prerequisite for the Nurse Aide II, Practical Nursing and Associate Degree Nursing programs

Major & Related Requirements	Clock Hours
NAR 100 Nurse Aide I	2.5
NAR 107 The Resident Environment Safety and Emergency	2.5
NAR 114 Basic Restorative Care	5
NAR 109 Cognitive Due to Aging	5
NAR 112 Mental Health and Mental Illness	5
NAR 123 Threads of Care	20

40 Clock Hour Program

NA I Refresher: After successful completion 40 clock hours of lecture, the student will be eligible for the NA I Registry Exam.



Allied Health Course Descriptions

MBIC Medical Billing & Coding

MA Medical Assisting

MOA Medical Office Administration

PHLE Phlebotomy

DA Dental Assistant I

NA Nurse Aide I

NA2 Nurse Aide 2

Anatomy and Physiology I&II -MBIC 202, 203, MOA 401, 402

PHL111, 112 & MA100, 101

Students will study the structural systems of the human body and the principles of human physiology. The design of this course is to assist the student in understanding body organization at different levels, the importance of the body's chemical constituents and processes, the organ systems involved with support and movement, and how these organ systems work together to maintain homeostasis. It includes the study of structure, function, and related conditions and diseases of the nervous, endocrine, cardiovascular, lymphatic, digestive, respiratory, urinary, and reproductive systems. As a continuation of the study of the structural systems of the human body, and the principles of human physiology presented in A&P I, this course will assist the student in understanding body organization at different levels, the importance of the body's chemical constituents and processes, and how the various organ systems work together to maintain homeostasis.



Medical Law and Ethics - MA 110, MBIC 200, MOA 403

This course introduces students to common legal terminology as well as various statutes. The material enables students to understand how to competently and confidently manage legal and ethical issues when they arise in the health care industry. Students discover the makings of the lawsuit from the examination room to the courtroom and learn steps for avoiding a medical malpractice suit.

Students learn to identify and respond to issues of confidentiality and perform within legal boundaries. Special emphasis is placed on federal acts that impact those working in the medical industry including HIPAA, ASHA, ADA (Americans with Disabilities Act), ERISA (Employment Retirement Income Security Act), and FLSA (Fair Labor Standards Act). In this course, students also learn the standards of Ethical Coding of the AHIMA (American Health Information Management Association) and the Code of Ethics for AAMA (American Association of Medical Assistants).

Medical Terminology – MBIC 201, MOA 400, PHL110 & MA102

The language of medicine is studied through the investigation of the structure and formation of medical terms, including roots, suffixes, and combining forms. Emphasis is centered on defining and spelling anatomic structures, disease terminology, surgical and diagnostic procedures, and descriptive terms in the work analysis.

Medical Assisting – Clinical – MA103

This competency- based course focuses on the clinical medical assisting skills required to prepare the patient for examination and to assist the physician during examination and treatment. Students are trained to obtain vital signs, position the patient for procedures, document in the medical record, obtain infant weight and measurement, and perform patient teaching. Infection control and safety and AIDS-related precautions are stressed.

Emergency Procedures – MA104

The Emergency Procedures course is designed to teach the skills of CPR for victims of all ages, uses of an automated external defibrillator (AED), and relief of foreign-body airway obstruction (FBAQ). It is intended for participants who provide health care to patients in a wide variety of settings, including in-hospital and out-of-hospital settings. This course also teaches the skills of First Aid needed to manage emergencies with speed, accuracy, and understanding.



Medical Assisting – Procedures – MA105

This competency-based course teaches the skills necessary to perform selected diagnostic and surgical procedures that are completed in the physician's office. Training in electrocardiography, respiratory testing, radiology, wound care, and catheterization is completed. Risk management, HIPAA, infection control, safety, and AIDS-related precautions are stressed.

Medical Assisting – Laboratory – MA106

This competency-based course teaches the skills necessary for the performance of selected laboratory procedures. Students will learn phlebotomy techniques, glucose testing, microscopic examination skills, gram staining procedures, urinalysis testing, blood typing, pregnancy testing, and various laboratory-testing procedures performed in the physician's office. Students will practice how to obtain samples for testing and how to follow up patient test results. Risk management, quality control, HIPAA, infection control, safety, and AIDS-related precautions are stressed.

