COURSE CATALOG | 2026-2027

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Website: vipmedicalacademy.org | Ohio State Board of Career Colleges and Schools Registration No. 2276

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This catalog describes the Academy's programs, tuition, student policies, qualifications, and procedures. The applicable enrollment agreement and published program description govern a student's specific enrollment; where required, updated faculty and calendar information is provided through a dated catalog supplement.

## Message from the Academy

VIP Medical Academy equips students with practical skills and real-world experience to become work-ready and career confident. We create pathways to employment, advancement, and economic opportunity.

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# 1. School information and calendar

## Identity and regulatory status

VIP Medical Academy is located at 3443 Agler Road, Suite 103, Columbus, Ohio 43219. Ohio State Board of Career Colleges and Schools registration #2276. Registration or program authorization is not the same as independent institutional accreditation.

## Institutional calendar and published cohort dates

The Academy operates rolling short-format cohorts and uses these school administrative periods: January 1-March 31, April 1-June 30, July 1-September 30, and October 1-December 31 in each catalog year. School-observed holidays are New Year's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. A makeup session or adjustment will be announced if a scheduled class conflicts with a closure.

| Observed school holidays | Term and cohort information |
|---|---|
| **New Year's Day; Memorial Day; Juneteenth; Independence Day; Labor Day; Thanksgiving Day; Christmas Day** | Exact start/end dates, class days and clinical dates appear in each cohort schedule and enrollment agreement. |

For current enrollment windows, class and clinical dates, cohort start/end dates, and enrollment deadlines, consult vipmedicalacademy.org or the Academy office. Every enrolling student receives the specific program schedule and, where applicable, the start/end dates and clock hours of each refund academic term in the written enrollment agreement. The administrative periods listed above do not substitute for a program's approved clock-hour refund terms.

## Instructional formats

Programs may be delivered in person, online, or in a hybrid format where authorized. Any online theory component remains subject to instructor oversight, required completion deadlines, and applicable attendance or participation standards. Laboratory, competency testing and supervised clinical requirements must be completed in the approved setting.

# 2. Admissions and enrollment

Applicants complete the school enrollment form and the program-specific agreement. Required identification, minimum age, prior education, entrance assessment, employment/credential prerequisites, healthcare clearances, and clinical eligibility requirements are specified in each program's admissions information. A student may not enter a restricted clinical or laboratory placement before satisfying applicable requirements.

Enrollment is offered by cohort subject to available seats, qualified instructors, laboratory/clinical capacity and applicable approvals. Applications and registration may be received on a rolling basis, but an applicant is not enrolled until accepted and notified in writing of the applicable start date and program conditions. Open enrollment windows and cohort dates are announced at vipmedicalacademy.org.

## Program-specific eligibility overview

| Program | Eligibility published in June 2026 catalog / items to verify |
|---|---|
| **CNA / Nurse Aide** | Age 16+; government ID, Social Security card, completed enrollment application. |
| **Phlebotomy** | Age 18; diploma or equivalent by completion; photo ID. |
| **EKG** | Age 18; diploma or equivalency by completion. |
| **Medication Aide** | Age 18+; high school diploma/equivalency; required entrance assessment and identification; CPR/BLS or other prerequisite credential as specified by the Ohio Board of Nursing and the current |

| Program | Eligibility published in June 2026 catalog / items to verify |
|---|---|
| | program. |
| **Medical Assistant** | Age 18+; diploma/GED; placement assessment, CPR/First Aid, health documentation, screening and orientation. |
| **PCT** | Age 16+; diploma/equivalent by completion; current nurse aide credential and CPR certification, as required by the approved program and clinical site. |
| **Adult CPR/AED / First Aid; Train-the-Trainer; short courses** | Adult CPR/AED and Adult First Aid/CPR/AED each require completion of the appropriate Red Cross online lessons before instructor-led skills verification. These certifications do not substitute for healthcare-provider BLS where another program requires BLS. Other programs follow their published admission criteria. |

3. Programs and curriculum

Unless otherwise stated, hour figures are clock hours. Competencies, course sequence and any external exam eligibility must be fulfilled as stated in the official program outline. Academy completion does not independently grant a state license, third-party certification or employment guarantee. Course offerings depend on required approvals and sufficient enrollment.

