

Aquarius Institute



LICENSED PRACTICAL NURSE (LPN) PROGRAM CATALOG



Updated June 30th 2017

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1 North Old State Capitol Plaza, Suite 333, Springfield, IL 62701

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Aquarius Institute

PN Program: Courses and Clock Hours

	Theory Hours	Skills Lab Hours	Clinical Hours
Term 1			
15 weeks [102] Fundamentals of Nursing	7 hrs per week = 105 hours	4 hours per week = 60 hours	12 hours per week = 180 hours
15 weeks Anatomy & Physiology	3 hours per week = 45 hours		
8 weeks [101] Critical Thinking in Nursing	2 hours per week = 16 hours		
Term Total Hours	166 clock hours	60 clock hours	180 clock hours
Term 2			
7 weeks [105] Family Health Nursing	5 hours per week = 35 hours	3 hours per week = 21 hours	6 hours per week = 42 hours
8 weeks [107] Geriatric/Mental Health Nursing	4 hours per week = 32 hours		6 hours per week = 48 hours
15 weeks [106] Communicating in Nursing	2 hours per week = 30 hours		
Term Total Hours	97 clock hours	21 clock hours	90 clock hours
Term 3			
10 weeks [108] Adult Health Nursing	7 hours per week = 70 hours	2 hours per week = 20 hours	13 hours per week = 130 hours
• 5 weeks [109] Transition to PN Practice (not concurrent with Adult Health Nursing)	9 hours per week = 45 hours		
Term Total Hours	115 clock hours	20 clock hours	130 clock hours
Total Program Hours	378 clock hours	101 clock hours	400 clock hours

Total program clock hours: 879 clock hours

LPN Job Description

All functions shall be performed in accordance with the established policies and practices of the State of Illinois Nurse Practice Act The LPN/LVN delivers care to clients as delegated by the RN Case Manager.

- 1) Provides professional nursing care as defined in the nurse practice act and under the direction of a Registered Nurse. Communicates appropriate status/condition changes to the RN per agency guidelines.
 - a) Provides skilled nursing visits for clients as directed by the RN Case Manager. Follows the care plan established by the Registered Nurse.
 - b) Recognizes and reports changes in client condition to the Case Manager and physician, as directed.
 - c) Communicates information on a timely basis, consistent with Agency policy and urgency of the situation. Communicates verbally, as needed, and through complete and accurate documentation in the clinical record.
 - d) Scope of clinical practice includes personal care services, monitoring and reporting findings, medication administration and monitoring, client teaching, emergency intervention, and nursing services within professional scope of practice and as delegated by the Case Manager

- 2) Promotes personal safety and a safe environment for clients and coworkers.
 - a) Demonstrates knowledge of safety/infection control practices by compliance with policies and procedures.
 - b) Recognizes and responds appropriately to potentially unsafe situations.
 - c) Demonstrates safe practice in the use of equipment.
 - d) Makes recommendations on improvement of safety.
 - e) Seeks education/training with area of concern

- 3) Performs job in compliance with Agency policies and procedures and professional and community standards.
 - a) Accepts responsibility for professional nursing role.
 - b) Follows applicable state and federal laws and agency standards.
 - c) Maintains confidentiality in all aspects of the job.
 - d) 1) Refrains from discussing client or staff identities, conditions, or circumstances in public or with others who do not have a legitimate interest in the person.
 - e) Participates in the development, implementation, and evaluation of the Agency Quality Improvement Program and pertinent activities.
- 4) Participates in coordination of home care services, attends meetings as required, and follows reporting guidelines.
- 5) Performs other related duties and responsibilities as deemed necessary.

Our Mission

To be a leading provider of career training, with a specific interest to aspire to excellence in the community and to meet the high demand in a changing job market.

Aquarius Methodology

Aquarius Institute currently provides Health Care training through the use of real hands on practice, adult learning methodology, and technology used in the field. In an age of health and technological globalization, the healthcare field must find methods to garner the technology and care and transform it into a competitive advantage through quality healthcare. At *Aquarius*, we train our students to enter the business and healthcare world with the knowledge and skills necessary to add immediate value to a company/organization. However, technical knowledge

alone is not enough. Rather, a fine integration of technical, communication skills, and core competencies that empower the individual to deliver value-added work service to their clients/patient/customers in a clear and concise manner is where the emphasis is placed in training.

To achieve the aforementioned goal, *Aquarius* stresses the importance of individual attention, state-of-the-art facilities, and clinical rotations held at affiliated Healthcare Centers.

