VIRGINIA CAREER WORKS

Alexandria/Arlington Regional Workforce Council
Executive Committee Meeting Agenda
June 11, 2021
8:30 am to 9:30 am
Via MS Teams

Welcome Message	*Alberto Marino*
Review June Meeting Agenda	*David Remick*
Review & Approve Consent Agenda Package	*David Remick*
Review Local Strategic Plan Update	*David Remick*
Adjourn	*Alberto Marino*

UPCOMING MEETINGS

Meeting	Date	Time	Location
Executive Committee Meeting	September 10, 2021	8:30am – 9:30am	TBD
Regional Workforce Council Meeting	September 23, 2021	8:30am – 9:30am	TBD
One-Stop Operations Committee Meeting	September 23, 2021	9:30am – 10:30am	TBD
Executive Committee Meeting	December 3, 2021	8:30am – 9:30am	TBD
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One-Stop Operations Committee Meeting	June 23, 2022	9:30am – 10:30am	TBD

Alexandria/Arlington Regional Workforce Council
Quarterly Meeting
Agenda

June 24, 2021
8:30 am to 9:30 am

Via MS Teams

Welcome Message	*Alberto Marino*
Executive Director's Report/Strategic Plan Update/Consent Agenda	*David Remick*
Officer Nominations	*David Remick*
Regional Labor Market Update	*Tucker Plumlee*
Economic Development/Workforce System Updates	*System Partners*
Public Comment Period	*David Remick*
Adjourn	*Alberto Marino*

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Consent Agenda Notes

- February 11, 2021 Meeting Minutes – Recommendation: Approval
- June 11, 2021 Executive Committee Meeting Minutes – Recommendation: Approval
- One-Stop Operator Quarterly Report – For Your Information Only
- FY 22 Regional Workforce Council Meeting Calendar - FYI
- WIOA Youth Services Waiver: This waiver request is identical to the request made in FY21 which will allow our two American Job Centers to implement WIOA Youth Services through their agencies. Typically, workforce boards procure vendors to perform WIOA Youth Services. Receiving a waiver would allow us to bypass this requirement. – Recommendation: Approval
- Change to SUPPORTIVE SERVICES/NEEDS RELATED PAYMENTS POLICY: Policy change at the request of Local WIOA Staff. Amongst other items, revised policy will allow for the purchase of laptops, up to $500 per WIOA customer, for individuals who need this equipment to participate in workplace/training activities. – Recommendation: Approval
- Additions to Eligible Training Provider List: American Institute of Health SScience Technology seeks to join the list for their various medical certification programs. The Catholic University of America seeks to join the list for their various professional and technical certification programs. Their applications are complete and both provide evidence that basic professionalism skills are incorporated into their curricula. – Recommendation: Approval
- PY21/FY22 WIOA Funding Levels – FYI

Consent Agenda Begins

February 11, 2021 Meeting Minutes

VIRGINIA CAREER WORKS

ALEXANDRIA | ARLINGTON REGION

Alexandria/Arlington Regional Workforce Council
Quarterly Meeting Minutes
February 11, 2021
8:30 am to 9:30 am
Virtual Meeting via MS Teams

Rollcall:

First Name	Last Name	2/11/21
Eduardo	Achach	Absent
Kate	Bates	Present
Lisa	Bauer	Present
Joel	Bernstein	Present
Patrick	Brennan	Present
Karen	Brown	Present
Dottie	Brown	Present
Stacey	Butler	Present
Alex	Cooley	Present
Dennis	Desmond	Present
James	Egenrieder	Present
John	Gallagher	Absent
Lesa	Gilbert	Absent
Daniel	Gomez	Absent
Ellen	Harpel (Vice Chair)	Present
Tricia	Jacobs	Present
Alberto	Marino (Chair)	Present
Kris	Martini	Present
Jennifer	Van Buren	Present
Erik	Pages	Present
Cynthia	Richmond	Present
Kiersten	Portlock	Absent
Brian	Stout	Present
Chastity	Thornton	Absent
Fernando	Torrez	Absent
Ryan	Touhill	Present
Darren	Tully	Present
Monica	West	Present
Ricardo	Wright	Present

Staff: Alamelu Dev, Daniel Mekibib, David Remick

Meeting commenced at 8:31 am.

- The February 11, 2021 Consent Agenda was unanimously approved.
- The 2020-2024 Regional WIOA Strategic Plan/Career Services Waiver was unanimously approved.

The meeting adjourned at 9:20 a.m.

NEXT MEETING
June 24, 2021

8:30 am to 9:30 am
Arlington County Department of Human Services
2100 Washington Blvd, Lower Level Auditorium
Arlington, VA 22204

June 11, 2021 Executive Committee Meeting Minutes

One-Stop Operator Quarterly Report

Table 1

S.No.	Period (PY2020 - July 2020 to June 2021) Data measure	Q3 PY 20 (Jan-March 2021) WDC	AEC	Total	PY 20 - YTD WDC	AEC	Total
1	Career Services customer satisfaction results	99%	68%	n/a	99%	71%	n/a
2	Business Services satisfaction results	100%	n/a	n/a	100%	n/a	n/a
3	Businesses served	annual data			annual data		
4	Total One-Stop Center Visitors (duplicated)	1194	654	**1848**	3450	962	**4412**
5	Total One-Stop Center Visitors (unduplicated)	923	197	**1120**	2539	484	**3023**
6	Total of daily calls to the One-Stop Center due to COVID related shutdown	4879	n/a	**n/a**	10871	n/a	**n/a**
7	New WIOA Title I Adult Participants	1	2	**3**	9	14	**23**
8	New WIOA Title I Dislocated Workers Participants	0	1	**1**	7	3	**10**
9	New WIOA Title I Youth Participants	1	0	**1**	4	0	**4**
10	Total New participants	**2**	**3**	**5**	**20**	**17**	**37**
11	Active WIOA Title 1 Adult Participants	27	17	**44**	42	36	**78**
12	Active WIOA Title I Dislocated Workers Participants	8	17	**25**	12	5	**17**
13	Active WIOA Title I Youth Participants	3	0	**3**	5	3	**8**
14	Total Active participants	**38**	**34**	**72**	**59**	**44**	**103**

Data Source:

Measures #1 to #6 - Respective One-Stop Centers

Measures #7 to 14 - AARWC Data Administrator

Table 2

S.No.	Period (PY2020 - July 2020 to June 2021) WIOA Title 1 Performance Items	PY 20 - YTD WDC	AEC	Regional Total	PY20 Goals
	Adults				
1(a)	Employment 2nd Quarter after Exit (#)	21	35		
1(b)	Employment 2nd Quarter after Exit (%)	70%	73%	**71%**	**79%**
2(a)	Employment 4th Quarter after Exit (#)	21	32		
2(b)	Employment 4th Quarter after Exit (%)	75%	74%	**75%**	**85%**
3(a)	Credential Attainment Rate (#)	14	20		
3(b)	Credential Attainment Rate (%)	88%	59%	**73%**	**74.0%**
4	Median Earnings 2nd Quarter after Exit				
	Dislocated Workers				
5(a)	Employment 2nd Quarter after Exit (#)	7	7		
5(b)	Employment 2nd Quarter after Exit (%)	70%	8%	**39%**	**85%**
6(a)	Employment 4th Quarter after Exit (#)	5	7		
6(b)	Employment 4th Quarter after Exit (%)	63%	8%	**35%**	**90%**
7(a)	Credential Attainment Rate (#)	2	2		
7(b)	Credential Attainment Rate (%)	67%	40%	**53%**	**70%**
8	Median Earnings 2nd Quarter after Exit (#)				
	Youth				
9(a)	Employment 2nd Quarter after Exit (#)	10	0		
9(b)	Employment 2nd Quarter after Exit (%)	91%	0%	**45%**	**72.0%**
10(a)	Employment 4th Quarter after Exit (#)	9	4		
10(b)	Employment 4th Quarter after Exit (%)	90%	8%	**49%**	**62.8%**
11(a)	Credential Attainment Rate (#)	0	0		
11(b)	Credential Attainment Rate (%)	0%	100%	**50%**	**70%**

Note:

Table 2 Data Source: AARWC Data Administrator

Measures #4 , #8 - information to be provided by VCCS.

FY 22 Regional Workforce Council Meeting Calendar

FY 22 Regional Workforce Council Meeting Calendar

Meeting	Date	Time	Location
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WIOA Youth Services Waiver

VIRGINIA CAREER WORKS
ALEXANDRIA/ARLINGTON
REGIONAL WORKFORCE COUNCIL

WIOA Title I Youth Program Procurement – Local Waiver

Issue
- Under the Workforce Investment Act, LWDA 12 secured a waiver that allowed Title I Youth Services to be performed at the Alexandria Workforce Development Center and Arlington Employment Center. That waiver has expired.
- Workforce Innovation and Opportunity Act (WIOA) requires the competitive procurement of Title I Youth Services, unless they are being performed by the local grant recipient.
- LWDA 12's grant recipient, Arlington County Government, would like to continue to perform Title I Youth Services at the Alexandria Workforce Development Center and Arlington Employment Center.

Background

The Department of Labor has issued the Final Rules to implement Title I of the Workforce Innovation and Opportunity Act (WIOA). The Final Rules provides the local grant recipient and Local Workforce Development Board (LWDB) flexibility to award grants or contracts for youth services in accordance with WIOA sec. 123.

As it relates to competitive selection requirement, 20 CFR Part 681, *Youth Activities under Title I of the Workforce Innovation and Opportunity Act*, has language that addresses questions and concerns regarding procurement of WIOA Title I Youth Program services. In particular, Subpart C – *Youth Program Design, Elements, and Parameters,* Section 681.400 language clarifies that the competitive procurement requirements in Sec. 123 of WIOA apply only if the LWDB chooses to award grants or contracts to youth service providers to provide some or all of the youth program elements.

The 14 youth program elements are:
1. Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies;
2. Alternative secondary school offerings or dropout recovery services;
3. Paid and unpaid work experiences with an academic and occupational education component;
4. Occupational skill training, with a focus on recognized postsecondary credentials and in-demand occupations;
5. Leadership development activities (e.g., community service, peer-centered activities);
6. Supportive services;
7. Adult mentoring;
8. Follow-up services for at least 12 months after program completion;
9. Comprehensive guidance and counseling, including drug and alcohol abuse counseling;
10. Integrated education and training for a specific occupation or cluster;
11. Financial literacy education;
12. Entrepreneurial skills training;
13. Services that provide labor market information about in-demand industry sectors and occupations;
14. Postsecondary preparation and transition activities.

The Alexandria Workforce Development Center and the Arlington Employment Center have been allowed to perform Title I Youth Services via a state-issued waiver under the Workforce Investment Act. Since 2011, LWDA 12's Title I Youth Program has met its annual performance goals and maintained financial integrity. Title I Youth Program Funding is $184,578.00 for FY22/PY21.

LWDA 12's Youth Services Program Design

Alexandria Workforce Development Center and Arlington Employment Center perform the "framework services" for LWDA 12's Title I Youth program. These framework services include intake, objective assessments, development of individual service strategies, case management, supportive services, and follow-up services. Both Centers partner with the following local government and nonprofit partners to provide free services to their youth customers for the 14 youth program elements:

Youth Program Element	Provider
1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent.	• Sylvan Learning Center • Alexandria City Public School, GED Program, Adult Education High School Diploma • Arlington Public School, GED Program, Adult Education High School Diploma
2. Alternative secondary school services, or dropout recovery services, as appropriate.	• Alexandria City Public School, GED Program • Alexandria City Campaign on Adolescent Pregnancy • Substance Abuse Prevention Coalition of Alexandria City • Alexandria City Court Service Unit • Arlington Public School, GED Program
3. Paid and unpaid work experience that have as a component academic and occupational education, which may include – • Summer employment opportunities and other employment opportunities available throughout the school year; • Pre-apprenticeship programs; • Internships and job shadowing, and • On-the-job training opportunities	• Local Employer Referrals from the Centers' Business Services Teams • Project Discovery: *Empowerment and College Preparation*
4. Occupational skills training which may include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area	• Alexandria/Arlington Regional Workforce Council, Eligible Training Providers List
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster	• Alexandria/Arlington Regional Workforce Council, Eligible Training Providers List
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours, as appropriate.	• Project Discovery: *Empowerment and College Preparation* • Alexandria Mentoring Partnership • Alexandria Court Services Unit

7. Supportive Services (*Linkages to community services*) • Transportation • Childcare • Housing and Accommodation for youth with disabilities • Uniforms • Referrals to Healthcare • Educational Testing	• Alexandria City Department of Community and Human Services • Arlington Department of Human Services • Legal Services of Northern Virginia • Washington Metropolitan Area Transit Authority
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months	• Various partnerships with local and regional mentorship-focused CBOs
9. Follow-up services for not less than 12 months after the completion of participation, as appropriate	• Alexandria Workforce Development Center • Arlington Employment Center
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.	• Various partnerships with local and regional counseling-focused CBOs
11. Financial literacy education	• Association of Financial Counselors
12. Entrepreneurial skills training	• Business Development Assistant Group
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.	• Alexandria/Arlington Regional Workforce Council • Virginia Employment Commission
14. Activities that help youth prepare for and transition to postsecondary education and training.	• Alexandria City Public School • Arlington Public School • Project Discovery: *Empowerment and College Preparation* • Volunteer Alexandria

When the Centers cannot procure free services to perform the 14 youth program elements they will follow local government procurement procedures to purchase services for their youth customers.

