CNA TRAINING AND TESTING CENTER, LLC

CAREER TRAINING INSTITUTE COURSE CATALOG

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Table of Contents

ABOUT CAREER TRAINING INSTITUTE 3
History of Career Training Institute 3
Ownership 3
Governing Body 3
Purpose 3
Objective 4
Licensures 4
Accreditation 4

Facilities 4

Administration 5

Faculty 5

Staff 5

Holidays and School Calendar 5

Admission Policy 5

Transfer of Credit or Previous Coursework 6

Payment and Financial Obligations 6
Financial Aid 6
Refund Policy and Cancellation 6
Program or Course Postponement 7

Student Services 7
Placement Assistance 8
Resume Preparation 8
Letters of Recommendation 8

Student Rights and Responsibilities 8
Appeal/Student Complaint/Grievance Policy: 8

Conduct 9
Student Records 9
Dress Code 9
Standards of Satisfactory Academic Progress 9
Tardy Policy 10

Student Evaluation 11

NURSING ASSISTANT TRAINING PROGRAM COORDINATOR: 12
Program Instructor(s): 12

Instructor Policies 13
Instructor Responsibilities 13
B. Provide Feedback on the Students Work 14
C. Secure Handling of Examinations 14
D. Observe Scheduled Class Times 14
E. Observe Office Hours or Appointment Times 14
F. Dishonesty 15
G. Maintain an Appropriate Learning Environment 15
H. Maintain the Classroom Environment 15
I. Student Records and Files 15

NURSING ASSISTANT (DIPLOMA) PROGRAM
Teaching Methodology 16
Course Numbering System 16

NURSING ASSISTANT (DIPLOMA) PROGRAM

HOME HEALTH AIDE DIPLOMA PROGRAM 20

PHLEBOTOMY DIPLOMA PROGRAM 22

REVISION LOG 25

About Career Training Institute

History of Career Training Institute

Career Training Institute is a registered trade name for CNA Training and Testing Center, LLC. CNA Training and Testing Center, LLC began in 2017 as an Examination Preparation Center for Certified Nursing Assistant and in-facility test site through Prometric for the Certified Nursing Assistant (CNA) exam. Shortly thereafter, CNA Training and Testing Center, LLC registered its trade name for its diploma programs through Career Training Institute.

Ownership

Dr. Vanity C. Barr-Little owns CNA Training and Testing Center, LLC, a legally formed single-member corporation under the laws and governance of the State of Florida.

Governing Body

At CAREER TRAINING INSTITUTE, the governing board is responsible for management and well-functioning of the institution. The board is responsible for establishing policies, making strategic decisions, and overseeing the organization's activity, while making sure to abide and follow state and national regulations in the educational healthcare field. The board oversees responsible management of finances and resources, ensuring quality and professional education and establishing a safe environment for both students and workers.

The governing board will also oversee each independent training program, such as the Home Health Aide program, Nursing Assistant (Diploma) program, and Phlebotomy program establishing the rules and regulations for the proper following of state and national requirements. The governing board is also responsible for the upholding of a current curriculum and ensuring that all instructors are knowledgeable in their respective fields, with an active license and are apt for teaching while following the rules and regulations of the State of Florida.

The governing body of Career Training Institute is constituted by:

President: Vanity C. Barr-Little, PhD
Program Coordinator: Noreen Collins, RN

Purpose

The purpose of Career Training Institute is to provide student-centered training to move career pathways forward.

Objective

During the entry-level healthcare programs, students will develop foundational concepts and skills and attain professional certifications to deliver safe, competent direct care.

Licensures

Career Training Institute is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)224-6684.

Accreditation

Career Training Institute is not accredited by any U.S. Department of Education Accrediting agencies. Career Training Institute applicants are not eligible for Title IV Federal Financial Assistance.

Facilities

Career Training Institute will be housed with CNA Training and Testing Center, LLC in a 3,400 square foot commercial space located at 808A Oakfield Dr. Brandon, Florida 33511. The facility contains 2 large classroom/skills room, 2 clinical room, 1 computer lab, a break room area, and a two restrooms.

