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LICENSES, ACCREDITATIONS AND APPROVALS

LICENSE

Florida Professional Institute is licensed by Florida Commission for Independent Education (CIE) under Licensure by Means of Accreditation (LMA), License No. 4730
Additional information may be obtained by contact:

325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
(850) 245 – 3200
http://www.fldoe.org/cie

ACCREDITATION

Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

APPROVALS AND MEMBERSHIPS

- ❑ Approved by the Florida Department of Health – Florida Board of Massage Therapy.
- ❑ Approved by the Florida Department of Health as a Continuing Education Provider.
- ❑ Member of the Association of Private Colleges & Schools of South Florida (APCS)
- ❑ Member of the Westchester Chamber of Commerce.
- ❑ Approved to accept students from the Florida Department of Vocational Rehabilitation.
- ❑ Approved by the NCBTMB as a Continuing Education Provider.

WELCOME

FLORIDA PROFFESSIONAL INSTITUTE
WELCOMES YOU!

Do you want to study for a career that offers the satisfaction of helping people and a training environment that is positive and exciting?

With our directory of staff and instructors you can achieve that goal. Florida Professional Institute offers you the ability to achieve the skills you need to enter the labor market and build a new life. We are proud to have you as a student at our Institute.

This catalog presents the administrative and academic policies of our Institute. Florida Professional Institute is committed to creating and continuously improving effective learning environments for the lifelong educational needs of the diverse community it serves. The program you have chosen will require dedication, commitment, and hard work to improve your chances of successfully entering the labor force.

We exist for you to have an opportunity for a better future! Take this opportunity to educate yourself for a better future with a school that provides quality education and training in the community it serves.

FLORIDA PROFESSIONAL INSTITUTE:
YOUR FUTURE AWAITS!

ABOUT US

In 2011, two professional Massage Therapists located in Miami, concerned about the high market prices, decided to open Florida Professional Institute to offer a new more affordable opportunity for a community in need of affordable, quality training.

Florida Professional Institute is a Florida Corporation owned and operated by Ricardo Perez, and Manuel Diego.

Our team of dedicated instructors and staff at Florida Professional Institute will help make reaching your goal possible. We are passionate about providing you with the education you deserve, and we are at your disposal.

CORE VALUES

Florida Professional Institute is united in sharing these core values:

- ❑ Communication: Encourage open dialogue at all levels
- ❑ Compassion: Exhibit concern for others
- ❑ Diversity: Value and respect each person's uniqueness

- ❑ Excellence: Set and meet high standards
- ❑ Integrity: Cultivate an environment of fairness and honesty
- ❑ Leadership: Develop and demonstrate leadership skills for our students, employees, and community
- ❑ Learning: Improve the quality of life by providing knowledge and developing skills
- ❑ Service: Foster a commitment in employees and students of serving and assisting others
- ❑ Teamwork: Work together and encourage collaboration
- ❑ Unity: Operate as one professional Institute in purpose, planning, priorities, and processes.

MISSION STATEMENT

The Florida Professional Institute's mission is to change lives by creating pathways to opportunity. FPI aims to provide quality educational experience, increase employment opportunities, and expand access to post-secondary educational programs. The school supports and challenges students to improve their knowledge and skills and provides a means for individuals to earn a degree and other credentials.

TITLE IV STATEMENT

Federal government through financial aid help to pay for education expenses at an eligible college, technical school, vocational school, or graduate school.

SCHOOL PHILOSOPHY

Florida Professional Institute maintains a philosophy that its students must receive the most thorough education available for the careers in which they are studying. We believe in enabling students and graduates the ability to obtain the career of their choice. We believe all people are created equal and have the right to pursue personal and professional growth through the achievement of skills, competencies, training, and knowledge.

LOCATION, FACILITIES, AND EQUIPMENT

Florida Professional Institute is located in the southern area of Miami-Dade County, precisely across from Tropical Park, centrally situated within the Tropical Plaza building. The official address is 7951 SW 40 ST, Suite 102 and 105, on the first floor, which houses various essential offices, including School Director, Director of Education, Admission Director, Financial Aid, Director of Student Services, Director of Distance Learning and Library, Assistant of Distance Learning, Campus Registrar, and Conference Room.

On the second floor, specifically in Suite 217, you will find Classroom 1/Lab, Classroom 2/Lab, Classroom 3/Lab, Classroom 4/Lab, Classroom 5/Lab, Classroom 6/Lab, and Computer Lab/Library. The entire campus is fully air-conditioned, ensuring a comfortable learning environment for students.

Florida Professional Institute's campus occupies approximately 3,400 sq. ft. of space, providing ample room for educational activities. Access to the institute is convenient via the Palmetto 826

expressway, making it easily accessible to students and staff. Additionally, the Miami-Dade County Metro Bus System on SW 40 Street is a convenient transportation option to and from the school.

Situated in a bustling commercial area, the institute offers students the advantage of having restaurants, stores, and fast-food options nearby for their convenience during breaks. Furthermore, free parking spaces are thoughtfully provided for students, ensuring hassle-free parking.



ADVISORY BOARD

Florida Professional Institute utilizes an Advisory Board for gathering ideas and expertise for the development, expansion and/or revision of the program with relevant information. This source helps the institution make its decision regarding curriculum, equipment, techniques and methods. Our Advisory Board which comprises of Manuel E. Diego, Ricardo Perez, Rosa L Simon, Kenia E. Nunez, Carlos Cardenas, Gustavo Perez Oriol, Adrian Diaz, Xiomara Mendez, Peter Szajko, Marilyn Alonso, Sheyla Acosta and Lazaro A. Perez meet formally twice every year.

ADMINISTRATION, STAFF, AND FACULTY

Ricardo Perez - President/Director of Education / Instructor
Massage Therapist Diploma: The Praxis Institute

Manuel E. Diego - Vice-President / School Director / Instructor
Massage Therapist Diploma: The Praxis Institute

Carlos Cardenas – Assistant School Director

Rosa L. Simon – Administrative Assistant / Admission Director

Kenia E. Nunez – Director of Student Services / Financial Aid Office

Gustavo Perez Oriol – Director of Distance Learning and Library

Elieser Perez – Campus Registrar / Assistant to the Director of Distance Learning and Library

Julio C Alvarez – Instructor
Massage Therapy Diploma: Florida Education Institute

Pedro M Camos – Instructor
Massage Therapy Diploma: Florida Education Institute

Annia Rodriguez Ceballos – Instructor
Massage Therapy Diploma: Acupuncture and Massage Therapy College

Mayda Perez – Instructor
Cosmetology: Nouvelle Institute
Massage Therapy Diploma: Professional Hand Institute.

Carmen Vidaud – Instructor
Facial Specialist: Nouvelle Institute

Eskelys Rosal – Instructor
Skin Care and Body Treatment Diploma: Nouvelle Institute

Mirella Macias De Laurido – Instructor
Bachelor's in science nursing: EPD College
Doctor of Medicine: University Estatal - Ecuador.

Martha Portela Rabassa - Instructor
Diploma Home Health Aide: Inter Miami Dade Institute Vocational
Doctor of Medicine: University of Medical Sciences of Camaguey - Cuba

Carlos Ramos Cabrera – Instructor
AC Refrigeration Technician & Electrical Technician Diplomas: Futura Career Institute

Felix Fernandez – Instructor
Air Conditioning and Refrigeration Technician Diploma: Futura Career Institute

Reina Quintero – Instructor
Barber Styling Diploma: Beauty Academy of South Florida

Noel Munoz Vazquez – Instructor
Cosmetology Diploma: Beauty School of America

Ramon Ortega – Instructor
Electrical Engineer, bachelor's degree: Camaguey University, Cuba.

Ihosvany Capote – Instructor
Journeyman Electrician Certificate: Miami Dade County Public Schools

FINANCIAL AID POGRAM

Florida Professional institute offers Financial Aid Assistance for those who qualify. The Financial Aid Assistance Programs are supported by the U.S Department of Education. These programs are designed to help applicants who have limited financial resources by providing funds in the form of grants. FPI's Financial Aid Department has established procedures which assure fair and consistent treatment of all applicants.

SCOPE AND COVERAGE

Florida Professional Institute is approved for institution's eligibility to participate in each of the following listed Title IV, HEA programs, and incorporates by reference the regulations cited:

- FEDERAL PELL GRANT PROGRAM, *20 U.S.C. §§ 1070a et seq.; 34 C.F.R. Part 690.*
- FEDERAL DIRECT STUDENT LOAN PROGRAM, *20 U.S.C. §§ 1087a et seq.; 34 C.F.R. Part 685.*
- IRAQ AND AFGHANISTAN SERVICE GRANT, 20 U.S.C. §§ 1070d et seq.

Title IV and HEA Programs funding approved by the USDOE, such as Pell Grants, Student Loans, and others are applicable for the Massage Therapy Program.

Federal Pell Grant

Federal Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. Awards are based on the financial need of the family or individual and the cost of education. A Federal Pell Grant does not have to be repaid.

Federal Direct Student Loan Program

Unlike Pell Grant and Federal Work-Study Program, student loans are borrowed money that must be repaid. FPI encourages students to control how much to borrow to help pay for school.

Federal Direct Student Loan Subsidized and Unsubsidized Loans

In the Federal Direct Loan Program, repayment begins six (6) months after a student drops below half-time status or six (6) months after completion of the program. The subsidized loan has a fixed interest rate that is determined each year by the federal government. This loan is need based. Unsubsidized loans are no need-based loans to students who meet the qualifications. The loan is based on the cost of attendance less any other financial aid a student receives. The interest is charged through the life of the loan.

Iraq and Afghanistan Service Grant (IASG)

IASG is available to students whose parent or guardian died as a result of military service after September 11, 2001, in Iraq or Afghanistan.

FINANCIAL AID ELIGIBILITY

Federal financial aid is not available to international students unless they are eligible non-citizens. Eligible non-citizens must provide current documentation of immigration status prior to applying for financial aid.

An applicant for admission who indicates on his/her application that financial assistance is needed for education is given a Free Application for Federal Student Aid at the time of enrollment.

The eligibility requirements for Federal Title IV financial aid programs that a student must meet:

1. Have a high school diploma or General Education Development (GED) certificate.
2. Be enrolled as a regular student in an eligible program of study.
3. Be a citizen or eligible non-citizen of the U.S.
4. Have a valid social security number
5. Maintain satisfactory academic progress.
6. Not be in default on a federal student loan and not owe a refund on a federal grant.
7. Have the applicable financial aid forms filled and signed.
8. Be registered with Selective Service if you are a male between the ages of 18 and 25.

A complete list of student eligibility standards and conditions may be found on the Department of Financial Aid website: www.studentaid.gov

FINANCIAL AID VERIFICATION

The federal government has legislated an application review process called, Verification, to ensure that all data provided on the Federal Application for student Aid (FAFSA) is correct and complete. Applicants are selected randomly and may be asked to provide additional documentation such as IRS tax transcripts, W-2 forms, or other documents to complete their financial aid application process. Applicants must comply with the requests for documentation within specified times or applicants may lose financial aid eligibility.

FEDERAL STUDENT AID INFORMATION RESOURCE

Financial Aid information is available through the Financial Aid Administrator at the school or the U.S Department of Education at 1-800-772-1213.

STUDENT SERVICES

- ❑ All students have access to our facility and staff. We have an open door policy; provide student with services; and resources to assist them in getting a good education.
- ❑ We have a library available to students. All content on it is linked to our programs. The Library has three computers, unabridged dictionary, a thesaurus, and recent editions of handbooks appropriate to the curriculum.
- ❑ Students may purchase books at our Book Store, as well as oils, lotions, Student Kit, massage tables, and chairs including accessories. All at a preferential price.
- ❑ The students receive a transcript of grades upon completion of the prescribed program of study at no additional cost. The academic records are kept permanently on file. If the student has any questions he or she can discuss them with the staff member available during office hours.
- ❑ Tutoring is available on an as-needed basis. Students are requested to make an appointment with the instructor to arrange time for individual tutoring.

LIBRARY RESOURCES

Florida Professional Institute Resource Center provides current reference materials and journals for student use. Hours of operation have been scheduled to allow coverage of all class sessions.

Additionally, students are provided to utilize the online library at http://www.lirn.net/ or utilize the online library at http://www.thefreelibrary.com/.

NON-DISCRIMINATION POLICY
Florida Professional Institute is committed to a policy of non-discrimination. This institution provides education program, activities, and employment to individuals without regard to marital status, race, color, national origin, sex, or religion creed.

HOURS OPERATION
The usual hours of operation of school offices are Monday through Friday, 9:00 AM to 6:00 PM.

- Classes are held Monday through Saturday
- Class hours are 9:00 AM – 2:00 PM / 1:00 PM – 6.00 PM / 6:00 PM – 11:00 PM
- Computer/Lab Library Hours of Operation: Monday – Friday | 9:00 AM – 6:00 PM

INDIVIDUALS WITH DISABILITIES
Florida Professional Institute is handicap-accessible and does not discriminate against individuals on the basis of physical or mental disability. Florida Professional Institute is fully committed to providing reasonable accommodation, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodation would result in an undue burden or fundamentally alter the nature of the relevant.