## Nurse Aide (CNA/STNA)

Hours: 75 clock hours | 59 classroom/lab + 16 supervised clinical hours.

Content and objectives: Nurse aide roles; communication; safety and infection prevention; personal care; mobility; vital signs; resident rights; mental health; care of aging and dying patients.

Instructional sequence: Theory and skills preparation → supervised laboratory competencies → clinical experience → school final and eligibility for Ohio nurse aide testing.

Completion: Minimum 70% course grade, completion of required program hours and competencies, and PASS in applicable skills, laboratory or clinical assessments. External certification examination eligibility may involve separate standards.

## Phlebotomy Technician

Length: 60 clock hours. Current course materials include laboratory practice and required documented venipuncture/capillary competency; the allocation of classroom, laboratory and assessment hours is governed by the current authorized syllabus.

Content and objectives: Patient identification, safety, infection control, anatomy, venipuncture, capillary collection, specimen handling, communication and professionalism.

Instructional sequence: Foundations and theory → demonstrations and practice → at least 30 documented live venipunctures and 10 capillary collections → final competency assessment → optional external NHA CPT examination process.

Completion: Minimum 70% course grade, completion of required program hours and competencies, and PASS in applicable skills, laboratory or clinical assessments. External certification examination eligibility may involve separate standards.

## Electrocardiogram (EKG) Technician

Length: 60 clock hours. Instruction includes theory, hands-on ECG equipment and lead placement practice, and evaluation as specified in the authorized course outline.

Content and objectives: Heart anatomy and physiology; lead placement; recording quality; rhythm basics; patient preparation and equipment safety.

Instructional sequence: Anatomy and safety → leads/equipment and procedures → hands-on ECG acquisition → review/final.

Completion: Minimum 70% course grade, completion of required program hours and competencies, and PASS in applicable skills, laboratory or clinical assessments. External certification examination eligibility may involve separate standards.

## Medication Aide

Hours: 72 clock hours | 56 classroom/laboratory hours + 16 supervised clinical hours.

Content and objectives: Medication safety, rights of administration, reporting, documentation, body systems, pharmacology, infection control, storage and disposal.

Instructional sequence: Entrance screening → didactic instruction and supervised lab → competency check → supervised clinical → written and skills final.

Completion: Minimum 80% course grade, successful required examinations, PASS in applicable laboratory and supervised clinical evaluations, and completion of all required program hours and competencies.

Minimum passing academic grade for Medication Aide: 80%. Written/skills finals, laboratory competency and clinical performance must also meet all applicable pass criteria.

## Medical Assistant

Length: 16 weeks; 346 clock hours, comprised of 186 classroom/laboratory hours and 160 supervised clinical/externship hours. The program is organized as two 173-hour academic terms for tuition and refund administration, subject to the applicable Board-approved program structure.

Content and objectives: Medical terminology, anatomy, vital signs, front-office workflows, EHR, billing, medication concepts, phlebotomy, ECG, basic laboratory techniques and patient care.

Instructional sequence: Foundational and administrative modules → clinical skills/lab → supervised externship/clinical → final competency assessment.

Completion: Minimum 70% course grade, completion of required program hours and competencies, and PASS in applicable skills, laboratory or clinical assessments. External certification examination eligibility may involve separate standards.

Clinical hours must be performed at an approved clinical placement. A student cannot graduate without meeting documented clinical, skills, grade and attendance requirements.

## Patient Care Technician (PCT)

Length: 200 clock hours | 90 classroom/knowledge hours and 110 supervised laboratory/skills hours. The program is generally offered over approximately 10.5 weeks; current cohort dates are published at vipmedicalacademy.org.