Administration

Vanity C. Barr-Little, PhD
Chief Executive Officer

Faculty

Noreen A. Collins, RN (Lic #RN9501308)
ASDN, Technipro College of Nursing
Program Coordinator

Barbara J. Latham
BSN, Florida Atlantic University
Instructor

Staff

Holidays and School Calendar

Career Training Institute does not operate on a semester or term basis but has open enrollment year-round to accommodate students. As such, students are entering at various times and leaving the program as all program courses are completed satisfactorily, in accordance with program objectives.

Career Training Institute operates Monday through Friday and offers two flexible schedules to choose from, day and evening. Morning sessions are from 10am to 2pm and evening sessions are from 5pm to 9pm. Additional sessions may be added based on instructor and classroom availability.

School Holidays are scheduled in accordance with nationally recognized public holidays: New Year's Day, MLK Jr. Birthday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving and Christmas. No classes will be held on these days.

Admission Policy

Admission to Career Training Institute is voluntary and not competitive. An applicant for admission must be 18 years of age. Career Training Institute does not discriminate regarding race, color, national origin, disability, sexual orientation, gender, age and/or religion. Any applicant meeting the admissions criteria will be admitted to the program,

providing there is an available opening in the program. Career Training Institute may utilize a waiting list in the event that a program has reached capacity and provide an opportunity for the applicant to be placed on the waiting list with an approximate date of enrollment provided.

Transfer of Credit or Previous Coursework

Career Training Institute does not recognize previous course work and/or certifications, completion of challenge exams, competency exams or other knowledge-based assessment, or employ any mechanism or procedure for awarding credit for previous experience toward the completion of any Career Training Institute program. In general, all courses within each program must be successfully completed within Career Training Institute in order to satisfy the program's graduation requirements. See the program outline for specific courses that must be completed for graduation for each program.

Career Training Institute will accept a non-expired basic life support (BLS) cardiopulmonary resuscitation certification issued by the American Heart Association to satisfy the Home Health Aide graduation requirements.

Coursework completed at Career Training Institute may not be transferrable to other institutions. Such determination is at the sole discretion of the receiving institution. It is the responsibility of the student to confirm whether or not credits will be accepted by another institution of the student's choice.

Payment and Financial Obligations

Career Training Institute accepts money order, debit and credit cards, or certified funds for the payment of tuition, fees, books and other expenses. Students may not attend class if all fees are not paid prior to the start of class. If a state or government agency or corporation or other third-party payer will be distributing the funding for the class, a signed agreement between Career Training Institute and the third party must be approved by the School Director prior to the student attending class. Diplomas will not be issued until the student's financial obligations to the school have been met.

Financial Aid

Financial Aid is not available.

Refund Policy and Cancellation

Should the student cancel or be terminated for any reason, all refunds will be made according to the following refund schedule and in compliance with Florida State laws:

- Cancellation must be made in person, by electronic email, or by certified mail.
- All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the Enrollment Agreement and making initial payment. The refund includes cancellation of any obligation, other than books and supply assessment for supplies, materials and kits which are not returnable because of use.
- Cancellation after the third (3rd.) business day but before the first class will result in refund of all monies paid with the exception of the registration fee. (Not to exceed $150.00)
- Cancellation after attendance has begun, through 40% completion of the program will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
- Cancellation after completing more than 40% of the program will result in no refund.
- Termination Date: The termination date for refund computation purposes is the last date of actual attendance by the student.
- Refunds will be made within 30 days of termination or receipt of Refund Request Notification.
- A student can be dismissed, at the discretion of the School Director, for insufficient progress, non-payment of costs, disruption of class or failure to comply with the rules.
- Classes may be rescheduled or cancelled at the discretion of the Administrator. If classes are cancelled, a full refund will be issued. All registrants will be notified in advance should this occur.

Program or Course Postponement

Career Training Institute reserves the right to determine that program of course postponement, cancellation, or facility closure is in its best interest. In the event of program of course postponement, student notification shall:

- Be by telephone, email or text (as appropriate).
- Contain an anticipated date that the program or class is scheduled to resume.
- Contain a provision for the student to delay his or her attendance or receive a refund of tuition and appropriate fees. The refund shall be paid within 30 days of receipt of the student's written request for a refund. Students who choose to delay their attendance shall be provided additional notification by telephone and e-mail (as appropriate) of the date that the program or course is to resume when that date has been finalized.