Individuals with disabilities or illnesses should make every effort to understand the physical and mental demands of the profession. Florida Professional Institute is committed to providing every reasonable effort to consider these students, by contacting Kenia E Nunez – Director of Student Services at studentservices@fpi.edu; bearing in mind the safety of the student, employee, and the patient.

NON-DISCRIMINATION/EQUAL OPPORTUNITY POLICY
Florida Professional Institute's policy of equal opportunity employment, consistent with federal policy, is that no person shall, on the grounds of race, creed, color, religion, handicap, gender, age, sexual orientation or national origin, be excluded from any training, be denied the benefit of, or be subjected to discrimination in any admissions, instruction, and graduation policies or hiring practices.

OPEN DOOR POLICY
Florida Professional Institute is an open-door policy institution. A student may feel free to make complaints or address concerns regarding any academic/institutional issues at any time. Counseling and advising services are available to students to best serve their needs and objectives.

SEXUAL HARASSMENT POLICY
The U.S. Equal Employment Opportunity Commission has issued guidelines that treat sexual harassment as illegal sex discrimination under the Civil Rights Act of 1964.

Florida Professional Institute supports a policy on sexual harassment that includes a commitment to creating and maintaining an environment in which the students, faculty, and administrative staff can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation.

It is the policy of Florida Professional Institute that conduct by any of its employees or students, which may be interpreted as sexual harassment, is prohibited and shall not be tolerated in the workplace or classroom. Additionally, any form of harassment based on age, race, religion, disability, national origin, color, marital status, sexual orientation, or any protected class by or toward any employee or student of Florida Professional Institute is prohibited. No one has the right to harass employees or students. Violations of this policy may result in severe disciplinary action and/or legal proceedings and may result in termination.

ALCOHOL, DRUGS, AND ILLEGAL SUBSTANCES

Florida Professional Institute is committed to a drug-free and safe learning environment for all students. Students and employees may not possess, use, or distribute illegal drugs at or in Florida Professional Institute or as part of any Florida Professional Institute activity. The use of illegal drugs or the abuse of legal drugs is expressly prohibited. Students and employees may not be at or in Florida Professional Institute in an inebriated condition or under the influence of controlled substances. Students and employees are required to inform the director of education if they become aware of another student or employee distributing or selling illegal drugs at or in Florida Professional Institute. Any student or employee dismissed because of violation of the alcohol, drug, or illegal substances policy will not be considered for readmission to Florida Professional Institute until they have completed drug counseling and/or treatment and recommendations from the appropriate agencies have been submitted to Florida Professional Institute. It is the sole discretion of Florida Professional Institute as to whether or not the student or employee will be readmitted or rehired. Violations of the law will also be referred to the appropriate law enforcement authorities.

HEALTH AND SAFETY POLICY

Florida Professional Institute complies with requirements and regulations of state and local building codes, the board of health, and fire departments. The school will take the necessary measures in case of an emergency.

ADVERSE WEATHER AND EMERGENCY CLOSING POLICY

Emergencies such as severe weather, fire, power failures, or hurricanes can disrupt Florida Professional Institute operations. In these extreme cases, Florida Professional Institute may be required to close. In the event that such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing. When the decision to close Florida Professional Institute occurs during school hours, employees and students will receive official notification from the campus president or Florida Professional Institute official.

EMERGENCY EVACUATION PLAN POLICY

All accidents, injuries, or emergencies must be reported immediately to the nearest instructor or Florida Professional Institute official. Students must not take it upon themselves to summon fire, rescue, and medical or law enforcement personnel. Instructors and staff members, upon receiving a verbal report, will act promptly and follow a specific emergency procedure.

Fire drills will be conducted periodically in order to familiarize students with emergency evacuation procedures. Follow the EVACUATION FLOW CHART to evacuate the building IMMEDIATELY in an organized and orderly manner. DO NOT take time to gather books or other belongings. In case of a Security problem, listen to the campus president or other Florida Professional Institute official for security instructions. In all instances, you must remain calm. Florida Professional Institute officials will coordinate with the police department the proper actions necessary to assure student and Florida Professional Institute personnel safety.

Emergency Number (Fire, Police, Ambulance) – 911

In the event of heavy rains, or other unusual weather conditions creating hazardous travel during working hours, the Campus President will decide if and when the office will be closed early to permit employees to leave. If such weather conditions occur at night or on weekends, employees must use their own judgment. FPI expects all employees to make a reasonable effort to report to work; however, employees should not compromise their safety or the safety of others in order to do so.

Emergency Closings

Florida Professional Institute has established procedures for instances when unusual conditions such as extreme weather, power outages, and equipment failures make it impractical to operate the workplace.

When employees have already reported to work and work for the better part of a day, departments may send employees home and provide regular pay for the full day.

In the event of a school-specific emergency, the Director of Education is responsible for making a decision with respect to the operation of the site. Factors to consider are the safety of employees and the critical need for the operation.

In the event of extreme weather conditions, departments will generally advise employees of a location to consult prior to leaving home, e.g., radio or TV stations.

Some emergencies or equipment failures may result in assigning alternative duties to employees. These duties generally will be as consistent as possible under the circumstances with current job descriptions. In the event that an employee's worksite at FPI is not usable due to inclement weather and an alternative work space is unavailable, an employee generally will be excused with pay.

Some conditions may require a department to allow all employees who are negatively affected to utilize either vacation and/or personal days in order to avoid loss of pay. Normal notice requirements will be waived under these circumstances. Employees who are ineligible for paid leave may be permitted to use leaves that will accrue within a reasonable time. In the event of extraordinary weather conditions, reasonable tardiness generally will be excused.

SMOKING, DRINKING, EATING POLICY

Food and drink are prohibited in the classrooms, lab, and certain restricted areas. These items are permitted only in the break areas, lounge areas, or outside of Florida Professional Institute building.

Florida Professional Institute is a smoke-free and tobacco-free environment. Smoking is prohibited at any location in the building or within 10 feet of entrance and exit.

Gum-chewing is prohibited in the classroom and the labs.

TUTORING SERVICES

Instructors are available, by appointment, to students who feel they need additional assistance outside normal class hours. Tutoring assistance is available at no charge, and we urge those who desire this service to take advantage of this assistance.

PARKING

Parking and traffic regulations must be maintained for the protection of all students. Students must park in authorized spaces. Students must not park in handicapped spaces (unless possessing the appropriate licensure), on sidewalks, and in "no parking areas." Violators are subject to being towed without prior warning or formal notification.

HOUSING

Florida Professional Institute does not have dormitory or housing facilities. Students in need of housing should contact the admissions office for recommendations on housing.

LIABILITY

Florida Professional Institute does not provide personal, medical, or liability insurance against fire, theft, or vandalism of students' personal property.

ORIENTATION OF NEW STUDENTS

Orientation is conducted prior to the beginning of each program as a means of introducing new students to Florida Professional Institute. During this orientation, students are introduced to the mission of Florida Professional Institute. Members of the administration familiarize students with Florida Professional Institute facilities, explain academic policies, Florida Professional Institute regulations and program specific information. Please allow approximately four hours to complete orientation.

CAREER SERVICES

It is the policy of Florida Professional Institute to provide job-search assistance to graduates in good standing in the field for which they are trained. Prior to and after graduation, the Career Services Department will advise students in career development skills and assist students in finding employment in their chosen career field. Although Florida Professional Institute provides employment assistance, it cannot and does not promise or guarantee employment upon graduation.

PLACEMENT

While Florida Professional Institute cannot guarantee employment, it is the objective of this Department to help and guidance for our graduates and/or active students who are seeking employment. Our main purpose is to assist our students to find jobs and to provide support services to enable them to keep their jobs and to continue their overall professional development. Prior to and after graduation, we will advise the student on career development skills that will assist the student in finding entry-level employment. This complete support and development service for our graduates and active students seeking employment is augmented by our systematic and attentive interaction with potential employers in our local communities. We meet our overall Florida Professional Institute education mission by first providing the training and then providing the tools to effectively use the training in the work environment.

STUDENT RECORDS

Students' records are maintained by Florida Professional Institute and will be furnished upon written request in accordance with the terms and conditions set forth herein below, subject to the conditions of the Family Educational Rights and Privacy Act (Act) of 1974. All educational records of students who enroll in Florida Professional Institute's program are kept in accordance with the Act. Students may only request access to educational records that relate solely to that particular student.

Written consent by the student is needed for the release of any records covered by the Act to any third parties, except for those agencies entitled to access under the provisions of the Act, such as campus officials, federal, educational, and auditing officials. Any additional request for information must be accompanied by a signed and dated Release of Information Form by the student.

STUDENT COMPLAINTS PROCEDURE (Grievance Policy)

Florida Professional Institute offers learning and working environment that is professional, safe, and supportive of both student and staff. To help preserve this atmosphere, there is specific well-defined and effective process in place for handling and resolving complaints.

Should a student have a concern, complaint, or grievance, he or she within 48 hours should follow the procedure below:

1. Anyone with a grievance or complaint may request an individual conference with the instructor or staff member to discuss the matter.
2. All Florida Professional Institute employees must inform the Director of Student Services of all reported grievances.
3. If a satisfactory resolution to the problem is not reached, the aggrieved party should seek guidance from the Director of Student Services.
4. If the previous steps have not solved the grievance within 48 hours of the incident, the aggrieved party must present to the President/Director of Education, in writing, all facts of the grievance.

Within 24 hours, upon receipt of the written information, the Director of Student Services will schedule a Grievance Committee hearing. The time of the meeting will be communicated in writing to all parties. The Committee will consist of the President/Director or Education, Vice-President/School Director, Director of Student Services and one staff or faculty members not involved with the incident in question.

All persons or their representatives involved with the incident must be present at the time of the hearing. All parties involved will be given the opportunity to discuss the grievance. The Grievance Committee will excuse all parties involved in the grievance and immediately review and conclude the case. The decision of the Committee will be communicated to those involved in the incident within 48 hours. The Committee decision will be final.

If, in the judgment of the student, there is no satisfactory resolution, the student may contact:

Commission for Independent Education
Florida Department of Education
325 West Gaines St., Ste. 1414
Tallahassee, Florida 32399-0400
Ph: 850-224-6684

The commission will investigate the complaint to see what assistance if any the commission may be able to offer.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at https://www.accsc.org/Student-Corner/Complaints.aspx.

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Kenia E Nunez – Director of Student Services at studentservices@fpi.edu.

APPEAL PROCEDURE FOR ACADEMIC/DICIPLINARY ACTION

Students who wish to appeal the decision of being terminated from school for academic or disciplinary action must submit a written request to the committee within two (2) weeks of termination from school. The committee is composed of the Instructor and the School Director. The letter should describe any circumstances related to the appeal in which the student believes

deserve special consideration. The committee shall evaluate the appeal within (3) three working days and notify the student in writing of its decision.

If the appeal is successful, the student will be readmitted to the school. If the appeal is unsuccessful, then the decision from the school is final.

Should there be mitigating circumstances, the student may be placed on probations for an additional term, given the student the opportunity to rectify the situation. However, the decision of the committee shall be final.

TITLE IX

Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 et seq., is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All public and private elementary and secondary schools, school districts, colleges, and universities receiving any Federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

Title IX protects any person from sex-based discrimination, regardless of their real or perceived sex, gender identity, and/or gender expression. Female, male, and gender non-conforming students, faculty, and staff are protected from any sex-based discrimination, harassment or violence. Sexual Harassment may be verbal, non-verbal, or physical in nature and prohibited by Title IX.

Florida Professional Institute is proactive and committed to ensure all students, faculty and staff at our institution attend/work in an environment that is free of sex discrimination by responding promptly and effectively. Please see Title IX postings throughout the campuses for additional information.

To file a complaint with the Institute, please complete and bring the Complaint form in person to the Student Services Director, Kenia Nunez, or call our office to make arrangements to meet with you at another location. If you are unable for any reason to complete this form and would like to make a verbal complaint, please call 305-264-4311 or email studentservices@fpi.edu to leave a message. Please feel free to contact our office if you have any questions regarding the process for filing or investigating complaints of discrimination (including sexual harassment).

Florida Professional Institute Non-Disclosure Statement : Florida Professional Institute, in compliance with Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and other federal, state, and local laws, does not discriminate on the basis of race, color, religion, age, sex, sexual orientation, gender identity, national or ethnic origin, disability, or veteran status in employment processes, admission or financial aid programs, or educational programs or activities. The Student Services, Kenia E Nunez (305-264-4311) is the Title IX Coordinator and individual designated by the Institute to coordinate its efforts to comply with Title IX, Section 504 and other equal opportunity and affirmative action regulations and laws.

CHANGES TO ACADEMIC PROGRAM OR INSTITUTIONAL POLICIES

Florida Professional Institute reserves the right to teach subject areas in any order it deems necessary; to add to or delete from certain courses, program, or areas of study, as circumstances may require; and to make faculty changes.