Medical Review – MA107

This course assists the student in preparing for the Medical Assisting certification examination. Material covered in the medical assisting program is reviewed along with sample questions comparable to those asked on the certification examination.

Pharmacology – MA108 (1)

The identification of commonly administered drugs, their uses, side effects and interactions will be emphasized. Topics taught include terminology and abbreviations relating to pharmaceuticals, various routes of drug administration, techniques for drug administration, drug calculations, anatomical injection sites, and legal records and ethical standards necessary for the administration and dispensing of drugs by a physician.

Principles of Pharmacology – MA108 (2)

In this course, emphasis is placed on basic pharmacology which includes the understanding of the action of drugs such as: absorption, distribution, metabolism and excretion of drugs by the body. Students study drug classifications and learn the most commonly prescribed drugs. Students learn what a formulary is and learn to match drugs to common conditions. They also learn how to match drugs to lab findings. Students also learn the different units of measurement in metric, apothecary and household systems. They learn to identify both abbreviations and symbols used in calculating medication dosages and in writing prescriptions. Students apply mathematical computations to solve equations and demonstrate knowledge of basic math.



Externship – MA109

Students are assigned for administrative and clinical applications in a suitable physician's office or ambulatory health care facility under the supervision of the externship coordinator and site preceptor. Students receive no remuneration while completing their 150-hour externship. In addition, students give a weekly report. Externship hours are required to be served during a 3 month period.



Computer Applications in Health Care – MBIC 205, MOA 404

Electronic Medical Records and Practice Management software are introduced in this course. Students are trained on two medical office simulators; one practice manager referred to as Medisoft and one electronic medical record (EMR) referred to as Electronic Health Records. They will have hands-on practice in performing common billing and collection procedures, creating an Electronic Medical Record, creating electronic prescriptions and lab requisitions, perform electronic histories and document subjective impressions into an electronic progress note, register patients electronically and perform electronic scheduling functions, complete electronic insurance claim forms and simulate submitting them electronically to the insurance company, and post payments and perform electronic billing procedures.

Basic Medical Insurance/Coding – MBIC 206, MOA 405

Medical Insurance/Coding prepares students in all aspects of contemporary insurance billing. Students learn basic diagnosis coding systems with detailed instruction in International Classification of Diseases ICD-9-CM, how to code and guidelines for usage for Volume I, Volume II, and Volume III. They also learn basic procedure coding systems with detailed instruction in basic HCPCS coding with a focus on CPT-4 coding for Anesthesia, E & M, Surgical, Pathology/Laboratory, Radiology and Medicine. HCPCS Level II codes are also taught. This course introduces students to various types of health care plans, including Managed Care and Health Maintenance Organizations (HMO). Students develop proficiency in preparing and processing insurance claims as it relates to government programs, such as Medicaid and Medicare.

Medical Insurance/Coding Lab – MBIC 207

In this course, students are introduced to the Health Insurance Claim Form (CMS-1500) and it will provide the student with the experience of completing various claim forms as part of their hands-on experience. Students will also learn the process of hospital billing and will complete and process the UB-92 claim form. In this course, students develop proficiency in preparing and processing insurance claims, while developing strategies for insurance problem solving. Students will have the opportunity to practice obtaining information from patient charts, including interpretation of physician notations regarding procedures and diagnoses relevant to claims completion. In simulated practice, students will actually prepare insurance claim forms, both manually and by computer.

Advanced Coding & Reimbursement Systems – MBIC 208

This course prepares students for complex case studies, authentic coding, and an introduction to diagnostic-based prospective payment groupers. An introduction to ICD-10-CM is also included. Students will be introduced to Nomenclature of Medicine (SNOMED) and its role in the health care delivery system. Using complex case studies students will also practice more complex procedure code assignments with ICD-9-CM and CPT-4. Students will also be introduced to procedure based payment systems, RBVS, E&M codes and APC assignments and the impact coding and sequencing has on reimbursement. Additionally, this course prepares students for all aspects of Insurance reimbursement systems including prospective payment systems, DRG's, Ambulatory payment classifications, ASC groups, Resource Based Relative Value Scale, and third party payers. Students learn billing and insurance procedures, explanation of benefits, Quality Improvement Organizations, Managed care/capitation, compliance issues and auditing and monitoring the coding process for regulatory compliance.