Student Services

Career Training Institute does not maintain housing for or assist with housing needs for students. Career Training Institute does not offer any boarding services such as meals. Career Training Institute does not childcare services to students with dependent children. Financial assistance is not available. Academic advising will be available.

Placement Assistance

Career Training Institute does not guarantee employment or guarantee salaries to any student. Career Training Institute works with many local health care employers and will make referrals for qualified candidates to obtain interview opportunities, if such an opportunity is discovered. Career Training Institute may utilize the services of third-party recruiters to assist with job placement for its students.

Resume Preparation

Career Training Institute may provide career services such as resume preparation to better prepare graduates to enter the workforce. For resume preparation, students must fill out the resume questionnaire.

Letters of Recommendation

Instructors take the writing of recommendation letters very seriously. Recommendations reflect not just the requestor, but also the integrity of the instructor and ultimately the Institute. Students may request a letter of recommendation from their instructor; however, instructors are obligated to be objective about a candidate's fitness for a given position.

COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.

Student Rights and Responsibilities

Appeal/Student Complaint/Grievance Policy:

Students may not always agree with a decision or policy and students have the right to have their complaints or concerns evaluated using the following procedure:

1. Verbalize complaint or grievance to the Instructor.
2. If the concern is not resolved, the student should submit a written complaint or grievance to the Director.
3. The Director's decision is final. If the issue has not been satisfactorily resolved, the student may contact the Commission for Independent Education to file a formal complaint. Contact information for CIE is:

325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399
1-888-224-6684

Conduct

Students are expected to conduct themselves in a professional manner at all times. Foul language, smart remarks of any kind, possession of non-prescribed drugs or alcoholic beverages, and disrespectful behavior is considered unsatisfactory conduct and may be grounds for dismissal. A student who conducts himself in a manner detrimental to the staff, patients/residents, or other students will be expelled from the program.

Student Records

The student records of all students (graduated or dismissed) will be available for each independent student for a period of 2 years after completion of the course.

Dress Code

The Dress Code of Career Training Institute is implemented to foster a positive educational environment and to prepare students for workplace standards. The dress code is as follows:

- A uniform, which consists of one set of scrubs is provided. Additional uniforms are available for purchase.
- Students are required to wear closed-toe and closed-heeled shoes.
- Good personal hygiene must be observed.
- Jewelry should not be excessive.
- Hair should be secured away from face and secured as to not move freely in another's personal space.

Students arriving to class out of uniform may be sent home with appropriate loss of attendance.

Standards of Satisfactory Academic Progress

Correspondence courses offered by Career Training Institute are self-paced and students are encouraged to progress through the course as directed but early completion is permitted. However, students must complete the course within the enrollment period. If a student does not complete the course in the timeframe directed, the student will need to re-enroll in the course for successful completion.

Students must attend at least 80% of scheduled lab hours for each course to be eligible for course completion. No provision shall be made for excusal of absences and make-up hours may only be scheduled at the discretion of the instructor. If attendance falls below 80%, mandatory make-up hours will be assigned. If the student does not complete mandatory makeup hours by course end, the student will be given a grade of Fail based on attendance.

Tardy Policy

The definition of a clock hour is a period of 60 minutes of instruction in the presence of an instructor, pursuant to Rule 6E-1.003(15), F.A.C.

Student Evaluation

Students are graded in 2 phases. The first phase is skills on a Pass/Fail basis by the instructor's evaluation of performance on accuracy of the State of Florida skills and the student's ability to follow instructions. The second phase is a written examination that is given weekly and at the completion of the program. The written portions of the examination are graded according to the following schedule:

A - 90 -100
B - 80 - 89
C - 70 - 79
F - 69 - or below

Individual conferences will be held with each student in the event their average grade drops below 75. If the student proceeds to maintain a grade lower than 75 throughout the class period, the final grade will be recorded on the student's record as unsatisfactory. There will be no probationary period, due to continual assistance in improving the student's grade.

