Admissions Information

General Admission Policy

ICHCare Workforce Training Center is committed to ensuring equitable access to career and technical education while upholding academic and professional standards that support student success, public safety, and program integrity.

Admission to ICHCare Workforce Training Center programs is open to all individuals who meet the minimum eligibility criteria, regardless of age, race, color, religion, sex, national origin, disability, or any other protected characteristic, in accordance with applicable federal, state, and local laws.

General Eligibility Requirements

To be considered for admission, an applicant must:

- Be at least 18 years of age and possess a high school diploma or GED at the time of enrollment
- Demonstrate the ability to benefit from training through prior education, experience, or institutional entry screening
- Submit all required forms and documentation, including identification, background screening (where applicable), and health clearances (as required by program)
- Comply with specific admission criteria outlined for individual programs (e.g., clinical readiness for healthcare programs)

Entry Screening

All admitted students are required to complete a basic literacy and numeracy screening to ensure readiness for postsecondary-level coursework. This assessment is used solely for placement and advising and does not determine admission status.

Non-Discrimination Statement

ICHCare Workforce Training Center does not discriminate in its admissions process and complies with the Equal Opportunity in Education Act**,** the Americans with Disabilities Act (ADA)**,** and all other applicable civil rights statutes. Reasonable accommodations will be provided for applicants with documented disabilities in accordance with institutional policy.

Admissions Decisions

Admission decisions are made by the Admissions Office in consultation with program faculty or leadership, based on the applicant's ability to meet the outlined criteria and the availability of space in the desired program cohort.

Admission does not guarantee eligibility for licensure, certification, or employment. Students are encouraged to review specific program policies for licensure-related disclosures.

Program-Specific Admission Requirements

Nursing Assistant (Long-Term Care)

To be considered for admission into the Nursing Assistant (Long-Term Care) program, applicants must:

- Be at least 18 years of age
- Possess a high school diploma or GED
- Complete an admissions interview and program orientation
- Demonstrate English proficiency sufficient for instruction and patient care
- Pass a Level 2 background screening (required for clinical placement)
- Pass drug screening tests
- Provide documentation of physical exam and immunizations
- Hold or complete CPR/BLS certification prior to clinicals (included in curriculum/program)

Applicants will also complete a basic skills self-assessment to help identify learning needs and determine readiness for hybrid instruction and hands-on clinical work.

Minimum Test Scores Statement

ICHCare Workforce Training Center does not require a standardized admission examination for entry into the Nursing Assistant (Long-Term Care) program. However, all applicants are required to complete an institutional literacy and numeracy screening as part of the orientation process. This screening is intended solely to assess academic readiness and to support appropriate instructional placement; it is not used to determine eligibility for enrollment.

Health & Background Requirements

As required by Florida law, industry standards, and institutional policies governing healthcare training and clinical site participation, all students enrolled in programs with direct patient contact, such as the Nursing Assistant (Long-Term Care**)** program, must meet **s**pecified health and background screening requirements prior to participating in clinical instruction.

These requirements are designed to protect patient safety, ensure public health compliance, and meet the eligibility criteria for licensure or employment in regulated healthcare settings.

1. Health Screening and Immunizations

All students must provide documentation of the following prior to the start of any clinical experience:

- Tuberculosis (TB) Test – Negative result within the last 12 months (PPD or chest X-ray)
- Physical Examination – Signed and dated clearance from a licensed healthcare provider indicating fitness for clinical duties
- Required Immunizations:
    - Hepatitis B (or signed waiver)
    - MMR (Measles, Mumps, Rubella)
    - Varicella (Chickenpox)
    - Tetanus/Diphtheria/Pertussis (Tdap)
    - Influenza (seasonal, when applicable)
    - COVID-19 vaccine (based on clinical site policy)

Students who are unable to provide immunization records may be required to undergo titer testing. Documentation must be uploaded to the institution's compliance tracking system by the published deadline.

2. Criminal Background Screening

In accordance with Florida Statutes §456.0635, students must complete Level 2 background screening and fingerprinting through an approved vendor prior to beginning clinical placement. The screening includes checks against:

- Florida Department of Law Enforcement (FDLE)
- Federal Bureau of Investigation (FBI)
- Office of the Inspector General (OIG) exclusion lists
- Florida Abuse Registry

Disqualifying offenses, including but not limited to violent felonies, abuse, exploitation, or drug trafficking, may result in denial of access to clinical facilities and ineligibility for licensure under Florida law.

ICHCare does not determine licensure eligibility. Students with criminal history are advised to consult the Florida Board of Nursing for a pre-application review.

3. CPR Certification

All students must obtain and maintain Basic Life Support (BLS) for Healthcare Providers certification from the American Heart Association (AHA) or an approved equivalent. Certification must be current throughout the duration of the clinical training period.

The IWTC Nursing Assistant Long Term Care program includes CPR/BLS training and certification.