Content and objectives: Basic patient care, infection prevention, anatomy, phlebotomy, EKG, ethics, and direct-care competencies.

Instructional sequence: Patient-care fundamentals and classroom knowledge → laboratory instruction and hands-on practice, including applicable phlebotomy and EKG skills → final knowledge and laboratory competency evaluations.

Completion: Minimum 70% academic grade, completion of all 200 required clock hours, and PASS in all required laboratory and practical competency assessments. External certification examination eligibility may involve separate standards.

The Patient Care Technician program uses the 200-clock-hour curriculum described in the Academy's June 2026 catalog. Program dates and attendance requirements are provided at enrollment; any future changes to the authorized program will be published after required agency review.

## Adult CPR/AED and Adult First Aid/CPR/AED (American Red Cross)

Course options and duration: VIP offers two five-clock-hour American Red Cross blended-learning courses: Adult CPR/AED ($100 tuition) and Adult First Aid/CPR/AED ($125 tuition). There is no registration fee for either option. Each

course includes required self-paced online instruction followed by a scheduled, instructor-led, in-person skills session. Individual time to finish the online work may vary.

Content and objectives: The Adult CPR/AED option covers recognition of adult breathing and cardiac emergencies, adult CPR, safe AED use, and response to choking. The Adult First Aid/CPR/AED option includes these adult CPR/AED topics plus Red Cross adult First Aid instruction and applicable first aid response skills. Both options are adult-only; neither includes pediatric CPR or healthcare-provider BLS certification.

Instructional sequence: Select Adult CPR/AED or Adult First Aid/CPR/AED → complete the corresponding Red Cross online lessons and knowledge activities → verify online completion → attend the matching instructor-led skills session → complete required CPR/AED and, when enrolled in the combined option, First Aid skills assessments.

Completion and credential: Students must complete the Red Cross online component and pass the required in-person practical skills evaluations for their selected option. Adult CPR/AED students receive the applicable Red Cross Adult CPR/AED certificate; students completing the combined option receive the applicable Red Cross Adult First Aid/CPR/AED certificate. Red Cross certification is valid for two years. VIP's general 70% academic standard applies only to separately graded Academy coursework; Red Cross course-specific completion criteria govern certification.

Course duration and completion: Each option is published as a 5-clock-hour blended-learning course. Students must finish the assigned online learning before participating in the instructor-led skills evaluation. If a future Red Cross course revision changes required training time, the Academy will review and update the published instructional hours accordingly.

## Train-the-Trainer (NATCEP)

Length: 28 clock hours, delivered online over approximately 10 days, subject to course-specific instructor-eligibility rules and the authorized training outline.

Content and objectives: Learning objectives, instruction methods, organization of content, classroom practice and trainee assessment.

Instructional sequence: Instructor foundations → instructional design and teaching techniques → assignments/quizzes → completion.

Completion: Minimum 70% course grade, completion of required program hours and competencies, and PASS in applicable skills, laboratory or clinical assessments. External certification examination eligibility may involve separate standards.

Anatomy & Physiology

Duration: two weeks. Total clock hours are published in the specific course outline and must be verified against any applicable Board authorization before enrollment.

Content and objectives: Major body systems, structure and function, and healthcare applications.

Instructional sequence: System foundations → body systems → applied knowledge assessment.

Completion: Minimum 70% course grade, completion of required program hours and competencies, and PASS in applicable skills, laboratory or clinical assessments. External certification examination eligibility may involve separate standards.

## Medical Terminology

Duration: two weeks. Total clock hours are published in the specific course outline and must be verified against any applicable Board authorization before enrollment.

Content and objectives: Healthcare vocabulary, prefixes, suffixes, abbreviations and terminology by body system.

Instructional sequence: Word-building foundations → body-system terminology → assessment.