The training program will also include a yearly review of the Board of Nursing rules and first-time pass rates on the written and clinical skills certification exam.

NURSING ASSISTANT TRAINING PROGRAM COORDINATOR:

The nursing assistant training program shall appoint a certified nursing assistant training program coordinator who shall be responsible and accountable for training program rule compliance. The program coordinator shall hold an active, clear Florida license to practice professional nursing, two years of professional nursing experience, and one year of experience in nursing home services, i.e., care of the elderly or chronically ill of any age including supervision of certified nursing assistants.

Program Instructor(s):

The nursing assistant training program shall have one or more program instructors who shall be responsible and accountable for the instructional aspects of the certified nursing assistant training program. A program instructor shall hold a clear, active Florida license to practice professional nursing, have at least 1 year of clinical experience and one of the following:

1. Have completed a course in teaching adults; or
2. Have at least 1 year of experience in teaching adults; or
3. Have at least 1 year of experience in supervising nursing assistants.

The availability of spots in any given class and clinical experience facility has a maximum of
15 students per 1 instructor. In the event there is a greater number of students enrolled in a
class one of the following actions must be taken:

(1) A number of students, depending on their availability, will be moved to a later schedule in order not to conflict with the current one;
(3) The students who enrolled last in the program will be moved to a later date which has not met the maximum availability;
(4) Students will be allowed to retire from the program, issuing a full refund of the enrollment fee.

Instructor Policies

Instructors at Career Training Institute have a responsibility to establish and maintain a civil, productive, inclusive, and stimulating learning environment. Instructors have a responsibility to accommodate students with documented disabilities and are encouraged to invite students to talk or communicate with them about such circumstances. Career Training Institute does not discriminate against students with disabilities proven they provide appropriate documentation.

Instructors have a responsibility to accommodate legitimate student absences and student exam conflicts in accordance with the absence policies and provide make up work when an excused absence is approved by the administration.

Instructor Responsibilities

A. Provide Course Information

Instructors are responsible for providing accurate and timely information about their courses to prospective students, current students, and relevant members of the Institution administration.

1. Instructors must provide institution administration and students with accurate course descriptions in a timely fashion. Instructors should use official information tools, to provide information about courses to students, and keep the program description up to date according to state and national regulations in the appropriate fields.

2. The course descriptions will be available in the school catalog must be generally consistent with the content of the actual course taught, though the content may vary somewhat with the individual instructor and across sections.

3. At the beginning of each course, instructors must communicate the course objectives and an overview outline of the program. Class activities should be prepared and organized toward the fulfillment of these objectives and student performance should be evaluated in relationship to these objectives.

4. If an instructor changes the course requirements or materials, students should be notified with sufficient time for them to prepare and fulfill the new materials. The program coordinator should approve additional materials added to the course. Additional materials may include, but are not limited to new homework, articles, essays or books. No major change (e.g., adding a research paper or major examination) should be imposed after the second week of the program.

5. Instructors must inform students of the grading methodologies and standards in their classes of the methods to be used in determining course grades. At the beginning of the

course, instructors must inform students of any requirements related to regular course attendance and participation.

6. At the beginning of the course, instructors must inform students of any special attendance requirements. This includes, but is not limited to specific dates, times, and places of additional outside-of-class work such as field trips, clinical experience, or extra class meetings, and whether or not attendance at these additional activities will be reflected in the grade.

7. Instructors should discuss dishonesty policies and what it means in the context of their program.

B. Provide Feedback on the Students Work

1. Instructors must evaluate examinations and other student work with sufficient time to enhance the learning experience and allow students to revise their work after is graded. Instructors must promptly return examinations or permit students to review their exams to request clarification of grades.

2. Instructors are strongly encouraged to provide sufficient graded feedback early in the program and before the deadline for withdrawing from classes to enable students to assess their progress in the course.

3. Instructors must turn in grades within three business days after the last day of final examinations.

C. Secure Handling of Examinations

Instructors must maintain the security of student examinations both before and after exams are given. Students presenting late examinations outside of the allotted time must present them under supervision of the program instructor or coordinator.

D. Observe Scheduled Class Times

1. Instructors are expected to meet their classes at the scheduled times, to be prepared for
all class sessions, and to start and end classes at the scheduled times.