Florida Professional Institute has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequences of courses in program, or locations in the interest of improving the student's education or were deemed necessary due to industry changes, academic scheduling, or professional requirements. Changes in training curricula shall not involve additional tuition costs to currently enrolled students, unless a new Enrollment Agreement is executed for an expanded program. A change in a student's status that would require execution of a new Enrollment Agreement under a new training curriculum may include change of program of study, late return from approved leave of absence, or a transfer from morning to evening (or evening to morning) classes. Florida Professional Institute is required to make changes in programs or policies when ongoing federal or state changes require such changes. These changes may affect students currently in attendance at the time the change is made. Changes will be published in an addendum to the catalog. Students will receive written notifications with regard to all campus operations and Florida Professional Institute policies, procedures, or catalog addenda.

ADMISSIONS

GENERAL ADMISSION PROCEDURES

Applicants for admissions are encouraged to visit Florida Professional Institute in person. At the time of interview, the prospective student will receive a complete orientation of the program, goals, objectives, school services, requirements, cost and duration. The applicant will also receive a complete tour of the facilities.

Based upon entrance criteria as well as any other circumstances, which may be applicable to the admission process, approval for admission is granted or denied by the Institution.

All document copies received in order to establish eligibility will become property of the school and will not be returned to the student.

GENERAL ADMISSION REQUIREMENTS

Applicants for admission must

- Show evidence of high school graduation or its equivalent.
- Submit a completed enrollment agreement and applicable registration fee
- Submit evidence of one of the following: a copy of a standard high school diploma, official high school transcript that shows the date when the diploma was awarded, GED® equivalent, home study certificate, or transcript from a home study program that is equivalent to high school level and is recognized by the student's home state. Higher education credentials earned, such as an AS, AA, BA, BS, MBA, or PhD may be accepted. College transcripts that clearly identify the high school attended and the graduation date may be accepted as proof of high school graduation.

- For Non-United States high school documents must be translated into English and certified to be at least equivalent to a U.S. high school diploma by a certified translator. Translated documents must be submitted to the Admissions Office for evaluation and are subject to acceptance at the discretion of the Campus Director.

PHYSICAL CONSIDERATIONS

Physical requirements vary by program. Standard workday requirements for many of the program offerings require various abilities, including standing, walking, sitting, bending, flexing, lifting, twisting, stooping, kneeling, reaching, stretching, pushing and pulling together, and stocking supplies, operating equipment (computers, various types of medical devices, hospital beds, etc.), and performing required functions of patient care. Students often must lift, carry, or move objects weighing up to 40 pounds. Occasionally students must assist with patient position, transfer, or transport, requiring lifting more than 40 pounds. Motor skills required are gross- and fine-motor abilities sufficient to perform required functions of patient care; hand-wrist movement, hand-eye coordination, and simple, firm grasping for fine-motor skills and manipulation; fine- and gross-finger dexterity is also required. Please contact the state and credential boards for any additional, program-specific physical requirements.

BACKGROUND CHECK AND DRUG SCREENING

Florida Professional Institute is committed to a drug-free and safe learning environment for all students. The healthcare professions are committed to providing excellence in patient care and services in a safe, productive and quality-conscious environment. As such, clinical and community agencies require students to meet standards similar to those for employees, for criminal offenses and use of illegal substances. Therefore, all students may be required, at their own expense, to be screened for background checks and substance abuse screens. Florida Professional Institute reserves the right to retest a student if there is reasonable suspicion of consumption of alcohol or drugs. Any student dismissed from Florida Professional Institute because of violation of the alcohol, drug, or illegal substances policy will not be considered for readmission to Florida Professional Institute until the student has undergone drug counseling and/or treatment and recommendations from the appropriate agencies have been submitted to the school. It is the sole discretion of the school as to whether or not the student will be readmitted.

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

INSTITUTIONAL POLICIES

COURSE CODES

The course numbers are made up of numbers and letters that represent the name and sequence of the courses offered.

Examples of course identifier prefix – 1st prefix: M=Massage Therapy Program, 2nd prefix: course name LR= Laws and Rules, 1=level code, 01=course sequence; (MLR107).

ANTI-HAZING POLICY

Florida Professional Institute strictly prohibits any form of hazing. Hazing shall include but not be limited to any brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance or any other forced physical activity which could adversely affect the physical health or safety of the individual and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment or any other forced activity which could adversely affect the mental health or infringe on the rights of an individual. Any allegations of hazing will result in an investigation by the administration. Any student found guilty of hazing will be disciplined by the administration in a manner consistent with the severity of the activity up to and including termination of enrollment. If any hazing activity appears to have violated any federal, state, or local laws, the results of the investigation will be provided to the appropriate legal authority.

CLASS/LABORATORY SIZE

In order for students to receive individualized attention, Florida Professional Institute will maintain proper ratio between faculty and students to allow adequate attention. The student-faculty ratio will generally not exceed 25:1 in theory class and 25:1 in laboratory classes. Laboratory class size will vary by programs.

DRESS CODE

Florida Professional Institute maintains a strict dress code for its students. All students are expected to be neat, clean, and dressed in medical scrubs consistent with the type of dress that would be required for the medical/business office, in the color designated by Florida Professional Institute. The students' footwear should consist of clean, white sneakers or medical clogs with the heel fully covered. A student's appearance must reflect the demands to maintain astute professional, medical, and hygienic standards. Personal appearance is one of the first features upon which an employer evaluates a candidate for employment.

All students are treated equally and are required to practice good hygiene as a daily routine. A clean, professional appearance is essential in Florida Professional Institute because of the nature of our work.

TELEPHONE POLICY

Cellular phone usage, including text messaging, while in the classroom, clinical or lab is prohibited. Cell phone ringers must be placed in the off position during class and lab. A student may receive a telephone call for emergency purposes only through Florida Professional Institute's telephone number, 305-264-4311. The student will be notified immediately of the telephone call.

INSTITUTIONAL REFUND POLICY

Should student's enrollment be terminated or cancelled for any reason, all refund will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by certified mail or by termination.
2. All monies will be refunded if the applicant is not accepted by the school or if the student cancels within three (3) business days after signing the Enrollment Agreement and making the initial payment.
3. Cancellation after the third (3) business day, but before the first class, will result in a refund of all monies paid, with the exception of the $150.00 registration fee.
4. 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.
5. Cancellation after completing more than 40% of the program will result in no refund.
6. Cancellation of classes or programs by the institution before or after attendance has begun will result in 100% refund after the return calculations.
7. **Termination Date**: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
8. A refund will be made within 30 days of termination of a student's enrollment, receipt of Cancellation Notice from student, or Date of Determination (not to exceed 14 days from Last date of Attendance).
   ***Note**: for students participating in Title IV, refer to page 23 for the Return to Title IV refund policy.*
9. If a student on an approved leave of absence notifies the school that he or she will not be returning, FPI will use the last date of attendance for refund calculation.
10. The student must pay any outstanding balance before any of the student's records will be released.
11. Florida Professional Institute reserves the right to accept or deny the transfer in hours or credits received from another institution. Students transferring from another school in or out of Florida must provide a transcript of the school from which they transfer, a satisfactory reason for the transfer. The transcript will be reviewed, and it will be determined how many hours will be allowed in the transfer, no more than 50% of the total number of clock or credit hours will be allowed for diploma.
12. If Florida Professional Institute cancels a program and ceases to offer instruction after students have enrolled and instruction has begun; the institution will provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school.
13. **Collection Policy**: All past due accounts will be referred to by a collection agency.
14. Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers, or any other third parties representing the institution clearly acknowledges the existence of the withdrawal and settlement policy.
15. The students' rights under this agreement may not be assigned to any other person.
16. The contract for tuition are not sold or discounted to third parties.
17. Any cost (s) that is not included in the tuition price are stated; those will be non-refundable items.

Students will be obligated for all charges (tuition/fees/books/supplies) for the period of financial obligation they are currently attending plus any prior account balance. Students who have withdrawn and wish to re-enter will be charged a $60 re-entry fee.

RETURN TO TITLE IV FUNDS (R2T4)

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive (FSA Handbook Vol 5 Chap 2). Whenever this occurs, Florida Professional Institute performs a return to Title IV (R2T4) calculation.

The R2T4 calculation takes into account the following items:

- The type of program the student was enrolled in, Clock hour in the payment period and will use different parameters to calculate the aid earned.
- The amount of aid the student was eligible for and received
- The amount of tuition and eligible fees charged to the student

POLICIES

An R2T4 is completed when a student withdraws either as an official withdrawal or an unofficial withdrawal, or the school dismisses the student. An official withdrawal happens when a student notifies the school either verbally or in writing of their decision to withdraw. An unofficial withdrawal occurs when a student stops attending for 14 calendar days.

The student earns Title IV aid equal to the amount of attendance in a payment period (PP). The percentage of aid earned is equal to the percentage of the scheduled hours up to the last date of attendance in the PP up to 60%. If the percentage of the PP completed is greater than 60% then the student earns 100% of the Title IV aid in the PP.

The institutional refund policy has no impact on the R2T4 calculation. The school has developed the institutional refund policy to meet all state and accreditation requirements.

Here are the steps to complete the R2T4 calculation and processing within the mandated 45 days from the Date of Determination and calculated from the Last Date of Attendance:

1. Determine the amount of aid the student received or could have received
2. Calculate the percentage of PP completed based on the scheduled hours through the student's last date of attendance (LDA)
3. Use percentage completed to calculate percentage earned and unearned
4. Use percentage unearned and institutional charges to calculate refund amount
5. Make refunds in the order outlined in regulations
6. Return any remaining balance to student
7. Determine if there are post-withdrawal funds

$$\frac{\text{Scheduled Hours through LDA}}{\text{Schedule Hours in the PP}} = \%\ \text{Earned}$$

POST-WITHDRAWAL FUNDS

Students and parents are notified of post-withdrawal funds once the R2T4 calculation has been completed. The notification is sent in the form of a letter outlining the type of funds and the amounts, it also notifies the student of their right to decline all or a portion of the funds. The

student or parent must respond in writing if they choose to receive post-withdrawal loan funds. Post-Withdrawal grant funds will be disbursed once the calculation is finalized.

PROCEDURES

A post-withdrawal letter is generated for all students with a Direct Loan post-withdrawal amount. The letters are mailed out to the student or parent and it includes a section to be returned to the school with their decision to either accept all or a portion or decline the funds. A copy of the letter is stored in the students file.

If the student responds, then the school will process the funds as outlined on their response and any disbursement will be processed within 180 days of the student's withdrawal date. If the student never responds, then the funds are not processed.

Post-withdrawal grant funds are automatically processed and posted to the students account. Any credit balances are returned to the student for any outstanding charges.

RETURNING UNEARNED FUNDS

POLICIES

The R2T4 calculation clearly states if the refund should be from the school or student. The school will make all refunds in the order outlined.

If the refunds are due from the student, the school will notify the student of their obligation to write.

- Unsubsidized Loan
- Subsidized Loan
- Graduate PLUS Loan
- Parent PLUS Loan
- PELL Grant

CLOCK / CREDIT HOURS DEFINITION FOR DIPLOMA PROGRAM

One-clock hour is defined to 50 minutes of instructor-led training followed by a 10 minute appropriate break.

A unit of credit is defined as a Quarter Credit Hour.

One credit hour represents 15 clock hours of instruction.

One credit hour for laboratory experience is equivalent to 20 hours of work.

CODE OF CONDUCT AND DISCIPLINARY PROCEEDINGS

Students are expected to always conduct themselves in a professional manner. Foul language, possession of un-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 school staff or other students may be subject to immediate warning, probation, suspension or dismissal from Florida Professional Institute for any one of the following reasons:

1. Failure to honor the Enrollment Agreement in it's entirely.
2. Failure to fulfill the requirements of academic probation or attendance.

3. Financial obligation not met.
4. Excessive absence.
5. Possession of/or use of drugs or alcohol.
6. Behaving in a manner potentially dangerous to clients, fellow students and faculty.
7. Possession of weapons upon school premises.
8. Behavior creating a safety hazard to other persons or to the facilities.
9. Defacing or destruction of school property.
10. Sexual misconduct of any kind.
11. Stealing; evidence of acting in a conspiracy or as an accomplice in a crime on school property.
12. Cheating or changing grades on tests.
13. Any other stated violation or infraction to the code of conduct as determined by the Director, Manuel E. Diego.

Office telephones, copiers, computers, and printers are for use by staff and faculty only. Incoming calls for students will be accepted on the school phones only in emergencies.

Students will be responsible for payment of all property destroyed or damaged, with or without intent. Intentional defacing, damaging, or destroying property by any student may result in immediate expulsion.

HYBRID PROGRAMS AND COURSES OUTLINE

MASSAGE THERAPY PROGRAM

600 Clock Hours | 7 Months | 33 Weeks

Massage Therapy is a profession in which the practitioner applies manual techniques, and may apply adjunctive therapies, with the intention of positively affecting the health and well-being of the client. Massage Therapy involves the manipulation of the soft tissue structures of the body to prevent and alleviate pain, discomfort, muscle spasm, and stress; and to promote health and wellness. Massage therapy improves functioning of circulatory, lymphatic, muscular, and nervous systems and may improve the rate at which the body recovers from injury and illness.