Action Requested
• The local grant recipient would like the Regional Workforce Council to approval a local waiver to allow Alexandria Workforce Development Center and Arlington Employment Center to continue to perform Title I Youth Services for Program Year 2021 (FY22).

Approved:

_____   _____
Chair, Alexandria/Arlington Regional Workforce Council   Date

Change to SUPPORTIVE SERVICES/NEEDS RELATED PAYMENTS Policy

SUPPORTIVE SERVICES/NEEDS RELATED PAYMENTS POLICY

REFERENCES:
- Workforce Innovation and Opportunity Act (WIOA) Title I, Section 134(d)(2) & WIOA Final Rule 20 CFR 680.900-680.970
- Training and Employment Guidance Letter WIOA NO. 19-16
- Virginia Workforce Letter 14-17 - Minimum Training Expenditure Requirement

DEFINITIONS:
- Needs-related Payments (NRPs) - Financial assistance provided to enable individuals to participate in training and one of the supportive services authorized by WIOA.
- Public Assistance - Federal, state, or local government cash payments for which eligibility is determined by a needs or income test.
- Supportive Services - Services such as transportation, child care, dependent care, housing, and NRPs necessary to enable individuals to participate in activities authorized under WIOA Title I. Aside from NRPs, supportive services are usually provided through a voucher system (e.g., transportation or food) or payments made directly to vendors (i.e., clothes, rent, or utilities).

POLICY:
Program staff responsible for approving supportive services shall adhere to the guidance and procedures as set forth in this policy.

<u>Supportive Services Eligibility Requirements for the WIOA Title I Adult & Dislocated Workers Programs</u>
- When may supportive services be provided to participants?
  a. Supportive services may only be provided to individuals who are:
      i. Participating in career or training services as defined in WIOA secs. 134(c)(2) and (3); and
      ii. Unable to obtain supportive services through other programs providing such services.
  b. Supportive services only may be provided when they are necessary to enable individuals to participate in career service or training activities.

<u>Needs Related Payment Eligibility Requirements</u>
- WIOA Title I Adults must:
  a. Be unemployed;
  b. Not qualify for, or have ceased qualifying for, unemployment compensation; and
  c. Be enrolled in a program of training services under WIOA sec. 134(c)(3).
- WIOA Title I Dislocated Worker must:
  a. Be unemployed, and:
  b. Have ceased to qualify for unemployment compensation or trade readjustment allowance under TAA; and
  c. Be enrolled in a program of training services under WIOA sec. 134(c)(3) by the end of the 13th week after the most recent layoff that resulted in a determination of the worker's eligibility as a dislocated worker, or, if later, by the end of the 8th week after the worker is informed that a short-term layoff will exceed 6 months; or
  d. Be unemployed and did not qualify for unemployment compensation or trade readjustment assistance under TAA and be enrolled in a program of training services under WIOA sec. 134(c)(3).

WIOA is an Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities.
Alexandria City Government and Arlington County Government are Equal Opportunity Employers.

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<u>Documentation Requirements</u>
- A copy of a UI entitlement decision or confirmation of UI benefits being exhausted, if applicable;
- Evidence of participation in training, such as a copy of ITA or attendance records for each period of training (quarter, semester, class, etc.);
- All eligibility determinations.

<u>Administration and Approval of Supportive Services</u>
- All supportive services are administered through the One-Stop Center staff.
- Supportive services must be approved by a WIOA program supervisor and reviewed by the fiscal unit before they are received.
- WIOA staff may only approve funds for the types of supportive services and amounts described in this policy. The WIOA managers and fiscal unit must approve all requests for services or costs that exceed the limits of this policy.
- All supportive services are contingent upon the customer's satisfactory performance while participating in and completing WIOA intensive or training activities as well as upon available funding. To maintain satisfactory performance, an in school youth customer who is in training must maintain good attendance and grades (a minimum grade point average of 2.0 or satisfactory progress), and be in compliance with the other program requirements. For a customer who is participating in intensive activities, he/she must be in compliance with program requirements, including active participation and bi-monthly contact with a case manager. The WIOA Program Managers may exercise authority to establish limits on amounts of funding and length of time funding is available to the participant.

<u>Procurement and Payment Process</u>
1. Program staff shall comply with local jurisdictional policies for procuring goods/services and for fiscal procedures. These policies address the competitive bid process, exceptions for sole source procurement and required forms.
2. All supportive service purchases must be made directly from a local jurisdiction authorized vendor. After services have been completed and invoices have been received, payment will be made directly to the vendor. In the event of a client being reimbursed, detailed receipts must be submitted.

<u>Referrals</u>
- WIOA program staff must seek services from other community resources as appropriate, prior to authorizing supportive services under WIOA. Referrals and follow-up will be made for other agencies or resources for assistance. Documentation of referrals indicating agencies/ resources providing services as well as denials will be included in customers' case files.

<u>Allowable Supportive Services</u>
- The range of supportive services available to WIOA customers - child care, transportation, dependent care, housing, and assistance with uniforms and other appropriate work attire and work-related tools, digital equity/literacy needs, including laptops, eyeglasses, and protective eye wear. Supportive services are available to WIOA customers while they are participating in and completing individualized career services or training activities. The following items outline the supportive services:

    1. Child Care
       Customers who may be eligible for childcare services should be referred as appropriate to the local Child Care Assistance Programs for all childcare needs. Customers not qualified for local social service programs may be provided supportive services under WIOA Title I.

2. Transportation
Authorization for transportation assistance may be extended after employment is obtained for up to one month. Requests for other types of transportation assistance must be approved by the WIOA Program Manager and fiscal unit. Situations beyond the time limit will be reviewed and granted on a case-by-case basis by the WIOA Program Manager.

3. Gas Assistance
Customers who drive may be provided with mileage reimbursement at the rate set by the local jurisdiction. Authorization for gas assistance may be extended after employment is obtained for up to one month. Requests for gas assistance must be approved by the WIOA Program Manager and fiscal unit. Situations beyond the time limit will be reviewed and granted on a case-by-case basis by the WIOA Program Manager.

4. Eye Care, Workplace/Training Accessibility, and Digital Equity/Literacy Assistance
Program staff may refer customers to an approved vendor for an eye examination and a pair of eyeglasses. Eyeglasses and examination expense cannot exceed $200.00. Staff may also request approval by the WIOA Program Manager for supportive services to assist customers with workplace/training accessibility issues which cannot be provided by other sources. Workplace/training accessibility expenses cannot exceed $200.00. Program staff may also refer customers to an approved vendor for Digital Equity/Literacy needs, including the purchase of a laptop. Digital Equity/Literacy expenses cannot exceed $1,000.00. If a laptop is purchased with WIOA funds, the expense cannot exceed $500.00.

5. Work/Training Clothes
Financial assistance will be limited to an amount not to exceed $200.00 per customer for these items. The items must be for a work or training related activity. Uniforms or work boots are an example.

6. Minor Tools or Supplies
If the tools or supplies are needed to become employed, staff may provide financial assistance up to $200.00. Customers must be enrolled in a work-related activity or have a specific verifiable job offer.

7. Financial Crisis Assistance
Requests for emergency assistance for counseling, housing assistance, meals or other basic needs unable to be provided by other community resources and which are required to help an individual stay in training or to be able to successfully complete program participation must be well documented and must be approved by the WIOA Program Manager.

Needs Related Payments
Please note that the One-Stop Centers serving the City of Alexandria and Arlington County operate within their respective jurisdiction's Human Services Departments. Both Departments offer customers access to a myriad of supportive services and financial assistance. As a result, Needs Related Payments will not be offered through WIOA in LWDA 12.

Additions to Eligible Training Provider List

eleVAte
Skills for Jobs and Business Growth

Training Provider Application

1. Name of Training Organization		2. Federal Tax ID#		
American Institute of Health Science & Technology		84-3032389		
3. Mailing Address	4. City	5. State		6. Zip
131 Elden Street, Suite # 302	Herndon	Virginia		20170
7. Physical Address	8. City	9. State		10. Zip
131 Elden Street, Suite # 302	Herndon	Virginia		20170

11. Name & Title of Contact Person:

Dr. Mahabub Emam Hossain, President

12. Email Address of Contact Person:	13. Phone Number of Contact Person:
mahabub.aihst@gmail.com	703 817 2968

14. Mailing Address of Contact Person (if different from above)

615 Center Street, Unit # 203, Herndon, VA 20170

15. Year Established	16. Website Address:
July 2020	www.aihstusa.com

17. Type of Entity

Other (please Describe) **Medical Technological Training**

18. Does your organization provide job search assistance or placement services? ☑ Yes ☐ No
(if yes, please describe)

Our institute has options to provide post training placement services

19. What types of financial aid are available to students?

Based on student's financial condition we offer scholarship and discount in course fee

20. Does your organization have a tuition refund policy? ☑ Yes ☐ No
(if yes, please attach the policy including time frames and percentage of reimbursement)

Refund policy approved by SCHEV attached

21. Name of Financial Aid Contact Person	22. Email Address of Financial Aid Contact Person
Dr. Mahabub Emam Hossain	mahabub.aihst@gmail.com

23. Please provide three customer references including contact information:
1. As our institute approves by SCHEV, July 2020. Since its new and we just started our programs during this Pandemic. As of now 4 students graduated. Adul Al Mansur Cell 571 776 9468 Email : dr.almonsur@gmail.com
2. Sadia Sultana Cell 347 822 228 Email : prema52003@yahoo.com
3. Humaira Jannat Chowdhury Cell 347 440 2554 Email : hjjun29@gmail.com

AMERICAN INSTITUTE OF HEALTH SCIENCE & TECHNOLOGY

Certified by STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA

Payment Policy

It is the Institute's policy that students are responsible for their bill. This responsibility includes making sure that payments are made by the due date. Students can pay their tuition fees by Cash/ Personal Check/ Money Order/ Certified Check/ Traveler's Check/ Credit Card. There is a $50 fee assessed for the first dishonored check and $75 for the second and subsequent dishonored checks. After the initial dishonored check, the Institute may also, at its discretion, require that all payments be made in cash or by certified check or money order. A check is regarded as dishonored when it has been returned because of insufficient funds, lack of a bank account, or because payment has been inappropriately stopped.

Refund Policy

(a) An applicant who is requesting refund more than three (3) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of all monies paid, less a maximum tuition fee of 15% of the stated cost of the course or $100, whichever is less.

Proportion of Total Program Taught by Withdrawal Date	Tuition Refund
Less than 25%	75% of tuition fees
25% up to but less than 50%	50% of tuition fees
50% up to but less than 75%	25% of tuition fees
75% or more	No Refund

(b) The student refund may be more than that stated above if the accrediting agency or the Federal Pro-Rata refund policy results in a greater refund.

(c) Tuition liability For VA beneficiaries will be pro-rated on the basis of the program taught as of the date of student's official written notification for withdrawal or termination notice as follows:

Proportion of Total Program Taught by Withdrawal Date	Percentage of tuition and fees refunded
0%	100%
10%	90%
20%	80%
30%	70%
40%	60%
50%	50%
60%	40%

AMERICAN INSTITUTE OF HEALTH SCIENCE & TECHNOLOGY

Certified by STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA

70%	30%
80%	20%
90%	10%
100%	0%

Cancellation Refund Policy

Rejection:

An applicant rejected by the institute is entitled to a refund of all monies paid.

Three-Day Cancellation:

An applicant who provides written notice of cancellation within three (3) business days, excluding weekends and holidays, of executing the enrollment agreement without taking any class is entitled to a refund of all monies paid.

Timely Refunds Payments:

Refunds shall be paid within 45 days after the effective date of termination. The failure of a student to notify the director in writing of withdrawal may delay refund of tuition.

Reinstatement

A student withdrawing from the course for explainable reason can reinstate the course registration from where it was left in the course with no additional fees. If the course fee increases, the amount of fees student paid prior to withdrawn from the institute will be credited to the current balance during the reinstatement without any penalties to the student. This reinstatement can be done within a year of enrolling the course. However, this reinstatement can be extended up to 5 years for Veterans.

Commonwealth of Virginia

CERTIFICATE TO OPERATE
A VOCATIONAL POSTSECONDARY INSTITUTION

In accordance with the provisions of Title 23.1, Chapter 2, of the Code of Virginia, and applicable regulations governing certification of certain institutions to confer degrees, diplomas and certificates, this certificate to operate grants the vocational postsecondary institution listed below permission to offer programs of study leading to a certificate or diploma in the Commonwealth of Virginia.

Name and Location of Institution:

American Institute of Health Science &
Technology
131 Eldon Street, #3A4 (302)
Herndon, VA 20170

Ownership:

Abubokor Hanip - CEO

Issue Date:

July 6, 2020

Certification Period:

July 6, 2020 to October 31, 2021

Institution Code:

Forthcoming

Surety Exemption:

No

This certificate is valid through the date shown above unless revoked or suspended for cause. In witness whereof: the State Council of Higher Education has caused this certificate to be issued.
This certificate is not transferable or assignable.