2. When instructors know in advance that they will be unable to attend particular class sessions, they are responsible for working with the administration and students to make appropriate alternate arrangements.

E. Observe Office Hours or Appointment Times

Instructors must schedule and keep a reasonable number of office hours or appointment times for student conferences. The minimum number of office hours or appointment times may be defined by the institution’s administration.

F. Dishonesty

Instructors are obligated to report suspected dishonesty to the program coordinator and institution administration. The case will be reviewed by the program coordinator with the governing board and act according to regulations.

G. Maintain an Appropriate Learning Environment

Instructors should take appropriate steps to remove students who disrupt the educational process because of discourteous, threatening, harassing, or other aggressive behavior. "Appropriate steps" may include meeting with the student independently, discussing the case with the program coordinator, or making a petition for suspension or expulsion to the governing board.

H. Maintain the Classroom Environment

Instructors are expected to take proper care of classroom and program materials and leave the classroom and its equipment in good order after each class session.

I. Student Records and Files

Instructors are expected to maintain a current roster of the students attending the class and keep impartial and honorable track of attendance of each independent student as well as exam, homework, essays and other class materials graded, reflected on each student file.

Student records shall be kept indefinitely.

Nursing Assistant (Diploma) Program

Teaching Methodology

The Nursing Assistant (Diploma) Program teaching methodology is a combination of technology and lecture-based learning, as well as kinesthetic learning through hands-on training and application.

Course Numbering System

Courses are offered sequentially as shown. Students must complete one course before proceeding to the next one. A clock hour is a period of 60 minutes of instruction in the presence of an instructor, pursuant to Rule 6E-1.003(15), F.A.C. The course numbers were determined by codes established by the school and do not reflect Common Course Numbering systems. The school uses acronyms for program names and numbers.

Nursing Assistant (Diploma) Program				
Credential Issued	Diploma		PROGRAM COST	
Program Duration	120		Tuition	$1,150.00
			Fees	
Theory Hours	64		Books & Supplies	$140.00
Lab Hours	16		Other Cost	$35.00
Externship Hours	40		Total Program Cost	$1,325.00
Total Hours	120			
Entrance Admission Requirements	An applicant for admission must be 18 years of age and a United States citizen or eligible non-citizen and able to pass a Level 2 background screening. The Nursing Assistant (NA) Diploma Program may be taken without a high school diploma, GED, or equivalent. However, if the applicant is under 18 years old, the student must provide evidence of a high school graduation diploma, general equivalency diploma, or its equivalent, and the Enrollment Agreement must be approved and signed by a parent or guardian. Prior to the clinical externship, a physical exam with TB test and immunization records are required.			
Program Objective	The Nursing Assistant (NA) Diploma Program, Prometric Eligibility Route 1, is designed to prepare students with the knowledge and practical skills needed to provide direct patient care under the supervision of a Registered Nurse (RN) or Licensed Practical Nurse (LPN). Graduates are prepared to assist adults with disabilities, seniors, and patients with illnesses by supporting activities of daily living, monitoring vital signs, maintaining infection control standards, and promoting patient comfort and safety. Upon successful completion of the program, graduates will demonstrate the competencies needed to apply for and sit for the Florida Certified Nursing Assistant examination.			

Program Description	The Nursing Assistant (NA) Diploma Program is delivered in a hybrid format. Theory/didactic instruction may be delivered online and/or through instructor-led classroom instruction, as identified in the course breakdown. Hands-on skills lab practice, competency-based skills training, and supervised clinical experience are completed on-ground. Multiple instructional methods are used to support student comprehension and development of essential nursing assistant skills in accordance with state requirements.