Practicum – MBIC 209, MOA 406

Upon successful completion of prerequisite course work, the students participate in a 180 hour practicum at an approved field-based facility or in a virtual facility. The practicum provides the student an opportunity to apply the principles and practices learned in the classroom and utilize entry level medical insurance/ coding specialist skills. Medical Insurance/ Coding Specialist externs work under the direct supervision of qualified personnel at the participating externship sites, or under general supervision of the school staff in a virtual setting. Externs are evaluated by supervisory personnel at the site after completion of 100 hours. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation. The student receives no remuneration while gaining valuable experience.



Medical Office Administration – MOA

Students will learn to assume a professional role in the front office procedures. Emphasis placed on the development of communication, professionalism, managing patient records, banking, purchase procedures, and interactive skills as they apply to screening telephone calls, and scheduling appointments. Proper documentation skills and patient education will be emphasized.

Phlebotomy Theory – PHL113

The theory and practice of phlebotomy are presented. The course includes such topics as phlebotomists in health care delivery systems, collection equipment, reagents and interfering factors in blood collection, venipuncture and capillary puncture blood collection procedures, requisitioning, and specimen transport and processing.

Practicum – PHL114

Students are responsible for maintaining the appropriate number of venipuncture and capillary draws during the duration of the phlebotomy training and/or workshop. Students receive no remuneration while completing their hands-on training. Practicum hours are required to be served during the time allotted.

Phlebotomy Clinic – PHL114

This course provides training in collection, transportation, and processing of specimens and the opportunity to perform a variety of procedures, including venipuncture, skin puncture, capillary punctures, the Allen Test, Point-of-Care Testing, blood smear preparation and selected lab tests. Students learn proper laboratory techniques and safety considerations.

Phlebotomy Review – PHL115

This course assists the student in preparing for the national certification examination in phlebotomy. Material covered in major and core courses are reviewed along with sample questions comparable to those asked on the certification examination.



Dental Assisting as a Profession – DA103

Development of professionalism for Dental Assistant. This course includes oral communication, psychology, patient relations, problem solving skills, stress management, and employment ethics.

Dental Materials – DA105

Dental Assistant will learn the composition, properties, and manipulation of dental materials with the primary emphasis on those materials used in the dental office and selected materials used in the dental laboratory. Students will learn the physical, chemical, biological, and mechanical properties of dental materials in the dental laboratory. The student will be able to communicate the use of materials with the dentist and the patient. Students will be able to identify instruments, their care and function.

Dental Anatomy & Physiology – DA101

Students will learn the normal function of external and internal structures of the teeth and oral cavity, including anatomy & physiology, embryology, histology, tooth morphology, composition and classification of tissue of the head and neck. The study of dental charting, surfaces of each tooth, life cycle of the tooth and identify the changes, identify the surfaces of each tooth and their location.

Dental Medical Terminology – DA100

This course will provide each student with dental terms for health professionals who need to acquire a medical vocabulary for their training. Students will be able to identify pre-fixes, suffixes, and key words that formulate dental terms.

Dental Education – DA102

Dental Assistant students will study the management of hazardous materials and enhance and build skills and techniques of impression taking, construction of models and custom trays. Students will be able to demonstrate chairside assisting procedures suction, instrument transfer, mix materials per restorative care, prepare, take, and remove alginate and wax bites.



Dental Emergencies – DA108

Students will study oral pathology with emphasis on periodontal disease and periodontal charting. Students will be able to identify signs and symptoms of medical emergencies, treating for aiding patients in emergency situations.

Dental Radiology – DA107

Dental Assisting students will study the definition of radiation physics, health and safety theories with the emphasis on fundamentals, the discovery and history of dental X-ray techniques and processing.

Dental Pharmacology – DA106

Students will learn introduction to safe administration and classification of drugs used in dentistry. Emphasis on common adverse reactions that can occur in drugs utilized in dental procedures.

Infection Control/OSHA – DA104

Students will infection and hazard control procedures necessary for safe practice of dentistry. This course will focus on microbiology, sterilization, monitoring chemical disinfectants, aseptic techniques, OSHA standards, and infectious disease.

