

MISSION POSSIBLE - 2

ALLIED HEALTH

(Medical Assistant/Patient Care Technician, CNA, CHHA & Individual Courses…)

STUDENT HANDBOOK
2026 - 2027

Sept. 2026

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BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
ADULT EDUCATION DIVISION

Mission Statement

Our mission is to fully and comprehensively prepare adolescents and adults of Burlington County:
To respond to societal needs through the development of career and technical education programs reflecting the technological advances of the greater community while meeting the needs of both adolescent and adult learners.
To provide programs enabling all students to become productive, self-fulfilled, lifelong learners.
To develop and maintain reciprocal relationships with both civic and business communities.
To support community-wide social, cultural, counseling and career and technical education training programs, while jointly developing apprenticeship and occupational training programs with local businesses, industries, and educational institutions.
To position students for success in mastering the New Jersey Student Learning Standards in Grades 9 through 12 in a safe, secure, and caring environment.

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PROGRAM/COURSE INFORMATION

1. Basic Life Support for Healthcare Professionals (BLS) - 4.5 hours

Pre-requisites:
Uniform/scrubs **optional**

Course Description:
This course is intended to train participants, including healthcare professionals (doctors, nurses, EMTs, nursing students, etc.) to save lives of victims in cardiac arrest through high quality cardiopulmonary resuscitation (CPR). It is also the course required for lifeguards. Due to the new guidelines, this course is required for people who are new to CPR as well as those who already have a current CPR certification. It includes training in CPR & choking skills for infants, children & adults, as well as 2-rescuer CPR, the use of barrier devices and training on automated external defibrillators (AED). Successful completion of the course provides a 2-year American Heart Association certification.

The textbook is required and is not included in the cost of the course. Included in the course fee is the cost of the BLS card.

Certification:
This course follows the criteria set by the American Heart Association. Upon successful completion of the course, students will be eligible to receive the AHA certification card.

Textbook:
Textbook Purchase Required - Basic Life Support (BLS) Provider Manual

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PROGRAM/COURSE INFORMATION cont'd

2. **Certified Homemaker Home-Health Aide (CHHA) - 76 hours**
****NJ CNA certified applicants only - 10 hours**
-

Pre-requisites:
1. Navy Blue scrubs. Navy Blue tops from AE School Store (classroom only).
2. **Active NJ Certified Nurse aide (CNA) -- 10 hour session only.**
3. Basic Life Support for Healthcare Providers - CPR-AHA (BLS)
(Individuals should process good communication and interpersonal skills)

Course Description:
The Certified Homemaker Home-Health Aide (CHHA) provides care in home settings under the supervision of a registered professional nurse. The CHHA performs tasks which are delegated consistent with provisions of N.J.A.C. 13:37-6.2 Duties include providing personal care and homemaking services essential to patient's healthcare and comfort at home including shopping, errands, laundry and meal-planning and preparation including therapeutic diets, serving meals, childcare and assisting the patient with activities of daily living (mobility, transferring, walking, grooming, bathing, dressing, toileting). **The CHHA should not administer medication.**
The ratio of students to instructors in the classroom will not exceed 30:1. Curriculum training requirements are in accordance with N.J.A.C. 13:37-14.4 (d) and N.J.A.C. 13:37-14.5.

******The ten (10) hour section of the CHHA training is offered **only** to individuals currently holding a valid N.J. Certified Nurse Aide (CNA) certification.

Cost of textbook is not included. Fees for CHHA certification with NJ Board of Nursing is not included.

Outlook
Upon successful completion of this course, the student will be eligible to sit for the NJ Board of Nursing Certified Homemaker Home Health Aide certification exam.

Textbook Required:

1. Providing Home Care. A Textbook for HomeHealth Aides - Leahy, W., Fuzy, J., & Grafe, J.
2. Workbook. Providing Home Care. A Textbook for HomeHealth Aides - Hartman Publishing.

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PROGRAM/COURSE INFORMATION cont'd

3. Certified Nurse Aide (CNA) - 90 hours

Pre-requisites:
Students in the CNA course must complete course prerequisites **two weeks before the start date of the course. Late registrants may be denied entrance into the CNA course.