4. Submission Deadlines and Compliance

Failure to meet health and background requirements by the assigned deadline may result in:

- Delayed or denied participation in clinical activities
- Administrative withdrawal from the program
- Ineligibility for certification examination

Documentation must be submitted through the institution's compliance tracking system. All health records are maintained securely in compliance with HIPAA and FERPA regulations.

5. Additional Recommendations (Optional but Helpful)

- Basic Computer Literacy**:** Required to access digital textbook materials and optional practice resources provided through the Cengage MindTap platform, which supplements in-person instruction and does not deliver instructional hours
- Photo ID**:** Government-issued photo identification (for testing and clinical facility access)
- Signed Enrollment Agreement and Student Handbook Acknowledgment

Credit for Prior Learning (CPL) Policy

ICHCare Workforce Training Center recognizes the value of prior education, training, and experiential learning, especially for adult learners and career changers. As a newly established institution seeking licensure and program approval**,** we are committed to aligning all academic assessment practices with the standards outlined by the:

- Florida Department of Education (FLDOE) Postsecondary Framework for Nursing Assistant (Long-Term Care)
- Florida Board of Nursing**,** regarding eligibility for Certified Nursing Assistant (CNA) examination

Credit for prior learning (CPL) may be granted in limited, well-documented cases and is subject to strict validation through challenge exams, portfolio assessments, or equivalent third-party credentials. Labs and clinical hours are not transferable to ICHCare Workforce Training Center CNA (Long-Term Care) program. All assessments are reviewed by qualified faculty and must

demonstrate equivalency in scope, rigor, and competency to the institution's clock-hour instructional model.

CPL is not automatic**,** and does not exempt students from meeting clinical, safety, or licensure requirements**.** Credit may only be applied when it does not interfere with the ability to satisfy Florida Board of Nursing regulations or compromise eligibility for CNA licensure.

The maximum allowable CPL is capped at 25% of the total program hours**,** and CPL is not guaranteed to be accepted by other institutions or licensing bodies. Students are advised to confirm with the Florida Board of Nursing if they have concerns about how CPL may affect their licensure eligibility.

ICHCare Workforce Training Center does not award credit for general life experience. All prior learning must be documented, assessed, and approved in accordance with Rule 6E-2.0041(10), F.A.C.

Challenge Exam Scoring and Credit Award Policy

Students seeking to earn credit through institutional challenge examinations must demonstrate content mastery that exceeds the minimum instructional standard. Therefore:

A minimum score of 80% is required to receive credit by examination.

A student who does not achieve the 80% benchmark may not retake the challenge exam for the same module and will be required to complete the corresponding course component through standard instructional delivery.

Correspondence Instruction Policy

ICHCare Workforce Training Center does **not** offer instruction by correspondence**.** All instructional delivery is conducted through in-person and supervised clinical instruction. There are no paper-based or mail-in instructional methods used for course completion or credentialing.

As a result, no correspondence-based tuition, fee schedules, or completion timelines apply.

Non-Discrimination Policy

ICHCare Workforce Training Center is committed to providing equal opportunity in education, employment, and access to services. In accordance with applicable federal, state, and local laws, the institution does not discriminate on the basis of:

Race, color, ethnicity, national origin, religion, sex, gender identity, sexual orientation, age, disability, marital status, genetic information, or veteran status.

This policy applies to all aspects of institutional operations, including:

- Admissions and enrollment decisions
- Financial aid and scholarship consideration
- Instructional delivery and evaluation
- Access to facilities, programs, and student services
- Hiring and employment practices

ICHCare will provide reasonable accommodations to qualified applicants and students with documented disabilities in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

Questions, concerns, or requests for accommodation may be directed to:

Student Services Office
Email: admissions@ichcare.org
Phone: (407) 852-8689
Mailing Address: 300 Wilshire Blvd. Suite 238 Casselberry, FL 32707

TOTAL PROGRAM COSTS

$1252

FEES BREAKDOWN:

Fee	Amount ($)	Refundability
Application Fee (to process a student's application. That include administrative costs for reviewing application materials, eligibility screening, etc.)	$50.00	Non-Refundable
Tuition	$482.00	Refundable
Course Lab Fees, Liability Insurance, CPR Certification course materials, Compliance Tracker Fees, Exit Processing and Graduation Review Fees etc.	$420.00	Non-Refundable
Course Material (Basic Healthcare Worker Text & MindTap, Textbook for Nursing Assistants & MindTap Workbook for Course Material kbook for Textbook for Nursing Assistants, Learning Management System Textbook for Nursing Assistants, CPR resource)	$300.00	Non-Refundable

*****ALL FEES FOR GOODS OR SERVICES, WHETHER OR NOT PURCHASED FROM THE SCHOOL, ARE AT THE EXPENSE OF THE STUDENT AND ARE NON-REFUNDABLE.*****60

NOT INCLUDED IN PROGRAM COST, MAY INCLUDE BUT NOT LIMITED TO:

- Level 2 Background Check (estimated cost: $83 / Non-Refundable)
- Health Physical, PPD & Immunization (estimated cost: $100 / Non-Refundable)
- Prometric State Certification Exam Fee (estimated cost: $155 / Non-Refundable)
- Uniform (estimated cost: $60 / Non-Refundable)
- CPR Certification (estimated cost: $75 / Non-Refundable)

PAYMENT OPTIONS

☐ Full payment is due upon signing the contract, **OR**
☐ $352 at enrollment
☐ $500 before day one
☐ $400 Before clinicals participation

YOUR PAYMENT SCHEDULE:

Number of Payments	Payment Amount	Payment Due Date
___	$ ___	Starting on ___/___/___ and every Monday until paid in full

All prices for Program are printed herein; there are no carrying charges, interest charges, or service charges assessed. Contracts are not sold to third party at any time. Lastly, classes do not include costs for goods and services.

LATE PAYMENT FEE OF $50 ASSESSED IF NOT PAID ON DUE DATE. FAILURE TO PAY IN FULL MAY RESULT IN IMMEDIATE WITHDRAWAL.

Payment Methods:
We accept payments via: credit/debit cards, cashier's checks, and money order. We do not accept cash. Please note there is a 3.5% service charge added to all credit/debit card transactions.

REFUND POLICY

Refunds shall be processed in accordance with institutional policy and Rule 6E-1.0032(6), Florida Administrative Code. All refund requests must be submitted in writing.

ICHCare Workforce Training Center maintains a transparent and equitable refund policy to govern the return of unearned tuition and fees should a student cancel, withdraw, or be administratively dismissed. This policy demonstrates our commitment to consumer protection, regulatory compliance, and fiscal integrity.

1. Cancellation Prior to Enrollment

A full refund of tuition and institutional charges will be issued if the student cancels in writing within three (3) business days of signing the enrollment agreement, provided no instruction has commenced.
All refundable amounts paid will be returned, excluding fees identified as non-refundable by institutional policy or third-party agreements.

2. Nonrefundable Charges

Once paid, the following fees are non-refundable:

- Registration/Application Fee
- Background Screening Fee (once processed)
- CPR/BLS Certification Fee (once issued)
- Compliance Tracker Access Fee
- Exit Processing and Graduation Review Fee
- Consumable/customized materials (e.g., embroidered uniforms, used/opened textbooks, supply kits)
- External third-party service fees (e.g., Prometric exam fees)

All non-refundable fees are clearly disclosed in the institution's enrollment and fee documents.

3. Tuition Refunds After Commencement

Students who withdraw or are dismissed after the three-day cancellation period but before completing the program will receive a prorated refund based on the percentage of scheduled clock hours they have completed at the point the school receives their official withdrawal notification (whether submitted in writing, electronically, or through documented administrative withdrawal due to non-attendance).

Refunds are prorated through 40% of the total program hours.
If a student has completed more than 40% of the scheduled program hours, the tuition is considered fully earned and no refund will be issued.
Students remain responsible for any unpaid balance after the refund is calculated.

Example 1 (More than 40% Completed):
The Nursing Assistant program is 120 hours. A student submits an official written withdrawal request after completing 50 scheduled clock hours.

- 50 ÷ 120 = 41.7% of the program completed.
- Because the student has completed more than 40%, the tuition is considered fully earned.
- No refund is issued, and any remaining tuition balance is still owed.

Example 2 (Within Refund Period):
A student withdraws through an email notification after completing 36 scheduled hours of the 120-hour program.

- 36 ÷ 120 = 30% completed.
- Tuition is charged for 36 hours completed.
- The institution refunds the remaining 84 hours of tuition.

4. Determination of Withdrawal Date

The official withdrawal date is the earlier of:

- The date of written withdrawal notification from the student; or
- The last documented academic activity or attendance, as verified by instructors or LMS records.

5. Administrative Dismissals

Students administratively dismissed for academic failure, misconduct, or policy violations will have refunds processed per the withdrawal refund terms.

6. Refund Processing Timeline

Refunds will be issued within thirty (30) calendar days of:

- Receipt of the student's written withdrawal notice; or
- Determination of student's cessation of attendance.

Refunds are issued to the original payer unless otherwise authorized in writing.

7. Other Conditions

- Refunds are subject to final verification of attendance records, financial obligations, and institutional charges.
- Refunds linked to third-party scholarships or assistance may be returned directly to the funding source.
- Refund eligibility does not negate the student's responsibility for unpaid balances.

CANCELLATION AND TERMINATION POLICY

This enrollment agreement may be canceled or terminated in writing by either the student or the institution.

Institutional grounds for termination include, but are not limited to:

- Violation of student conduct policies
- Nonpayment of tuition or fees
- Failure to meet attendance, academic progress, or clinical performance requirements

EMPLOYMENT GUARANTEE DISCLAIMER

ICHCare Workforce Training Center provides comprehensive education and employment readiness services but makes no guarantee of employment or specific income upon graduation. Program completion prepares students to meet eligibility requirements for the CNA certification exam and entry-level employment opportunities.