Our training is focused on empowering graduates with the ability to grasp healthcare concepts in the human being which gives them the flexibility to solve healthcare issues that may arise during the course of the life span of clients/patient/customers.

Aquarius strives to achieve providing its students with the feeling of complete satisfaction. It is *Aquarius'* motivation to move ahead as one of the leaders in the Allied Healthcare Industry.

Graduation Guidelines

Graduation depends on the valid marks scored on the examinations conducted at appropriate times after sufficient instruction has been provided. Passing and graduation are based upon successfully completing the plan of study including all of the quizzes, mid-term and final examinations.

Note: Students who achieve a grade of “D” and below are considered to have failed and will need to repeat the course or program until they have achieved a passing grade of “C” or above in order to graduate.

Grading

93 % - or higher	“A”
86% - 92%	“B”
77% - 85%	“C”
71% - 76%	“D”
70% or below	“F”

Note: Students who score a below “C” course grade are considered to have failed and will need to retake the course again until they have completed it successfully with a grade of “C” or above. Passing all clinical practicums with “satisfactory” is mandatory.

Course Retake: Additional tuition is assessed in order to retake the course

Scoring Procedure

The scoring procedure is determined by successful completion of all homework assignments and scheduled exams. The number of exams is dependent on the duration of the course and program. All courses have a minimum of a mid-term and final exam. Programs with multiple modules require, on average, one exam per module. Homework assignments are also dependent on program duration. All exercises, specifically, homework assignments and examinations, are combined and then averaged to produce a final program grade.

Attendance

*Besides a grade of "C" or better, **80%** attendance is **MANDATORY** to be considered for graduation.*

If a student acquires a sickness or gets into an accident that precludes them from attending classes via the established schedule, the student can retake the program at a later time without any penalty, or if the student wants to drop the program as a result of the aforementioned possibility then the refund policy process is applicable to them.

Student *Evaluation Remediation Policy*

PURPOSE: Evaluations are a professional responsibility of both the faculty and student. Constructive evaluation is a valuable tool utilized as a method for quality control of the curriculum. Student evaluations are viewed by the faculty and administration as one method for maintaining high, consistent levels of quality education. The evaluation of clinical is part of the evaluation of classroom learning of nursing courses.

As a student whose goal is to become a licensed practical nurse the student should expect and welcome the evaluation process with maturity and objectivity. The evaluation is a way for the student to participate in on-going discussion and correlation with classroom learning.

Exam Remediation Policy

Students who earn below an 80% on any given exam must meet with the faculty to review the test and complete a Test Analysis form.

Student /Teacher Ratio

Aquarius Institute believes in providing quality training and individual attention to each of its students. As a result, *Aquarius* limits its classroom size to no more than **16** students – a **16:1** student to teacher ratio.

The limit for Practical Nursing students in the clinical area is a **10:1** student to teacher ratio according to the standards and practices of the clinical affiliations and the institute policy.

Methods of Student Payments

Several payment options are available for registration fees and tuition payment:

- Students can obtain a private educational loan from their desired private bank.
- Students who are eligible to obtain the Workforce Investment Act (WIA) Grant through the State of *Illinois unemployment agencies, can submit their approved WIA Grant Voucher* towards their payments (*see below*)
- Students can make their payments by cash/checks.
- *Aquarius* Institute also accepts student payments via Visa, MasterCard, American Express, or Discover.
- *Aquarius* Institute has the option of an installment payment plan (*see below*).

Installment Plans

Students have the option of paying for their program of choice via an installment plan. The student is required to sign a separate *Aquarius* Institute Installment Plan agreement. A copy of the AI Installment Plan Agreement and Promissory Note will be provided to the student at the time of enrollment. For students using the Installment Plan: if the student has a tuition and fees balance, the balance must be paid by continuing to make installment payments upon completion of the program. This step is completed by the student signing and additional promissory note before requesting a certificate of completion if it was not signed at the time of the enrollment agreement.

If for some reason the credit card company declines to approve any particular transactions, *Aquarius* Institute requires the student to replace the payment method with new and working credit card information.

When the student *fails* to make any of the monthly payments as scheduled whether by cash, Promissory Note or credit card/debit card, then *Aquarius* Institute will use legal processes to collect the payments.

No interest is charged for using the installment method of payment, but a late fee of \$35 applies to all installment payments not paid on schedule; see installment plan form for details.

WIOA Grant

We are listed with:

Work Force Development Council

Illinois Employment & Training Center

We are approved by the above agencies to provide financial aid for unemployed and under-employed individuals for updating their skills in Healthcare programs. Ask our career counselor how to contact the above agencies directly to find out if you are eligible for financial aid. Prior to admission, if applicable, the prospective student is required to gain approval from one of the above approved agencies.