1. Navy blue scrubs - solid without prints. Navy blue tops from AE School Store (classroom only). White shoes. School ID is mandatory
2. Health Physical, Immunizations, including PPD, test and 10-Panel Urine Drug Test (refer Health Physical form for other requirements)
3. Criminal Background (refer Criminal Background Check instructions)
4. Proof of Medical Insurance
5. Basic Life Support for Healthcare Providers - BLS -AHA.
   (Individual should possess good communication and interpersonal skills)

Course Description:
The New Jersey Department of Health approves each 90-hour training course, which includes 50 hours of classroom instruction and 40 hours of clinical experiences in a New Jersey licensed long-term care facility. Certified Nurse Aides provide basic patient care under the direction of nursing staff. They perform duties such as feed, bathe, dress, groom patients, change linens, and transfer or transport patients. Students learn to meet the psychological, social, physical and environmental needs (stressing safety) of the patient. A minimum of 16 hours of training in the areas of communication and interpersonal skills, infection control, promoting residents' independence and respecting residents's rights, safety/emergency procedures, are taught to students prior to any direct contact with a resident. There are 4 modules in this course which must be completed in logical sequence from module I-IV. The New Jersey curriculum requires completion of Modules I and II prior to administering direct care to residents.
This course requires 75% minimum grade to pass each module.

Cost for Textbooks and Uniform (Navy Blue Scrubs- solid without & white shoes), are not included. Fees for completing certification requirements with NJ State Department of Health is also not included and must be paid to BCIT Adult E.

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PROGRAM/COURSE INFORMATION cont'd

CNA - cont'd

Stackable Credential

Upon completion of this course, students acquiring NJ CNA certification will be eligible to complete a ten (10) hour session of the CHHA training and eligibility to sit for the NJ Board of Nursing Certified Homemaker Home Health Aide certification exam.

Textbooks:

Textbook Purchase Required:

1) Hartman's Nursing Assistant Care: The Basics
2) Hartman's Nursing Assistant Care Workbook

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PROGRAM/COURSE INFORMATION cont'd

4. Clinical Medical Assistant with Clinical Practicum - Refer to Medical Assistant Program for more details)

(352 hours - 192 hours classroom/160 lab-clinical)

Pre-requisites:

1. Uniform - Wine scrubs - solid without prints. Wine color tops from AE School Store are available for classroom only), White shoes. School ID is mandatory.
2. Official High School Transcript or US Equivalent
3. Basic Life Support for Healthcare Providers - CPR-AHA (BLS/CPR Class)
4. Physical, Immunizations and Drug Test (click for Physical form)
5. Criminal Background Report (click for Background Check instructions)
6. Medical Insurance
7. Modules I - IV are prerequisites to Clinical Practicum.

(Individual should possess good communication and interpersonal skills.)

Course Description:

The Clinical Medical Assistant with Clinical Practicum is 352 hours. The Clinical Medical Assistant is 192 classroom hours and the Clinical Practicum is 160 hours. The Clinical Medical Assistant course includes: asepsis and infection control, taking patient histories and vital signs, performing first aid and CPR, preparing patients for clinical procedures, assisting the physician with examinations and treatments, collecting and processing specimens, performing selected diagnostic tests, preparing and administering medications, and other delegated assignments directed by the licensed healthcare provider. In order to earn a passing grade in this course, the student must successfully complete cognitive, psychomotor and affective competencies of the course.

The Clinical Practicum is a 160- hour module and the capstone course of the Medical Assistant program. The Clinical Practicum is the unpaid, supervised performance of administrative and clinical medical assisting functions, in an ambulatory medical healthcare setting. The student must successfully complete cognitive, psychomotor and affective competencies of the course. Upon successful completion, the student will be prepared to take the Certified Clinical Medical Assistant (CCMA) exam through National Health Careers Association (NHA).