Peter Blake, Director
State Council of Higher Education for Virginia (SCHEV)

Commonwealth of Virginia

STATE CORPORATION COMMISSION

Richmond, September 12, 2019

This is to certify that the certificate of incorporation of

American Institute of Health Science & Technology, Inc.

was this day issued and admitted to record in this office and that the said corporation is authorized to transact its business subject to all Virginia laws applicable to the corporation and its business. Effective date: September 12, 2019

State Corporation Commission
Attest:

Joel H. Peck
Clerk of the Commission

CISECOM

TOWN OF HERNDON
REVENUE DEPARTMENT
777 LYNN STREET
HERNDON, VIRGINIA 20170-4602
www.herndon-va.gov

Business Name: AMERICAN INSTITUTE OF HEALTH SCIENCE & T
Location Address: 131 ELDEN ST SUITE 302
Classification: PROFESSIONAL OCCUPATION
License Number: 10551
Issue Date: 12/07/2020
NAICS Code: 621999

LICENSE MUST BE POSTED IN PLAIN SIGHT AT BUSINESS LOCATION

AMERICAN INSTITUTE OF HEALTH SCIENCE & T
131 ELDEN ST SUITE 302
HERNDON, VA 20170

TOWN OF Herndon
VIRGINIA

2020 Business License Certificate
Expires December 31, 2020
Renew by March 1, 2021

Stay informed! Sign up for "News You Can Use" to receive Town of Herndon news and information — www.herndon-va.gov, sign up on the homepage.

AMERICAN INSTITUTE OF HEALTH SCIENCE & TECHNOLOGY

Certified by STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA

Complaint and Grievance Policies and Procedures

Purpose: **American Institute of Health Science & Technology** is committed to providing students with training of the highest possible quality. However, from time to time, students may raise concerns, complaints or grievances about matters or issues relating to their experiences at American Institute of Health Science & Technology. This document sets out the internal procedures that apply within American Institute of Health Science & Technology for addressing student complaints and grievances. These procedures are designed to ensure that throughout American Institute of Health Science & Technology there is a transparent process for ensuring student complaints and grievances are dealt with fairly, consistently and promptly.

Grievance is formal difference or dispute between a student and an institution staff about the policies and procedures, or provision of services, by members of the faculty or staff that negatively affects the student. A grievance may be based on one of the following claims: failure to provide services, arbitrary or capricious actions by an institution employee or administrative office; policy or procedure applied unfairly or in a different manner than it was applied to others; administrative error in the application of the policy or procedure. There will be no reprisals or any disadvantage arising as a result of a student making a complaint or grievance in good faith

Grievance filing days – Monday through Friday excluding holidays

<u>Statements:</u> A grievance differs from an appeal of an academic decision, as it deals with service issues and not the actual outcomes of course work. A student may file a grievance in the cases of an unresolved difference or dispute between themselves and the institution (office or individual) related to services rendered or non-academic decisions. The policy covers matters outside the scope of other policies of the institution. The grievance must be filed by the student who is affected by the academic decision being contested; it may not be filed on the student's behalf by another individual.

The grievance must contain:

     a) which academic policy or procedure has been violated;

     b) what efforts the student has made to resolve the concern informally; and

     c) the requested resolution;

It is the responsibility of the student filing the grievance to ensure that the grievance includes all necessary supporting documentation at the time of submission.

Informal Resolution: The student is strongly encouraged to seek informal resolution of a grievance by bringing it to the attention of the relevant individual, administrator or office. An attempt at informal resolution should begin no more than 20 business days after the service or decision is rendered.

<u>Formal Grievance:</u> If the student is unsatisfied with the response, the student may make a formal, written grievance to the relevant administrator. The student must submit any formal grievance within 40 business days after the service or decision is rendered. The student must state the nature of the grievance and the remedy he or she is seeking and describe any previous attempts to resolve the issue.

The administrator reviews the situation and should provide a written response, including appeal information within 15 days of receiving the complaint. Students will be informed if extenuating circumstances require additional time.

American Institute of Health Science & Technology expects that in most cases the discussion of the concern or complaint with the relevant staff member will result in a prompt resolution of the matter which both parties will find acceptable.

AMERICAN INSTITUTE OF HEALTH SCIENCE & TECHNOLOGY

Certified by STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA

<u>Appeal of Formal Grievance Decision:</u> If the student is unsatisfied with the formal grievance decision, the student may appeal in writing to the Vice President or designee. Any appeal must be submitted within 20 business days of the transmission of the formal grievance decision. The student must state the nature of the justification for the appeal.

The vice president or designee reviews the grievance and should provide a written response within 15 days of receiving the appeal. This decision is final.

<u>Report to State Council of Higher Education for Virginia (SCHEV):</u> Students who have exhausted institutional grievance procedures may follow SCHEV's process for student complaints in accordance with federal and state regulations. The SCHEV website provides a Student Complaint Form, which may be completed in its entirety and submitted electronically, or it can be mailed to State Council of Higher Education for Virginia, 101 N. 14th Street, 9th Floor. James Monroe Building, Richmond, VA 23219. All Student complaints must be submitting in writing.

<u>Withdrawal of complaints or grievances:</u> A student may withdraw a complaint or grievance at any time during the grievance resolution process and in this case the matter will be concluded and deemed to be resolved. If the original complaint or grievance was made in writing then the withdrawal must also be in writing to the relevant staff member who is handling the matter at the time the withdrawal is being affected or, in cases before the Vice President or designee.

<u>Filing Process:</u> Upon conclusion of the grievance process, to ensure the institution's compliance with SCHEV requirements, American Institute of Health Science & Technology will provide the following information to SCHEV's Liaison Officer:

      a) date on which the grievance was filed;

      b) individual who filed the grievance;

      c) individual against whom the grievance was filed;

      d) general nature of the grievance;

      e) outcome of the grievance; and,

      f) date of resolution.

This information will be retained by American Institute of Health Science & Technology in a secure and confidential location for two (2) years.

We are here to help: All American Institute of Health Science & Technology employees: management, faculty and staff are available to assist students with any questions that may not be addressed in the student handbook. We hope that during studying at American Institute of Health Science & Technology, students will develop their career and expands social circle within the global Medical Science and Technology community.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION—LOWER TIER COVERED TRANSACTIONS

(1) The prospective lower tier subcontract proposer certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier subcontract proposer is unable to certify to any of the statements in this certification, such prospective subcontract proposer shall attach an explanation to this proposal.

American Institute of Health Science and Technology
Organization

(signature)   10/05/2020
Authorized Signature   **Date**

Mahabub Emam Hossain . President.
Printed Name and Title

Anti-Discrimination Certification

The training provider certifies that it will comply fully with all non-discrimination and equal opportunity provisions of the laws listed below:

1) Nondiscrimination provisions of WIOA Section 188, and its implementing regulations at 29 CFR part 38, which prohibit discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity.
2) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;
3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities.
4) Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age.
5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
6) Title II, Subpart A of the Americans with Disabilities Act of 1990, as amended, which prohibits discrimination on the basis of disability.
7) Genetic Information and Nondiscrimination Act of 2008, which prohibits discrimination on the basis of genetic information with respect to health insurance and employment.

The training provider also certifies that it will:

1) Will collect and maintain data necessary to show compliance with the non-discrimination provisions of the WIOA Sec. 188, as provided in the regulations.
2) Will state in all solicitations or advertisements for employees placed by or on behalf of the provider, that the provider is an equal opportunity employer.
3) Notices, advertisement and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
4) Make any and all reasonable accommodations to provide access and equity of services to disabled persons applying to or enrolled in any approved program of study.

American Institute of Health science and Technology
Organization

Authorized Signature

Certification and Representation

I, <u>Mahabub Emam Hossain</u> (Name) as <u>President</u> (Title) of
<u>American Inst. of Health science & Technology</u> (Applicant Agency), hereby

certify and represent the following:

1. That the information contained in this application and all attachments is true and correct to the best of my knowledge and belief; and

2. That <u>American Inst. of Health science & Technology</u> (Applicant Entity) will permit representatives of the Workforce Development Board and the Commonwealth of Virginia access to its facilities, staff, and records for the purpose of verifying information contained in this application and for collecting any additional information related to its qualifications as a provider of training services under the WIOA.

3. I understand that approval by a LWDB places the provider and program on the state Eligible Training Provider List but does not guarantee a local area will fund the approved training activity through the issuances of an ITA. That determination is further based on local policy which must include, at minimum, relevance of training to demand occupations that are in demand regionally, availability of local funds, and likelihood that training will support the individual in meeting their career objectives and employment. The selection of a training provider is based on participant choice.

Signed this <u>5th</u> day of <u>October</u>, <u>2020</u>

Signature <u>ইমরান</u>

Telephone Number <u>571 489 9013 © 703 817 2968</u>

Email Address <u>mahabub-aihst@gmail.com</u>

FOR LWDB OFFICE USE ONLY			
Date Received by WDB	Date Approved by WDB	Date WDB Submitted to State	Authorized WDB Signature

8

AMERICAN INSTITUTE OF HEALTH SCIENCE & TECHNOLOGY
Certified To Operate By State Council Of Higher Education For Virginia

NOTICE OF THE NON DISCRIMINATORY POLICY:

American Institute of Health Science and Technology admits and recruits qualified students of any race, color, national or ethnic origin, religion, gender, disability, or sexual orientation to all rights, privileges, programs and activities of the school. The school will not discriminate on the basis of race, color, national or ethnic origin, religion, gender, disability, or sexual orientation in administration of its educational policies, scholarships, loans, tuition remission, fee waivers, educational programs, athletics, or extracurricular activities.

The school will not discriminate on the basis of race, color, national or ethnic origin, religion, age, gender, disability, or sexual orientation in the hiring of its certified or noncertified personnel.

Any member of the **American Institute of Health Science and Technology** has the right to raise concerns or make a complaint regarding discrimination under this policy without fear of retaliation.

Any student, employee, volunteer or client who believes that he/she has been discriminated against is strongly encouraged to report this concern promptly to the Chief Executive Officer.

SUPPLEMENTAL INFORMATION

In addition to the attachments associated with the previous sections of this application, copies of the following documents **MUST** be included:

_X_ 1. Copy of Virginia oversight documentation (SCHEV, VA School of Nursing, etc.)

_X_ 2. Copy of License to Conduct Business in Virginia

     3. Copy of Training Provider Non-discrimination Policy

_X_ 4. Copy of Training Provider Grievance Procedure for individuals with complaints on issues, such as discrimination, accessibility, etc.

_X_ 5. Suspension/Debarment Certification (included in packet)

_X_ 6. Anti-Discrimination Certification (included in packet)

     7. For each training program, fill out training program application (included in packet) and provide documentation which includes:

_X_ 1) Training Program description, 2) Outline of the Program, 3) Skills to be obtained.

Training Program Application

A separate application form must be completed for each training program or occupational skills course of study.

1. Training Organization
American Institute of Health Science & Technology

2. Contact Person – Name & Title
Dr. Mahabub Emam Hossain, President

3. Training Program or stand-alone course name
Medical Assistant

4. Program or course description
This program prepares students for entry level positions as medical assistant in health industry

5. Year Program Established	6. Total Credit or Curriculum Hours	7. Number of training weeks or hours	8. Minimum Class Size
July, 2020	180 Hours	12 weeks	1- 20

9. Is curriculum certified by an accrediting agency or similar national standardization program:

☐ Yes *(if yes specify)*   ☑ No

10. Description of training and skills to be obtained – *Attach training program description, include an outline of what is covered in the program and what skills are to be obtained.*

11. Which in-demand industry sectors and occupations best fit with the training program; and the average wage for the primary target occupation for which the training prepares the individual , as published by the Virginia Employment Commission, for the local area. If the in-demand sectors & occupation differ from what is defined by the region, please provide LMI Information to support the sector & occupation.

Health Industry - $ 23 k - $ 37 per year

12. Does training lead to an industry recognized credential, diploma, license, or degree? *If yes, indicate which.*

☑ Yes Approved by SCHEV   ☐ No

13. Is this a stackable credential, part of a sequence to move an individual along a career pathway or up a career ladder?   ☑ Yes   ☐ No

14. Was this training developed in partnership with a business?   ☐ Yes   ☑ No

If yes, Name of Business(s):

Training module developed with accordance of SCHEV guidelines

15. List Businesses that support this training program:

Hospitals, Nursing homes, Home health care, Doctor offices

16. Describe how you will ensure access to training services throughout the state, including rural areas and through the use of technology:

We are approved by SCHEV both Distant Learning Education & In Class Education. We also have online Zoom class platform. So easily accessible to our program throughout state including rural areas.

17. Describe how you will work with the local board to serve individuals with barriers, including individuals with disabilities:

We have wheelchair accessible option. We have plan for Visual & Auditory disables in future.

Program Cost

18. Registration/Pre-screening/Admissions Fees	$x
19. Tuition (check all items included in Tuition)	$3000.00
Books	$x
Required Supplies(Tools, uniforms, etc.	$x
Testing/Exam Cost	$x
Licensure/Certification Cost(s)	$x
Other Required Fees	$x
20. Total Cost to Complete Curriculum/Course	$3000.00

Criteria for Admission

21. Describe the prerequisites or skills and knowledge required prior to the commencement of training:

Prerequisites:
1. Age minimum 18 years
2. High School Graduate
3. Legal US Resident

22. Is a High School Diploma or GED required: ☑ Yes ☐ No

AMERICAN INSTITUTE OF HEALTH SCIENCE & TECHNOLOGY

Certified by STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA

MEDICAL ASSISTANT

PROGRAM DESCRIPTION:

The medical assisting program prepares students for entry level positions as medical assistants in health industry. This course includes medical terminology, concepts in human anatomy, HIPAA guidelines, how to prepare and process medical paperwork, minor medical procedures, and the administration of medicines.