Buyers *Right to Cancel*

The student has the right to cancel the *enrollment agreement* until midnight of the 7th business day after the enrollment agreement has been signed by the student and the student has been accepted by *Aquarius Institute*; and if the right to cancel is not given to any prospective student at the time the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within 10 days of the cancellation.

Notice of cancellation must be made in writing and sent to:

Aquarius Institute
1011 E. Touhy Avenue
Suite: 335
Des Plaines, IL. 60018
847-296-8870

Refund Policy

Aquarius Institute wants its students to be completely satisfied. Our refund policy allows our students to withdraw from the program up until 60% of the program has been completed. *Our refund policy also follows the guidelines set by Illinois statutes in relation to private business and vocational schools as per PBVS Act of 2012.*

The detailed refund policy is as follows:

- A. The pre-entrance examination is non-refundable and shall not exceed \$95.
- B. When the notice of cancellation is given before midnight of the 7th business day following acceptance, but prior to the close of business on the student's first day of class attendance, *Aquarius* may retain no more than the non-refundable pre-entrance examination fee, i.e. \$95. *Aquarius* will refund the entire tuition, textbook fees, and the registration fee of \$150.
- C. When the notice of cancellation is given after midnight of the 7th business day following acceptance but prior to the close of business on the student's first day of class attendance, *Aquarius* may retain no more than the non-refundable pre-entrance examination, and registration fees, i.e. \$225.
- D. When the notice of cancellation is given after the student's completion of the first day of scheduled class attendance, but prior to the student's completion of 5% of the program, *Aquarius* will retain the non-refundable pre-entrance examination, and registration fee, and an amount not to exceed 10% of the tuition and other instructional charges, plus the cost of any books or materials, which have been provided by *Aquarius*.
- E. When the student has completed in excess of 5% of the program of instruction, *Aquarius* will retain the non-refundable pre-entrance examination, registration fees, and the cost of any books and materials which have been provided by *Aquarius*, but shall refund a part of the tuition and other instructional charges in accordance with the following: *Aquarius* will retain an amount computed pro rata by days in class plus 10% of tuition and other instructional charges up to completion of 60% of the program of instruction. When the student has completed in excess of 60% of the program of instruction, *Aquarius* will retain the non-refundable pre-entrance examination, application, registration fees and the entire tuition and other charges.

- F. Applicants not accepted by *Aquarius* shall receive a refund of all tuition and refundable fees paid within 30 days of the determination of non-acceptance.
- G. Deposits and down payments shall become part of tuition.
- H. All student refunds will be made by *Aquarius* within 30 calendar days from the date of receipt of a student's written cancellation notice.
- I. *Aquarius* will refund all refundable money paid to it in any of the following three (3) circumstances:
1. *Aquarius* did not provide the prospective student with a copy of the student's valid Enrollment agreement.
 2. *Aquarius* cancels or discontinues the program of instruction in which the student has enrolled.
 3. *Aquarius* fails to conduct classes on days and times scheduled; detrimentally affecting the student, with the exception below.
- J. Aquarius Institute will reschedule the classes to make-up for the lost time due to bad weather (natural calamities), or due to the instructor's illness.
- K. If a student is on a payment plan with *Aquarius* for their tuition payments, the above refund policy is applicable for that student as well.
- L. In the event a student withdraws from a program, or if the student made lesser payments than student's liability determined by the refund policy, the student has to make up the difference of payment in seven (7) business days from official withdrawal otherwise collection procedures will begin.
- M. If there is an unresolved problem, please first address your written grievance to the School Director at the following address: Aquarius Institute, Corporate Office, 1011 East Touhy Avenue, Suite 335, Des Plaines, IL 60018

If after first contacting the School Director the grievance remains unresolved, relating to the return policy or student contract/enrollment agreement, **students may submit complaints** to the following Board of Education office or website:

Illinois Board of Higher Education

1 North Old State Capitol Plaza, Suite 333

Springfield, IL 62701

Or www.ibhe.org

Job Placement *Assistance*

We have created several programs designed to assist with placing you in the best possible **career** that compliments your specialization in computers, or the healthcare field including practical nursing.