Program Breakdown by Course

Course Title and Number		Clock Hours
NA001 Introduction to Nursing Assisting – Online		6
NA002 Ethical and Legal Responsibilities– Online		4
NA003 Consumer Rights and Communication– Online		4
NA004 Medical Terminology and Body Systems Overview– Online		4
NA005 Infection Control and Safety Practices– Hybrid		8
NA006 Basic Patient Care and Comfort Measures– On-Ground		12
NA007 Nutrition, Elimination, and Restorative Care– Online		8
NA008 Vital Signs and Measurement Skills– On-Ground		4
NA009 Mobility, Transfers, and Positioning– On-Ground		8
NA010 Specialized Care and Health Conditions– Online		6
NA011 Skills Laboratory– On-Ground		16
NA012 Clinical Externship– Clinical Site		40
Total Hours		**120**

Nursing Assistant (Diploma) Program

Course #	Course Description
NA001	**Introduction to Nursing Assisting – 6 Hours** Students learn the role and responsibilities of the nursing assistant within various healthcare settings. Topics include the healthcare team, professional behavior, scope of practice, ethical conduct, and an overview of long-term care and acute care environments.
NA002	**Ethical and Legal Responsibilities - 4 Hours** Students learn legal and ethical principles affecting nursing assistants, including confidentiality, resident rights, abuse and neglect prevention, workplace professionalism, and compliance with state and federal regulations governing patient care.
NA003	**Consumer Rights and Communication – 4 Hours** Students learn effective communication techniques, interpersonal skills, cultural sensitivity, and resident rights. Students learn appropriate methods for interacting with patients, families, and healthcare team members while maintaining dignity and respect.
NA004	**Medical Terminology and Body Systems Overview – 6 Hours** Students learn basic medical terminology and an overview of major body systems. Emphasis is placed on understanding common terms used in healthcare documentation and communication.
NA005	**Infection Control and Safety Practices - 6 Hours** Students learn principles of infection prevention and control, including standard precautions, transmission-based precautions, hand hygiene, and workplace safety practices. The course also addresses accident prevention and emergency preparedness in healthcare settings.
NA006	**Basic Patient Care and Comfort Measures - 12 Hours** Students learn fundamental patient care skills, including meeting basic human needs, providing comfort, pain awareness, rest and sleep support, personal hygiene, grooming, bathing, and bedmaking procedures.
NA007	**Nutrition, Elimination, and Restorative Care - 8 Hours** Students learn proper nutrition principles, diet modifications, feeding techniques, intake and output monitoring, elimination care, and restorative nursing concepts to support patient independence and function.
NA008	**Vital Signs and Measurement Skills - 4 Hours** Students receive instruction in measuring, recording, and reporting vital signs, including temperature, pulse, respiration, blood pressure, height, and weight. Emphasis is placed on accuracy, safety, and proper documentation.
NA009	**Mobility, Transfers, and Positioning - 8 Hours** Students learn safe techniques for patient positioning, transfers, ambulation, and use of assistive devices. Instruction emphasizes body mechanics, fall prevention, and maintaining patient safety during movement.

NA010	**Specialized Care and Health Conditions – 6 Hours** Students learn care considerations for patients with special needs and health conditions, including surgical patients, bariatric patients, emotionally stressed patients, end-of-life care, and care for special populations.
NA011	**Classroom and Skills Laboratory Instruction – 16 Hours** Students receive hands-on practice of nursing assistant skills in a classroom and skills laboratory setting. Students perform required competencies under direct supervision in preparation for clinical application.
NA012	**Clinical Externship – 40 Hours** Students attend a two-week clinical externship conducted in an approved healthcare facility. Students apply knowledge and skills learned throughout the program while providing patient care under the supervision of qualified clinical personnel.

Home Health Aide Diploma Program

Home Health Aide				
Credential Issued	Diploma		PROGRAM COST	
Program Duration	75		Tuition	$589.00
			Fees	
Theory Hours	25		Books & Supplies	$40.00
Lab Hours	50		Other Cost	
Externship Hours			Total Program Cost	$629.00
Total Hours	75			