Every year many changes occur in health care system due to change in life style, environmental changes, increased technology, increased knowledge in health and illness and the aging population. All of these factors have been influential in the expansion of the medical assistant role in health care. As we enter the twenty-first century, the medical assistant is expected to possess greater skills and flexibility of roles. This course includes:

1. Human Body Review
   a. Medical Terminology
   b. Anatomy/Physiology Review
   c. Circulatory System, Respiratory System, Digestive System
   d. Nervous System, Musculo- Skeletal System
   e. Hematological System
   f. Embryology
2. Vital Sign & Patient's Intake
   a. History Taking
   b. Pulse & Blood Pressure Measurement
   c. Temperature Measurement
   d. Weight Measurement
   e. Respiratory rate Measurement
3. Healthcare Setting Review
   a. Infection control
   b. Quality Assurance
   c. Legal Issues
4. Performance of Blood Collection Procedures
   a. Blood collection equipment and additives
   b. Order of draw, Venipuncture procedures
   c. Pre-analytical considerations
   d. Capillary puncture equipment and procedures.
5. Common Diagnostic Procedures
   a. X ray, CT Scan, MRI
   b. Endoscopy, Colonoscopy
   c. EKG, ETT, Halter Monitor
   d. Ultrasonography, Echocardiography
   e. SPECT, PET
6. CPR

AMERICAN INSTITUTE OF HEALTH SCIENCE & TECHNOLOGY

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OUTCOME OF THIS COURSE:

- Develops knowledge of the healthcare delivery system and health occupations.
- Develops ability to communicate and use interpersonal skills.
- Demonstrate legal and ethical responsibilities.
- Develops an understanding of and apply wellness and disease.
- Develops safety and security procedures.
- Recognize and respond to emergency situations.
- Recognize and practice infection control procedures.
- Develops understanding of information technology applications in healthcare system.
- Develops knowledge of blood borne disease, STD including HIV/ AIDS.
- Demonstrate basic clerical/medical office duties.

COURSE COMPETENCIES:

1. Perform Medical Office Administrative Competencies:
   a. Perform Clerical Functions
   b. Demonstrate Bookkeeping Procedures
   c. Process Insurance Claims
2. Perform Medical Office Clinical Competencies:
   a. Execute Fundamental Medical Office Procedures
   b. Perform Specimen Collection
   c. Operate Diagnostic Testing Equipment
   d. Complete Patient Care
3. Perform Medical Assisting General Competencies:
   a. Demonstrate Concepts of Professional Communication
   b. Recognize the Importance of Observing Legal Concepts
   c. Provide Patient Instruction
   d. Perform Medical Office Operational Functions

COURSE SCHEDULE:

Course Duration – 3 Months / 180 Hours

Class Hours – Daily 3 Hours

Weekly Class – 2 days

Google average wage for medical assistant in virginia ✕ 🎤 🔍

🔍 All 📰 News 🔖 Shopping 🖼 Images 📍 Maps ⋮ More   Settings Tools

About 137,000,000 results (0.50 seconds)

Salary Estimates

ZipRecruiter	PayScale	Salary.com
$23k–37k per year	**$12–17** per hour	**$29k–40k** per year
Medical Assistant	Medical Assistant	Medical Assistant
Virginia	Virginia Beach, VA	Virginia Beach, VA

⟩

Medical assistant

A medical assistant, also known as a "clinical assistant" or healthcare assistant in the USA is an allied health professional who supports the work of physicians, physician assistants and other health professionals, usually in a clinic setting. Medical assistants can become certified through an accredited program. Wikipedia

Entry level education: Postsecondary nondegree award

Projected 10-year growth: 23% (2014)

Number of jobs: 591,300 (2014)

Feedback

www.indeed.com › ... › Salaries ▾

Certified Medical Assistant Salary in Virginia - Indeed

5 days ago - The average salary for a Certified Medical Assistant is $15.69 per hour in Virginia. Learn about salaries, benefits, salary satisfaction and where ...

Medical Technologist: +14.28%   CCMA Certification: +8.48%
Certified Phlebotomy Technician: +10.31%   Epic Certification: +32.09%

People also ask

How much does a clinical medical assistant make in Virginia?   ⌄

How much is the salary of medical assistant?   ⌄

How much does a certified nursing assistant make in Virginia?   ⌄

What is the hourly pay for medical assistant?   ⌄

Feedback

www.indeed.com › ... › Medical Assistant › Salaries ▾
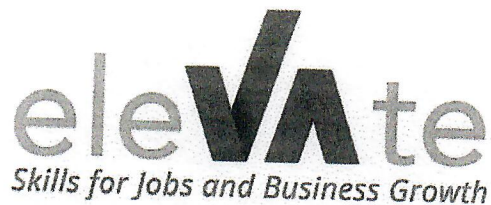
Medical Assistant Salary in Virginia - Indeed

The average salary for a Medical Assistant is $15.57 per hour in Virginia. Learn about salaries, benefits, salary satisfaction and where you could earn the most.

www.salary.com › ... › Medical Assistant ▾

Medical Assistant Salary in Virginia | Salary.com

The Medical Assistant role earned an average salary of $35934 in Virginia in 2020. Get a salary report by industry, company size, and skills.

www.careerexplorer.com › ... › Salary ▾

Training Program Application

A separate application form must be completed for each training program or occupational skills course of study.

1. Training Organization	
American Institute of Health Science & Technology	
2. Contact Person – Name & Title	
Dr. Mahabub Emam Hossain, President	
3. Training Program or stand-alone course name	
Phlebotomy	
4. Program or course description	
Course demonstrates Fundamental of Phlebotomy with venipuncture and skin punctures	

5. Year Program Established	6. Total Credit or Curriculum Hours	7. Number of training weeks or hours	8. Minimum Class Size
July, 2020	72 Hours	12 Weeks	1-20

9. Is curriculum certified by an accrediting agency or similar national standardization program:

☐ Yes *(if yes specify)* ☑ No

10. Description of training and skills to be obtained – *Attach training program description, include an outline of what is covered in the program and what skills are to be obtained.*

11. Which in-demand industry sectors and occupations best fit with the training program; and the average wage for the primary target occupation for which the training prepares the individual , as published by the Virginia Employment Commission, for the local area. If the in-demand sectors & occupation differ from what is defined by the region, please provide LMI Information to support the sector & occupation.

Health Industry. $ 27k - 41k per year (sheet attached)

12. Does training lead to an industry recognized credential, diploma, license, or degree? *If yes, indicate which.*

☑ Yes Approved by SCHEV   ☐ No

13. Is this a stackable credential, part of a sequence to move an individual along a career pathway or up a career ladder? ☑ Yes   ☐ No

14. Was this training developed in partnership with a business? ☐ Yes   ☐ No

If yes, Name of Business(s):

Training was developed accordance with SCHEV guidelines

15. List Businesses that support this training program:

Hospitals, Nursing homes, Home health care, Doctor offices

16. Describe how you will ensure access to training services throughout the state, including rural areas and through the use of technology:

We are approves by SCHEV both Distant Learning Education & In Class Education. We also have ZOOM class platform . So easily accessible to our program throughout state including rural areas.

17. Describe how you will work with the local board to serve individuals with barriers, including individuals with disabilities:

We have wheelchair accessible option. We have plan for Visual & auditory disables in future.

Program Cost

18. Registration/Pre-screening/Admissions Fees	$x
19. Tuition (check all items included in Tuition)	$2500
Books	$x
Required Supplies(Tools, uniforms, etc.	$x
Testing/Exam Cost	$x
Licensure/Certification Cost(s)	$x
Other Required Fees	$x
20. Total Cost to Complete Curriculum/Course	$2500

Criteria for Admission

21. Describe the prerequisites or skills and knowledge required prior to the commencement of training:

Prerequisites:
1. Age minimum 18 years
2. High school Graduates
3. Legal US Resident

22. Is a High School Diploma or GED required: ☑Yes ☐No

AMERICAN INSTITUTE OF HEALTH SCIENCE & TECHNOLOGY

Certified by STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA

PHLEBOTOMY TECHNICIAN

COURSE DESCRIPTION:

This course is designed for students wishing to enter the health care industry or advance from an existing entry level health care position. This program places emphasis on the safe practice of collecting adequate and correct blood specimens by capillary or venipuncture on adults and children.

This course demonstrates the student the clinical competencies of Fundamental of Phlebotomy. This phlebotomy course is designed for students to experience the hands-on application of clinical and professional procedures required as part for Medical Assisting Educational Programs. It is designed for students wishing to enter the health care industry or advance from an existing entry level health care position

Students must demonstrate successful specimen collection with venipuncture and skin punctures. This course includes -

This course provides students 72 hours of approved phlebotomy experience in the practicum that must be earned in an approved health care facility that engages in the collection, examination or transpiration of materials derived from the human body.

Students completing and passing all Phlebotomy courses will be able to sit for the Registered Phlebotomy Technician national exam. The American Medical Technologies (AMT) Board of Directors had determined that applicants who have passed phlebotomist examination for the purpose of state licensure shall be eligible for RPT (AMT) certification.

COURSE OBJECTIVES:

1. Define the role of phlebotomist.
2. Demonstrate legal and ethical issued related to phlebotomy practice.
3. Demonstrate effective customer service skills.
4. Demonstrate a safe working environment.
5. Skill for blood collection procedure.
6. Demonstrate performance of quality assurance.
7. Skills required for pre-analytical specimen processing.
8. Demonstrate specimen collection techniques requiring special handling.
9. Demonstrate problem-solving and trouble-shooting skills.
10. Perform clerical duties required to document phlebotomy practice.

COURSE OUTCOMES:

1. Demonstrate disposal of biohazardous material.
2. Demonstrate Standard Safety Precautions and safety rules in the lab.
3. Demonstrate putting on and removing protective clothing.

4. Demonstrate gathering appropriate equipment and supplies needed to collect blood.
5. Develop skill checking for working equipment and quality control measures.
6. Locate proper tubes by color coding of vial tops and associative additives.
7. Perform "order of draw" technique when collecting multiple tubes.
8. Knowledge of sensitivity to patient rights, rationale for procedure and proper identification.
9. Perform verification of fasting and other diet requirements.
10. Perform capillary punctures.
11. Perform patient preparation for venipuncture procedure.
12. Perform each step in the venipuncture procedure, label specimens tubes, designate status priorities and document.

COURSE SCHEDULE:

Course Duration – 3 Months / 72 Hours

Class Hours – Daily 3 Hours

Weekly Class – 2 days

Log – 30 Puncture

Google

average wage for phlebotomist in virginia

✕ 🎤 🔍

⬚

🔍 All   🛍 Shopping   📰 News   🖼 Images   📍 Maps   ⋮ More   Settings Tools

About 1,570,000 results (0.45 seconds)

Salary Estimates

ⓒ Salary.com	▢ Glassdoor	👤 ZipRecruiter	
$27k–41k per year	**$20k–30k** per year	**$27k–46k** per year	❯
Phlebotomist	Phlebotomist	Phlebotomy	
Virginia Beach, VA	Norfolk, VA	Virginia	

Feedback

www.indeed.com › ... › Phlebotomist › Salaries ▾

Phlebotomist Salary in Virginia - Indeed

5 days ago - The average salary for a Phlebotomist is $12.87 per hour in Virginia. Learn about salaries, benefits, salary satisfaction and where you could ...

People also ask

How much does a phlebotomist make at the VA hospital?   ⌄

How much money do you make being a phlebotomist?   ⌄

What is the highest paid state for phlebotomist?   ⌄

How much do phlebotomist make in 2020?   ⌄

Feedback

www.indeed.com › LabCorp › Salaries › Phlebotomist ▾

LabCorp Phlebotomist Salaries in Virginia | Indeed.com

Aug 27, 2020 - Average LabCorp Phlebotomist yearly pay in Virginia is approximately $37,661, which is 21% above the national average. Salary information ...

www.careerexplorer.com › ... › Phlebotomist › Salary ▾

Phlebotomist salary in Virginia - CareerExplorer

The average salary for a phlebotomist in Virginia is around $35,240 per year.

www.salary.com › ... › Phlebotomist ▾

Phlebotomist Salary in Virginia | Salary.com

The Phlebotomist role earned an average salary of $34893 in Virginia in 2020. Get a salary report by industry, company size, and skills:
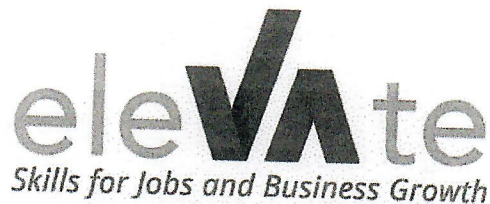
www.glassdoor.com › Salaries › phlebotomist ▾

Salary: Phlebotomist in Virginia | Glassdoor

How much does a Phlebotomist make? The national average salary for a Phlebotomist is $28,722 in United States. Filter by location to see Phlebotomist salaries ...

www.glassdoor.com › Salaries › phlebotomist ▾

Salary: Phlebotomist in Virginia Beach | Glassdoor

Training Program Application

A separate application form must be completed for each training program or occupational skills course of study.