CPR (Cardio Pulmonary Resuscitation) – DA108

Students will learn Basic Life Support techniques, Adult, child, and infant. One and two rescuer, bag value, and AED CPR

Dental Office Management – DA109

Students will learn how to manage the clinical and financial records, patient scheduling, supply, and inventory control. Be able to assist with the day to day operations.

Dental Clinic/Practicum – DA110

Students will complete 100 hours in a dental clinic setting utilizing the skills and knowledge to become a successful Dental Assistant 1.



The Nurse Aide I - NA100

Students will learn the requirements for initial and renewal of NAI listing in NC. The importance of delegation of task and skills as a Nurse Aide. They will learn the basic nursing skills, personal care skills, and interpersonal skills.

Infection Prevention - NA106

Students will learn how to practice infection control. How to effectively keep themselves and patient safe.

The Resident's Environment: Safety & Emergency - NA107

The Nurse Aide will learn and demonstrate how to practice safety measures in a Healthcare facility.

Communication - NA103

The Nurse Aide I will learn how to effectively communicate with staff and patients.

Law and Ethics - NA101

Students will learn the laws and ethical standards of a Nurse Aide I.

Dignity - NA102

Nurse Aide I will learn how to treat patients with dignity.

Basic Restorative Care - NA113

Students will learn how to provide assistance with Restorative Care.

Body Systems - NA108

Students will learn basic anatomy and physiology of the body systems.

Body Mechanics - NA115

Students will identify safety measures to assist a falling patient to the floor.

Nutrition and Fluid - NA116

Students will learn how to identify basic nutrition needs for patients

Restraint Elimination, Reduction, Appropriate Use - NA113

Students will learn the variety of restraints available to the health care provider.

Communicating with the Health Care Team - NA118

Nurse Aide will learn how to communicate effectively.

The Nursing Process and Nursing Care Plan - NA119

Students will learn what a nursing care plan is and how to handle the task assigned.



Incident Reports - NA120

Students will learn methods of documenting facts surrounding any unexpected event in healthcare setting.

Critical Thinking - NA121

Students will safely provide resident care in a variety of situations based on facts learned and bedside observations, or the ability to think on one's feet.

Family and Family Support - NA105

Students will learn how to offer support to the patient and family.

Person-centered Care - NA104

Students will learn how to practice of basing resident care on individual resident needs, preferences and expectations

Cognitive Changes Due to Aging - NA109

Students will learn the manner in which messages from the five senses are changed, stored in memory, recovered from memory, and later used to answer questions, respond to request, and perform task.

Psychological Effects of Aging - NA110

Students will learn the basic needs, defense mechanisms, OBRA Act & psychological effects of the aging patient.

Dementia and Alzheimer's Disease - NA111

Students will learn how to care for patients with Dementia & Alzheimer's.

Mental Health and Mental Illness - NA112

Students will learn how to treat patients with mental health and illness disease.

Pain - NA117

Students will learn their role on how to cope with patients suffering from pain.

Threads of Care - NA123

Students will perform all skills acquired in the class on manikins.

Clinicals - NA124

Students will perform all skills and care for patients in a facility.

Lecture - NA200 - NA209

Laboratory - NA200 - NA209

Clinical - NA200 - NA209



Certification Exams

Phlebotomy	American Academy of Phlebotomy Technicians (AAPT) -OR- National Healthcareer Association (NHA)
Certified Nurse Aide I	National Nurse Aide Assessment Program (NC NNAAP) / National Council of State Boards of Nursing (NCSBN) Certified Nurse Assistant Refresher
Certified Nurse Aide 2	Registry, North Carolina Board of Nursing
Certified Medical Assistant I	Certified Clinical Medical Assistant (CCMA) National Healthcareer Association (NHA)
Medical Office Administration	Certified Medical Administrative Assistant (CMAA) / National Healthcareer Association (NHA)
Medical Billing & Coding	Certified Billing & Coding Specialist (CBCS) National Healthcare Association (NHA)

After Completion of the Exam

- Please return all loaned-out supplies to the school immediately after the exam.
- Once we have received all your loaned-out supplies and your account is paid-in-full, we will provide you with your certificate of completion and any official certification cards or certificates.
- We will contact you directly when we receive the physical copy of your certification in the mail. At that point, you may choose to either pick it up or have it mailed to you.

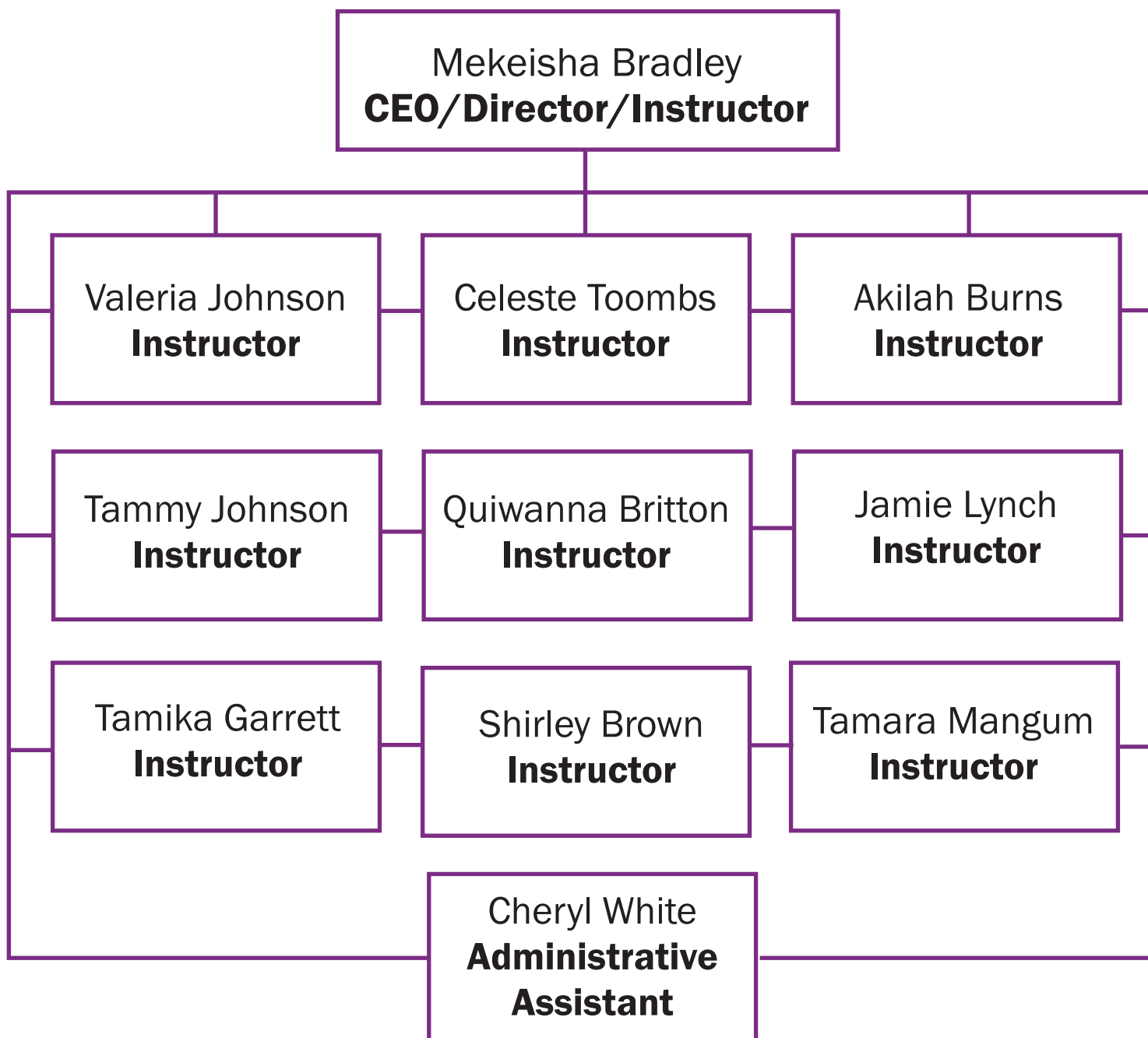
As employers contact us, we will provide them with your information (unless you choose otherwise).

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

You can always come back for Stick Sessions free of charge.

- Due to COVID-19, we are not posting these sessions on our website. However, you can contact Ms. Bradley directly to be added to the hands-on portion of another class for additional hands-on practice.