Entrance Admission Requirements	An applicant for admission must be 18 years of age and a United States citizen, or eligible non-citizen. The HHA program can be taken without a High School diploma, GED or equivalent; however, if the applicant is under 18 years old, the student must provide evidence of a high school graduation diploma, general equivalency diploma, or its equivalent and/or Enrollment Agreement must be approved and signed by a Parent or Guardian.
Program Objective	The Home Health Aide (HHA) Program is designed to prepare students with the knowledge and practical skills required to provide personal care and supportive services to clients in home health, assisted living, and long-term care settings in accordance with federal Medicare requirements. The program provides instruction in basic patient care, safety and infection control, personal care assistance, mobility support, nutrition principles, effective communication, and ethical responsibilities. Graduates are prepared to assist clients with activities of daily living while supporting safety, comfort, and independence under appropriate supervision.
Program Description	Instruction is delivered through in-person, instructor-led classroom instruction and hands-on practical training. The program includes education in personal care, safety and infection control, communication skills, nutrition basics, and legal and ethical responsibilities related to home health services. Students receive training in assistance with self-administered medications, prevention of medication errors, and basic lifesaving skills, including cardiopulmonary resuscitation (CPR) for healthcare providers. Practical instruction emphasizes the development of hands-on caregiving skills required in home health and related care settings.

Program Breakdown by Course		
Course Title and Number		Clock Hours
HHA101 Home Health Aide Theory		25
HHA102 Laboratory Practice		50
Total Hours		**75**

Home Health Aide Course Description

Course #	Course Description
HHA101	**Home Health Aide Theory – 25 Hours** This course provides in-person classroom instruction in foundational caregiving principles applicable to home health settings. Topics include the role of the caregiver in the home, professional conduct, ethical and legal responsibilities, safety and infection control, communication skills, nutrition basics, personal care concepts, and client rights. Instruction also includes assistance with self-administered medications, prevention of medication errors, and basic lifesaving skills, including cardiopulmonary resuscitation (CPR).
HHA102	**Laboratory Practice - 50 Hours** This course provides in-person, hands-on practical training focused on personal care, safety, and comfort skills required in home health settings. Students practice assisting with activities of daily living, mobility support, personal hygiene, nutrition assistance, and basic caregiving procedures in a supervised training environment.
Total Hours	**75**

Phlebotomy Diploma Program

Phlebotomy				
Credential Issued	Diploma		PROGRAM COST	
Program Duration	165		Tuition	$1,350.00
			Fees	
Theory Hours	101		Books & Supplies	$70.00
Lab Hours	64		Other Cost	$119.00
Externship Hours			Total Program Cost	$1,539.00
Total Hours	165			
Entrance Admission Requirements	An applicant for admission must be 18 years of age and a United States citizen or eligible non-citizen. The Phlebotomy Diploma Program may be taken without a high school diploma, GED, or equivalent. However, if the applicant is under 18 years old, the student must provide evidence of a high school graduation diploma, general equivalency diploma, or its equivalent, and the Enrollment Agreement must be approved and signed by a parent or guardian.			
Program Objective	The Phlebotomy Diploma Program is designed to prepare students with the knowledge and practical skills needed to perform blood collection procedures safely and effectively in healthcare and laboratory settings. Students receive instruction in venipuncture, capillary blood collection, specimen handling, infection prevention and control, safety practices, medical terminology, anatomy and physiology, and professional communication. Upon successful completion of the program, graduates will demonstrate foundational competencies required to perform phlebotomy procedures while maintaining patient safety, accuracy, professionalism, and compliance with standard healthcare practices.			
Program Description	The Phlebotomy Diploma Program is delivered in a hybrid format. Theory/didactic instruction may be delivered online and/or through instructor-led classroom instruction, as identified in the course breakdown. In-person, instructor-led classroom and laboratory instruction includes hands-on practice in specimen collection techniques, venipuncture, capillary collection, specimen handling, safety procedures, and related laboratory skills. Multiple instructional methods are used to support student comprehension and the development of essential phlebotomy skills in accordance with program requirements.			
Program Breakdown by Course				
Course Title and Number				Clock Hours
PHL01 Healthcare Settings and the Role of the Phlebotomy Technician – Online				9

PHL02 Legal and Ethical Issues – Online		9
PHL03 Communication and Patient Diversity – Online		9
PHL04 Infection Prevention and Control – Online		12
PHL05 Safety Measures for Care Team Members and Patients – Online		9
PHL06 Overview of the Human Body – Online		10
PHL07 The Circulatory System in Depth – Online		16
PHL08 Preparing for Specimen Collection – Hybrid		17
PHL09 Collecting Blood Specimens by Venipuncture – On-Ground/Lab		40
PHL10 Collecting Blood Specimens by Capillary (Dermal) – On-Ground/Lab		6
PHL11 Phlebotomy Practical Skills and Specimen Handling – On-Ground/Lab		18
Total Hours		**165**