1. Training Organization	
American Institute of Health Science & Technology	
2. Contact Person – Name & Title	
Dr. Mahabub Emam Hossain, President	
3. Training Program or stand-alone course name	
EKG Technician	
4. Program or course description	
Course includes correct and accurate obtaining of an EKG tracing and cardiac monitoring.	

5. Year Program Established	6. Total Credit or Curriculum Hours	7. Number of training weeks or hours	8. Minimum Class Size
July, 2020	72 Hours	12 Weeks	1-20

9. Is curriculum certified by an accrediting agency or similar national standardization program:

☐ Yes *(if yes specify)*   ☑ No

10. Description of training and skills to be obtained – *Attach training program description, include an outline of what is covered in the program and what skills are to be obtained.*

11. Which in-demand industry sectors and occupations best fit with the training program; and the average wage for the primary target occupation for which the training prepares the individual , as published by the Virginia Employment Commission, for the local area. If the in-demand sectors & occupation differ from what is defined by the region, please provide LMI Information to support the sector & occupation.

Health Industry. $ 15.71 - 18.79 per hour (sheet attached)

12. Does training lead to an industry recognized credential, diploma, license, or degree? *If yes, indicate which.*

☑ Yes Approved by SCHEV   ☐ No

13. Is this a stackable credential, part of a sequence to move an individual along a career pathway or up a career ladder?   ☑ Yes   ☐ No

14. Was this training developed in partnership with a business?   ☐ Yes   ☐ No

If yes, Name of Business(s):

Training was developed accordance with SCHEV guidelines

1

15. List Businesses that support this training program:

Hospitals, Nursing homes, Home health care, Doctor offices

16. Describe how you will ensure access to training services throughout the state, including rural areas and through the use of technology:

We are approves by SCHEV both Distant Learning Education & In Class Education. We also have ZOOM class platform . So easily accessible to our program throughout state including rural areas.

17. Describe how you will work with the local board to serve individuals with barriers, including individuals with disabilities:

We have wheelchair accessible option. We have plan for Visual & auditory disables in future.

Program Cost

18. Registration/Pre-screening/Admissions Fees	$x
19. Tuition (check all items included in Tuition)	$ 2500
Books	$x
Required Supplies(Tools, uniforms, etc.	$x
Testing/Exam Cost	$x
Licensure/Certification Cost(s)	$x
Other Required Fees	$x
20. Total Cost to Complete Curriculum/Course	$ 2500

Criteria for Admission

21. Describe the prerequisites or skills and knowledge required prior to the commencement of training:

Prerequisites:
1. Age minimum 18 years
2. High school Graduates
3. Legal US Resident

22. Is a High School Diploma or GED required:	☑ Yes	☐ No

AMERICAN INSTITUTE OF HEALTH SCIENCE & TECHNOLOGY

Certified by STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA

EKG TECHNICIAN

COURSE DESCRIPTION:

The program includes the correct and accurate obtaining of an EKG tracing and cardiac monitoring. The program consists of classroom and simulated laboratory settings.

Students must demonstrate successful EKG tracings, ETT Procedure & Holter Monitor Application. EKG Technician students will perform hands on training in American Institute of Health Science and Technology's laboratory.

This course includes:

- a. Medical Terminology
- b. Anatomy & Physiology
- c. Heart & Circulatory System
- d. Respiratory System
- e. Instrumentation- EKG, Holter Machine, ETT
- f. CPR
- g. Quality Assurance
- h. Legal Issues
- i. Infection control
- j. Electrodes & Skin sensitivity, Allergy

COURSE OBJECTIVES:

This course provides students 72 hours brief theoretical & practical experience that must be appropriate to work in health care facility.

This course is designed to introduce students to electrocardiographs (EKG's) and cardiac anatomy and physiology. Topics to be covered include basic cardiac anatomy and physiology, patient preparation, patient confidentiality, identification of irregularities of the heart and distinguishing more complex arrhythmias, cardiac modalities and pharmacology, with a slight emphasis on complex heart rhythms, electrical disturbances, disorders and pacemakers. Course completion will enable student to sit for NHA national certification exam.

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COURSE OUTCOMES:

1. Describe the cardiovascular system.

2. Identify legal and ethical responsibilities of an EKG.

3. Once completed students can perform EKG.

4. Provides knowledge to apply and use of Cardiac instruments

5. Demonstrate knowledge of emergency preparedness and protective practices.

6. Risk & Preparation during ETT Procedure

7. Perform administrative, Clinical and general skills.

8. Display professional work habits integral to medical assisting.

COURSE SCHEDULE:

Course Duration – 3 Months / 72 Hours

Class Hours – Daily 3 Hours

Weekly Class – 2 days

Log – 15 EKG

Google

average wage for ekg technician in virginia

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About 1,060,000 results (0.47 seconds)

Ekg Tech Salaries in Virginia

Popular Jobs	Average Salary
Monitor **Technician** 10 salaries reported Monitor **Technician** jobs in **Virginia**	$18.79 / hour
Patient Care **Technician** 133 salaries reported Patient Care **Technician** jobs in **Virginia**	$15.71 / hour

5 more rows • Sep 26, 2020

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Ekg Tech Salaries in Virginia | Indeed.com

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How much does an EKG phlebotomy technician make an hour?   ⌄

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How much do ECG technicians make?   ⌄

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www.indeed.com › ... › EKG Technician › Salaries ▾

EKG Technician Salary in Virginia - Indeed

The estimated **salary** for a **EKG Technician** is $22.39 per hour in **Virginia**. ... How much does an **EKG Technician** make in **Virginia**? ... than national average ...

www.ziprecruiter.com › ... › EKG Technician Salary ▾

EKG Technician Annual Salary in Virginia ($40,508 Avg | Sep ...

How much do **EKG Technician** jobs pay a year? The average annual pay for an **EKG Technician** Job in **Virginia** is $40508 a year.

www.salary.com › ... › Electrocardiograph Technician ▾

Electrocardiograph Technician Salary in Virginia | Salary.com

The **Electrocardiograph Technician** role earned an **average salary** of $38502 in **Virginia** in 2020. Get a **salary** report by industry, company size, and skills.

www.salary.com › ... › Virginia ▾

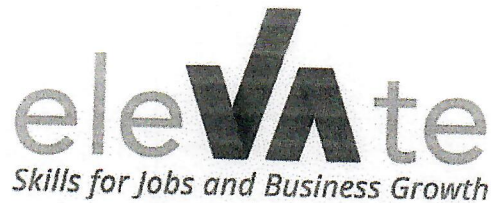## Electrocardiograph Technician Salary in Richmond, VA ...

These charts show the **average base salary** (core compensation), as well as the **average total** cash compensation for the job of **Electrocardiograph Technician** in ...

www.erieri.com › Salary › United States › Virginia ▾

EKG Technician Salary in Richmond, Virginia, United States

The average ekg technician salary in Richmond, **Virginia** is $43272 or an equivalent hourly rate

Training Program Application

A separate application form must be completed for each training program or occupational skills course of study.

1. Training Organization	
American Institute of Health Science & Technology	

2. Contact Person – Name & Title

Dr. Mahabub Emam Hossain

3. Training Program or stand-alone course name

Pharmacy Technician

4. Program or course description

Course provides knowledge about pharmacology, pharmacokinetics, drug classification, OTC medications

5. Year Program Established	6. Total Credit or Curriculum Hours	7. Number of training weeks or hours	8. Minimum Class Size
July, 2020	72 Hours	12 Weeks	1-20

9. Is curriculum certified by an accrediting agency or similar national standardization program:

☐ Yes *(if yes specify)*   ☑ No

10. Description of training and skills to be obtained – *Attach training program description, include an outline of what is covered in the program and what skills are to be obtained.*

11. Which in-demand industry sectors and occupations best fit with the training program; and the average wage for the primary target occupation for which the training prepares the individual, as published by the Virginia Employment Commission, for the local area. If the in-demand sectors & occupation differ from what is defined by the region, please provide LMI information to support the sector & occupation.

Health Industry. $ 29k - 43k per year (sheet attached)

12. Does training lead to an industry recognized credential, diploma, license, or degree? *If yes, indicate which.*

☑ Yes Approved by SCHEV   ☐ No

13. Is this a stackable credential, part of a sequence to move an individual along a career pathway or up a career ladder? ☑ Yes   ☐ No

14. Was this training developed in partnership with a business? ☐ Yes   ☐ No

If yes, Name of Business(s):

Training was developed accordance with SCHEV guidelines

1

15. List Businesses that support this training program:

Pharmacies, Pharmaceutical Industries, Research organizations

16. Describe how you will ensure access to training services throughout the state, including rural areas and through the use of technology:

We are approves by SCHEV both Distant Learning Education & In Class Education. We also have ZOOM class platform . So easily accessible to our program throughout state including rural areas.

17. Describe how you will work with the local board to serve individuals with barriers, including individuals with disabilities:

We have wheelchair accessible option. We have plan for Visual & auditory disables in future.

Program Cost

18. Registration/Pre-screening/Admissions Fees	$x
19. Tuition (check all items included in Tuition)	$3000
Books	$x
Required Supplies(Tools, uniforms, etc.	$x
Testing/Exam Cost	$x
Licensure/Certification Cost(s)	$x
Other Required Fees	$x
20. Total Cost to Complete Curriculum/Course	$3000

Criteria for Admission

21. Describe the prerequisites or skills and knowledge required prior to the commencement of training:

Prerequisites:
1. Age minimum 18 years
2. High school Graduates
3. Legal US Resident

22. Is a High School Diploma or GED required: ☑ Yes   ☐ No

AMERICAN INSTITUTE OF HEALTH SCIENCE & TECHNOLOGY

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PHARMACY TECHNICIAN

COURSE DESCRIPTION:

Physicians, Pharmacist & Pharmacy Technicians provide their services for betterments of patients in inter collaborating ways. Pharmacy technicians have become a major asset for both pharmacies and pharmacists in the world now. With an increasing population, environmental changes, different life styles, longer life spans, patients taking multiple medications, and managed care playing a major role, pharmacies are seeing increase in processed prescriptions. A pharmacy cannot be successful in providing medications without skilled, knowledgeable & dedicated pharmacy technicians assisting the pharmacists.
This course includes:

1. List and describe the various systems of the human body and their function.
2. Define the terms pharmacology, pharmacokinetics, and therapeutic equivalence.
3. Discuss the importance of recognizing drug interactions, problems, and pregnancy categories.
4. Recognize and recall how drug names are created and how their names can indicate usage.
5. Recognize the drug classification and medication
6. Identify common vitamins, electrolytes, nutritional supplements, minerals, and over-the-counter medications.
7. Differentiate between pharmacy ethics and legislation affecting the practice of pharmacy.
8. Compare and contrast the role of a pharmacist and a pharmacy technician in the medication delivery process.
9. Pharmacy law, Patient's rights.
10. Safety strategy resources & medication errors.

This course also includes following aspects to be fully able to work all kind of pharmacy environments -

1. Perform the necessary calculations needed to compound sterile and nonsterile products.
2. List factors that can affect a drug's stability and differentiate between an expiration date and beyond-use date.
3. Identify the various pharmacy dosage forms, characteristics, and routes of administration.
4. Differentiate between quality control and quality assurance.
5. Identify organizations and the role they play in providing quality assurance practices in the practice of pharmacy.
6. Discuss pharmacy staff guidelines for quality assurance practices
7. Explain the purpose and importance of a pharmacy policies and procedures manual.
8. Define inventory, the importance of inventory management, and the mechanisms used to obtain inventory management goals in the practice of pharmacy.

9. Identify the various types of inventories performed in the practice of pharmacy.
10. Explain the purpose of National Drug Code (NDC) numbers, lot numbers, expiration dates, and beyond-use dates.
11. Discuss the purpose of a formulary in the practice of pharmacy.
12. Discuss the ordering and receiving process.

COURSE OBJECTIVES:

Outline the typical responsibilities of a pharmacy technician and describe the personal and professional ethics required for success in this profession. Describe the roles & responsibilities of the pharmacy technician and the pharmacist, explain the differences between these two roles, and outline the regulations imposed on both by state and federal law. Demonstrate the standard techniques and procedures required of pharmacy technicians for pharmacy operations, including aseptic operations, medication transcriptions, metric/apothecary conversions, drug dispensation, record keeping, and patient profiling

List and explain all major classifications of drugs and understand their indications, therapeutic effects, side effects, dosing recommendations, routes of administration, and mechanisms of action. Interact with pharmacists, customers, and business associates, displaying professional skills, appearance, and ethics in a work-experience setting

PROGRAM OUTCOMES: students will be able to-

1. Demonstrate knowledge and skills in areas of medical science relevant to the pharmacy technician's role, including, pharmacology, pharmacokinetics & OTC medications.

2. Understand the roles of pharmacy technicians in ensuring pharmacy department compliance with professional standards and relevant legal, regulatory, formulary, and safety requirements

3. Skills, and knowledge needed to prepare medications requiring compounding of sterile and nonsterile products.

4. Understand medication safety practices in pharmacy technician's aspects.

5. Demonstrate knowledge of quality assurance practices for pharmaceuticals, durable and nondurable medical equipment, devices, and supplies.