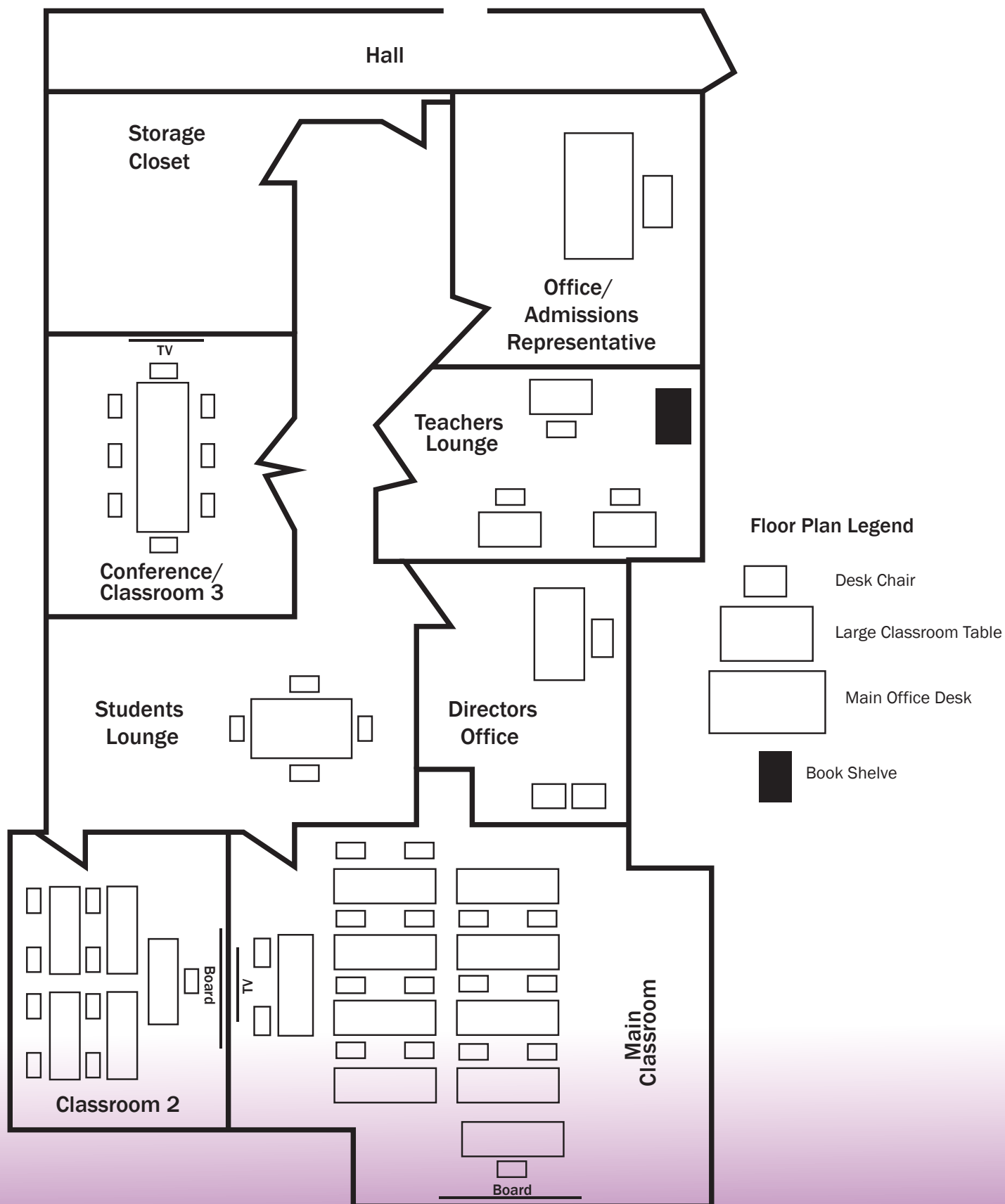
Faculty & Staff



Please keep us updated when you begin your new job! We genuinely enjoy keeping track of the successes of our wonderful students as you all progress into the healthcare workforce.