1. Our job placement program starts with an interview performed by our Job Placement Director to help you prepare a dynamic resume illustrating your core-competencies and skill sets.
2. Several healthcare organizations/facilities ask us to submit resumes for different healthcare job skills. We forward to those healthcare organizations/facilities resumes of our graduating students with qualifying performances.
3. Aquarius Institute job placement staff makes frequent calls to employers to find possible job openings for the students.
4. **Student Services** facilitate each student's intellectual, academic, social and career development. This reflects respect for cultural, racial, religious, social, intellectual, and economic diversity. Our commitment empowers students to become self-confident, self-reliant, productive, resilient, compassionate, and creative individuals. Services include making copies, resume review, interview skills and job placement assessment and assistance.
- 5.

Note: Graduate Verification

I understand that if I am responsible to provide the following information as soon as it becomes available, after the completion of the program: Registry/License Exam: Each attempt and Result; Registry/License Number: After passing the exam; Employer's name; Employer's Address; Employer's phone number; Job Title (position held); Name of Supervisor; First day of Employment; Hourly Wage; and Average Hours per Week. AI also has the permission to contact my employer for this information, if needed. I understand that this information will remain confidential and no personal information will be disclosed. Only anonymous statistical calculations are used for the Illinois Board of Higher Education's (IBHE) disclosure statement and the Illinois Department of Financial and Professional Regulations (IDFPR) statistics from AI.

Computer Lab. and Library

Students have access to the c library and computer lab any time during regular hours while enrolled in a class at *Aquarius*. ***Food & drink is not allowed in the computer lab or Library.*** Check at the front desk for availability. Some of the dates and times are blocked off for study, class content, and/or final exam times on the computer.

Conduct & Courtesy

Students should conduct themselves in a manner appropriate and conducive to a business/educational environment. Any student involved in obstruction/disruption of the training/business activities, theft, damage of *Aquarius* property or misconduct will be subject to dismissal and no refunds will be issued. ***Theft or damage will be reported to the police.***

STUDENT SUGGESTIONS

1. All the students are welcome to put their comments and suggestions into the “Comment, Suggestion and Complaint” box located in the administrative office.
2. If the complaints are not resolved within 5 business days by the administration, the student must first see or write to the Director of Education at Aquarius Institute

STUDENT COMPLAINTS/GRIEVANCE

1. If there is any problem, please first address your written grievance/complaint to:

Director of Education
Aquarius Institute
1011 East Touhy Avenue Suite 335
Des Plaines, IL 60018

2. For any grievances/complaints, not first resolved by the school, then students may file complaints about the school with the Board of Higher Education at the following office:

Illinois Board of Higher Education
1 North Old State Capitol Plaza, Suite 333
Springfield, IL 62701

Or at www.ibhe.org.

EQUAL OPPORTUNITY ASSURANCE STATEMENT

It is the policy of Aquarius to comply with Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, sexual orientation, disability, political affiliation or belief and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title 1 financially assisted program or activity.

Aquarius complies with Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin.

Aquarius complies with the American with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities. The student needs to understand that if they need any instructional accommodations and/or have any special learning needs, they must notify the Aquarius administrator prior to enrollment.

Aquarius complies with Section 188 of the WIA, which provides that persons with disabilities must be provided with reasonable accommodations and modifications for their disabilities. The section also requires that individuals with disabilities be given services alongside (not segregated from) people without disabilities, unless the program or activity providing services performs an individualized assessment of a particular individual with a disability and concludes that the individual needs special, segregated services.

Aquarius complies with the Age Discrimination in Employment Act of 1975, as amended, which prohibits discrimination on the basis of age.

The Aquarius Institute also assures that it will comply with 29 CFR, Part 37 and all other regulations implementing the laws listed above. The Aquarius Institute is an “equal opportunity employer/program” and “auxiliary aids and services are available upon request to individuals with disabilities.”

If any individual feels discriminated against based on any of the above conditions by an Aquarius Institute staff member, that individual may file a complaint with the director of Aquarius Institute. The director of Aquarius Institute is Jameel Ahmed; he can be reached at (847) 296-8870. If any individual needs to file a complaint, the individual can do so by contacting the director of Aquarius Institute or by writing to Aquarius Institute at 1011 East Touhy Avenue, Suite 335, Des Plaines, IL 60018.

SEXUAL HARASSMENT STATEMENT

The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991.

Policy Statement:

It is the responsibility of each individual employee and program participant to refrain from sexual harassment, and it is the right of each individual employee and program participant to work in an environment free from sexual harassment.

Definition of Sexual Harassment:

According to the Illinois Human Rights Act, sexual harassment is defined as any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when -

1. Submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment or program participation in a Aquarius Program,
2. Submissions to or rejection of such conduct by an individual is used as the basis for employment or program participation decisions or program participation affecting such individual, or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work or learning performance or creating an intimidating, hostile, or offensive working or learning environment.