**** Clinical hours will vary based upon clinical facilities availability.**
**** Cost for Textbook and Uniform (Wine Scrubs-solid without prints/white shoes) are not included.**
**** Cost for NHA Certification Exam (first attempt only) is included.**

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PROGRAM/COURSE INFORMATION cont'd

Clinical Medical Assistant with Clinical Practicum - cont'd

Textbook.

Textbook Purchase Required -

1. The Medical Assistant Kinns - (Evolve Elsevier)
2. The Medical Assistant Study Guide
3. SimChart (refer instructor)

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PROGRAM/COURSE INFORMATION cont'd

5. Electrocardiography (ECG) - 58 hours

Pre-requisites (for students in CMA program)

1. Uniform - Wine scrubs - solid without prints. Wine color tops from AE School Store are available for classroom only), White shoes. School ID is mandatory.
2. Official High School Transcript or US Equivalent
3. Basic Life Support for Healthcare Providers - CPR-AHA (BLS)
4. Physical, Immunizations and Drug Test (click for Physical form)
5. Medical Insurance
6. Criminal Background Report

(Individuals should possess strong communication, computer, and interpersonal skills.)

**** Students registering for this course only should call the adult education dept. about pre-requisites).**

Course Description:

This comprehensive ECG Technician Certification course prepares students to function as ECG Technicians and to take the National Healthcareer Association Certified EKG Technician (CET) exam. The course includes theory as well as skills application in performing electrocardiograms. Cardiac anatomy and physiology is reviewed as a basis for learning correct placement of leads for routine electrocardiograms as well as stress testing. Basic information about the wave forms associated with heart functioning and ECG interpretation is included. This course also includes patient communication skills, medical ethics, medical terminology, the Holter monitor, electrocardiography and echocardiography and the legal aspects of patient contact.

**** There are no externship clinical with this course. Clinical experiences are completed in lab.**
**** Cost for Textbook and Uniform (Wine Scrubs-solid without prints/white shoes) are not included.**
**** Cost for NHA Certification Exam (first attempt only) is included.**

Textbook:

Textbook Purchase Required: 1. Electrocardiography for Healthcare Professionals- McGraw Hill Education

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PROGRAM/COURSE INFORMATION cont'd

6. Introduction to Patient Care Technician - 12 hours
(Refer to Patient Care Technician Program for more details).

Pre-requisites:
1. Uniform/Scrubs are **optional**
2. New Jersey Certified Nurse Aide - Department of Health and Human Services (DHSS).
3. Certified EKG Technician (CET) - National Healthcareer Association (NHA).
4. Certified Phlebotomy Technician (CPBT) - National Healthcareer Association (NHA).

Course Description:
This 12-hour course addresses additional Patient Care Technician responsibilities that are not included in Modules I - III of the Patient Care Technician Program. This course serves to complete requirements in the cognitive, psychomotor and affective domains to meet direct patient healthcare needs. Successful completion of Modules I- III in the PCT Program provides eligibility to sit for the Certified Patient Care Technician (CPCT) examination with the National Healthcareer Association (NHA).

**** There are no externship clinical with this course. Clinical experiences are completed in the CNA Module**
**** Cost for Textbook and optional uniform (Wine Scrubs-solid without prints/white shoes) are not included.**
**** Cost for NHA Certification Exam (first attempt only) is included.**

Textbook:
Textbook Purchase Required -

1) Fundamental Concepts and Skills for the Patient Care Technician
   - Townsend - Evolve
2) Workbook for Fundamental Concepts and Skills for the Patient Care Technician

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PROGRAM/COURSE INFORMATION cont'd

7. **Medical Administrative Assistant - 150 hours**
(Refer to Medical Assistant Program for more details).

Pre-requisites:

1. Uniform - Wine scrubs - solid without prints. Wine color tops from AE School Store are available for classroom only), White shoes. School ID is mandatory.
2. Official High School Transcript or US Equivalent
3. Basic Life Support for Healthcare Providers - CPR-AHA (BLS/CPR Class)
4. Physical, Immunizations and Drug Test (click for Physical form)
5. Medical Insurance
6. Criminal Background Report (click for Background Check instructions)

(Individual should possess good communication and interpersonal skills.)