CREDENTIAL AWARDED

DIPLOMA

Florida Professional Institute will award the official diploma when the student has successfully completed the requirements for graduation, and all financial obligations have been met for the Massage Therapy program.

PROGRAM OBJECTIVE

The mission of the Florida Professional Institute is to provide quality training to the community to increase the opportunity of employment. The primary goal of our institute is to offer programs with the needs and demands of our current job market. The program at the Florida Professional Institute trains the students in the art and science of massage therapy, thereby enabling students to engage in a mutually beneficial and supportive process. We further believe that our institution offers programs which will give the necessary skills for our students to be compatible with the needs and demands of today's competitive job market.

Florida Professional Institute maintains a philosophy that its students must receive the most thorough education available for the careers for which they are studying. We believe that a career in the massage therapy is a valuable tool in the approach to health care. We believe all people are created equal and have the right to pursue personal and professional growth through the achievement of skills, competencies, training, and knowledge.

PROGRAM DESCRIPTION

Massage Therapy is a profession in which the practitioner applies manual techniques, and may apply adjunctive therapies, with the intention of positively affecting the health and well-being of the client. Massage Therapy involves the manipulation of the soft tissue structures of the body to prevent and alleviate pain, discomfort, muscle spasm, and stress; and to promote health and wellness. Massage therapy improves functioning of the circulatory, lymphatic, muscular, skeletal, and nervous systems and may improve the rate at which the body recovers from injury and illness.

The Massage Therapy program provides the student with an entry-level theory and "hands-on" clinical training in massage techniques and alternative therapies that will assist in the maintenance and promotion of physical health and well-being. Students will learn how to provide hands-on care of clients for the purpose of relieving soft tissue pain. Students will also learn to provide massage techniques to assist in relaxation. The professional massage therapist will be well-versed in wellness, medical ethics, trigger points of the body, and business management for the massage therapist. This program offers all theory/exam hours on-line. Clinical Practicum must be completed during campus hours. The program is 600 clock hours: 312 theoretical hours and 288 practical hours, seven (7) months.

PROGRAM PURPOSE

The Massage Therapy program is designed to qualify graduates for entry-level employment in a health care setting, spa environment or as an independent practitioner. The program includes 600 clock hours split into 312 hours online (Theory), and 288 hours on Campus. Upon successful completion of the program, a diploma will be awarded, and the student is prepared to sit for a Board approved exam to become licensed as a Florida Licensed Massage Therapist. Florida Professional Institute offers a Massage Program that prepares the student to meet the educational requirements of the Florida Department of Health, Board of Massage Therapy, and the curriculum outlines of the Florida Department of Education.

PROGRAM OUTLINE

COURSE CODE	COURSE TITLE	THEORY HOURS	LAB HOURS	TOTAL HOURS
MAP101	Anatomy and Physiology	170	0	170
MBM102	Basic Massage Theory and	25	75	100
MCP103	Clinical Practicum	75	125	200
MAM104	Allied Modalities	5	76	81
MBU105	Business	15	0	15
MTH106	Theory and Practice of	3	12	15
MLR107	Florida Laws and Rules	10	0	10
MPE108	Professional Ethics	4	0	4
MHI109	HIV/ AIDS Education	3	0	3
MME110	Medical Errors	2	0	2
	TOTAL CLOCK HOURS	312	288	600

MAP101 - Anatomy and Physiology
Students will understand the anatomy and physiology of the human body and the systems that compose it.

MBM102 -Basic Massage Theory and History
You will learn massage strokes, basic techniques, and the history of the science of Massage Therapy.

MCP103 - Clinic Practicum
You will have hands-on practice, supervised by the instructor.

MAM104 - Allied Modalities
You ever heard of Shiatsu, Reflexology, Reiki and other treatments arrived at our days? Here you will learn a little history and treatment applications for our customers.

MBU105 – Business
The student will learn about the business of Massage Therapy.

MTH106 - Theory and Practice of Hydrotherapy
In this course, the student will learn the science of water treatment, hot and cold for external application to the body. It is important to have knowledge and understand how water affects the body and how water temperature relates to body temperature. Students will learn the correct use paraffin, steam inhalation, hot pack and cold pack.

MLR107 - Florida Laws/Rules
Understand Florida Laws, as it affects massage therapists and rules of professional conduct in performing your profession.

MPE108 - Professional Ethics
You will learn about professional conduct and communication

MHI109 - HIV/AIDS Education

This course discusses HIV and how it relates to health care professionals. Students will receive information on the origin, transmission, prevention and diagnosis of HIV.

MME110 - Medical Errors
What impact does a medical error have? That brings consequences for the client and yourself as a professional. Here you will learn all about this issue and how to minimize or eliminate potential errors.

PAYMENT SCHEDULE

DESCRIPTION	COST
Registration Fee	$150.00
Uniform & Supplies	$150.00
MBLEX Exam Fee - First Attempt	$265.00
State of Florida Initial Licensing Fee	$155.00
Electronic Fingerprints	$95.00
Tuition	$9,985.00
Program Cost	**$10,800.00**

METHOD OF PAYMENT

- ✓ Full Payment at the time of signing enrollment, or
- ✓ An initial payment of the registration fee, plus a monthly or weekly payment plan based on the cost and duration of the program, or
- ✓ Title IV and/or HEA Programs.

FACIAL SPECIALIST PROGRAM

260 Clock Hours | 3.25 Months

A Facial Specialist is someone who cleanses and exfoliate, wax, moisturize and apply makeup to enhance a person's overall appearance. A facial specialist will first assess the condition of his or her clients' skin and make recommendations on what can be done to improve their skin quality.

CREDENTIAL AWARDED

DIPLOMA
Florida Professional Institute will award the official diploma when the student has successfully completed the requirements for graduation, and all financial obligations have been met for the Facial Specialist program.

PROGRAM OBJECTIVE

This program is designed in accordance with the regulations and requirements of the State of Florida to obtain the license entitled “Facial Specialist”. The objective of this program is to provide training for individuals interested in employment as a facial specialist or esthetician in finer salon and spas.
They may choose to be manager, skin consultant or technician. They may also choose to own a skin salon or spa. After completing the necessary clock hours and services, the students will receive a Diploma stating that they have satisfactorily completed the course and will be registered with the State as a Facial Specialist.

PROGRAM DESCRIPTION

In this program the student will learn to define the composition, function, types of skin, the difference between skin disorders and skin disease, and the steps to follow during a facial treatment, including massage, makeup application and hair removal. Upon successful completion of the program hours, services and final exam, the student will receive a Diploma of Completion and will be registered with the State for licensing. This program offers all theory/exam hours on-line. Lab must be completed during campus hours.

PROGRAM OUTLINE

COURSE CODE	COURSE TITLE	THEORY HOURS	LAB HOURS	TOTAL HOURS
FSD101	Sanitation / Disinfection	10	0	10
FEM102	Electricity and Facial	8	2	10
FTC103	Facial Techniques and	66	40	106
FCH104	Product Chemistry (Lab	8	4	12
FHR105	Hair Removal (Lab 5hrs)	3	5	8
FMA106	Make Up Application (Lab	3	15	18
FST107	Skin Theory	85	0	85
FPE108	Professional Ethics	2	0	2
FHI109	HIV / AIDS	4	0	4
FLR110	Florida Laws and Rules	5	0	5
	TOTAL CLOCK HOURS	194	66	260

FSD101 – Sanitation / Disinfection

Students will understand that Sanitation and Disinfection is of vital importance for infection control, client's safety and one's safety. The student will be very familiar with the rules and regulations to sanitize implements and equipment in the salon.

FEM102 – Electricity and Facial Machines

You will learn about the proper use of Electricity and Machines. Students will also learn about proper procedures with tools and Electrotherapy.

FTC103 - Facial Techniques and Contraindications

You will learn and practice facial techniques, proper procedures on clients, facial treatments and contraindications.

FCH104 - Product Chemistry

You will be introduced to the basics of chemistry and given a clear understanding of the effects of the major ingredients of skin care products on the skin. Students will become familiar with products to obtain better results when performing a service.

FHR105 - Hair Removal

You will understand the techniques for hair removal, benefits, and risk and how to execute it. 3 Hrs.

FMA106 - Make up Application

In this course the artistic techniques to enhance the client's beauty and create a look that radiates will be explained and practice. Students will be instructed in color theory and analysis, facial

features and shapes, camouflage and corrective makeup, client consultation and tools and product instruction.

FST107 - Skin Theory
You will discuss Anatomy, Physiology and Dermatology of the skin. Students will be instructed in the most common disorders and diseases, and care for the skin.

FLR110 - Florida Laws/Rules
You will understand Florida Laws and rules of professional conduct in performing your profession.

FPE108 - Professional Ethics
You will learn about professional conduct and communication.

FHI109 - HIV/AIDS
This course discusses HIV and how it relates to health care professionals. Students will receive information on the origin, transmission, prevention and diagnosis of HIV.

PAYMENT SCHEDULE

DESCRIPTION	COST
Registration Fee	$150.00
Uniform & Supplies	$150.00
Tuition	$2,500.00
Program Cost	**$2,800.00**

METHOD OF PAYMENT

- ✓ Full Payment at the time of signing enrollment, or
- ✓ An initial payment of the registration fee, plus a monthly or weekly payment plan based on the cost and duration of the program.

HOME HEALTH AIDE

75 Clock Hours | 0.75 Month

Home health aides offer a variety of assistance to people with special needs, including those who are cognitively impaired, chronically ill, or disabled. They also care for seniors in need of assistance.

CREDENTIAL AWARDED

DIPLOMA

Florida Professional Institute will award the official diploma when the student has successfully completed the requirements for graduation, and all financial obligations have been met for the Home Health Aide program.

PROGRAM OBJECTIVE

Upon completion of the program graduates will qualify for employment as Home Health Aides, working for Home Health Agencies approved for Medicare and Medicaid coverage.

PROGRAM DESCRIPTION

The students of Home Health Aide program will be prepared to perform the home health care duties and physical comfort and safety for patients, residents and clients at their homes. The student will be prepared in patient care procedures, principles of nutrition, care of the elderly, apply principles of infection control and assist with rehabilitative activities. Upon completion of the program the student will receive a diploma. The student may be working as Home Health Aide as soon as the Diploma is received. This program offers all theory/exam hours online. Lab must be completed during campus hours.

PROGRAM OUTLINE

COURSE CODE	COURSE TITLE	THEORY HOURS	LAB HOURS	TOTAL HOURS
HHI106	HIV / AIDS	4	0	4
HHC101	Home Health Care - Foundation of patient care	4	0	4
HUC102	Understanding your clients	7	0	7
HCC103	Client Care, Special Clients and Special needs	25	25	50
HMN104	Home Management and Nutrition	5	1	6
HCP105	BLS for Healthcare Providers	0	4	4
	TOTAL CLOCK HOURS	45	26	75

HHI106 - HIV/AIDS

This course discusses HIV and how it relates to health care professionals. Students will receive information on the origin, transmission, prevention and diagnosis of HIV.

HHC101 – Home Health Care-Foundation of Patient Care

This course introduces the students in the home health care services, the history and purpose of the home care, and the role on the Home Health Aide, the care team and care plan, professionalism, and the legal and ethical aspects. In addition, the course includes the foundation of patient care, communication technique, infection control, safety and body mechanics, as well as medical emergencies and disaster guidelines.

HUC102 – Understanding for Clients

This course focuses in the aspects of culture and family: basic human needs, cultural differences and families; the aspects of body system: common disorders and observing and reporting, and the aspects of human development such as stages/common disorders, aging, death and hospice care.

HCC103 – Client Care, Special Clients and Special needs

This course emphasizes developing the student's skills in the patient care techniques, maintaining mobility, skin care and comfort, personal care procedures such as bathing, grooming, toileting, taking, vital signs, I&O catheter care, etc. In addition, focuses in special clients with special needs, such as clients with disabilities and mental illness, arthritis, cancer, diabetes, Alzheimer's disease, etc.

HMN104 – Home Management and Nutrition

This course is designed to orient the student in the client's environment such as housekeeping, laundry, bed making, proper nutrition, special diets and managing time and money.

HCP105 – Basic Life Support for Healthcare Providers

In this course will prepare the students in the techniques of cardio-pulmonary resuscitation, the use of the AED and how to assist the patients with chocking in adults, children, and infants.

PAYMENT SCHEDULE

DESCRIPTION	COST
Registration Fee	$150.00
Uniform & Supplies	$20.00
Tuition	$310.00
Program Cost	$480.00

METHOD OF PAYMENT

- ✓ Full Payment at the time of signing enrollment, or
- ✓ An initial payment of the registration fee, plus a weekly payment plan based on the cost and duration of the program.

ADVANCED SPA AESTHETICIAN

360 Clock Hours | 4.5 Months

CREDENTIAL AWARDED

DIPLOMA

Florida Professional Institute will award the official diploma when the student has successfully completed the requirements for graduation, and all financial obligations have been met for the Advanced Spa Aesthetician.