Other conduct commonly considered to be sexual harassment:

- Verbal: Sexual innuendos, suggestive comments, insults, humor and jokes about sex, anatomy – or gender – specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees/students, even outside of their presence, of a sexual nature.
- Non-verbal: Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, “catcalls,” “smacking” or “kissing” noises.
- Visual: Posters, signs, pin-ups or slogans of a sexual nature.
- Physical: Touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault.

Sexual harassment most frequently involves a man harassing a woman. However, it can also involve a woman harassing a man or harassment between members of the same gender.

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends to some extent on individual perception and interpretation. The trend in the courts is to assess sexual harassment by a standard of what would offend a “reasonable woman” or a “reasonable man,” depending on the gender of the alleged victim.

An example of the most subtle form of sexual harassment is the use of endearments. The use of terms such as “honey,” “darling,” and “sweetheart,” is objectionable to many women who believe that these terms undermine their authority and their ability to deal with men on an equal and professional level.

Responsibility of Individual Employees or Program Participants:

Each individual employee or program participant has the responsibility to refrain from sexual harassment in the workplace and learning environment.

An individual or program participant who sexually harasses a program participant or fellow program participant is, of course, liable for his or her individual conduct.

The harassing employee or program participant will be subject to disciplinary action up to and including discharge or dismissal from employment or the program in accordance with the employment and/or program policy.

All Aquarius Institute students must refrain from sexual harassment and follow the policies set forth for the Aquarius Institute students. Students should read the details on sexual harassment found in this course catalog.

If any individual feels sexually harassed based on any of the above conditions by an Aquarius Institute student or staff, and needs to file a complaint, that individual may file a complaint with the director of Aquarius Institute. The director of Aquarius Institute is Jameel Ahmed; he can be reached at (847) 296-8870 or by writing to Aquarius Institute at 1011 East Touhy Avenue, Suite 335, Des Plaines, IL 60018.

Licensed Practical Nurse (LPN)

LPN - 900

Description: The Licensed Practical Nurse program is a full time one year program. This program will prepare individuals to provide fundamental nursing skills in healthcare for sick, injured, convalescent, disabled, and terminal individual patients/clients under the directions of physicians, physicians' assistants, nurse practitioners, and registered nurses. The students' training is based on the role of the practical nurse as defined by the Illinois Nurse Practice Act (sec 55-30). The students are prepared to provide practical nursing assistance in structured healthcare settings where policies and procedures are specified and guidance is available in areas as basic bedside care and taking of vital signs – examples are temperature, blood pressure, pulse and respiration. They are also prepared to evaluate and monitor patients/clients, provide injections, prepare and administer enemas, prepare patients/clients for EKG tests, monitor catheters, apply dressings, for treatment regimen for bedsores and pressure ulcers, collect urine samples, and perform simple laboratory tests.

Apart from providing medical care LPN's are also prepared to provide personal care for convalescent, disabled, and rehabilitating individuals, such as range of motion, feeding, bathing, dressing, personal hygiene and bedside care.

LPN's are prepared in handling Medical Administrative Assistant duties in doctors' offices including scheduling appointments, updating medical records, ordering medical supplies, collecting payments from patients, and processing medical billing.

It will be the responsibility of the School to provide Clinical Internship opportunities to the LPN students in nursing homes, clinics, doctor offices, and/or hospitals. The school reserves the right to assign the student to any available Clinical Site. Clinical Internship sites are located according to affiliations and relationships formed between Aquarius Institute and community and Chicago land companies/organizations/facilities. And the clinical internship sites may be in excess of a 30 mile radius of Aquarius Institute's Des Plaines' campus. Graduates of the Practical Nurse Certificate Program are eligible to apply to sit for the NCLEX-PN Examination and seek licensure as a practical nurse.

Mission of Aquarius Institute Licensed Practical Nursing Certificate Program

The LPN program supports the mission of the Aquarius Institute to aspire to excellence in preparation of competent healthcare professionals to assume practical nursing roles in the community to meet the high demand in the changing healthcare job market.

Program Learning Outcomes

1. Provide safe, quality, evidence-based, patient-centered nursing care to promote, restore, and maintain health and prevent illness for diverse patients across the lifespan in a variety of structured healthcare settings within the scope of practice of the Practical Nurse.
2. Engage in critical thinking/clinical decision making to make patient-centered care decisions within the scope of practice of the Practical Nurse.
3. Incorporate quality improvement activities to improve patient outcomes.
4. Address patient needs through teamwork and collaboration with the interprofessional team, the patient, and the patient's support persons
5. Use information and patient care technology to support and communicate the provision of patient care.
6. Use management, legal, and ethical guidelines within the scope of practice of a Practical Nurse.
7. Provide a caring environment to ensure holistic, compassionate patient care.