Course Description:

The Medical Administrative Assistant course is a 150 hour course. Duties for the Medical Administrative Assistant include: scheduling and receiving patients; preparing and maintaining medical records; performing basic secretarial skills and medical transcription; handling telephone calls and writing correspondence; serving as a liaison between the physician and other individuals; and managing practice finances. The student will sit for the Certified Medical Administrative Assistant (CMAA) exam through National Healthcareer Association (NHA).

**** There are no externship clinical with this course. Clinical experiences are completed in lab.**
**** Cost for Textbook and Uniform (Wine Scrubs-solid without prints/white shoes) are not included.**
**** Cost for NHA Certification Exam (first attempt only) is included.**

Textbook:

Textbook Purchase Required -

1. The Medical Assistant - Kinns - (Evolve Elsevier) and
2. The Medical Assistant Study Guide
3. SimChart (refer instructor)

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PROGRAM/COURSE INFORMATION cont'd

8. Medical Assistant Program - 720 hours

Medical Assistant Program Description:
The Medical Assistant program is a two-semester program that provides cognitive, psychomotor and affective competency training for students to develop the knowledge, skill sets, and professional behaviors of a multi-skilled allied health professional. The program is based on core curriculum standards and guidelines that will prepare the student to sit for the national certification examination for the medical assistant. The program provides training in both the administrative and clinical roles of the Certified Medical Assistant (CMA), and comprises specific modules that allow the student to build upon gained knowledge; and to demonstrate skills competencies during lab and in the supervised clinical setting. CMA's work primarily in ambulatory healthcare settings including medical offices, and clinics, under the supervision of a licensed healthcare provider.

Administrative duties include: scheduling and receiving patients, preparing and maintaining medical records, performing basic secretarial skills and medical transcription, handling telephone calls and writing correspondence, serving as a liaison between the physician and other individuals, and managing practice finances.
Clinical duties include: asepsis and infection control, taking patient histories and vital signs, performing first aid and CPR, preparing patients for clinical procedures, assisting the physician with examinations and treatments, collecting and processing specimens, performing selected diagnostic tests, preparing and administering medications, and other delegated assignments directed by the licensed healthcare provider. Students may register for individual modules, or register for all four modules. Upon completion of all modules (Administrative Medical Assistant, Electrocardiography (ECG) Technician, Phlebotomy Technician, and Clinical Medical Assistant with Clinical Practicum), the student will hold individual certifications through the National Healthcareer Association (NHA).

**** Cost for Textbook and Uniform (Wine Scrubs-solid without prints/white shoes) are not included.**
**** Cost for NHA Certification Exam (first attempt only) is included for** Electrocardiography Technician, Phlebotomy Technician, Medical Administrative Assistant and Clinical Medical Assistant w/Clinical Practicum.

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PROGRAM/COURSE INFORMATION **cont'd**

Program Goals:

1. Provide cognitive, psychomotor, and affective training on content outlined in the Core Curriculum standards and guidelines, for medical assistants.
2. Evaluate the medical assistant educational competencies required for entry-level employment as a member of the healthcare team.
3. Prepare medical students for national certification to become Certified Medical Assistants.

Program Pre-requisites: **(**refer individual course modules for specific pre-requisites)

1. Uniform - Wine scrubs - solid without prints. Wine color tops from AE School Store are available for classroom only), White shoes. School ID is mandatory.
2. Official High School transcript or US Equivalent.
3. Basic Life Support for Healthcare Providers Certification - AHA (BLS/CPR Class)
4. Physical, Immunizations, and Drug Test (click for Physical form)
5 Criminal Background Report (click for Background Check instructions)
6. Medical Insurance
7. Modules I - IV area pre-requisities to Clinical Practicum.

(Individuals should possess strong communication, computer, and interpersonal skills.)