Completion: Minimum 70% course grade, completion of required program hours and competencies, and PASS in applicable skills, laboratory or clinical assessments. External certification examination eligibility may involve separate standards.

Healthcare Soft Skills

Duration: two weeks. Total clock hours are published in the specific course outline and must be verified against any applicable Board authorization before enrollment.

Content and objectives: Professional communication, teamwork, workplace ethics, customer service and career readiness.

Instructional sequence: Professional foundations → practice scenarios → applied assessment.

Completion: Minimum 70% course grade, completion of required program hours and competencies, and PASS in applicable skills, laboratory or clinical assessments. External certification examination eligibility may involve separate standards.

## 4. Tuition, fees and financial policies

Regular tuition for the 2026-2027 catalog is shown below. The $50 registration fee is separate from tuition for all listed programs except Adult CPR/AED and Adult First Aid/CPR/AED, which have no registration fee. Listed combined totals include only tuition and the applicable registration fee. Temporary promotional or sponsoring-organization contract rates are not the school's regular individual tuition rates.

| Program | Regular tuition | Registration fee | Tuition + registration |
|---|---|---|---|
| Nurse Aide (CNA/STNA) | $765 | $50 | $815 |
| Medication Aide | $799 | $50 | $849 |
| Phlebotomy Technician | $705 | $50 | $755 |
| Electrocardiogram (EKG) | $705 | $50 | $755 |
| Adult CPR/AED | $100 | $0 | $100 |
| Adult First Aid/CPR/AED | $125 | $0 | $125 |
| Medical Assistant | $2,275 | $50 | $2,325 |
| Patient Care Technician (PCT) | $2,275 | $50 | $2,325 |
| Train-the-Trainer (NATCEP) | $799 | $50 | $849 |
| Anatomy & Physiology | $400 | $50 | $450 |
| Medical Terminology | $400 | $50 | $450 |
| Healthcare Soft Skills | $400 | $50 | $450 |

Registration fee: $50 for non-CPR programs; $0 for both Adult CPR/AED and Adult First Aid/CPR/AED. The $50 fee is nonrefundable after the five-calendar-day cancellation window except as required by applicable law or an approved, more favorable school policy. Where timely cancellation qualifies for a full refund, the registration fee is included in that refund.

Additional costs: Students may need uniforms, closed-toe shoes, books, personal supplies, background checks, health screening, transportation, or separately registered certification examinations depending on the program. Items bought directly from third parties are not part of the tuition-plus-registration totals. Any additional charge collected or imposed by VIP must be itemized with its actual amount in the school's approved fee schedule and the signed enrollment agreement before it is charged. Fees for activities, equipment, laboratory supplies, rentals, deposits, late payments, interest, and other school services must also be disclosed where applicable; any category not charged is $0.

Payments and delinquency

Individually funded students in programs of 300 hours or less: 50% of tuition is due before the first day; 25% is due on or before the third class day; and 25% is due before the school final examination. The registration fee, if any, is due on registration. For programs exceeding 300 clock hours, tuition is billed separately by authorized academic term: no second-term tuition may be collected or made an obligation before that term begins. Unless a written, lawful alternative is approved, the 50%/25%/25% installment pattern applies within each term rather than to the whole multi-term program. Sponsored cohorts follow the sponsor's executed agreement; student responsibility is limited to charges properly assigned to the student in a signed enrollment agreement.

Tuition and fees in a student's signed enrollment agreement will not be increased during that enrollment. Students are informed of any current applicable outside examination charges and course-specific supply costs before enrollment. Nonpayment may result in payment-plan review, administrative restrictions and, where expressly permitted by the written policy and Ohio law, withholding participation in future activities or completion records. A student's rights concerning an academic term already in progress are governed by Ohio Administrative Code 3332-1-10(J).