Admission Requirements:

General

Admission to the Aquarius Institute Practical Nursing Program

Admission to the Practical Nursing Program is based upon meeting admission criteria and limited by available number of clinical sites. The application process starts by completing an application to Aquarius Institute. This is accomplished by:

1. Contacting Aquarius Institute and communicating with the Aquarius Institute Job Developer to set up interview.
2. Interviewing with the Job Developer and completing an admission application.
3. Upon interviewing with the Job developer, the Job Developer refers the prospective student's application to the Dean of Nursing for further evaluation.

Admission requirements to the Aquarius Institute Practical Nursing Program requires the student to submit the following to the Aquarius Admissions Office:

1. Official high school transcripts or GED scores
2. Official transcripts from other colleges/universities attended with a GPA of 2.0 or higher
3. Completion of high school algebra or equivalent with a grade of "C" or better

4. Review of foreign education transcripts by the World Education Services
5. Successful results from a HESI assessment A2 test which has been taken within the past year.
6. Pass a Drug Screening and Background Check**.
7. CPR/BLS from the American Heart Association or the American Health & Safety Institute (ASHI).
8. Three letters of reference.
 - a. If employed, from immediate supervisor.
 - b. If never employed, from a teacher or guidance counselor.

** Conviction for a felony will not prevent your admission to this program but may make it difficult for you to obtain a license to practice. You may wish to clarify this situation with the Program Director before you apply. All applicants for the licensure exam (NCLEX-PN) are required to have a criminal background check and finger printing. For more information go to: <http://www.ilga.gov/commission/jcar/admincode/068/068013000A01000R.html> and <https://www.idfpr.com/renewals/apply/forms/rn-en.pdf>.

You may review complete information about the Illinois Department of Financial and Professional Regulation at www.idfpr.com.

The following must be completed after acceptance into the nursing program and prior to the first day of clinical rotations. If not completed by the first day of clinical rotations, the applicant will not be allowed to continue with the program.

1. Health assessment and physical examination submitted to the Admissions Office. This examination and necessary titers/vaccines are at the student's expense. A current history and physical examination is required to comply with clinical agency requirements. The complete exam must include:
 - TB test or Chest x-ray
 - Rubella, Rubeola, Mumps, Varicella titers (if no immunity exists, student must obtain appropriate vaccinations and provide evidence of those vaccinations)
 - Hepatitis B titers (Hepatitis B vaccine is strongly recommended, but not required)

Note: Additional requirements may be necessary depending on the clinical site.

In submitting this information the student understands that any false answer or statements made in this application, or any supplement there to, will be grounds for immediate dismissal from the nursing program classes/program.

IMPORTANT: A statement from the physician must document the student's health status will allow him/her to safely pursue the educational objectives of the nursing program at Aquarius Institute. Students are responsible for their own medical care and health insurance.

Failure to complete the medical examination and vaccinations, and obtain written

clearance from a physician to participate in all program activities (no restrictions/physical limitations), will result in ineligibility for admission into the program.

2. Applicants with chronic medical problems must advise the program Director concerning their current health status, medications, and medical needs. A written statement from the applicant's physician addressing the applicant's ability to perform the following activities: moving, lifting, and transferring patients without restriction. If an acute condition arises while enrolled in the nursing program, a written statement must also be obtained by the student from a physician stating the student's ability to perform the following activities: moving, lifting, and transferring patients without restriction. This requirement also pertains to pregnancy. Students are responsible for their own medical care.

3. All students enrolled in health career programs with direct patient contact must be drug tested annually prior to a clinical experience. Any student with a positive drug screen will be considered ineligible for the program. Information about the drug testing process is available through the Job Developer. (Because you are a private institution, U.S. Constitutional protections are not afforded your students. But, at the same time, you cannot act in an arbitrary, capricious, or discriminatory manner. How does testing the student annually prior to a clinical experience determine his/her drug use while in clinical or after the test is completed? The timing of the test is what is confusing. Also, remember that the ADA applies to your Institute. If there is a positive drug screen, what is required of you under the ADA? The Section of the ADA that should be reviewed is Title III, Places of Public Accommodation (privately owned establishments that make goods, services, or programs available to the public).

Purchase required nursing liability insurance at the time of registration.