Textbooks:

Textbook Purchase Required -

1. The Medical Assistant - (Evolve Elsevier-Kinns) and
2. The Medical Assistant Study Guide
3. SimChart (Refer Instructor)
4) ECG and Phlebotomy textbooks are listed under these specific courses

Program Modules:

Module Ia	*Clinical Medical Assistant with Clinical Practicum (160 hrs Clinical Practicum at ene of program)	192 hours
Module II	Medical Administrative Assistant	150 hours
Module III	Electrocardiography (ECG) Technician (Refer ECG Syllabus)	58 hours
Module IV	Phlebotomy (Refer Phlebotomy Syllabus) (In lab. clinical training)	160 hours
Module Ib	*Clinical Medical Assistant with Clinical Practicum (192 hours classroom/160 lab-clinical)	160 hours

Modules I - IV are prerequisites to Clinical Practicum (****Clinical hours will vary**

PROGRAM/COURSE INFORMATION cont'd

9. Patient Care Technician Program (PCT) - 320 hours

Program Description:

The Patient Care Technician (PCT) program can be completed in two semesters. The program is a collection of four (4) modules. Each module in the program provides the cognitive, psychomotor and affective competency training for the student to develop the knowledge, skill sets, and professional behaviors of a multi-skilled healthcare professional. Certified Patient Care Technicians provide direct patient care under the supervision of the licensed healthcare providers, in acute and outpatient healthcare settings. PCTs provide patient's basic healthcare needs including bathing, feeding, maintaining patient environment and equipment, acquiring, distributing and administering patient care supplies, accommodating the special needs of patients, obtaining and documenting vital signs, and phlebotomy and electrocardiography functions. Upon successful completion of all four modules, the student will be eligible to sit for the Certified Patient Care Technician (CPCT) examination with the National Healthcareer Association (NHA).

Program cost does not include Textbook and Uniform (see individual course module). Included in the course fee is the cost for NHA Certification Exam (one attempt for each course - Electrocardiography Technician, Phlebotomy Technician, Introducing to Patient Care Technician). Program cost does not include the fee for CNA Certification with NJ State Department of Health.
Student can register for the Program or for Modules I – IV individually. Please see the individual module for the class textbook. Students must also show proof of completion of all four modules to sit for the CPCT exam.

Program Goals:

1. Provide students with the cognitive, psychomotor, and affective training to meet patients' basic healthcare needs, and to provide electrocardiography and phlebotomy functions, under the supervision of the licensed healthcare provider.

2. Evaluate the patient care technician's educational competencies required for entry-level employment as a member of the healthcare team.

3. Prepare patient care technicians for success in the national certification

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PROGRAM/COURSE INFORMATION cont'd

Patient Care Technician Program (PCT) - cont'd

Program Modules:

Semester I

Module I	Certified Nurse Aide (CNA)	90 hours
Module II	Electrocardiography (ECG) Technician	58 hours
Module III	Phlebotomy Technician	160 hours

Semester II

Module IV	Introducing The Patient Care Technician	12 hours

Prerequisites: - (refer individual course modules for specific prerequisites)
1. Uniform/Scrubs will be required for specific courses
1. Official High School transcript or US Equivalent.
2. Basic Life Support for Healthcare Providers Certification - AHA (BLS/CPR Class)
3. Physical, Immunizations, and Drug Test (click for Physical form)
4. Criminal Background (click for Background Check instructions)
5. Medical Insurance
6. Modules I - III are prerequisites to Module IV.

(Individuals should possess strong communication, computer, and interpersonal skills.)

Textbooks:
Textbooks Purchase Required: See individual course for textbook requirements

**** Cost for Textbook and Uniform are not included (see individual module requirements)**
**** Cost for NHA Certification Exam (first attempt only) is included for Electrocardiography Technician, Phlebotomy Technician, Patient Care Technician.**

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PROGRAM/COURSE INFORMATION cont'd

10. Phlebotomy - 160 hours (Lecture 40/Lab 60/Clinical 60)

Pre-requisites:

1. Uniform - Wine scrubs - solid without prints. Wine color tops from AE School Store are available for classroom only), White shoes. School ID is mandatory.
2. Official High School Transcript or US Equivalent
3. Basic Life Support for Healthcare Providers - CPR-AHA (BLS)
4. Physical, Immunizations and Drug Test (click for Physical form)
5. Medical Insurance
6. Criminal Background Report (click for Background Check instructions)

(Individual should possess good communication and interpersonal skills.)