PROGRAM OBJECTIVE

This program is designed in accordance with the regulations and requirements of the State of Florida to obtain the license entitled "Facial Specialist". The objective of this program is to provide advanced training for individuals interested in employment as a facial specialist, or esthetician in finer salons and medical or resort spas.

This diploma will allow graduates to apply for jobs in the beauty business as either manager, skin consultant or technician. After completing the necessary clock hours and services, the students will receive a Diploma stating that they have satisfactorily completed the course and will be registered with the State as a Facial Specialist.

PROGRAM DESCRIPTION

In Advanced Spa Aesthetician program, the student will learn to define the composition, function, types of skin, the difference between skin disorders and skin disease, and the steps to follow during advanced facial treatment, massage, advanced makeup application and hair removal, including other body areas. Upon successful completion of the program hours, and lab hours, the student will receive a Diploma of Completion and will be registered with the State for licensing. Courses are thought in English/Spanish. This program offers all theory/exam hours on-line. Lab hours must be completed on campus.

PROGRAM OUTLINE

COURSE CODE	COURSE TITLE	THEORY HOURS	LAB HOURS	TOTAL HOURS
ASA101	Sanitation/Disinfection	10	0	10
ASA102	Electricity and Facial Machines	8	3	11
ASA103	Facial Techniques and Contraindications	66	9	75
ASA104	Product Chemistry	8	3	11
ASA105	Hair Removal	2.5	6	8.5
ASA106	Make Up Application	2.5	6	8.5
ASA107	Skin Theory	85	0	85
ASA108	Florida Laws and Rules & Ethics	7	0	7
ASA109	HIV/AIDS	4	0	4
ASA210	Advance Professional Image	5	0	5
ASA211	Advanced Facial Machine/ Products	10	8	18
ASA212	Advanced Energy & Frequency	10	12	22
ASA213	Advanced Skin Disorders	10	4	14
ASA214	Advanced Eyelash / Brow Treatments	10	8	18
ASA215	Advanced Bacteriology and Sanitation	10	8	18
ASA216	Advanced Bodysculpting	5	40	45
	TOTAL CLOCK HOURS	253	107	360

ASA101 – Sanitation / Disinfection

Students will understand that Sanitation and Disinfection is of vital importance for infection control, client's safety and one's safety. The student will be very familiar with the rules and regulations to sanitize implements and equipment in the salon.

ASA102 – Electricity and Facial Machines

You will learn about the proper use of Electricity and Machines. Students will also learn about proper procedures with tools and Electrotherapy.

ASA103 – Facial Techniques and Contraindications

You will learn and practice facial techniques, proper procedures on clients, facial treatments and contraindications.

ASA104 – Product Chemistry

You will be introduced to the basics of chemistry and given a clear understanding of the effects of the major ingredients of skin care products on the skin. Students will become familiar with products to obtain better results when performing a service.

ASA105 – Hair Removal

You will understand the techniques for hair removal, benefits, and risk and how to execute it.

ASA106 – Make Up Application

In this course the artistic techniques to enhance the client's beauty and create a look that radiates will be explained and practice. Students will be instructed in color theory and analysis, facial features and shapes, camouflage and corrective makeup, client consultation and tools and product instruction.

ASA107 – Skin Theory

You will discuss Anatomy, Physiology and Dermatology of the skin. Students will be instructed in the most common disorders and diseases, and care for the skin.

ASA108 – Florida Laws and Rules & Ethics
Students review Florida Laws and rules of professional conduct in performing the profession.

ASA109 – HIV/AIDS
This course discusses HIV and how it relates to health care professionals. Students will receive information on the origin, transmission, prevention and diagnosis of HIV.

ASA210 – Advanced Professional Image
The study of professional conduct in the salon, appearance, and ethics.

ASA211 – Advanced Facial Machines / Products
The study of advanced facial machines and processes, advanced skin care products, chemistry, and ingredients.

ASA212 – Advanced Energy & Frequency
The advanced study of laser, light energy and radio frequency therapy, various treatments and how it relates to the skin student. (lipo laser and Radiofrequency).

ASA213 – Advanced Skin Disorders
Advanced study or skin disorders, precautions and procedures used to treat them.

ASA214 – Advanced Eyelash and Brow Treatments
The study of eye lash and brow tints and eye lash applications. Students will perform services in eye lash application and eye lash/brow tints.

ASA215 – Advanced Bacteriology, and Sanitation
The advanced study of bacteria, proper sanitation, and infection control.

ASA216 – Advanced Body Sculpting
The advanced study of nonsurgical body contouring such as Wood therapy, Vacuum Therapy, Cavitation, Body Wrapping and Thermal Blanket.

PAYMENT SCHEDULE

DESCRIPTION	COST
Tuition	$2,620.00
Registration Fee	$150.00
Uniforms & Supplies	$730.00
Program Cost	$3,500.00

METHOD OF PAYMENT

- ✓ Full Payment at the time of signing enrollment, or
- ✓ An initial payment of the registration fee, plus a monthly or weekly payment plan based on the cost and duration of the program.

RESTRICTED BARBER - Hybrid

600 Hours | 6 Months

CREDENTIAL AWARDED

DIPLOMA

Florida Professional Institute will award the official diploma when the student has successfully completed the requirements for graduation, and all financial obligations have been met for the Restricted Barber.

PROGRAM OBJECTIVE

The objective of this program is to prepare the student for State Licensing Examination to become a Licensed Restricted Barber. The 600-hour Restricted Barber courses provide the appropriate knowledge and hands-on practice necessary for the student to become a competent professional. The student is trained in basic manipulative skills, safety judgments, good work habits, business skills, and professional ethics to take and pass the state licensing examination. Upon completion of the Restricted Barber Program, students will receive a Diploma stating that they have satisfactorily completed the course hours and will be registered to take the state exam to become licensed Restricted Barber to obtain entry-level employment in the barbering industry.

Note: Graduates will not be able to practice their career until they have passed the State licensing examination.

PROGRAM DESCRIPTION

This program has been created to provide training in Restricted Barber that complies with the requirements established by the governmental organizations. The program is designed to train the students in the skills required by Restricted Barber in their beginning level which includes hair cutting, shaving, shampoo, blow dry hair, and apply hair tonics and hair sprays. Students will learn techniques through intensive study and hands on practice which includes study in Florida Laws & Rules, safety, sterilization and sanitation, hair structure, cutting and cleansing, shaving, beard & Mustache trimming. The program includes books and equipment needed to develop a specialty as well as to be personally and technically qualified with provided quality teaching. Additionally, the Restricted Barber Program is taught in Spanish/English and offers all theory/exam hours on-line. Lab must be completed during campus hours.

Upon graduation students are required to pass the HIV/AIDS education exam.

PROGRAM OUTLINE

COURSE CODE	COURSE TITLE	THEORY HOURS	LAB HOURS	TOTAL HOURS
RB101	Florida Laws and Rules	75	0	75
RB102	Safety, Sanitation and Sterilization	265	60	325
RB103	Hair Structure, Cutting and Cleansing	10	140	150
RB104	Shaving, Beard and Mustache Trimming	10	40	50
	TOTAL CLOCK HOURS	360	240	600

RB101 - Florida Laws & Rules

Demonstrate knowledge of the Florida Statutes regarding owning, operating, and working in the barber field in the state of Florida and the requirements necessary to be licensed by the state.

RB102 - Safety, Sanitation & Sterilization
Apply knowledge in sanitation, sterilization, safety, the rules and regulations, patron protection, and the spread of disease. Basic bacteriology is included.

RB103 - Hair, Structure, Cutting, & Cleansing
Demonstrate the proper techniques of hair design and identify the related terminology. Instruction in artistry, elements, and principles of hair cutting. Topics include theory, techniques, and application. Provides fundamental guidelines for using shampoo supplies and chemicals in cleansing the scalp and hair in preparation for additional salon services.

RB104 - Shaving, Beard & Mustache Trimming
Instruction of elements and principles of beard and mustache shaving and trimming and its artistry. The topics include theory and techniques of beard and mustache shaving and trimming.

PAYMENT SCHEDULE

DESCRIPTION	COST
Tuition	$9,750.00
Registration Fee	$150.00
Uniforms & Supplies	$795.00
DBPR - Exam (1st Attempt) & License	$255.00
Program Cost	**$10,950.00**

METHOD OF PAYMENT
- ✓ Full Payment at the time of signing enrollment, or
- ✓ An initial payment of the registration fee, plus a monthly or weekly payment plan based on the cost and duration of the program, or
- ✓ Title IV and/or HEA Programs.

AC & REFRIGERATION TECHNICIAN - Hybrid
720 CO/HR, 44 CR/HR | 7.25 Months

CREDENTIAL AWARDED
DIPLOMA
Florida Professional Institute will award the official diploma when the student has successfully completed the requirements for graduation, and all financial obligations have been met for the AC & Refrigeration Technician.

PROGRAM OBJECTIVE
The program's objective is to provide graduates with the skills and knowledge to apply for and obtain an entry level position as an AC & Refrigeration Technician. Upon graduation the student will receive a Diploma. The theory and hands-on course in the installation, basic, design, maintenance, and repair of residential and commercial refrigeration, air conditioning, and heating equipment along with office fundamentals is a complete program to qualify individuals to enter in the Refrigeration and A/C industry.

PROGRAM DESCRIPTION

The AC & Refrigeration Technician Program consists of a skill-oriented program where the student is introduced to the fundamentals of refrigeration, principles, and application of electricity, operation, and function of air condition systems in a supervised laboratory. This is a comprehensive program with a variety of tasks and duties associated with the field of Air Conditioning and Refrigeration. The teaching methods, theories and lecture, and a supervised laboratory. Graduates of this program would qualify for the following entry level positions: Cooling Mechanic, Heating Mechanic, Refrigeration Mechanic, Energy Consultant, Heating and Cooling Service and New System Sales and Installation. Additionally, this program is taught in Spanish/English and offers all theory/exam hours on-line. Lab hours must be completed on campus.

PROGRAM OUTLINE

COURSE CODE	COURSE TITLE	INSTRUCTIONAL HOURS			OUT OF CLASS WORK	TOTAL CREDIT HOURS
		DIDACTIC	SUPERVISED LAB	TOTAL		
EL100	Fundamentals of Electricity	30	20	50	20	3
EL101	Principles and Applications of Electricity I	30	20	50	20	3
EL201	Principles and Applications of Electricity II	30	25	55	20	3.5
ACR102	Electrical Motors	30	20	50	20	3
ACR103	Fundamentals of Refrigeration I	30	20	50	20	3
ACR203	Fundamentals of Refrigeration II	30	25	55	20	3.5
ACR104	Air Conditioning Systems I	30	20	50	20	3
ACR204	Air Conditioning Systems II	30	25	55	20	3.5
ACR105	Commercial Refrigeration I	30	20	50	20	3
ACR205	Commercial Refrigeration II	30	25	55	20	3.5
ACR106	Residential Refrigeration I	30	20	50	20	3
ACR206	Residential Refrigeration II	30	20	50	20	3
ACR107	HVAC Blue Print	30	20	50	20	3
ACR108	Domestic Appliance	30	20	50	20	3
	TOTAL HOURS / CREDITS	420	300	720	280	44

EL100 - Fundamentals of Electricity

This course offers an introduction to the basic concepts of electricity and magnetism. Topics include electronic theory of matter, atomic molecular theory of matter, energy sources, connections, sources of electrical energy, connections, simple electrical circuits, Ohm's law, and the use of Ohm's law in the solution of series and parallel, AC and DC circuit problems (including the concepts of inductance and capacitance; and power factors). Kirchhoff's Law in DC is included. In AC circuit triangle impedance, the power triangle, also the relationship between the parameters of lines and phases shall be considered. Other topics include wire sizes, electrical protection, fuses, breakers, overload, transformers, etc. In the lab students will learn how to use the ohmmeter and the am perimeter.

EL101 - Principles and Applications of Electricity I

This course covers an introduction to general basic knowledge related to the theory of semiconductors, control systems; control devices sensors, and general characteristics of electric drives and the interpretation of schematic diagrams are studied with a view to the successful

completion of diagnosis and troubleshooting. The laboratory will practice where necessary measurement methods are applied to identify some typical electric problems and troubleshooting. Study the basic components of electric systems. Refresh the use of pressure gages, electrical testing devices. Review rules on safety and Electrical diagrams from units. Check electrical components, logic procedures to locate faults electrical and mechanical.

EL 201 - Principles and Applications of Electricity II
This course focuses on the design and installation of residential electrical systems using safe and code-compliant wiring practices. It explains how to install lighting circuits, receptacles, and dedicated appliance circuits while following the National Electrical Code (NEC). Key topics include branch circuit design, load calculations, conductor and breaker selection, and the proper use of Ground Fault Circuit Interrupter (GFCI) and Arc Fault Circuit Interrupter (AFCI) protection to improve electrical safety. It also provides a basic understanding of electrical transformers, including their function, operating principles, and role in stepping voltage up or down for safe and efficient power distribution. Overall, it emphasizes planning efficient electrical layouts and applying industry standards to ensure reliable and safe residential electrical installations.

ACR102 - Electrical Motors
This course offers an introduction to basic concepts of electrical motors, its applications, electrical diagrams, automatic controls, and troubleshooting. It also explains variable speed motors. The student will learn the basic concepts, characteristics, fundamentals, and principal function of the electrical machines. As a result, the students will be able to comprehend like future technicians, recognize most of the electrical machines which they will use. They will also learn how to recognize the advantages, disadvantages, and deficiencies of electrical motors, and how to make correct diagnostics for the repair of such machines and how to troubleshoot typical mechanical and electrical problems.

ACR103 - Fundamentals of Refrigeration I
This course offers an introduction to basic concepts of temperature, energy, heat, specific heat, and conversion of temperature. It also offers the basic concepts of matter, state of matter, density, gas laws, atmospheric pressure, pressure gauges and refrigeration components. The students will also learn about refrigerant regulation and handling, and their effect on the environment.
Course offers an introduction to basic concepts of temperature, energy, heat, specific heat, and conversion of temperature. It also offers the basic concepts of matter, state of matter, density, gas laws, atmospheric pressure, pressure gazes and refrigeration components. The student will also learn about refrigerant regulation and handling.

ACR203 - Fundamentals of Refrigeration II
This course offers understanding of boiling points of the refrigerant, EPA regulation, recovery, recycle, and reclaim and purpose of tubing and piping. The purpose of tubing and piping as well as how to bend, solder or braze AC pipes. They will also learn about refrigerant codes, how to charge systems and an introduction to automatic controls. Review recovery recycles and reclaim. Explain refrigerant codes. LEED principles and green choices, and refrigerant codes.

ACR104 – Air Conditioning Systems I
This course studies the different air distribution systems and the different unit air conditioning systems the basic concepts of the refrigeration and A/C cycle and identify the A/C functions and components, compressor, condenser, evaporator, and mufti tester. The students will also learn the absorption process, their components and different whit vapor compression systems. The function studies A/C in summer and on winter and evaporator and condensers. The use of copper tube table to select the diameter of tubes. It also explains indoor air quality and the parameters of human comfort.

ACR204 – Air Conditioning Systems II
This course offers a study of the installation and operation of the different types of air conditioning systems, as well as an explanation for heat pumps, electric heat, gas- heating systems and their types and circuitry. It also offers an explanation to electric forced air furnaces and explains the parameters of typical operating conditions. Topics include basic mechanical components, types of A/C systems: split, package window units, heat pump units, rooftop units, gas unit, and installation, cleaning of compressors, evaporators, and condensers.

ACR105 - Commercial Refrigeration I
This course offers an introduction and detailed explanation of the four basic components and enhanced components of the refrigeration system including their function and construction. It also explains troubleshooting and typical operating conditions for commercial refrigeration. Other topics include compressors, evaporators, condensers, and the refrigerant flow control used in the system, heat exchange, accumulators, filters, sight glass, thermostat, and pressure control.

ACR205 - Commercial Refrigeration II
This course offers an introduction to refrigeration components, including their function and construction. Students will also receive an introduction to application of refrigeration systems such as 45 reach-in refrigeration merchandising, unitary standalone refrigeration systems, refrigerated shelves and ice makers. We will also explain troubleshooting of these units by using logic procedures. The student will learn how to minimize electrical hazards while working. Topics include heat load system, design, superheat calculations, receivers, and how the refrigerant leaves the system, removal of the refrigerant with recovery system, evacuation vacuum pump, and refrigerant recharging after the system has been repaired. In the shop students will learn to use manifold gauges and practice troubleshooting systems.

ACR106 – Residential Refrigeration I
This course offers studies on the refrigeration system of an air-conditioned room unit.
Topics include electrical systems, and cleaning methods. It also covers an introduction to domestic refrigerators and domestic freezers, troubleshooting of typical problems with these equipment and safety precautions.

ACR206 – Residential Refrigeration II
This course offers studies and detailed explanations of domestic refrigerators and freezers. Topics include electrical system, cleaning methods, troubleshooting common problems, the air distribution system of a refrigerator, electrical diagrams, defrost timers, heaters, thermostats, and

freezers. In the shop students will practice troubleshooting electrical and mechanical components. Students will also learn about air conditioning units, the principal operation of the mixed air conditioning unit and heating and the solution of both the typical electrical and mechanical problems.

ACR107 - HVAC Blueprint

HVAC blueprint reading is reviewed in relation to each of the curriculum's systems: heating, ventilation, and air conditioning. The symbols, abbreviations, categories of working drawings, division specifications, orthographic projection, isometric drawing, organizing a drawing sheet, reading architectural plans, ductwork plans, reaching mechanical, electrical and plumbing plans used and specifications pertaining to each system are explained so that they can be followed in the system's installation and repair. Introduction to load calculations. Review of basic mathematical procedures, safety rules and federal law. Overview of National Codes and Standards will be discussed as well.

ACR108 - Domestic Appliances

This course will teach students how to select, purchase and install electric and gas ranges, cooktops, ovens, dishwashers, washers, and dryers. Students will learn dishwasher operation, electrical components, water components, installation and troubleshooting of dishwashers, and control panel switches installation and repair. Students will also learn garbage disposal operation, trash compactor operation and troubleshooting. Introduction to fuel oven operation gas and electrical, range operation, cook top operation, and micro-overview. They will learn about safety precautions. The different types of gases and flames. Electric appliance parts, appliance service, installation and preventative maintenance of automatic dishwashers, garbage disposers, electric and gas water heaters, washers, electric and gas dryers, and microwave ovens.

PAYMENT SCHEDULE

DESCRIPTION	COST
Tuition	$10,500.00
Registration Fee	$150.00
Uniforms & Supplies	$300.00
Program Cost	$10,950.00

METHOD OF PAYMENT

- ✓ Full Payment at the time of signing enrollment, or
- ✓ An initial payment of the registration fee, plus a monthly or weekly payment plan based on the cost and duration of the program, or
- ✓ Title IV and/or HEA Programs.

ELECTRICAL TECHNICIAN - Hybrid

720 CO/HR, 44 CR/HR | 7.25 Months

CREDENTIAL AWARDED

DIPLOMA

Florida Professional Institute will award the official diploma when the student has successfully completed the requirements for graduation, and all financial obligations have been met for the Electrical Technician.

PROGRAM OBJECTIVE

The Electrical Technician program aims to equip students with foundational skills and knowledge for entry-level roles in the electrical industry. This comprehensive program combines theoretical knowledge with practical, hands-on experience and focuses on residential and commercial electrical projects. Emphasizing safety, industry standards, and current technologies prepares students for immediate employment and provides a strong basis for future professional growth.

PROGRAM DESCRIPTION

This intensive program, spanning 720 CO/HR, 44 CR/HR over 7.25 months, offers a blend of online theory and on-campus lab work, accommodating Spanish and English speakers. It covers essential topics such as the fundamentals of electricity, residential and commercial wiring methods, and compliance with the National Electrical Code. Courses range from basic electrical concepts and motor applications to advanced wiring techniques and fire alarm systems. Each course integrates practical lab sessions to reinforce theoretical learning, ensuring students are job-ready upon graduation. Graduates will be adept at troubleshooting, installing, and maintaining electrical systems, with a firm grounding in safety and code compliance. This program leads to a diploma and sets the stage for a successful career in the electrical field.

PROGRAM OUTLINE

COURSE CODE	COURSE OF STUDY	INSTRUCTIONAL HOURS			OUT OF CLASS WORK	TOTAL CREDIT HOURS
		DIDACTIC	SUPERVISED LAB	TOTAL		
EL100	Fundamentals of Electricity	30	20	50	20	3.00
EL101	Principles & Applications of Electricity I	30	20	50	20	3.00
EL201	Principles & Applications of Electricity II	30	25	55	20	3.50
EL102	Electrical Motors	30	20	50	20	3.00
EL103	Residential Wiring Methods I	30	20	50	20	3.00
EL203	Residential Wiring Methods II	30	25	55	20	3.50
EL104	Commercial Wiring Methods I	30	20	50	20	3.00
EL204	Commercial Wiring Methods II	30	25	55	20	3.50
EL105	National Electrical Code (NEC) I	30	20	50	20	3.00
EL205	National Electrical Code (NEC) II	30	25	55	20	3.50
EL106	Basic Calculations for Electricians	30	20	50	20	3.00
EL107	Blue Print Reading	30	20	50	20	3.00
EL108	Fire Alarm Systems	30	20	50	20	3.00
EL109	Low Voltage Applications	30	20	50	20	3.00
	TOTAL HOURS / CREDITS	420	300	720	280	44

EL100 - Fundamentals of Electricity

This course offers an introduction to the basic concepts of electricity and magnetism. Topics include the electronic theory of matter, atomic molecular theory of matter, energy sources, connections, sources of electrical energy, connections, simple electrical circuits, Ohm's law, and the use of Ohm's law in the solution of series and parallel, AC and DC circuit problems (including the concepts of inductance and capacitance; and power factors). Kirchhoff's Law in DC is included. In an AC circuit, triangle impedance, power triangle, and the relationship between the parameters of lines and phases shall be considered. Other topics include wire sizes, electrical protection, fuses, breakers, overload, transformers, etc. In the lab, students will learn to use the ohmmeter and the am perimeter.

EL101 - Principles and Applications of Electricity I

This course introduces general basic knowledge related to the theory of semiconductors, control systems, control devices sensors, and general characteristics of electric drives, and the interpretation of schematic diagrams are studied with a view to the successful completion of diagnosis and troubleshooting. The laboratory will practice where necessary measurement methods are applied to identify and troubleshoot some typical electric problems. Study the essential components of electric systems. Refresh the use of pressure gauges and electrical testing devices. Review rules on safety and Electrical diagrams from units. Check electrical components and logic procedures to locate electrical and mechanical faults.

EL 201 - Principles and Applications of Electricity II

This course focuses on the design and installation of residential electrical systems using safe and code-compliant wiring practices. It explains how to install lighting circuits, receptacles, and dedicated appliance circuits while following the National Electrical Code (NEC)**.** Key topics include branch circuit design, load calculations, conductor and breaker selection, and the proper use of GFCI and AFCI protection to improve electrical safety. It also provides a basic understanding of electrical transformers, including their function, operating principles, and role in stepping voltage up or down for safe and efficient power distribution. Overall, it emphasizes planning efficient electrical layouts and applying industry standards to ensure reliable and safe residential electrical installations.

EL102 - Electrical Motors

This course introduces basic concepts of electrical motors, their applications, electrical diagrams, automatic controls, and troubleshooting. It also explains variable speed motors. The student will learn electrical machines' basic concepts, characteristics, fundamentals, and principal functions. As a result, the students can comprehend, like future technicians, and recognize most electrical machines they will use. They will also learn how to recognize the advantages, disadvantages, and deficiencies of electrical motors, make correct diagnostics for repairing such machines, and troubleshoot typical mechanical and electrical problems.

EL103 – Residential Wiring Methods I

This course provides a comprehensive study of electrical installation and operations within various residential settings. Students will explore the intricacies of different types of electrical loads, branch circuits, service configurations, lighting systems, and protection mechanisms, all in

accordance with the "National Electrical Code." Additionally, students will develop the capability to calculate residential loads for branch circuits, feeders, and services. The practical aspect of this course takes place in our electrical lab, where students gain hands-on experience working with panel boards, branch circuits, wiring devices, luminaries, breakers, and fuses.

EL203 – Residential Wiring Methods II
Building upon the foundation laid in Residential Wiring I, this course delves deeper into the complexities of residential electrical systems. Students will focus on making connections in study/bedroom areas, including receptacles, switches, fans, and lighting fixtures throughout residential spaces. Specific attention will be given to code requirements for receptacle outlets in laundry areas, compliance with the National Fire Protection Association Standard #74, and general National Electrical Code regulations related to the installation of residential smoke, heat, and security systems. Furthermore, students will gain the knowledge to calculate the size of service entrances, including the sizing of neutral conductors, and will learn about potential electrical hazards in and around pool areas.

EL104 – Commercial Wiring Methods I
This course serves as an introduction to commercial wiring, offering valuable insights into the planning and execution of typical commercial electrical installations. Students will learn how to translate load requirements into branch circuits, feeders, and, ultimately, the primary electrical service of commercial buildings. 3.0 CR/HR: Instructional Hours: 30 Didactic Online, 20 Supervised lab & 20 Out of Class Work

EL204 – Commercial Wiring Methods II
Continuing from Commercial Wiring I, this course provides further understanding of commercial electrical systems. Students will explore the planning and implementation of typical commercial installations, including the conversion of load requirements into branch circuits, feeders, and the building's primary electrical service. Prior to installing electrical services, students will gain knowledge about emergency power systems and the calculation of short circuits, crucial for protection and coordination.

EL105 – National Electrical Code (NEC) I
This course delves into both the technical and legal aspects of the National Electrical Code (NEC). Students will explore fundamental elements of NEC applications, including topics such as overcurrent protection, transformers, service motors, and controllers.

EL205 - National Electrical Code (NEC) II
Building on the foundation established in NEC I, this course continues to explore the technical and legal aspects of the National Electrical Code. Students will cover a wide range of NEC applications, including grounding, remote control, signaling, computer and communications systems, branch circuits and feeders, and calculations specific to commercial and industrial occupancies, as well as hazardous locations.

EL106 – Basic Calculation for Electricians I
This course focuses on the fundamental concepts, principles, and techniques required for estimating electrical projects. Students will gain expertise in the estimating process, bid

processing, bid analysis, and determining break-even cost. The course culminates in a computerized electrical estimating project that is completed and evaluated.

EL107 – Blueprint Reading
Upon completing this course, students will have a comprehensive understanding of various types of electrical drawings, including electrical drawings, layouts, symbols, and specifications. Additionally, students will become proficient in interpreting different types of building drawings such as plans, elevations, sections, and details. The course covers a wide range of electrical wiring diagrams, including diagrammatic plan views, complete schematic diagrams, one-line diagrams, and power-riser diagrams.

EL108 – Fire Alarm Systems
This course emphasizes the critical importance of installing fire alarm systems for the safety of individuals. Students will gain in-depth knowledge of relevant codes and regulations and apply this knowledge to the installation and operation of fire alarm systems. Through hands-on activities, students will develop practical skills in the installation, commissioning, and troubleshooting of fire alarm systems.

EL109 – Low Voltage Applications
Explore low voltage systems, including their installation, maintenance, and troubleshooting. This course offers practical skills necessary for working with low voltage electrical applications, essential in modern electrical systems.

PAYMENT SCHEDULE

DESCRIPTION	COST
Tuition	$10,500.00
Registration Fee	$150.00
Uniform & Supplies	$300.00
Program Cost	**$10,950.00**

METHOD OF PAYMENT

- ✓ Full Payment at the time of signing enrollment, or
- ✓ An initial payment of the registration fee, plus a monthly or weekly payment plan based on the cost and duration of the program, or
- ✓ Title IV and/or HEA Programs.

ACADEMIC POLICIES

PROCEDURE TO APPEAL ACADEMIC OR DISCIPLINARY ACTION

Any student who wishes to appeal an academic or disciplinary action must follow the grievance policy.

ATTENDANCE

Students are expected to attend all scheduled classes in order to achieve their learning goals. Excused absences are permitted only for specific reasons, documented family or personal illness or emergencies. Student who is going to be absent is requested to call the school beforehand.
Students are required to be in attendance a minimum of 70% of the scheduled class time of the program of study to maintain a "satisfactory academic progress." Students who fall below the required minimum attendance will be advised by the director, Manuel E. Diego. At the director's discretion, the student may be placed on probation, terminated, or assigned additional make-up time. In addition, the program must be completed within one and one-half (1 ½) times the length of the program.

TARDINESS

Each student must comply with the academic calendar and schedule established by Florida Professional Institute. All students are strongly urged to be in class at the time that instruction is scheduled to begin. A student entering class fifteen minutes or more after the scheduled start time will be considered tardy. Five tardies in a calendar month will be considered an absence.

ACADEMIC ADVISEMENT

FPI provides individual assistance and advisement to students with academic problems in particular subjects. Students are encouraged to schedule an appointment with their instructors to work on any specific problem they may be having in their program.

MAKE-UP WORK

Students are required to make up all class work and tests missed because of absence. He/she should make arrangements with the instructor to establish the terms of the makeup work under the guidelines and the period required by the satisfactory academic policy guidelines.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Students are expected to meet specific standards of satisfactory academic progress while working toward a diploma at Florida Professional Institute.

SAP is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progress toward completion of the academic program. These are outlined below.

The satisfactory academic progress policy measures two factors:

QUALITATIVE MEASURE (Cumulative GPA)

Students must maintain a cumulative grade point average of 2.0 or higher for all clock/credit hours attempted to remain compliant with SAP Policy. This amounts to a "C" average. The grade of "W" has no effect on the student's cumulative grade point average.

QUANTITATIVE MEASURE (Clock Hour Progression)

Students must complete at least 67% of clock hours attempted for each payment period to remain compliant with SAP Policy.

If you are a transfer student, your accepted transfer coursework will be counted in the maximum timeframe and hours that count toward the student's current program will count as both attempted and completed hours and weeks.
Successful completion of a course is defined as a passing grade. Incomplete grades are not considered successful until the course has been completed and the new grade has been officially recorded.

QUANTITATIVE MEASURE (Credit Hour Progression)
You must complete at least 67% of credit hours attempted each semester to remain compliant with SAP Policy. Credit hour progression will be based on a cumulative total of attempted hours to earned hours. For example, if a student enrolls for 12 term credit hours the student is required to successfully complete a minimum of 8 term credit hours (12 x 67% = 8) for the term.

MAXIMUM TIMEFRAME TO COMPLETE (150%)
The maximum allowable timeframe for receiving aid is equal to 150% of the length of the program.
For example, if you are pursuing a program that requires 600 clock hours and 33 weeks for graduation, you would reach the maximum timeframe 49.5 weeks attempted; for a program requiring 44 credit hours for graduation you would reach the maximum timeframe 66 credit hours.
The student will be withdrawn once it is determined that they have exceeded the allowable maximum time frame. Students who are not making satisfactory academic progress at the end of the second year will be dismissed.
If you are a transfer student, your accepted transfer coursework will be counted in the maximum timeframe.

WARNING STATUS
Students failing to meet minimum progress requirements at a scheduled evaluation will be placed on Satisfactory Academic Progress warning for one payment period until the next scheduled evaluation. She/he will be placed on Financial Aid Warning at the end of the first payment period for which the satisfactory academic progress standards outlined above have not been met. This status is only available for students making satisfactory academic progress in the prior payment period. If after one payment period the student is once again meeting satisfactory academic progress, the student will be removed from SAP and Financial Aid warning. Students on Financial Aid Warning are still eligible for Federal Student Aid funds.
If the student has failed to achieve minimum requirements, the student will be allowed to submit an appeal for probation status.

PROBATION STATUS
Students on Academic Probation are not eligible for Federal Student Aid funds unless they successfully appeal their probationary status.
If they successfully appeal, they will be placed on Financial Aid Probation and will be eligible for that payment period.
If at the end of that period they are still not making SAP, then the student will no longer be eligible for Federal Student Aid.

PROCESS TO APPEAL PROBATION

Students are reminded of the attendance requirements described in the attendance section of this student catalog. Florida Professional Institute faculty is available to provide academic counseling and remediation for any student needing assistance. Students who wish to appeal their probation may do so following the process below:

- The students must petition Florida Professional Institute in writing.
- The petition must explain what occurred to cause the student not to meet SAP and what has now changed to enable the student to be successful in their program of study.
- The petition must include steps that will be taken by the student to improve his or her academic standing with Florida Professional Institute.
- The petition must be addressed and delivered to the Institution director.
- All petitions will be reviewed by Florida Professional Institute administration, and the student will receive a response in writing within five business days.

If a student demonstrates mitigating circumstances, (e.g. illness, death in the family, or similar bona-fide excuse) an exception may be made upon appeal and with the approval of the Institution director.

WITHDRAWAL OR DETERMINATION DATE

The actual last date of attendance would be the last day the student was physically in attendance. Florida Professional Institute has established that any students have the option to officially withdraw from the school at any time by giving written notification to the school office. Unofficial withdrawal can take place at such time as the student fails to attend classes and has made no contact with the school administration for 10 consecutive school days from their last date of physical attendance. A grade of "W" will be assigned upon withdrawal determination.

RE-ESTABLISHING SATISFACTORY ACADEMIC PROGRESS / RE-INSTATEMENT

A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by:

- Making up missed tests and assignments and increasing grade average to 70% or better, and/or
- Increasing cumulative attendance to 67%.

Financial aid will be reinstated to students who have prevailed upon appeal regarding the status of Satisfactory Progress and have been placed on Probation or who have reestablished Satisfactory Progress by their next evaluation point.

COURSE INCOMPLETE / REPETITIONS

Courses from which a student withdraws must be retaken. This may extend the student's enrollment status and may incur additional tuition costs. All hours and weeks attempted count towards 150% of the normal program length, even if the student is on an extended enrollment.

Repeating a course is at the discretion of the Director of Education and requires an interview with the student who must demonstrate commitment to complete the program and maintain satisfactory progress.
Course incomplete, repetitions and non-credit remedial courses have no effect on the institution's Satisfactory Progress Policy.

GRADING SYSTEM

Each student's progress is reviewed regularly by his/her instructor and examinations are given periodically. Progress records are maintained for each student and registered in the academic progress report.

All student reports are available for review, explanations, and clarification by the Registrar's Department during regular school hours.

In addition to written examinations, the students are required to pass practical evaluations designed to ascertain their ability to perform the skills associated with each program.

The school will use the following grading system:

GRADE	VALUE	POINTS	DEFINITION
A	4	90 - 100	EXCELLENT
B	3	80 - 89	ABOVE AVERAGE
C	2	70 - 79	AVERAGE
D	1	60 - 69	BELOW AVERAGE
F	0	0 - 59	FAILURE
P	0	0	PASS
TC	1 - 4	70 - 100	TRANSFER CREDIT
W	0	0	WITHDRAWAL
I	0	0	INCOMPLETE

P – Satisfactory completion of component work where no letter grade is given. It is equivalent to a grade of C or higher and carries no quality points.

TC – Transfer Credit – Credits accepted for courses taken at another institution will be reflected on the student's Florida Professional Institute transcript as "TC". An accepted transfer credit is factored into the calculation of how many credits a student has completed for determining the minimum cumulative GPA threshold.

W – Official withdrawal from the component, no credit earned. If a student's last date of attendance is at the 20 percent point of attendance of a component, he or she will receive a grade of F. If a student's last date of attendance is before the 20 percent point of attendance of component, he or she will receive a grade of W.

I - Grade indicate incomplete coursework and may be awarded at the professor's discretion to a student when a small portion of the student's work is incomplete and only when the student is otherwise earning a passing grade. Until removed, the "I" is not computed in the GPA. Students

must complete all remaining work no later than two weeks following the end of the current semester. If the work is not completed by the established or petitioned deadline, the final grade submitted by the faculty member on the basis of work previously completed will be recorded.

COMPUTATION OF CGPA

The Cumulative Grade Point Average (CGPA) is computed by assigning every component a percentage based on its portion of the total hours comprising the student's program. Quality points are assigned to each grade given. The CGPA will be calculated by totaling the assigned quality points.

CGPA REQUIREMENTS

Students are required to achieve a cumulative grade point average (CGPA) of at least 2.0 to graduate from the program. Additionally, students are required to maintain a cumulative grade point average of at least 2.0 as measured at the end of each grading period.

INCOMPLETE AND WITHDRAWAL GRADES EFFECT ON CGPA

An Incomplete grade in a course must be completed within 2 weeks following the end of the current course. If the student does not complete the course, he or she will receive an "F" and the course must be re-taken. An "F" grade will affect the students CGPA and the credit attempted/credit earned.

Withdrawing from a course will have the following affect:

If a student's last date of attendance is at the 20 percent point of attendance of a course, he or she will receive a grade of "F." An "F" grade will affect the students CGPA and the credit attempted/credit earned. An "F' grade will also be counted towards a student's ability to complete the program in the maximum time frame of 1.5 times or 150% of the program length.

If a student's last date of attendance is before the 20 percent point of attendance of component, he or she will receive a grade of "W", and the grade will result in no credit earned and will not affect the credit attempted/credit earned. A "W" grade will, however, be counted towards a student's ability to complete the program in the maximum timeframe of 1.5 or 150% of the program length.

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GRADUATION REQUIREMENTS

The student must comply with the following requirements in order to receive a diploma:

1. Completion of the total number of hours or credits required by the student's program.
2. Have a minimum grade point average of 70 on a scale of 100 at the completion of the contracted period of studies.

3. Passing all components of selected program with a minimum average of 70%.
4. Meet all financial obligations incurred with the institution.

GRANTING CREDIT FOR PREVIOUS EDUCATION

Florida Professional Institute will consider credits taken at other accredited institutions of higher learning to be accepted as 'transfer credit, provided that these course subjects are comparable to courses offered and applicable toward a degree/Diploma at Florida Professional Institute. Transfer credit is given for courses with a "C" or better. Transfer credit must be approved by the Campus Director. The student must submit an official transcript from his or her previous school, documenting hours and grades. In certain circumstances, a description of the course may be required. Any student wishing to submit transcripts from a foreign country for consideration of transfer of credits is required to provide a translation of such transcripts performed by a certified academic translator. No more than 50 percent of the total curriculum may consist of transferred credits.

TRANSFER OF CREDIT AFFECTING SAP

An accepted transfer credit is factored into the calculation of how many credits a student has completed for determining the minimum cumulative GPA threshold.

TRANSFER POLICY

Florida Professional Institute reserves the right to accept or deny the transferring in clock/credit hours received from another institution.

Students transferring from another school in or out of Florida must provide the school with the following:

1. A transcript of clock/ credit hours from the school from which he/she transfers.
2. A satisfactory reason for transferring.
3. The transcript will be reviewed, and a determination will be made as to how many hours will be allowed in transfer. The school from which the student transfers must have authority to operate from the appropriate state entities of the state in which the school is located and no more than 50% of the total number of clock or credit hours will be allowed for diploma programs. Credits earned by active U.S. military members are excluded from this requirement due to the transient nature of the service.
4. FPI awards credit for documented equivalent prior learning experience gained through settings such service in the armed forces, employment and on-the-job training, apprenticeships, or other similar learning sources; and shall not exceed 165 hours required for completion of the program.
5. The acceptance of transfer credits is always at the discretion of the institution to which a student transfers. It is the student's responsibility to confirm with the receiving institution that hours will be accepted.
6. The cost of the clock hours needed to complete the program will be pro-rated depending on the program.

LAST DAY OF ATTENDANCE

The last day of attendance for refund computation purposes is the last date of actual physical attendance by a student in classes. The determined date of withdrawal is the date FPI decided that a student had withdrawn but no later than 14 calendar days after the last date of actual attendance or the day of the expiration of a leave of absence. All refunds due to or on behalf of a student will be refunded within 30 days of the determined date of withdrawal. If a student is less than 18 years of age, notice of withdrawal may be given only by the purchaser, parent, or guardian.

LEAVE OF ABSENCE

Students who find it necessary to take a Leave of Absence (LOA) from school for personal, medical or other reasons must request such LOA in writing. The written request must state the nature of the emergency and when the student is planning to resume classes. The period of the leave of absence may not begin until the student has submitted and the school has approved the written request (except in those cases where unforeseen circumstances would prevent a student from submitting a request in advance). The LOA may not exceed 30 calendar days within any 7-month period. The request for LOA must be approved by the school Director and must begin at the start of a module.

Once approved, the student is on an approved LOA. The student must return by the scheduled end of the approved LOA, or he/she will be withdrawn. The institution will use the last date of attendance for refund calculation.

RE-ENTRY/ RE-ENROLLMENT

Former students who did not complete their program of study and who voluntarily interrupted their education may apply for readmission. Returning students will be charged a $60.00 re-entry. If there is an outstanding balance owed by the student, he/she may be required to pay a percentage of that amount before readmission to Florida Professional Institute. Former students who did not complete their program of study and who were withdrawn by Florida Professional Institute may be eligible for re-entry. Students withdrawn from Florida Professional Institute for failure to meet Satisfactory Academic Progress (SAP) and who desire to re-enter into the same program of study may do so for a limited period and will have to pay tuition to repeat the courses. These students will be placed on probation and will not be allowed to continue if they do not meet the SAP requirements within the allotted time. However, students withdrawn from the Florida Professional Institute for failure to meet their financial obligations may be eligible for re-entry if they pay a percentage of their past due balance. All re-entering students must complete a new Enrollment Agreement and will be charged tuition and fees in accordance with the new Enrollment Agreement.

DISTANCE EDUCATION

In alignment with the FPI's mission to change lives by creating pathways to opportunity. FPI aims to provide quality educational experience, increase employment opportunities, and expand access to post-secondary educational programs. The school supports and challenges students to improve their knowledge and skills and provides a means for individuals to earn a degree and

other credentials. Florida Professional Institute believes it is important for students to be able to access educational opportunities in multiple modes of delivery, using technology that grants access from remote locations, at a time that is convenient for the student.

DISTANCE EDUCATION VISION

Students have access to contemporary, high-quality, and comprehensive education that advances learning in an engaging, student-centered online learning environment.

DISTANCE EDUCATION MISSION

In support of the school's mission, vision, and values, the FPI's use of distance education technologies engages students through quality online instruction and support services as an alternative approach to traditional classroom-based education.

TECHNOLOGY REQUIREMENTS

As part of the enrollment process, students are required to attest to certain competencies in the use of technology. Students must have the following skills and requirements

- ✓ Working and appropriately operating laptop and/or computer.
- ✓ Ability to use email to correspond with faculty, staff, and students.
- ✓ Meet communication requirements for each course using the applicable learning platforms, Moodle and Zoom.
- ✓ Ability to access, create, and save documents in Microsoft Office programs. At a minimum, students must be familiar with Microsoft Word.
- ✓ Ability to browse the Web.
- ✓ Ability to run an antivirus application to ensure files are virus-free
- ✓ To enroll in classes online, all Distance Education students must have installed the Application on the laptop, phone, and personal device.
- ✓ Internet/E-mail:
    - An Internet service provider (ISP)
    - An active and current email address

DISTANCE EDUCATION POLICIES

E-LEARNING DEVELOPMENT AND SUPPORT

Policy

Director of Education will assist programs in the development and support of course modules.

Procedures

- Validate student accounts and permissions
- Coordinate with Registrar's Office to add students to online class offerings based on student program requirements
- Student Ongoing Support

- Ensure understanding of Weekly Schedule
- Ensure understanding of the E-Learning Module Resources.
- Student-Faculty Contact
- Faculty contact information will also be placed in the learning management system.

Authentication Policy

Purpose and Scope

This policy applies to all distance education courses or programs offered by the Florida Professional Institute, beginning with the application for admission and continuing through to a student's graduation, transfer, or withdrawal from study.

This policy ensures that Florida Professional Institute complies with verifying student identity in distance education.

According to the United States Federal Higher Education Opportunity Act (HEOA), one or more of the following methods must be used:

- An individual secure login and password,
- Proctored examinations and
- Other technologies or practices that are effective in verifying student identification.

Compliance

Students must provide complete identity information in any identification verification process. It is against the Florida Professional Institute policy for a user to give someone their password or to allow others to use their account. Florida Professional Institute uses Blackboard as its learning management system. All users of the Institute's learning management system are responsible for maintaining the security of their usernames, passwords, or any other access credentials as required. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or email is prohibited. In addition, the Institute's Student Information System provides instructors access to class rosters that include student photos associated with their name and account. The Blackboard learning management system also provides student photos associated with their account, which are visible in the course's areas, including the discussion. Live audio and video of students interacting in the course is also a feature of the learning management system. As technology and personal accountability are not absolute in determining a student's identity, faculty members are encouraged to use these technologies and to design courses that use assignments and evaluations that support academic integrity.

Secure Username and Password

All students who enroll at Florida Professional Institute are provided with a secure username and password. A letter containing the student's username and password is either distributed directly to the student at an orientation session or emailed to their email address. The generated password is random and follows the password characteristics guidelines described above. Passwords must be at least eight characters long; contain at least one alphabetic and one numeric character; be different from the last five passwords; and not be easily guessable (license plate, telephone number, birthday, etc.). Users are required to change their passwords at least every 180 days (more frequently for some users) and are encouraged to change their password more frequently

and should immediately do so if the password may have been compromised. Users who have forgotten or allowed it to expire may reset their password through a secure website.

Responsibilities

All users of the FPI's learning management systems are responsible for maintaining the security of usernames, passwords, and any other access credentials assigned. Access credentials may not be shared or given to anyone other than the user to whom they were assigned for any reason. Users are responsible for all uses of their account. Users are responsible for changing passwords periodically to maintain security. Faculty teaching courses through distance education methods are responsible for ensuring that their courses comply with the provisions of this policy. Faculty are responsible for informing the Director of Distance Education of any new technologies being used to verify student identity so that published information on student privacy can be maintained appropriately and the FPI can coordinate resources and services efficiently.

INSTRUCTIONAL DEVELOPMENT TRAINING, TRAINING OPPORTUNITIES, AND SERVICES POLICY LEARNING/CONTENT MANAGEMENT SYSTEM

Faculty will receive regular training in proficient delivery and management of course modules.

Real-Time E-Learning Collaboration Tools

Faculty will receive regular training for proficient management and facilitation of real-time student-faculty interaction. Design and Delivery training will be offered to faculty teaching online using our resources available.

Faculty & Student Training & Interaction

Faculty and students will receive regular training for efficient use of real-time student-faculty interaction services.

Post-Production E-Learning Lecture Tools

Faculty will receive regular training in proficient delivery and management of asynchronous and synchronous course content.

School Course Development

Develop and maintain programming and course development in relation to accreditation requirements.

Achieving accreditation for academic or trades programs in an E-Learning environment.

School Course Scheduling

Coordination with the Registrar Undergraduate Studies, and the advisement department ensures course module alignment with student program needs.

Faculty Training

Faculty credentials and good standing are used to schedule facilitation and availability of and understanding of programmatic course module requirements.

Procedures

Faculty

- Director of Education reviews faculty needs for inclusion into Faculty and review emerging technology training. New technology for the delivery of instruction will be implemented upon approval of School Director.
- New technology will only be implemented once tested by end users and approved by the school Director.
- New technology will be implemented prior to the course module being offered.

Minimum/Maximum Enrollments Per Section

Policy

- Minimum participants for a course module is one (1) student.
- Maximum participants for a course module is twenty-five (25) students, depending on the course.

Procedures

Coordination with Campus Registrar, Academic Office, E-Learning, and Student Services ensures course module alignment with minimum student count.

Course Approval

Policy

- Same policy for traditional face-to-face courses.
- See Course Catalog Procedure.
- Same procedure for ground courses. See FPI Catalog

Cancellation of E-Learning Courses

Policy

Course offering and cancellation will be coordinated by the Registrar, and the Director of Education.

Procedures

School Director will decide on cancellation of courses and inform The Registrar.
Cancellation will be carried out by the Registrar's Office.

Student-Faculty Interaction/Communication with Students

- Feedback to student assignments will be delivered in a timely fashion by the instructor. Research shows that any delay in returning feedback to students makes E-learning courses less effective since the longer the delay the less effective the course becomes. Online faculty should provide interaction between the student and faculty member on a regular basis. They should also respond to all submitted work within 24 hours of submission. Failure to adequately follow this policy will result in a denial of the offending faculty member's right to offer future E-Learning courses for the School.
- Grades for student progress through the course will be posted automatically in the Learning Management System. All grades will be entered in the school database.
- Student Contact Hours for courses will be determined according to the clock hours assigned to the course. Faculty will post availability for students to promote student-faculty interaction.

Policy

Faculty Development

- Faculty must have completed the faculty orientation for distance education.

Orientation

- Students are required to attend distance education orientation prior to be being accepted to the school.

Procedures

Faculty Development

- All new faculty will be provided with training on E-learning pedagogy and the teaching aids provided by Florida Professional Institute.
- Faculty will promote student collaboration through means such as: discussion questions, learning team activities, and weekly participation using either asynchronous or synchronous technologies.

E-LEARNING ENVIRONMENT

Policy

- E-Learning faculty are strongly encouraged to use FPI's approved LMS for any course online, hybrid/blended/web-enhanced...
- Student Code of Conduct
  - Refer to the Student Handbook
- Faculty Code of Conduct
  - Refer to the Faculty Handbook
- Faculty Academic Conduct
  - Academic Honesty
- Faculty will monitor and guide student behavior, related work experience, assignment completion, and teamwork within course delivery to ensure positive and quality classroom interactions.
  - Content Development
- Faculty will generate and gather course content that follows Copyright and TEACH Acts (TEACH Act, 2002).
- Faculty will cite all relevant sources for words, concepts, ideas from other authors that are utilized in the delivery of instruction.
- Faculty will be responsible for submitting all assessment reports on time to the Director of Education.

Procedures

Office of Distance Learning is responsible for posting training agendas, steps, and topics for student or faculty training sessions.

INTELLECTUAL PROPERTY

By law under the work for hire principles, the Institute is the owner of intellectual property developed by faculty as part of their usual teaching and service activities; developed with sponsored project support; or otherwise developed within the scope and course of employment.

ADDENDUM I

HOLIDAYS

ACADEMIC CALENDAR 2025 - 2026

New Year's Day	Thursday, January 1, 2026
Martin Luther King Jr Day	Monday, January 19, 2026
President Day	Monday, February 16, 2026
Memorial Day	Monday, May 25, 2026
Juneteenth Day	Friday, June 19, 2026
Independence Day	(Observed) Friday, July 3, 2026
Labor Day	Monday, September 7, 2026
Veterans Day	Wednesday, November 11, 2026
Thanksgiving Day	Thursday, November 26, 2026
Christmas Day	Friday, December 25, 2026
Winter Break	December 21, 2026 - January 2, 2027

ACADEMIC CALENDAR 2026 - 2027

New Year's Day	**Friday, January 1, 2027**
Martin Luther King Jr Day	Monday, January 18, 2027
President Day	Monday, February 15, 2027
Memorial Day	Monday, May 31, 2027
Juneteenth Day	Saturday, June 19, 2027
Independence Day	Monday, July 5, 2027
Labor Day	Monday, September 6, 2027
Veterans Day	Thursday, November 11, 2027
Thanksgiving Day	Thursday, November 25, 2027
Christmas Day	Saturday, December 25, 2027
Winter Break	December 20, 2027 – January 2, 2028

FLORIDA PROFESSIONAL INSTITUTE IS ALSO CLOSED DURING THE WINTER BREAK, USUALLY THE WEEK BETWEEN CHRISTMAS AND NEW YEAR'S DAY.