Cost

In addition to the tuition and course fees, students enrolled in the Practical Nursing Program are required to complete and/or obtain the following which may involve additional costs:

- Physical examination with possible immunization
- TB testing
- CPR for the healthcare provider
- Malpractice insurance coverage
- Official student uniform
- Criminal background check
- Mandatory drug testing

Completion of these requirements is the sole responsibility of the student.

Note: Foreign students may use Educational Credential Evaluators, Inc. (ECE) or any other U.S. equivalent agency. Contact Educational Credential Evaluators, Inc. (ECE) at <https://www.ece.org/> or ECE 101 W. Pleasant St. Suite 200 Milwaukee WI 53212-3963 Telephone number: 414-289-3400 available Monday through Friday, 9:00 a.m. to 4:00 p.m. CST. Educational Credential Evaluators, Inc. (ECE) evaluates a foreign diploma and transcript from an English translation only. Estimated cost \$195.

To participate in the Practical Nursing Program, which has a direct patient care or clinical education component, applicants must possess additional non-academic skills. These occupational standards are consistent with the duties of the entry-level practical nurse. These skills which protect the health and well-being of patients may include but are not limited to the ability to:

1. Lift and carry thirty pounds of weight.
2. Lift and transfer patients to and from wheelchairs, stretchers, beds, and examination tables.
3. Move, adjust, and manipulate equipment.
4. Position patients for exams.
5. Respond appropriately to sounds such as the patient's voice and movements, at a normal conversational volume.
6. Respond appropriately to equipment signals such as sound and light.
7. Manipulate the necessary hospital equipment for patient care such as dials, switches, push buttons, and keyboards.
8. Perform for a prolonged period such as for 4 to 8 to 12 hours.
9. Communicate clearly and effectively in oral communication and in writing with patients, doctors, and other personnel.
10. Able to follow verbal and written directions.

Students who do not meet these standards may be considered ineligible for the Practical Nursing Program and can be withdrawn from all program classes. If you are unsure whether you can meet these requirements, you are advised to consult with the program director to discuss the situation, and/or schedule an appointment with your physician, prior to making application or enrolling for classes.

Conditional Acceptance Status:

The pre-entrance examination has to be completed before acceptance into the program. When this requirement has been met, the student would be accepted into the program on a conditional acceptance status.

After being conditionally accepted into the program the potential student has to complete a satisfactory physical examination by a qualified physician (stating they are free of emotional,

physical, infectious, and/or contagious disease), passing the drug screen, and passing the background check.

When these three requirements have been met, then the student would be allowed to enroll into the program by signing the enrollment agreement and providing the initial down payment towards tuition.

Meeting minimal requirements does not guarantee acceptance.

Accreditation: Aquarius Institute is not accredited with a U.S. Department of Education recognized accrediting body.

Length of Program: One year (12 months) of course work and clinical internship (classroom and clinical internship combined). The total program time, including clinicals, may take in excess of 12 months if the student does not complete all course work and clinical hours by the end of the program. A student failing the course, program, or clinical has to repeat that course, program, or clinical when it is available. This may cause the student to be in the program longer than 12 months. If there is some personal incident/disaster/circumstance, etc. that keeps the student from completing the course or program on time, this may cause the student to be in the program longer than 12 months.

Vocational Objectives:

This program has been designed to meet the growing demand for Licensed Practical Nurses (LPN) in the field of Healthcare. The objectives of this program are to provide efficient and well trained LPNs to satisfy the present day job market needs.

Credentials Received: Upon completion of the program (classroom and clinical internship) the student will receive a Certificate of Completion and an Official Transcript from Aquarius Institute. **This certificate is not transferable to any other College, University or Institute. Please consult with any institute of higher learning you are applying to for their transfer requirements.**

Eligibility to take Licensure Examination: Completion of the complete program is the prerequisite to be eligible to apply to take the Illinois NCLEX-PN Examination, but does not guarantee passing the NCLEX-PN Examination. The Illinois Department of Financial and Professional Regulations (IDFPR) in Springfield, Ill grants licensure for LPNs and RNs in Illinois.

Program Instructor License Requirements: Instructors teaching the field specialty parts of the program are Master's prepared with teaching experience per IDFPR regulations.

Job Prospect:

The LPN profession is a high demand career. According to the U.S. Bureau of Labor Statistics, Occupational Outlook

The Licensed Practical nurse is expected to grow 25% in the 2012 – 2022 period much faster than the average of other occupations. As the baby boom population ages, the overall need for healthcare services is expected to increase. LPN's... will be needed in residential care facilities and in home healthcare environments to care for geriatric clients.