6. Understand the medication order entry and fill process and interpret medication orders.

7. Understanding of professional behavior and interpersonal communications.

8. After completion of this course students will be able to qualify for certification exam. Presently two organizations that certify pharmacy technicians, the Pharmacy Technician Certification Board (PTCB), & National Health-career Association (NHA).

COURSE SCHEDULE: Course Duration – 3 Months / 72 Hours

Class Hours – Daily 3 Hours, Weekly Class – 2 days

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Salary Estimates

Ⓒ Salary.com	⚡ ZipRecruiter	PayScale
$29k–43k per year Pharmacy Technician I Virginia	**$32k–43k** per year Hospital Pharmacy Technician Virginia	**$9.60–16.90** per hou Pharmacy Technicia Richmond, VA

〉

Pharmacy technician

A pharmacy technician is a title-protected, licensed health care provider who performs pharmacy-related functions, working collaboratively with a licensed pharmacist. Wikipedia

Entry level education: High school diploma or equivalent

Projected 10-year growth: 9% (2014)

Number of jobs: 372,500 (2014)

Feedback

www.indeed.com › ... › Salaries ▾

Certified Pharmacy Technician Salary in Virginia - Indeed

The average salary for a Certified Pharmacy Technician is $15.00 per hour in Virginia. Learn about salaries, benefits, salary satisfaction and where you could ...

People also ask

How much do pharmacy techs make on average?	⌄
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How much do EKG techs make in VA?	⌄

Feedback

www.indeed.com › ... › Pharmacy Technician › Salaries ▾

Pharmacy Technician Salary in Virginia - Indeed

5 days ago - The average salary for a Pharmacy Technician is $15.45 per hour in Virginia. Learn about salaries, benefits, salary satisfaction and where you ...

Hospital Experience: +12.54%   **Infusion Experience:** +17.70%

www.salary.com › ... › Pharmacy Technician I ▾

Pharmacy Technician I Salary in Virginia | Salary.com

The Pharmacy Technician I role earned an average salary of $35204 in Virginia in 2020. Get a salary report by industry, company size, and skills.

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How much does a Certified Pharmacy Technician make? The national average salary for a Certified Pharmacy Technician is $23,477 in United States. Filter by ...

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Skills for Jobs and Business Growth

Training Program Application

A separate application form must be completed for each training program or occupational skills course of study.

1. Training Organization	
American Institute of Health Science & Technology	
2. Contact Person – Name & Title	
Dr. Mahabub Emam Hossain	
3. Training Program or stand-alone course name	
Medical Billing and Coding	
4. Program or course description	
Program covers medical terminology, billing procedures and medical coding, health insurance verification	

5. Year Program Established	6. Total Credit or Curriculum Hours	7. Number of training weeks or hours	8. Minimum Class Size
July, 2020	72 Hours	12 Weeks	1-20

9. Is curriculum certified by an accrediting agency or similar national standardization program:

☐ Yes *(if yes specify)*   ☑ No

10. Description of training and skills to be obtained – *Attach training program description, include an outline of what is covered in the program and what skills are to be obtained.*

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Health Industry. $ 16.19 – 18.06 per hour (sheet attached)

12. Does training lead to an industry recognized credential, diploma, license, or degree? *If yes, indicate which.*

☑ Yes Approved by SCHEV   ☐ No

13. Is this a stackable credential, part of a sequence to move an individual along a career pathway or up a career ladder?   ☑ Yes   ☐ No

14. Was this training developed in partnership with a business?   ☐ Yes   ☐ No

If yes, Name of Business(s):

Training was developed accordance with SCHEV guidelines

1

15. List Businesses that support this training program:

Hospitals, Doctor offices, Nursing homes

16. Describe how you will ensure access to training services throughout the state, including rural areas and through the use of technology:

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We have wheelchair accessible option. We have plan for Visual & auditory disables in future.

Program Cost

18. Registration/Pre-screening/Admissions Fees	$x
19. Tuition (check all items included in Tuition)	$3000
Books	$x
Required Supplies(Tools, uniforms, etc.	$x
Testing/Exam Cost	$x
Licensure/Certification Cost(s)	$x
Other Required Fees	$x
20. Total Cost to Complete Curriculum/Course	$3000

Criteria for Admission

21. Describe the prerequisites or skills and knowledge required prior to the commencement of training:

Prerequisites:
1. Age minimum 18 years
2. High school Graduates
3. Legal US Resident

22. Is a High School Diploma or GED required: ✓ Yes ☐ No

AMERICAN INSTITUTE OF HEALTH SCIENCE & TECHNOLOGY

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BILLING AND CODING

COURSE DESCRIPTION:

The program covers medical terminology, billing procedures and medical coding, health insurance verification, like preauthorization, precertification & predetermination.

The program includes overviews of diagnostic and procedural coding, common claims forms, and important legal and ethical issues for healthcare professionals. Coding and Billing program is designed to help meet the demands for current professionals with the knowledge and skills to pursue career opportunities in the growing healthcare industry.

The program covers Medical terminology, Billing procedures and medical coding, health insurance verification, like preauthorization, precertification & predetermination. The program includes overviews of diagnostic and procedural coding, common claims forms, and important legal and ethical issues for healthcare professionals. Coding and Billing program is designed to help meet the demands for current professionals with the knowledge and skills to pursue career opportunities in the growing healthcare industry.

COURSE OBJECTIVES:

1. Prepare students for entry-level employment as Medical Coders/Billers.
2. Build up as an expert of Medical Record Specialists, and Office Assistants in Physicians' offices, health care organizations, health insurance companies.
3. Develop skills in ICD, CPT, HCPCS, billing, and reimbursement procedures.

COURSE OUTCOMES:

1. Prepare students for entry-level employment as Medical Coders/Billers.
2. Build up as an expert of Medical Record Specialists, and Office Assistants in Physicians' offices, health care organizations, health insurance companies.
3. Develop skills in ICD, CPT, HCPCS, billing, and reimbursement procedures.

Google

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Entry Level Medical Billing Coding Salaries in Virginia

Popular Jobs	Average Salary
Medical Biller 165 salaries reported Medical Biller jobs in Virginia	$16.19 / hour
Coding Specialist 25 salaries reported Coding Specialist jobs in Virginia	$18.06 / hour

3 more rows · Sep 25, 2020

www.indeed.com › ... › Virginia

Entry Level Medical Billing Coding Salaries in Virginia - Indeed

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People also ask

How much does a medical coder make in Virginia?   ⌄

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www.indeed.com › ... › Coding Specialist › Salaries ▾

Coding Specialist Salary in Virginia - Indeed

Sep 25, 2020 - The average salary for a Coding Specialist is $18.06 per hour in Virginia. Learn about ... Work from home. image for Disability Insurance.

www1.salary.com › VA › Medical-Billing-And-Coding... ▾

Medical Billing And Coding Salaries in Virginia Beach,VA by ...

As of September 25, 2020, the average Medical Billing And Coding salary in Virginia Beach, VA is $69,971. The chart below represents localized salaries for ...

medicalbillingcodingworld.com › Virginia Main ▾

Medical Coding Salaries in Virginia | Coder Salary VA

Compared with its neighboring states, medical billers and coders in Virginia earn a higher average wage than anywhere else, and a higher top 90th percentile ...

www.glassdoor.com › Salaries › medical coder ▾

Salary: Medical Coder in Virginia | Glassdoor

Sep 23, 2020 - 71 Medical Coder Salaries in Virginia provided anonymously by employees. What salary ... The national average salary for a Medical Coder is $33,716 in United States. Filter by ... Biller$34K. Medical Billing & Coding$34K ...

www.glassdoor.com › Salaries › medical coder ▾

Salary: Medical Coder in Virginia Beach | Glassdoor

ALEXANDRIA / ARLINGTON REGIONAL
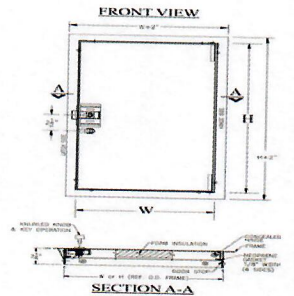
Workforce Council

WIOA ELIGIBLE TRAINING PROVIDER

The Americans with Disability Act Compliance Checklist

PROVIDER NAME: American Institute of Health Science & Technology Inc.

Participants with disabilities should be able to arrive at your training site and easily locate and use accessible services

Accessible Parking	Yes	No	
• Does your facility provide accessible parking spaces designed for use by individuals with disabilities?	X		
• Does the parking areas have the minimum number of accessible parking spaces specified in the table (see page 4)?	X		
• Are the accessible parking spaces located on the shortest possible accessible routes to the accessible building entrances?	X		
• Are the accessible parking spaces located on a level area?	X		
• Is each accessible parking space designed with a sign showing the International Symbol of Accessibility?	X		
• Is there at least ONE van accessible space for every SIX accessible parking spaces?		X	
• Are the van accessible parking spaces designed by an additional sign indicating "Van Accessible" (see figure)?		X	
IT Accessibility			
• Do images have alternative text?		X	
• Does video have **captions** and does audio have a **transcript**?		X	
• Do form fields within web pages and documents have appropriately coded **labels and prompts**?		X	
		X	
• Does the interface have **sufficient contrast** between text color and background color?	X		
• Does the content scale well when text is enlarged up to 200 percent?	X		
• Can all menus, links, buttons, and other controls be operated by keyboard, to make them accessible to users who are unable to use a mouse?	X		
• Do pages that have time limits include mechanisms for adjusting those limits for users who need more time?	X		

• Have you avoided using content that flashes or flickers?		X	

Accessible Approach and Entrance (Exterior Routes)

• Do accessible entrances have a minimum clear opening (free of protrusions and obstructions) of 32 inches?	X ___	___	___
• Is the force required to open accessible exterior entrances within a reasonable range?	X ___	___	___
• Are handles, pulls, latches, locks, and other operating devices on accessible doors easily grasped with one hand, and require no tight grasping, pinching, or twisting of the wrist to operate?	X ___	___	___
• Are the heights of thresholds at doorways ½ inch or less?	X ___	___	___

ACCESS TO GOODS AND SERVICES

• Do the interior doors in public areas have at least a 32-inch clear, unobstructed opening?	X ___	___	___
• Do the pull and push sides of doors have adequate maneuvering clearances in front of and to the sides of doorways so that a person using a wheelchair can position themselves to easily and safely open the door?	X ___	___	___
• Is every permanent room or space (such as restrooms, offices or meeting rooms, etc.) designed with a sign having good contrast between characters and background, adequate character size for viewing distance, raised (tactile) characters and Braille?	X ___	___	___
• Can interior doors be opened with 5 pounds or less force?	X ___	___	___
• Are door handles mounted no higher than 48 inches and no lower than 34 inches measured from the floor surface?	X ___	___	___
• Is adequate space available where turning spaces are needed or required for a wheelchair or other mobility device?	X ___	___	___
• If tables or work surfaces are available, is there a 36-inch aisle clearance between tables for wheelchair access?	X ___	___	___
• Do seating spaces at tables or work surfaces allow for a forward approach and provide a clear floor space of 30 by 48 inches?	X ___	___	___
• Are accessible tables and accompanying seating spaces distributed through the room or space?	X ___	___	___
• Do spaces under tables or work surfaces provide clear space for knees and toes?	X ___	___	___

Question			
• Do all exterior passage ways provide a minimum unobstructed head clearance (headroom) of 80 inches?	X		
• Do ramps have a clear unobstructed width of at least 36 inches?		X	
• Do ramps have a 5-foot long level landing at the top and bottom of each run?		X	
• If the ramp rises more than 6 inches vertically, does it have handrails on both sides?		X	

Elevators

Question			
• Does the building have passenger elevators?	X		
• Are call buttons and keypads at elevators mounted no higher than 48 inches when measured to centerline of highest operable part above the floor?	X		
• Are there raised (tactile) characters and Braille that indicate floor designations on both elevator jambs at the entrance to elevator mounted 48 to 60 inches above the floor surface?	X		
• Are there both visible and audible signals to identify when an elevator car arrives and its direction of travel?	X		ELEVATOR

Drinking Fountains

Question			
• Where drinking fountains provided, are there two drinking fountains: one wheelchair accessible and one for persons who are standing?	X		
• Does the wheelchair accessible drinking fountain provide a minimum knee clearance of 27 inches?	X		
• Is there a 30 by 48-inch clear floor space positioned for a forward approach to the wheelchair accessible fountain?	X		

Restrooms

Question			
• Does your facility offer restrooms for public us?	X		
• Are all accessible restrooms clearly designated with a sign having the International Symbol of Accessibility and mounted on the latch side of the door so the bottom edge of the highest tactile characters are 60 inches maximum and the lowest tactile characters are 48 inches minimum from the floor surface?	X		
• Do the doorways of accessible restrooms have a minimum clear?	X		RESTROOMS
• Is there adequate turning space for a wheelchair or other mobility devices inside the restroom?	X		

Signage			
• Is adequate signage placed in standardized, appropriate locations throughout the building or facility?	X ___	___	
• Does the signage identifying permanent rooms or spaces provide both raised (tactile) characters and Braille?	X ___	___	ENTRANCE ♿
• Is exterior signage available at non-accessible entrances and along walkways that provides directions to the accessible routes and entrances?	X ___	___	
• Is interior directional signage provided at inaccessible toilet rooms and elevators directing the person to nearest accessible toilet rooms and elevators.	X ___	___	

I certify that the above information is accurate and true to the best of my ability.

Name of Authorized Representative	Dr. Mahabub Emam Hossain	Date: 10/04/2020
Title:	President, American Institute of Health Science & Technology Inc.	
Email: mahabub.aihst@gmail.com	Telephone: 703-817-2968	

The Americans with Disabilities Act (ADA) became law in 1990. The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public.

NUMBER OF ACCESSIBLE SPACES

Total Parking Spaces

Total Parking Spaces	Designated Accessible Parking
1 to 25	
26 to 50	1
51 to 75	**2**
76 to 100	3
101 to 150	4
151 to 200	5
201 to 300	6
301 to 400	7
401 to 500	8
501 to 1000	9
1001 and over	2% of total
	20 plus 1 for each 100 over 1000

1. Name of Training Organization The Catholic University of America		2. Federal Tax ID# 53-0196583	
3. Mailing Address 2050 Ballenger Ave #200	4. City Alexandria	5. State VA	6. Zip 22314
7. Physical Address 2050 Ballenger Ave #200	8. City Alexandria	9. State VA	10. Zip 22314

11. Name & Title of Contact Person:

Vincent Kiernan, Dean, Metropolitan School of Professional Studies

12. Email Address of Contact Person: kiernan@cua.edu | 13. Phone Number of Contact Person: 202 319 6260

14. Mailing Address of Contact Person (if different from above)

15. Year Established 1887	16. Website Address: Metro.catholic.edu

17. Type of Entity

University

Other (please Describe) _____

18. Does your organization provide job search assistance or placement services?   <u>Yes</u>   No

   (if yes, please describe) The Center for Academic and Career Success on our main DC campus provides resources and support to assist students with career success

19. What types of financial aid are available to students?   Federal Title IV aid programs are available for programs that earn semester hour credit

20. Does your organization have a tuition refund policy?   <u>Yes</u>   No

   (if yes, please attach the policy including time frames and percentage of reimbursement)

21. Name of Financial Aid Contact Person Mindy Schaffer	22. Email Address of Financial Aid Contact Person schafferm@cua.edu

23. Please provide three customer references including contact information:
1. From 2000-2016 the school delivered instruction to 50 employees of the U.S. Veterans Administration at the Veterans Administration Central Office in Washington, D.C. The program manager, Valman (Val) Cummins MS.Ed. CPP, HCS, currently the Director of the Office of Workforce Planning and Development in the Administration for Children and Families, U.S. Department of Health and Human Services (Valman.Cummins@acf.hhs.gov; (202) 690-5798), provided the following reference: "It was a pleasure serving as the original Program Manager for the collaboration between the Department of Veterans Affairs and The Catholic University (CU). The CU professionalism and desire to support the employees of the Department of Veterans Affairs with higher education opportunities was remarkable. Even though we faced challenges navigating the many federal rules and regulations, Catholic University stayed the course and honored their commitment to provide on-site graduate education."
2. National Public Radio POC: Tracye Beaman, Director of Talent Management, 202-513-3655, tbeaman@npr.org The Metropolitan School of Professional Studies delivered a six-session noncredit class for 14 National Public Radio employees on human-relations policies and practices. Dates: October 18 to December 13, 2017.
3. Bureau of the Fiscal Service, U.S. Department of the Treasury POC: Jason Thorn, 304-319-5256, Jason.Thorn@fiscal.treasury.gov Description: The Metropolitan School of Professional Studies delivered a two-session noncredit course on Fixed income Markets & the Impact of US Treasury Offerings for employees of the Treasury Department's Bureau of the Fiscal Service, on August 16-17, 2017.

SUPPLEMENTAL INFORMATION

In addition to the attachments associated with the previous sections of this application, copies of the following documents **MUST** be included:

1. Copy of Virginia oversight documentation (SCHEV, VA School of Nursing, etc.)

_____

2. Copy of License to Conduct Business in Virginia

_____

3. Copy of Training Provider Non-discrimination Policy

4. Copy of Training Provider Grievance Procedure for individuals with complaints on issues, such as discrimination, accessibility, etc.

_____

5. Suspension/Debarment Certification (included in packet)

_____

6. Anti-Discrimination Certification (included in packet)

_____

7. For each training program, fill out training program application (included in packet) and provide documentation which includes:
   1) Training Program description, 2) Outline of the Program,
   3) Skills to be obtained.

_____

Commonwealth of Virginia

State Corporation Commission

CERTIFICATE OF GOOD STANDING

I Certify the Following from the Records of the Commission:

That THE CATHOLIC UNIVERSITY OF AMERICA, a corporation incorporated under the laws of DISTRICT OF COLUMBIA, is authorized to transact business in the Commonwealth of Virginia;

That the corporation obtained a certificate of authority to transact business in Virginia from the Commission on December 9, 1987; and

That the corporation is in good standing in the Commonwealth of Virginia as of the date set forth below.

Nothing more is hereby certified.

Signed and Sealed at Richmond on this Date:

April 16, 2021

_____

Bernard J. Logan, Clerk of the Commission

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION—LOWER TIER COVERED TRANSACTIONS

(1) The prospective lower tier subcontract proposer certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier subcontract proposer is unable to certify to any of the statements in this certification, such prospective subcontract proposer shall attach an explanation to this proposal.

THE CATHOLIC UNIVERSITY OF AMERICA
Organization

J. Steven Brown   4-15-2021

Authorized Signature   **Date**

J STEVEN BROWN, SENIOR VICE PROVOST FOR ACADEMIC
Printed Name and Title   ADMINISTRATION AND DEAN OF
                                  GRADUATE STUDIES

6

Anti-Discrimination Certification

The training provider certifies that it will comply fully with all non-discrimination and equal opportunity provisions of the laws listed below:

1) Nondiscrimination provisions of WIOA Section 188, and its implementing regulations at 29 CFR part 38, which prohibit discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity.
2) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;
3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities.
4) Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age.
5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
6) Title II, Subpart A of the Americans with Disabilities Act of 1990, as amended, which prohibits discrimination on the basis of disability. ,
7) Genetic Information and Nondiscrimination Act of 2008, which prohibits discrimination on the basis of genetic information with respect to health insurance and employment.

The training provider also certifies that it will:

1) Will collect and maintain data necessary to show compliance with the non-discrimination provisions of the WIOA Sec. 188, as provided in the regulations.
2) Will state in all solicitations or advertisements for employees placed by or on behalf of the provider, that the provider is an equal opportunity employer.
3) Notices, advertisement and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
4) Make any and all reasonable accommodations to provide access and equity of services to disabled persons applying to or enrolled in any approved program of study.

THE CATHOLIC UNIVERSITY OF AMERICA
_____
Organization

J. Steven Brown   4-15-2021
_____
Authorized Signature

Certification and Representation

I, _____J STEVEN BROWN_____ (Name) as _AcADEMIC ADMINISTRATION_ (Title) of _SENIOR VICE PROVOST FOR_

THE CATHOLIC UNIVERSITY OF AMERICA (Applicant Agency), hereby

certify and represent the following:

1. That the information contained in this application and all attachments is true and correct to the best of my knowledge and belief; and

2. That _THE CATHOLIC UNIVERSITY OF AMERICA_ (Applicant Entity) will permit representatives of the Workforce Development Board and the Commonwealth of Virginia access to its facilities, staff, and records for the purpose of verifying information contained in this application and for collecting any additional information related to its qualifications as a provider of training services under the WIOA.

3. I understand that approval by a LWDB places the provider and program on the state Eligible Training Provider List but does not guarantee a local area will fund the approved training activity through the issuances of an ITA. That determination is further based on local policy which must include, at minimum, relevance of training to demand occupations that are in demand regionally, availability of local funds, and likelihood that training will support the individual in meeting their career objectives and employment. The selection of a training provider is based on participant choice.

Signed this ___15___ day of ___APRIL___, ___2021___

Signature _____ J. Steven Brown

Telephone Number ___202 319 5247___

Email Address ___brownjs@cua.edu___

FOR LWDB OFFICE USE ONLY			
Date Received by WDB	Date Approved by WDB	Date WDB Submitted to State	Authorized WDB Signature

8

COMMONWEALTH of VIRGINIA

STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA

James Monroe Building, 101 North Fourteenth Street, Richmond, VA 23219

Peter Blake
Director

(804) 225-2600
www.schev.edu

April 12, 2021

Catholic University of America - Alexandria, The
2050 Ballenger Ave Ste 200
Alexandria, VA 22314-6893

Dear Institutional Representative:

For certification year 2021, the State Council of Higher Education for Virginia's approved program inventory for <u>Catholic University of America - Alexandria, The</u> is as follows:

Credential	Program Name	Hours	CIP Code	Delivery Format
Associate of Applied Arts	Paralegal Studies	63 Credit Hours		Hybrid
Bachelor of Arts	Interdisciplinary Studies	120 Credit Hours		Hybrid
Certificate	Certified Financial Planner	294 Clock Hours		Hybrid
Certificate	Comp TIA A+	36 Clock Hours		Hybrid
Certificate	Comp TIA Security +	36 Clock Hours		Hybrid
Certificate	Paralegal Studies	24 Credit Hours		Hybrid
Certificate	Project Management Professional (PMP)	35 Clock Hours		Hybrid
Certificate	Society of Human Resource Management Certified Professional (SHRM)	36 Clock Hours		Hybrid
Master of Science	Management	36 Credit Hours		Hybrid

---end---

Advancing Virginia Through Higher Education

Anti-Discrimination and Anti-Harassment Policy

Approved by:	The President
History:	Issued --
	Revised -- January 26, 2021
	Last Reviewed -- January 26, 2021
Related Policies:	Accommodations at University Events Policy; Admissions Policy (Undergraduate); Admissions Policy (Graduate); Equity in Athletics (Title IX) Policy; Interpreter/Transcriber Request Policy; Non-Retaliation Policy; Reasonable Accommodations for Employees with Disabilities Policy; Reasonable Accommodations for Students with Disabilities Policy; Recording Classroom Lectures Policy; Service Animals Policy; Sexual Offenses Policy (employees and third parties); Sexual Offenses Policy (students); Support Animals Policy. Title IX Policy
Additional References:	Title IX Website
Responsible Official:	Title IX Coordinator tel. (202) 319-4177

I. Policy Statement

Our community is born of a shared commitment to core values. The Catholic University of America, guided by reason and the light of Catholic faith, is a community dedicated to the cultivation of knowledge, skills, wisdom, and virtue. Catholic teaching requires respect for the dignity of others. Membership in the University community brings with it the obligation to conduct oneself in ways that promote these goals, build up the community, and refrain from activity inconsistent with our shared goals and commitments. Consequently, Catholic University expects a higher standard of behavior than the law requires.

No person will be denied employment, admission, or educational opportunity, or otherwise be discriminated against or harassed in the University's programs or activities on the basis of race, color, religion, sex, national origin, age, marital status, personal appearance, family responsibilities, physical or mental disability, political affiliation, status as a veteran, or any other basis protected by applicable federal, state, or local laws or University policy. Nothing in this policy shall require The Catholic University of America to act in a manner contrary to the beliefs and teachings of the Catholic Church and the University's mission as the national university of the Catholic Church in the United States or to diminish its rights as a religious organization.

II. Scope

This policy applies when any student, employee, or a third party (such as a vendor, independent contractor, visitor, or guest) is accused of committing prohibited harassment or discrimination. In cases involving sexual offenses, the University's <u>Title IX Policy</u>, <u>Sexual Offenses Policy (Employees and Third Parties)</u> or <u>Sexual Offenses Policy (Students)</u> will apply.

This policy applies to on-campus and off-campus conduct that is work-related or may adversely affect campus life, educational experience, or a University activity or program.

III. Prohibited Discrimination

Examples of discrimination that violate this policy include treating an applicant, employee, student, or other member of the University community differently in the terms and conditions of his or her employment or education or making decisions about that person's employment, compensation, or education based upon a person's membership in a category protected by University policy or applicable federal, state, or local laws.

IV. Prohibited Harassment

Harassment based on a protected category, as outlined above, is a form of discrimination. Such harassment is prohibited when

- Enduring the offensive conduct becomes a term or condition of a person's academic, working, or living environment, or

- Inappropriate or unwelcome conduct based on protected status is so severe or pervasive that it alters the conditions of education, employment, or participation in a program or activity, thereby creating an environment that a reasonable person in similar circumstances would find hostile.

A single or isolated incident of harassment may create a hostile environment if the incident is sufficiently severe.

Because the University expects a higher standard of behavior than the law requires, inappropriate conduct that may not be unlawful may still violate this policy.

Harassment may include the following types of misconduct, when the misconduct involves one or more of the protected characteristics outlined in this policy:

- Verbal abuse, slurs, derogatory comments, or insults about, directed at, or made in the presence of an individual or group;

- Display or circulation of written materials or pictures that are offensive or degrading;

- Physical contact, or threatening language or behavior; or

- Other conduct that interferes with an individual's performance; limits participation in University activities; or otherwise creates an intimidating, hostile, or offensive University environment.