## Cancellation, withdrawal and refund policy

The Academy follows Ohio Administrative Code 3332-1-10 for applicable clock-hour programs, unless another refund policy that is more favorable to students has been uniformly adopted and approved by the State Board in writing, or governing financial aid rules require otherwise. The identical tuition refund policy is included in the student enrollment agreement.

**Five-calendar-day cancellation:** A student may cancel an application or enrollment agreement by written notice within five calendar days after signing. If classes have not started, VIP will refund all tuition and fees paid, including an applicable registration fee, no later than 30 days after cancellation. This automatic cancellation provision does not apply once the student has started class.

**Before class begins after the five-day period:** If a student cancels before starting class, VIP will refund prepaid tuition and refundable fees; the $50 registration fee, if one was charged, may be retained as permitted by Ohio law. If the school rejects the application or cancels the program before instruction begins, VIP refunds all funds collected for that enrollment.

**Withdrawal after attendance begins:** For each clock-hour refund term, the portion of tuition and refundable fees the school may retain is determined by how much of that term the student completed.

Less than 15% completed: 25% of current-term tuition and refundable fees, plus applicable registration fee.

At least 15%, but less than 25% completed: 50% of current-term tuition and refundable fees, plus applicable registration fee.

At least 25%, but less than 40% completed: 75% of current-term tuition and refundable fees, plus applicable registration fee.

40% or more completed: 100% of current-term tuition and refundable fees; no current-term tuition refund is due.

**Academic terms for programs over 300 hours:** Each Board-authorized clock-hour term is a separate refund period. For the 346-hour Medical Assistant program, the anticipated arrangement is Term 1: 173 clock hours and Term 2: 173 clock hours, subject to confirmation against the Board-authorized structure. Actual Board-authorized term information is stated in the enrollment agreement. Tuition is not collected or financially obligated for a future term until the term begins.

**Withdrawal date and attendance:** The last recorded date of class attendance or participation in an academic activity governs refunds unless the Board has approved an alternative. Except for written five-day cancellation notices, students are not required to withdraw on a particular form, in writing, or by a particular method. If a student stops attending without officially withdrawing, VIP will treat the student as withdrawn within 60 days of the last attendance or academic participation.

**Refund processing and documentation:** VIP completes and retains a refund calculation for every student who withdraws, is dismissed, or otherwise stops attending. A required refund is paid within 30 days after withdrawal is determined, unless another legally mandated period applies. If no refund is due, written notice with an explanation is provided within 60 days of the student's last date of attendance. No additional fee is imposed because of withdrawal or dismissal.

**Books, fees and supplies:** Prepaid costs are refunded under Ohio Administrative Code 3332-1-10.1 unless an item was specially ordered and cannot be reused or resold, was used/returned in nonresalable condition, or reflects a documented nonrefundable third-party fee for goods or services actually provided. Undelivered items/services ordinarily are not deemed consumed. A written record of that determination is retained.

**Leaves, military service and exceptional circumstances:** An approved nonmilitary leave may not exceed six months without written Board approval. A student who does not return is withdrawn based on the last date of attendance. Eligible military leave is governed by Ohio Revised Code 3332.20. Documented illness, accident, death in the family or other circumstances outside the student's control may warrant a resolution more favorable to the student.

### Scholarships and government aid

Institutional scholarships and grants: none offered. As stated in the Academy's June 2026 catalog, VIP does not administer ordinary federal or state student financial aid programs; qualifying students may separately be sponsored by employers, schools, workforce agencies or other approved organizations pursuant to their own rules and written agreements. For any government-funded or sponsored student, satisfactory academic progress includes the published program minimum (70% except Medication Aide at 80%), required attendance and clock hours, satisfactory competencies and compliance with applicable sponsor standards. The school provides progress and deficiency notices in writing. A student should confirm any sponsor-specific financial eligibility directly with the sponsoring organization.