Course Description:

The Phlebotomy course is 160 hours (40 hours classroom, 120 hours lab/clinical) that prepares students to demonstrate cognitive, psychomotor, and affective competencies in the role of a certified phlebotomy technician, and as a member of the healthcare team. This course will teach the theory and practice of phlebotomy procedures, including proper collection techniques, special collections, processing and transporting specimens, and safety and compliance regulations. Certified phlebotomy technicians draw blood specimens from patients in hospitals, blood centers, or similar facilities, for analysis or other medical purposes. They also evaluate patients for their ability to withstand venipuncture procedures, explain venipuncture procedures and answer patient questions, perform basic point of care testing such as checking blood glucose levels, and prepare blood, urine, and other body fluid specimens for testing, according to established standards. One hundred and twenty (120) hours of in lab. training and clinical experiences will provide students the opportunity to make at least 100 successful unaided blood collections, including venipunctures and skin punctures. Upon successful completion of this course, the student will be eligible to sit for the phlebotomy technician certification (CPT) examination with the National Healthcareer Association (NHA).

**** There are no externship clinical with this course. Clinical experiences are completed in lab.**
**** Cost for Textbook and Uniform (Wine Scrubs-solid without prints/white shoes) are not included.**
**** Cost for NHA Certification Exam (first attempt only) is included.**

Textbooks: Textbook Purchase Required:

1. Phlebotomy (Warekois/Robinson)

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PROGRAM/COURSE POLICIES

1. Attendance:

A. Students must meet the attendance criteria for each course/program - Late arrivals (5 mins after start of class) and early dismissals (prior to daily course dismissal) will add up and affect attendance.

B. No Call No Show ('NCNS') is not acceptable during the course or program and may be grounds for dismissal.

C. Sleeping in class will count as absent. Student will be given a warning at the first incident. Further incidents will be grounds for dismissal. If the student is approved to return, he/she will require a doctor's note clearing the student for the classroom and clinical without restrictions.

D. Clinical attendance may have specific requirements for each clinical facility. Students must follow clinical policy regarding attendance.

E. Graduation Ceremony Attendance **–** Students successfully completing the allied health programs/courses are invited to attend the adult education graduation ceremony in June. Further details are forthcoming.

F. School policy for attendance must be met as a requisite for successful completion of each course.

G. BLS, CHHA and CNA students are required to complete **100%** attendance as a requisite for successful completion of these courses.

H. Students not meeting course/program attendance requirements will not be eligible for course completion.

I. Attendance/Academic Make-Up:
A student requesting extra time in a course, to meet academic and/or attendance requirements must submit a written request to his/her instructor. Approval is not guaranteed. A student at the time of the request must be: in compliance with all other course/program and school policies; an instructor must also be available for make-up. The student will also **pay the required hourly fee** for make-up time, prior to the start of the make-up period. CNA requirements will differ for approved make-up in order to meet NJ DOH requirements.

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PROGRAM/COURSE POLICIES cont'd

2. Clinical Preparedness:

A. The student must successfully complete theory and lab skills with passing grades, for eligibility to attend clinical practice at an approved facility.

B. The student must meet all clinical facility's entrance requirements before beginning the clinical rotation. Clinical preparation may include - medical requirements, passing a criminal background check, BLS certification, clinical site or online training, meeting course academic passing requirements and passing lab skills.

C. The student must attend all required clinical training within the approved schedule, and on time. Late arrival at, or early dismissal from the clinical facility will be grounds for dismissal from the course/program.

D. The student must successfully complete all required clinical experiences with a passing grade and approval from the clinical facility.

E. Student must maintain the required dress code at the clinical site at all times.

F. Clinical make-up may not be available.

3. Dress Code:

A. Students must wear the required uniform as indicated for each course/program.
Lab jacket of the same color of the uniform is optional.
Each uniform top must have the school's emblem on the sleeve if indicated.