Source: <http://www.bls.gov/ooh/Healthcare/Licensed-practical-and-licensed-vocational-nurses.htm>

PAYMENTS to SCHOOL:

Registration Fee	\$150
Text Books	\$300
Materials and Supplies	\$150
Tuition Fee	\$18,000
Predictor Exams Assessment Test Fee	\$800
NCLEX-LPN State of Illinois Exam Fee	\$100
NCLEX-LPN Pearson Vue Fee	\$200
Total:	\$19700

Installment Payment Plan Option: No interest is charged for using the installment method of payment.

Note: A late fee of \$35 applies to all installment payments not paid on schedule; see installment plan sheet for details

OTHER ESTIMATED COSTS:

Uniforms	\$50
Immunizations and Hepatitis Vaccine	\$400
Tuberculosis test or Chest x-ray	\$150
Background check - see note #3 below	\$42
CPR Healthcare Provider Certification – see note #5 below	\$75
10-Panel Urine Drug Screen – see note #4 below	\$50
Liability Insurance annual – see note #1 below	\$38
History and Physical examination	\$100
Total Other Estimated Costs	\$905

*** Above subject to change prior to enrollment**

Notes:

1. You need to go to the HPSO web site to obtain the **liability insurance**. The cost is \$38 for a 12 month policy. <http://www.hpso.com/professional-liability-insurance/student-coverage-description.jsp>.
2. Personal Healthcare cost will vary according to individual's situation.
3. Background check is sent from the school to the "Uniform Conviction Information Act Name Inquiry" an Illinois state police report.
4. The 10-Panel Urine Drug Screen is completed by Quest Diagnostics at 1600 Dempster St, Suite 218, Park Ridge, IL 60068-1172. The student may use any of the other locations given on their web site at www.questdiagnostics.com
5. CPR courses are available twice a year at Aquarius. The alternate is for the potential student to go to CPR Associates in Chicago at Address: 2616 W. Peterson Ave, Chicago, IL 60659, Phone: (773) 973-6933 or where ever the student wants to choose to obtain an AHA Healthcare Providers Certification card.
6. **Note to Foreign Students:** you may need to add an estimated cost of \$195 for education evaluation of diplomas and/or transcripts.

Institutional Disclosures Reporting Table
Reporting Period: July 1, 2015 – June 30, 2016

INSTITUTION NAME: Aquarius Institute	Indicate all ways the disclosure information is distributed or made available to students at this institution: <input checked="" type="checkbox"/> Attached to Enrollment Agreement <input checked="" type="checkbox"/> Provided in Current Academic Catalog <input type="checkbox"/> Reported on School Website <input type="checkbox"/> Other: _____
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Per Section 1095.200 of 23 Ill. Adm. Code 1095:

The following information must be submitted to the Board annually; failure to do so is grounds for immediate revocation of the permit of approval.

DISCLOSURE REPORTING CATEGORY	Insert Name of Program or Course of Instruction here: <i>Licensed Practical Nurse Program</i>
A) For each program of study, report:	
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.	NA
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:	
a) New starts	
b) Re-enrollments	NA
c) Transfers into the program from other programs at the school	NA
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).	NA
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:	
a) Transferred out of the program or course and into another program or course at the school	NA
b) Completed or graduated from a program or course of instruction	NA
c) Withdrew from the school	NA
d) Are still enrolled	NA
5) The number of students enrolled in the program or course of instruction who were:	
a) Placed in their field of study	NA
b) Placed in a related field	NA
c) Placed out of the field	NA
d) Not available for placement due to personal reasons	NA
e) Not employed	NA
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.	NA
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.	NA
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	NA
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	NA

Information Updated February 2014

*Course of Instruction is defined as a stand-alone course that meets for an extended period of time and is directly creditable toward a certificate or other completion credential; individual courses that make up a Program of Study are not considered courses of instruction.

Note: As indicated in the PBVS Administrative Rules, Section 1095.200, student retention and graduation rates must be maintained that are appropriate to standards in the field. Furthermore, a State licensing examination or professional certification examination passage rate of at least 50% of the average passage rate for schools within the industry for any State licensing examination or professional certification examination must be maintained.

- *In the event that the school fails to meet the minimum standards, that school shall be placed on probation.*
- *If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.*

LPN PROGRAM CATALOG

Call 1-847-296-8870 and let the
Aquarius Institute create a course plan for your company
or visit www.aquariusinstitute.com for more information

Convenient Chicago-area location:

O'Hare Offices

1011 East Touhy Ave.
Des Plaines, IL - 60018
1-847-296-8870

*Aquarius
Institute*