## 5. Academic and attendance policies

### Grading and satisfactory progress

The Academy uses A = 90–100%; B = 80–89%; C = 70–79%; D = 60–69%; F = 0–59%. Minimum passing academic grade is 70% for each program except Medication Aide, which requires 80% or higher. A passing numeric grade does not replace mandatory PASS ratings on practical skills, required examinations or supervised clinicals. All required clock hours and program competencies must be completed.

The Academy measures progress through graded class assignments and examinations, observed skills, required hours, attendance and clinical performance. The minimum passing course grade is 70% except Medication Aide, which requires 80%; required skill and clinical competencies also must be passed. These percentages do not override American Red Cross certification-specific requirements. Instructors provide timely progress feedback and record relevant deficiencies. An unsuccessful course grade or failure of a mandatory skill requirement prevents completion unless approved remediation and reassessment succeed.

Academic warning and probation: When a student is at risk of failing, the instructor issues notice and an individualized remediation plan specifying deficient requirements, the work or practice required, a reassessment date and available assistance. If progress remains unsatisfactory after warning, the school may place the student on written academic probation for the remaining instruction in that course or, for multi-term programs, through the next formally scheduled progress review. The notice identifies the probationary period and required measures of improvement. Failure to meet the documented improvement requirements by the review deadline may result in course failure, suspension or dismissal. Students may seek reconsideration through the published appeal procedure.

### Attendance, tardiness, makeup work and missed evaluations

Students must complete 100% of required program clock hours, including lab and clinical time. Late arrival, early departure and absence are recorded as hours missed. Students must notify their instructor or the Academy as soon as practicable, ideally before class begins. Excused absence does not waive required hours. With school approval and when staffing, regulatory requirements and site availability permit, the student may complete a supervised makeup activity; there is no guarantee of a makeup examination, clinical rotation or additional class date. Repeated tardiness or incomplete hours can result in a warning, inability to graduate or dismissal. All missed mandatory hours and competencies must be completed before a program completion document is awarded.

For online/hybrid activities, assigned modules, instructor contact, activities and deadlines must be completed and documented. Clinical partner rules govern punctuality, professional conduct, and removal for safety; clinical hours may only be made up through an authorized placement.

### Leave of absence

Students requesting a leave of absence should contact the School Director in writing before the absence when possible, explaining the reason and proposed leave dates. The Director documents the decision, the approved beginning and ending dates, and any reentry conditions. Approval is subject to program sequence, clinical availability and applicable outside rules; a leave does not waive mandatory hours or guarantee a seat in the next cohort. A nonmilitary leave may not exceed six months absent written Board approval. Military leave protections under Ohio law apply. If an approved leave expires and the student does not return, VIP will process a withdrawal and refund using the student's last date of attendance and participation.

### Transfer credit / previous experience

The Academy generally does not accept transfer clock hours from other schools or grant program credit solely for prior work experience, consistent with its June 2026 catalog. An applicant with prior instruction, licenses or work experience must still satisfy the approved curriculum, hour and performance requirements unless the Academy has separately published and obtained any necessary approval for an advanced-standing arrangement.

## 6. Student conduct, dismissal and reentry

Students shall demonstrate respectful communication, academic integrity, safe behavior, appropriate uniform and protective equipment, non-discrimination, and compliance with facility and clinical rules. Weapons, alcohol or impairment, harassment, disruptive conduct and unauthorized use of phones during instruction or patient care are prohibited.

Depending on severity and recurrence, misconduct, unsafe patient care, academic dishonesty, incomplete required hours, unsatisfactory course performance or failure to honor the agreed payment plan may lead to counseling, written warning, academic remediation, removal from a clinical site, suspension or dismissal. The school documents the grounds and provides written notice of disciplinary or academic action. A student may be immediately removed from a lab/clinical setting when patient or staff safety requires it; academic and financial consequences remain subject to applicable law and enrollment terms.