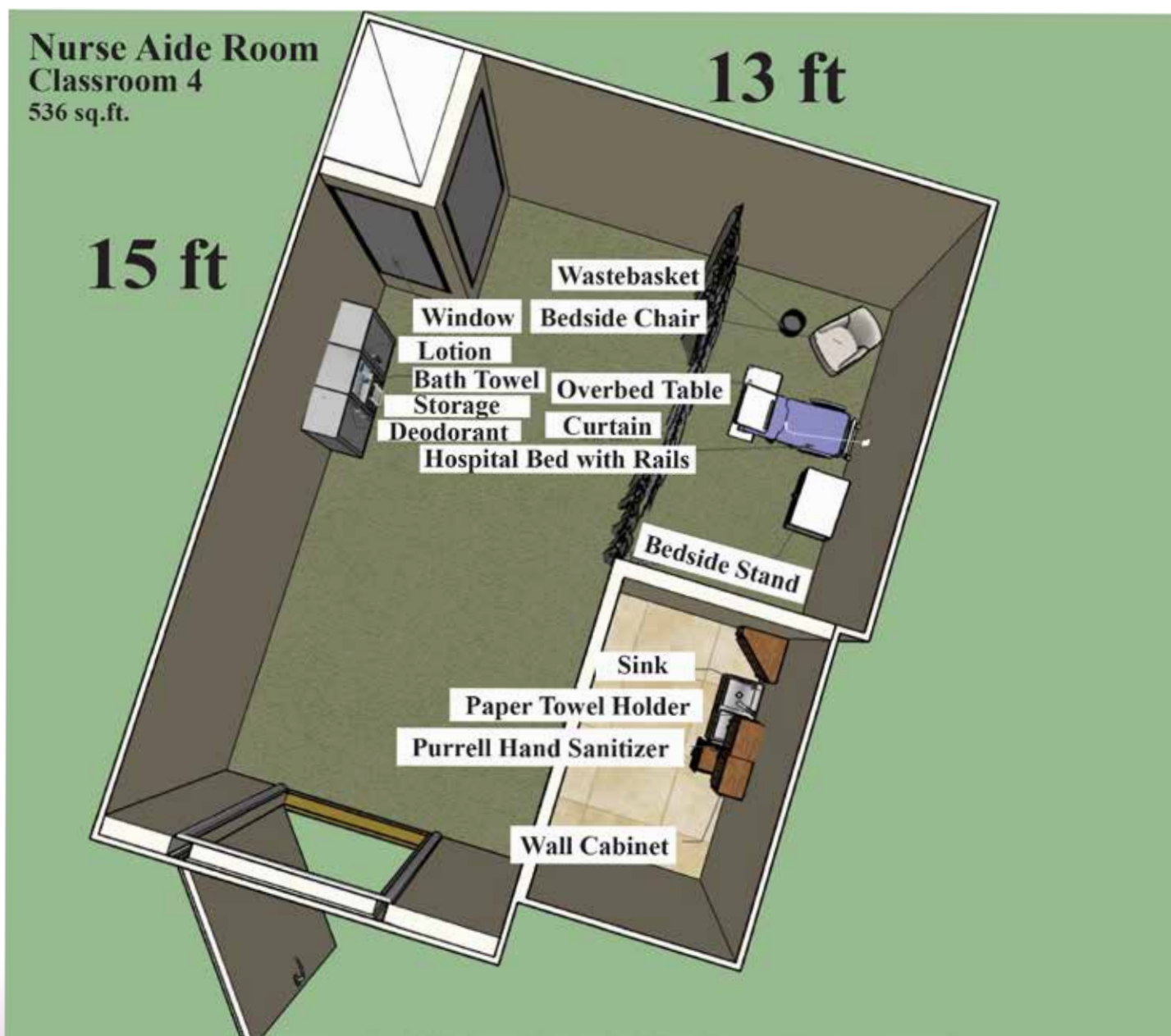
If you would like Ms. Bradley to review your resume and make recommendations, please email it to HeartHealth@live.com.

Floor Plan





Nurse Aide





**Shades
of Purple**
Health Training Institute

6900 Six Forks Rd. Ste. 110 Raleigh, NC 27615

hearthealth@live.com (919)-926-9255

www.shadesofpurple.info

Heart Health Safety Techniques LLC

dba Shades of Purple



Course Catalog
2025/2026