B. Students must wear the school's picture ID at all times.

C. Students without the appropriate uniform and school ID at the lab/clinical site will be sent home.

D. Weather related dress - White or black long sleeve garments can be worn visibly under the approved uniform. Course uniform color tops from AE School Store are available for classroom only). Other jackets, coats, and other garments are not allowed in the classroom.

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PROGRAM/COURSE POLICIES cont'd

Dress Code cont'd

E. Shoes – White or black cover shoe are required. No open toes, open backs, sandals or slippers.

F. Graduation Uniform - Approved outfit will be used for the graduation ceremony.

G. Headwear (Professionalism)

- Acceptable - Headwear that is specific to recorded religious affiliations must be approved by all parties (including but not limited to BCIT/AE, our clinical site(s) via a written request at the time of registration.
- Not acceptable - hats, scarves, headbands, sunhats, bandanas, wave caps, sunglasses, items not identified as approved uniform wear.

H. Other Dress Accessories

- Earrings are limited to 1 set, stud style, neutral colored, small (3/8" dia).
- Natural nails with neutral colors are allowed and must be trimmed to less than ¼" - false/acrylic nails are not acceptable.
- Rings are limited to one flat band.
- Hanging necklaces and bracelets are not allowed.
- Facial hair has to be neatly trimmed to no more than ¼ inch.
- Long hair must be pulled back off collar and face and be of neutral shades.
- All skin tattoos are to be covered at all times.

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PROGRAM/COURSE POLICIES cont'd

4. Financial

A. All tuition and fees must be paid in full before the start of a course/program or by the due date where a payment plan is active.

B. Late fees are associated with any late tuition payment.

C. Non payment by the due date may be grounds for dismissal from the course/program.

5. Professional Behavior/Mobile & Electronic Devices

A. Students must maintain professional behaviors at all times. Professional behaviors include:
   a. being respectful to instructors, classmates, clinical staff and clients
   b. accepting responsibility for one's own actions
   c. being dependable and trustworthy
   d. being prepared for lecture, lab and clinical experiences
   e. maintain client safety and confidentiality

B. Refer BCIT's New - Cell Phone & Personal Device Policy - 2025

Personal phones are not to be used in the classroom. Students are advised to not bring their phones and other personal electronic devices into the classroom/lab/clinical. Unauthorized use of personal electronic devices in the classroom/lab/clinical areas are prohibited and may result in the following:

a. Removal from any evaluation - exam, quiz, skills, clinical from testing
b. Loss of grade - '0'
c. Removal from the classroom
d. Dismissal from the program

6. Supplies

A. Lab/Clinical Supplies – as needed for course/program
   a. Students must be ready with any required lab or clinical equipment at all times.
      i. Textbooks – are required as listed for each course.

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DISCIPLINE POLICY

Teachers and administrators have a responsibility to all students who attend the Burlington County Institute of Technology, to maintain a positive atmosphere that is conducive to learning at all times.

Students who are sent out of class are to report immediately to the Adult Education Office where appropriate action will be taken. Failure to report to the office when directed is cause for administrative action. Students who disrupt the learning environment, or violate school rules or laws are subject to school disciplinary action. Disciplinary action may include counseling, loss of privileges, placed on a contract, permanent removal from class, or expulsion from Burlington County Institute of Technology. All pertinent information will be considered when disciplinary action is taken. New Jersey school law gives school officials the right to take disciplinary action to ensure appropriate school behavior by students.

Students may be subject to suspension or termination for continued and willful disobedience, open defiance of an instructor or any person in authority, or physical assault, in accordance with N.J.S.A. 18A:37-2. For safety and order within the Adult Education program, students are expected to adhere to these statutory standards and may face disciplinary action consistent with the grounds outlined in this law.

Students should understand that any and all misbehavior will **not** be tolerated. Burlington County Institute of Technology is committed to providing a safe, quality learning environment.