Phlebotomy Course Description

Course #	Course Description
PHL01	**Healthcare Settings and the Role of the Phlebotomy Technician – 9 Hours** Students learn healthcare delivery systems and the role of the phlebotomy technician within clinical and laboratory settings. Topics include professional responsibilities, scope of practice, workplace expectations, and interaction with patients and healthcare team members.
PHL02	**Legal and Ethical Issues – 9 Hours** Students learn legal and ethical principles relevant to phlebotomy practice, including patient rights, informed consent, confidentiality, professionalism, and ethical decision-making in healthcare environments.
PHL03	**Communication and Patient Diversity – 9 Hours** Students receive instruction focused on effective communication techniques, cultural awareness, and patient interaction. Emphasis is placed on professionalism, patient dignity, and adapting communication approaches to diverse populations.
PHL04	**Infection Prevention and Control – 12 Hours** Students receive instruction in infection prevention and control practices, including standard precautions, transmission-based precautions, hand hygiene, exposure prevention, and regulatory safety standards applicable to phlebotomy procedures.
PHL05	**Safety Measures for Care Team Members and Patients – 9 Hours** Students learn safety principles related to phlebotomy practice, including workplace safety, hazard recognition, injury prevention, ergonomic practices, and patient safety considerations during specimen collection.
PHL06	**Overview of the Human Body – 10 Hours** Students learn basic human anatomy and physiology with emphasis on body organization, directional terminology, and systems relevant to phlebotomy practice. Instruction provides foundational knowledge to support safe and effective specimen collection.
PHL07	**The Circulatory System in Depth – 16 Hours**

	Students learn the structure and function of the circulatory system, including veins, arteries, and blood components. Emphasis is placed on anatomical considerations essential to venipuncture procedures.
PHL08	**Preparing for Specimen Collection – 17 Hours** Students learn pre-collection procedures, including patient identification, test requisitions, equipment selection, site preparation, order of draw, specimen labeling, handling, transport requirements, and error prevention to ensure specimen integrity and patient safety.
PHL09	**Collecting Blood Specimens by Venipuncture – 40 Hours** Students receive in-person instruction and supervised practice in venipuncture techniques. Students perform blood collection procedures using proper equipment, site selection, safety protocols, and professional technique in a controlled classroom and skills laboratory environment.
PHL10	**Collecting Blood Specimens by Capillary (Dermal) Puncture – 6 Hours** Students learn capillary blood collection methods. Students receive hands-on training in dermal puncture techniques, specimen handling, safety procedures, and patient care considerations in a supervised practical lab setting.
PHL11	**Phlebotomy Practical Skills and Specimen Handling – 18 Hours** Students receive additional hands-on practical instruction focused on integrated phlebotomy skills, specimen processing, labeling, transport procedures, workflow efficiency, and competency reinforcement in a supervised laboratory environment.

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REVISION LOG

Revision	May 18, 2026
Revision	April 15, 2026
Revision	January 27, 2026
Revision	January 1, 2026
Revision	January 1, 2025
Revision	February 8, 2024
Revision	January 9, 2024
Revision	April 3, 2023
Revision	May 12, 2023

The governing body hereby agree that all information stated in these documents is accurate to the principles and regulations of the institution CAREER TRAINING INSTITUTE dba CNA TRAINING & TESTING CENTER and will be kept up to date according to the changing regulations of the state of Florida and will be periodically revised in order to comply with all requirements.

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This handbook presents an overview of Career Training Institute policies, rules and regulations. Changes may be made in Career Training Institute's policies, rules and regulations.

By signing this document, I verify that I have received this handbook.

I understand that it is my responsibility to read this handbook, ask any questions that I may have and that I am required to follow the rules and regulations established by Career Training Institute.

_____ _____

PRINT YOUR NAME STUDENT SIGNATURE

_____

DATE:

_____

INSTITUTE REPRESENTATIVE: