

Healthcare Training Institute

# Student Handbook

# 2025



Healthcare – Made Easy

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# About Us

## Who we are...

Our company is based on the belief that our customers' needs are of the utmost importance. Our team is committed to meeting those needs. As a result, a high percentage of our business is from repeat customers and referrals.

**Shades of Purple's programs are licensed and accredited by NHA (National Healthcare Association) & AAPT (American Academy of Phlebotomy Technicians).**

*\*While we are licensed by the North Carolina State Board of Community College, we do not offer credit hours that are transferable to another school. \*NCSBCC is not an accrediting agency.*

## What we do...

Our mission at Shades of Purple is to provide the best knowledge and hands-on experience in Health & Personal Development skills to the community with the highest quality and most comprehensive teaching.

We strive to keep class sizes small (typically 10-15 students per class) to improve the quality of instruction and to provide students with the most individualized instruction possible. We pride ourselves on providing one-on-one time for every student who walks through our doors.



# Courses Offered

- **Phlebotomy**
  - 9 weeks – Saturdays – 9am to 1pm
  - 15 weeks – Mondays & Wednesdays – 9am to 11am
  - 15 weeks – Mondays & Wednesdays – 6pm to 8pm
- **Nurse Aide I**
  - 11 weeks – Saturdays & Sundays – 10am to 3pm
  - 15 weeks – Mondays & Wednesdays – 9am to 2pm
  - 15 weeks – Mondays & Wednesdays – 6pm to 9pm
  - 7 weeks – Mondays, Tuesdays & Wednesdays – 8am to 1pm
  - 7 weeks – Mondays, Tuesdays & Wednesdays – 5pm to 10pm
- **Nurse Aide II**
  - 15 weeks – Tuesdays & Thursdays – 6pm to 9pm
- **Dental Assistant I**
  - 20 weeks – Saturdays – 9am to 2pm
- **Medical Billing & Coding**
  - 9 months – Tuesdays & Thursdays – 6pm to 8pm  
*\*This course is available **fully online**, including the externship.*
- **Medical Office Administration**
  - 9 months – Tuesdays & Thursdays – 6pm to 8pm  
*\*This course is available **fully online**, including the externship.*
- **Certified Medical Assistant**
  - 9 months – Tuesdays & Thursdays – 9am to 11am
  - 9 months – Tuesdays & Thursdays – 6pm to 8pm
  - 9 months – Saturdays – 8am to 11am
- **CPR**
  - Students receive a discount of \$30 while in the program, using the promo code: SOPstudent.

# Enrollment Requirements

## General Requirements:

- Student must be at least 18 years of age

- Copy of valid photo ID
- Transcript (from highest level of education)
  - Unofficial transcript is acceptable.
- All students must keep a valid card and bank information on file, even if they are going through a funding program or paying in-full.

## Getting Started...

### Registration Fee

The *non-refundable* registration fee is due **at least one week** before the start your program. **If you do not pay your registration fee within this time, you will be removed from the program.**

### Enrollment Agreement

Before your program is scheduled to begin, you will receive an Enrollment Agreement to fill-out through our school portal, PoliSchool. Please read and sign the Enrollment agreement, **provide** a copy of your **transcript**, and **copy of your photo ID** to us **at least one week** before your program is scheduled to begin.

### Orientation

Before your class is scheduled to begin, you will receive an email containing the date and time of your orientation. Please be sure to ask any questions you may have! This is the time to express any concerns you may have about the details regarding your program.

## Payment Plans

### Included in your tuition:

- Certification Exam
  - *The first attempt is on us. Any attempts made thereafter will be billed to your account.*
- Clinical Insurance
- Textbook rental(s)
- Supplies, as needed

### Regulations:

- You must finish **all** payments to take your final exam and receive your certification.
- If you miss two or more payments consecutively and a new payment is not made within 48 hours, **you will be dropped** from the program.
- **All students must keep a card and bank information on file;** regardless of whether you have a check/cash payment plan or whether you are going through a funding program.
- **First payment must be paid within the first two weeks of the program.**

## Please take your payment plan seriously.

We understand that life happens, and we are willing to work with you through challenging times. **However**, if this gets out of hand and payments are not made, you will be at risk of being dropped from the program.

## Payment Plan Details

PROGRAM	SECTION	TOTAL COST	REGISTRATION FEE <i>*Included in total cost</i>	AMOUNT TO BE ARRANGED	MONTHLY PAYMENT AMOUNT	BI-WEEKLY PAYMENT AMOUNT	WE PAY AM
Phlebotomy	Weekday – 15 weeks	\$1500	\$150	\$1350	\$337.50 <i>4 payments</i>	\$192.85 <i>7 payments</i>	\$ 15 p
Phlebotomy	Weekend – 9 weeks	\$1500	\$150	\$1350	\$450.00 <i>3 payments</i>	\$270.00 <i>5 payments</i>	\$1 9 pa
Medical Assistant	Weekday – 9 months	\$3500	\$150	\$3350	\$372.22 <i>9 payments</i>	\$176.31 <i>19 payments</i>	\$ 38 p
Medical Assistant	Weekend – 9 months	\$3500	\$150	\$3350	\$372.22 <i>9 payments</i>	\$176.31 <i>16 payments</i>	\$ 33 p
Medical Billing & Coding	9 months	\$3500	\$150	\$3350	\$372.22 <i>9 payments</i>	\$176.31 <i>19 payments</i>	\$ 38 p
Medical Office Administration	9 months	\$3500	\$150	\$3350	\$372.22 <i>9 payments</i>	\$176.31 <i>19 payments</i>	\$ 38 p
Dental Assistant I	Weekend – 20 weeks	\$3500	\$150	\$3350	\$837.50 <i>4 payments</i>	\$478.57 <i>7 payments</i>	\$2 13 p
Nurse Aide I	Weekday – 15 weeks	\$1100	\$150	\$950	\$237.50 <i>4 payments</i>	\$135.71 <i>7 payments</i>	\$ 15 p
Nurse Aide 1	Weekend – 11 weeks	\$1100	\$150	\$950	\$316.66 <i>3 payments</i>	\$158.33 <i>6 payments</i>	\$ 11 p
Nurse Aide II	Weekday – 15 weeks	\$900	\$150	\$750	\$187.50 <i>4 payments</i>	\$107.14 <i>7 payments</i>	\$ 15 p

- REGISTRATION FEES ARE NON-REFUNDABLE.

- PAST STUDENTS DO NOT HAVE TO PAY THE REGISTRATION FEE AGAIN IF RETURNING WITHIN 12 MONTHS. IF A PAST STUDENT RETURNS AFTER 12 MONTHS, THEY WILL HAVE TO PAY REGISTRATION FEE AGAIN.
- STUDENTS WHO REGISTER FOR A PROGRAM BUT NEVER ATTEND TWO OR MORE TIMES WILL BE REQUIRED TO PAY THE REGISTRATION FEE EVERY TIME THEY SIGN UP.
- ALL STUDENTS MUST BE CURRENT WITH PAYMENTS BY THE HALF-WAY MARK OF THE PROGRAM. IF NOT, THE STUDENT IS SUBJECT TO BEING DROPPED.
- THE STUDENT WILL NOT BE ELIGIBLE TO RECEIVE THEIR CERTIFICATE OF COMPLETION OR TAKE THEIR CERTIFICATION EXAM UNTIL ALL ACCOUNTS ARE PAID-IN-FULL AND ALL LOANED-OUT SUPPLIES HAVE BEEN RETURNED TO THE SCHOOL.
- THE FIRST PAYMENT MUST BE MADE WITHIN THE FIRST TWO WEEKS OF THE PROGRAM.
- ALL FEES INCLUDE TEXTBOOKS RENTAL, SUPPLIES, NAME BADGE, CLINICAL INSURANCE, & CERTIFICATION EXAM.

## General Expectations

### General

- Students are expected to conduct themselves in accordance with accepted standards, while appropriately incorporating Shades of Purple's core values of: Accountability, Respect, Responsibility, Critical Thinking, Communication, and Collaboration.
- **Students cannot miss more than 3 lecture days.** If this does happen, the student will be at risk of being dropped from the program.
- All loaned-out textbooks, supplies, models, etc. must be returned to the school within 24 hours of the scheduled end-date of the program. **If the item(s) is/are not returned within 3 days after the scheduled end-date of the program, the student's card on file will be charged a replacement fee for all supplies still in the student's possession.**

### Hands-on Training

- Pass with 70% or above.
- Each student must keep a current, updated resume on file.
- The student must attend all exam preparation classes.

### Parking

- Always park in the parking lot in the **BACK** of the building.
  - *Front parking lot is reserved for visitors and other professionals working in our building.*

### Attire

- Wear scrubs.
- Minimal jewelry.
- Practical, closed toe shoes. Crocs without holes are fine.
- Please pull back long hair.
- No hats, scarves, or bonnets.
- No acrylic nails.
- Long sleeve shirt under scrub top recommended but not required.

***Nurse Aide and Dental Assistant students = All black scrubs.***  
***All other programs = All black or all purple scrubs.***

# Virtual Lecture Expectations

## Attendance:

- Students must **show their face** in the video-chat to be counted as present.
- Students who enter the virtual class more than five minutes late will be counted as absent for that day.

*Please try to find a quiet place with minimal distractions so that you can focus during the lecture.*

## Late assignments:

Instructors will deduct 10 points per day after the assignment's original due date.

## Communication:

If a student is struggling with something, **it is 100% their responsibility to reach out to their instructor for clarity**. If an assignment is not loading correctly or you miss an assignment, you need to **contact your instructor** immediately.

## Behavior:

- Students should **keep their microphone muted** unless they are speaking with the class.
- Be **fully dressed** and in a quiet space (laying down in your bed or on your couch is not acceptable during live instruction, please be alert).
- Be prepared to **engage in the lesson**. Do not log on and off.
- Pay attention while the class is in progress. Avoid non-school related activities.
- **No smoking** of any kind on camera (this includes vaping).
- When the camera is on, **avoid distracting movements** or actions in the camera (avoid bringing your pet or other objects into the camera's view).
- Check that that you have **adequate lighting** and that you are visible on the camera.
- Consider putting a "live" sign on your door so that family members and/or friends know that you are actively engaged in a class.

## Applications:

- Zoom though PoliSchool

*App varies depending on which one your instructor prefers.*



# Hands-On Training / Clinical Expectations

*\*Not applicable to MBIC or MOA programs.*

- The student will attend **all** hands-on training experiences.
- The student will be prepared for all classroom and hands-on training experiences.
  - It is expected that the student prepares prior to arriving at every clinical experience. **Any student arriving unprepared may be dismissed and subsequently given an unexcused absence for the experience.** The student will be required to make up the experience at the discretion of Faculty and/or the Director of Shades of Purple.
- It is expected that the student will arrive in a timely manner.
  - **Any student arriving more than 5 minutes late will not be permitted to participate in that day's hands-on/clinical training and will be required to make-up that hands-on training/clinical time.** If this becomes a habit, the student will be at risk of being dropped.
  - If you cannot attend a hands-on training/clinical day, please communicate this with the staff of Shades of Purple as soon as you receive the list of mandatory hands-on training days. **Do not wait until the day-of to make contact about this.**
- Students are expected to **respect** one another, the faculty, and the facility itself.
- The student will communicate and interact with others in a **respectful, professional manner**. You are not only representing yourself as a potential employee, but you are also representing Shades of Purple as a professional healthcare training facility.
- **The student understands that foul language or sexually explicit language or comments will not be tolerated in the classroom or laboratory setting.**
  - The student will also agree to avoid the use of foul or sexually explicit language or comments in conversation or in the form of written communication with classmates and/or faculty (email, text, etc.).
- Any student engaging in aggressive, disrespectful, unethical, or sexual harassing behavior toward any person encountered through this course of study, including peers, visitors, and/or faculty will be directed to leave or be escorted off the site. This behavior will require a conference with the Director of Shades of Purple and the student will (most likely) be dropped from the program.
- **The use of cell phones in the classroom, laboratory, or clinical setting is not permitted.** The use of cell phones includes making calls, checking voicemail, and text messaging. Cell phones are expected to be turned off (not on vibration mode) for all classroom and laboratory experiences.

# National Exams

*National Exams will be administered on the final scheduled day of your program. If your exam is scheduled for a date outside of that, you will be made aware of that in advance.*

Once you have completed the program, you will receive your Certificate of Completion from Shades of Purple, stating that you have completed the proper training.

- All students must be **paid-in-full** and **return all loaned-out supplies** in order to receive their Certificate of Completion.
- All required enrollment documentation must be on file: valid photo ID and transcript.

We will review and complete practice exams to help you prepare.

***\*Students must attend ALL exam prep courses.***

## After Certification Process

As employers contact us, we will provide them with your information (unless you choose otherwise).

We will send you job opportunities via email as employers continue contacting us.

If you would like Ms. Bradley to review your **resume** and make recommendations, please email it to her directly at [HeartHealth@live.com](mailto:HeartHealth@live.com).

**Please keep us updated when you begin your new job!** We would love to keep track of the successes of our wonderful students as you progress in the healthcare workforce.

Click below to “Like” Shades of Purple on Facebook, Twitter, and Instagram:

- [Facebook](#)
- [Instagram](#)
- [Twitter](#)

### Business Hours

Monday	9AM – 5PM
Tuesday	9AM – 5PM
Wednesday	9AM – 5PM
Thursday	9AM – 5PM
Friday	9AM – 2PM

***The office will be closed Monday through Thursday from 12:30pm – 1:30pm for lunch!!***

*Mekeisha Bradley*

CEO/Director

*Cheryl White*

Office Administrator

(919) 926-9255

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[www.ShadesofPurple.info](http://www.ShadesofPurple.info)