Academic remediation occurs before a discretionary course retake is considered. A remediation plan may include supervised skills practice, directed assignments and one or more reassessments where the program permits. Retakes are not automatic and depend on the applicable curriculum, regulatory eligibility, instructor availability, course scheduling and disclosed charges. A student dismissed for unsatisfactory progress may apply again under current admissions criteria; reentry is decided case by case, may require further assessment or remediation and is not guaranteed. Serious unsafe or disciplinary misconduct may make the student ineligible for reentry. Previous attendance does not automatically satisfy current clock-hour requirements.

Appeals: A student may request review of an academic dismissal, probation or serious disciplinary sanction in writing to the School Director within five business days after receiving notice. The student should state the reason and provide supporting documents. An administrator not directly responsible for the initial decision, when available, will review the record and give a written decision ordinarily within ten business days; if additional review is needed, the school will provide a status update. An appeal does not permit unsafe clinical participation while under review.

## 7. Student concerns and grievances

Step 1 - informal resolution: Students should raise routine concerns promptly with their instructor and may ask to speak with the Director of Operations or School Director. Step 2 - formal complaint: A student may submit a written grievance describing the concern, persons involved, dates, and requested outcome to the School Director at the school address or official school email. The school will acknowledge the complaint within three business days and provide a written finding ordinarily within ten business days, or written notice if additional investigation is necessary. Step 3 - appeal: The student may submit an internal appeal to the designated school owner or administrative reviewer within five business days of the finding. The school will ordinarily respond within ten business days. These school steps do not prevent a student from going directly to the Board at any time.

Ohio State Board of Career Colleges and Schools - Student Complaints: 30 East Broad Street, Suite 2481, Columbus, OH 43215; phone (614) 466-2752; toll-free (877) 275-4219; email bpsr@scr.state.oh.us;

https://scr.ohio.gov/information-for-students/file-a-complaint. Board complaints generally must be in writing, signed and filed within six months after the alleged violation. The Academy's internal process does not limit these rights.

# 8. Personnel, approvals and disclosures

## Faculty and administration

| Position | Individual / qualifications |
|---|---|
| **School Director/Director of Operations** | Brittany Cosby; administrative/operations leadership (educational credentials to be verified) |
| **Program Coordinator / Lead Instructor** | Lakeshia Dorsey, RN, BSN, MSN |

## Registration, approvals and accreditation

VIP Medical Academy is registered with the Ohio State Board of Career Colleges and Schools as registration #2276 (published in the Academy's June 2026 catalog). Nurse Aide training is subject to Ohio Department of Health requirements; Medication Aide training is subject to Ohio Board of Nursing requirements. External National Healthcareer Association testing and American Red Cross training credentials are independent of institutional accreditation. Institutional and programmatic accreditation: none identified in the Academy's available catalog records. Only active approvals, program titles and clock hours on file with the relevant agencies may be advertised as authorized.

Program authorization and outside approval information should be reviewed with current registration documents. The Academy will not describe a proposed Practical Nursing Program as Ohio Board of Nursing approved before that approval has been issued. Catalog amendments reflecting newly approved programs or substantive program-length revisions will be dated and published before enrollment.

## Student records, amendments and publication

The school retains student tuition, enrollment, attendance and progress records under applicable Ohio requirements. Grades and academic records are made available to students on request. Records of enrollment/progress are retained for at least five years and transcripts permanently, as required by Ohio Administrative Code 3332-1-08. Faculty changes, revised fees, program approvals and changes to cohort schedules are published through dated catalog inserts and updated enrollment agreements; the public catalog and required disclosures are made available at vipmedicalacademy.org.

Publication and regulatory references

VIP Medical Academy website: https://vipmedicalacademy.org

Ohio Administrative Code 3332-1-08 (catalog and school administration); 3332-1-09 (enrollment); 3332-1-10 (tuition/refunds); 3332-1-10.1 (books/fees/supplies); 3332-1-15 (program authorization).

Ohio State Board of Career Colleges and Schools: https://scr.ohio.gov