UNACCEPTABLE BEHAVIOR
Students are expected to conduct themselves as adults, in a mature manner, and will be treated as such. They are required to be respectful, devote their attention to the work at hand, and to be orderly at all times. The faculty and staff of the Burlington County Institute of Technology will at **no** time tolerate disrespect or any other antisocial attitudes and behavior. Disruptive behavior can result in termination from the Burlington County Institute of Technology.

UNACCEPTABLE BEHAVIOR MAY INCLUDE THE FOLLOWING:

- General misconduct
- Inappropriate classroom/shop behavior
- Smoking on school grounds
- Eating in inappropriate areas
- Defacing/destroying property

- Safety violations
- Verbal assault

- Obscene language
- Stealing/possession of stolen property
- Intentionally creating a hazardous condition in a shop or any location with the school property or in connection with any planned student activity/program on or off the school's premises
- Fighting or inciting a fight
- Possession of weapons

Disciplinary Procedures (Due Process)

No student shall be dismissed for disciplinary reasons without being afforded due process, which includes:

1. Written notice of the specific charges
2. An opportunity to present their version of events to a designated administrator
3. The right to appeal the decision.

Step 1: Notice - Student receives written notification of the alleged violation.
Step 2: Investigation - Administration reviews evidence (e.g., attendance logs, witness statements, video footage).
Step 3: Conference - Student meets with the administrator to respond to charges.
Step 4: Determination - Administrator issues a finding.

Disciplinary Procedures (Sanctions)

See existing Discipline policy page 34-35 "Disciplinary action may include counseling, loss of privileges, placed on a contract, permanent removal from class, or expulsion from Burlington County Institute of Technology."

Probation: Written warning with specific terms for continued enrollment (e.g., Attendance Contract).
Suspension: Temporary removal from class/clinical; hours missed count as absences.
Dismissal (Termination): Permanent removal from the program.
Financial Liability: Students dismissed for disciplinary reasons remain responsible for tuition in accordance with the Refund Policy.

Disciplinary Procedures (APPEALS PROCESS)

Students who wish to dispute a disciplinary dismissal may submit a written appeal:
Level 1: Written appeal to the Administration of Adult Education within 5 days of the notice.
Level 2: Written appeal to the Superintendent or designee if the student disputes the administrator's findings within 5 days of the administrator's findings.
Level 3: Final appeal to the Board of Education (only for cases of termination).

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY

Student Acceptable Use of Education Technology

Terms and Conditions

Student Contract

Student must read both the Allied Health and the Adult Education Student Handbooks and confirm understanding and acceptance to both student handbooks and policies, by signing the student contracts below.

Student Contract

I have read the Terms and Conditions for use of technology resources in Burlington County Institute of Technology. I understand and will abide by the stated Terms and Conditions. I further understand that violation of the regulations is unethical, a violation of school rules, and may constitute a criminal offense. Should I commit any violation, I understand that my access privileges may be revoked and school disciplinary action may be taken. Appropriate legal action may also result.

Student Username (print): _____

_____

Student Signature: **Date:** **Phone Number:**

****

SAFETY STATEMENT

I have been present when the teacher demonstrated and discussed the rules and procedures

of the _____ (program name) to include equipment, tool, instrument or protocol, safety precautions related to pregnancy clearance, and I understand that it is my responsibility to abide by these rules and procedures. I further understand that I will comply with all safety standards and precautions related to this type of (equipment, tool, instrument, or protocol).

Date _____ **Student Signature** _____

Date _____ **Teacher Signature** _____

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ACKNOWLEDGEMENT OF BCIT HANDBOOK (POLICIES AND PROCEDURES)

I, _____ (please print first and last name) acknowledge and understand that I will be enrolled in the, _____ (insert specific program name), Allied Health Occupations program, and have received the **Adult Education & Allied Health Student Handbooks** which are available online at bcit.cc/adulted under 'Resources' tab. I understand that these handbooks provide information on the policies and procedures for adult education. This is to acknowledge that I understand and will abide by all the policies and procedures as set forth in the BCIT student handbooks.

_____ _____

Student Signature **Date**