V. Required Reporting

Individuals subjected to any conduct that violates this policy, or who become aware of such conduct, must report it immediately. Reports should be directed to

- A direct supervisor or community director or, if that person is unavailable or the conduct involves the direct supervisor or community director, then to any other supervisor, manager, or community director; or

- The Equal Opportunity Officer, tel. (202) 319-4177, HR-EEO@CUA.EDU; or

- The Chief Ethics and Compliance Officer, tel. (202) 319-6170, CUA-COMPLIANCE@CUA.EDU

Reports should be as detailed as possible, including the names and contact information of all individuals involved and any witnesses, along with any evidence such as photos, texts, or emails.

All University personnel who receive a report of an alleged violation of this policy must promptly advise the Equal Opportunity Officer and provide all information and evidence provided with the report.

If a response to the report is not received within five days after reporting, please immediately contact the Chief Human Resources Officer, tel. (202) 319-5050, CHRO@CUA.EDU or the Chief of Staff and Counselor to the President, tel. (202) 319-5102.

All complaints will be investigated as promptly, thoroughly, and objectively as possible in accordance with the University's accompanying Harassment and Discrimination Grievance Procedures.

VI. Corrective and Preventive Action

The University will take prompt and appropriate corrective and preventive action, including interim relief, to stop any inappropriate behavior and to provide other support as needed to the individuals involved.

VII. Retaliation Prohibited

Retaliation against complainants, alleged victims, witnesses, or anyone else participating in this process is prohibited by the University's Reporting Ethical Misconduct and Non-Retaliation Policy. Acts of retaliation will result in disciplinary action regardless of the outcome of the underlying complaint.

VIII. Responsible Officials

The Equal Opportunity Officer, tel. (202) 319-4177, HR-EEO@CUA.EDU has been designated to handle matters under this policy.

If the Equal Opportunity Officer is unavailable or a complaint alleges discrimination or harassment by that individual, the University's Chief Ethics and Compliance Officer CUA-COMPLIANCE@CUA.EDU, tel. (202)-319-6170, or the President's Chief of Staff tel. (202) 319-5102, will assume primary responsibility.

Discrimination and Harassment Procedure

I. Introduction

The University will conduct prompt, thorough, and objective investigations into all reported instances of discrimination or harassment prohibited by its Anti-Discrimination and Anti-Harassment Policy. Individuals who report or experience prohibited discrimination or harassment shall be informed of and encouraged to use all appropriate University, law enforcement, and community resources. Individuals accused of discrimination or harassment shall be informed of and encouraged to use all appropriate University and community resources and shall receive due process in accordance with the law and University policies and procedures.

The University's Non-Retaliation Policy prohibits actual or threatened retaliation or any act of intimidation to prevent or obstruct the reporting of discrimination or harassment or participation in proceedings related to discrimination or harassment. Reports of retaliation will be promptly investigated and may result in disciplinary action regardless of the outcome of the underlying complaint of discrimination or harassment.

II. Scope

These procedures apply when any faculty or staff employee or a third party (such as a vendor, independent contractor, visitor, or guest) is a respondent. They only apply to students when students are acting as University employees. In all other student cases, the grievance procedures outlined in the Code of Student Conduct will apply. In cases involving sexual offenses, the University's Title IX Grievance Procedures or Sexual Offenses Grievance Procedures (Employees and Third Parties) will apply. In cases where it is unclear which procedure should apply, the Equal Opportunity Officer (EEO) will decide.

III. Privacy

The University is committed to protecting the privacy of all individuals involved in reported harassment or discrimination. Information related to a reported offense will only be shared with individuals on a need to know basis absent a mandatory disclosure obligation, such as a statutory requirement, a valid subpoena or a court /government agency order.

If reported discrimination or harassment discloses an immediate threat to the campus community, the University shall issue a timely notice of the incident in the interests of the health and safety of the campus community.

IV. Informal resolution

In cases of discrimination or harassment, the EEO may suggest informal resolution with the concurrence of the Chief Human Resources Officer (CHRO) or Provost. Participation in informal resolution is voluntary, and either party may withdraw at any time. The informal resolution options available under this policy are intended to recognize the following:

- Harassment and discrimination affect complainants, respondents, reporters, community members, family members, and others (collectively "affected parties");

- Affected parties often benefit when resolution processes and outcomes are tailored to meet their unique needs and interests;

- Complainants and other affected parties may find it useful to meet with a respondent who acknowledges the substance of the underlying events and who acknowledges that the complainant experienced harm, and

- Participants in informal resolution processes will be protected from secondary victimization and other potential harms.

Informal resolution may be used during any phase of the process with the consent of both parties. Any agreements reached in an informal process must be approved by the CHRO for the staff or the Provost in consultation with the CHRO for faculty.

V. Interim Measures

While a complaint is pending, the University may take interim measures, including but not limited to no contact orders, reassignment, change in work duties, suspension with pay, or suspension without pay.

VI. Investigation Process

The EEO or a designee will investigate cases of alleged discrimination or harassment. Either party may raise conflict of interest concerns. If a conflict of interest exists, or the EEO is unavailable, the CHRO will designate an alternate investigator.

The investigator will conduct an intake meeting with the complainant and interview the respondent and relevant witnesses. The complainant and respondent will receive opportunities to meet with the investigator, identify witnesses, and provide evidence. The investigator will determine whether the alleged discrimination or harassment occurred using the preponderance of the evidence standard and whether that conduct violated the policy. The investigator will preserve all evidence and write an investigative report to the CHRO if the respondent is a staff member or third party, or to the CHRO and Provost if the respondent is a faculty member. If the respondent serves in multiple roles, the investigator will provide the report to both the CHRO and Provost.

The University will coordinate its investigation when an active law enforcement investigation is ongoing, and it will not ordinarily conduct independent interviews or gather evidence while law enforcement is actively interviewing witnesses or gathering evidence.

VII. Disciplinary Action

The CHRO or Provost in consultation with the CHRO will decide on disciplinary action for violations of the Anti-Harassment and Discrimination Policy and may consult with other University officials as long as those officials do not have a conflict of interest.

Disciplinary actions may include but are not limited to the following:

Reprimand or Censure – A written statement that the respondent has engaged inappropriate behavior or a violation of this policy.

Probation – A designated period of time in which the respondent's actions will be monitored or expected to improve.

Removal of privileges or responsibilities - A decrease in respondent's responsibilities because of a violation of the policy.

Demotion – Movement of respondent to a lower position, often with a decrease in pay or title.

Reduction in compensation - A temporary or permanent decrease in pay or benefits.

Class monitoring – Monitoring of classroom teaching either by recording or the presence of a third party.

Counseling – Required meeting with a designated individual or participation in a designated program to assist in prevention of the concerning behavior.

Suspension – Removal of the employee from the workplace for a designated time period.

Dismissal – Ending the employment relationship with the University.

Dismissal with Revocation of Tenure – Removal of a faculty member and tenured status in accordance with the procedures outlined in the Faculty Handbook.

VIII. Estimated Timelines

All parties have an interest in the speedy resolution of an allegation of discrimination or harassment, and the following timelines are designed to accomplish that. The University cannot control all factors that might contribute to delays such as local law enforcement activity, the completion of criminal forensic testing, University holidays, or the availability of witnesses. The University will strive to complete the investigative process within 60 business days and the entire process, including a determination, within 90 business days of the complaint. The 90-day time-frame does not include appeals. The decision of when to conclude an investigation will be case-specific; for example, it is not necessary to wait for the conclusion of a criminal investigation, but University officials must decide when there is sufficient information and evidence available that moving forward would be in the interests of justice.

IX. Notification

The parties will be notified in writing by either the CHRO or the Provost in consultation with the CHRO of the outcome of the investigation and any disciplinary action. Alternatively, the investigator may verbally notify the parties of the outcome of the investigation with prior consent of the CHRO or the Provost in consultation with the CHRO. If the dismissal of a faculty member for cause is justified, the procedures outlined in Part II-G-7 of the Faculty Handbook will be followed in lieu of the appeals process below.

X. Right of Appeal

Each party may appeal the finding by submitting a letter of appeal within seven calendar days of notification of the outcome. A staff member or student may appeal to the Chief Ethics and Compliance Officer, unless there is a conflict of interest, such as the Chief Ethics and Compliance Officer was the investigator, in which event the appeal will be to the Chief of Staff. A faculty member may appeal to the University's President or Chief Ethics and Compliance Officer, unless there is a conflict of interest, such as the Chief Ethics and Compliance Officer was the investigator, in which event the appeal will be to the Chief of Staff. Any appeal officer may designate an alternate person to decide the appeal.

The appeal must specify grounds that would justify re-consideration. General dissatisfaction with the outcome of the proceeding or an appeal for mercy are not appropriate grounds for appeal. The written appeal must specifically address either significant procedural error that changes the findings of fact of the proceeding or new evidence that significantly alters the findings of fact.

The appeal decision-maker may consult other University officials as appropriate before making their decision but shall not gather additional evidence. If the appeal decision-maker believes that the Provost or CHRO should consider additional information, the appeal decision-maker may return the case to the investigator to gather more evidence. However, an appeal may not be returned solely for the purpose of reconsidering the original decision.

One appeal is permitted. The decision on the appeal is final and shall be conveyed in writing to both parties. The University will strive to decide appeals within 10 business days of receipt.

The imposition of sanctions may be deferred while the appeal process is pending unless, at the discretion of the CHRO or Provost in consultation with the CHRO, the continued presence of the respondent on the campus poses a serious threat to self or others, or to the stability and continuity of normal University functions.

Grievance Procedure

I. Introduction

Students who have concerns or complaints about University-provided disability accommodations, denials, or the accommodation process, or who have complaints regarding compliance with approved accommodations by University employees, are directed to this complaint procedure. While students are strongly encouraged to follow the steps in this procedure, a student need not go through each step herein before making a complaint with the U.S. Department of Education.

Note about Discrimination Complaints: If a student feels that he/she has been subject to discrimination based upon a disability, as described in Section 504 of the Rehabilitation Act of 1973 or The Americans with Disabilities Act of 1990, the student should report the matter to the University's Equal Opportunity Officer (tel. 202-319-4177) per the University's Non-Discrimination, Anti-Harassment and Title IX Compliance Policy. Reports of discrimination are addressed by the Equal Opportunity Office rather than by DSS. However, a student may file a grievance with the DSS office and a discrimination complaint concurrently to address separate but related issues.

II. Complaint Procedure

A. Step 1: Informal Resolution

Before filing a formal complaint with the University per these procedures, students are asked to speak directly with DSS staff or with the instructor in order to resolve the student's concern. Every reasonable effort should be made to resolve such an issue at this level.

If the matter is not resolved, the student should make an appointment with the DSS Assistant Director. If the student's concern pertains to the DSS Assistant Director, the student should make an appointment with the DSS Director.

The Assistant Director or Director, as applicable, will meet with the student as soon as possible and attempt to resolve the concern through support and mediation. If the matter is resolved, the student and involved parties will be notified by the DSS Assistant Director or Director by email of the resolution. If the matter is not resolved, the student may proceed to Step 2 below.

B. Step 2: Review by an Equal Opportunity Officer

If a student's concern is not resolved through informal resolution, the student may file a written complaint to the University's Equal Opportunity Officer that clearly articulates the concern and the resolution sought. Students must raise their concerns as soon as possible. The Equal Opportunity Officer will review the students concern, reach a determination, and communicate that determination in writing to the parties involved.

C. Step 3: Appeal to the Chief Ethics and Compliance Officer

If the student wishes to appeal the Equal Opportunity Officer's determination, the student must submit a written statement to the University's Chief Ethic and Compliance Officer within the Office of the President identifying the specific grounds therefore. The Chief Ethics and Compliance Officer will review the appeal, reach a determination, and communicate that determination in writing to the parties involved. The Chief Ethics and Compliance Officer's determination shall be the final review of the student's concerns at the University level, and no further internal review or appeal shall be permitted.

D. Step 4: Complaint with the Office of Civil Rights

If the student's concerns or complaints are not resolved at the University level, the student may choose to file a complaint with the Office of Civil Rights of the U.S. Department of Education. The Office of Civil Rights investigates timely complaints for which they have jurisdiction. www2.ed.gov/about/offices/list/ocr/docs/howto.html

Refund of Student Charges Policy

Approved by:	President
	Issued --
	Revised -- August 23, 2019
	Last Reviewed -- August 23, 2019
Related Policies:	Student Accounts Refund Policy; Home State Policy on Refunds
Additional References:	Enrollment Services - Mission; Enrollment Services - Costs; University Statement on Unanticipated Closures
Responsible Official:	Vice President for Marketing and Enrollment Managment tel. (202) 319-6535

I. Introduction

Refunds of student charges will be calculated based on the amount billed to the student's account regardless of any payments made to the account. In the event a reduction in charges or fees results in a credit on the student's account, the student may be entitled to a refund. Application fees and registration deposits are non-refundable. Other fees are refunded as per the following policy. See Enrollment Services - Costs for a list of fees.

II. Definitions

A. Academic Calendar: The official University calendars setting forth the specific dates and deadlines for semesters and terms, enrollment periods, examination periods, holidays, periods that classes are not in session, and commencement. Academic Calendar means the Standard University Academic Calendar, the Columbus School of Law Academic Calendar and the Online Programs Academic Calendar. Add/drop periods are listed in each respective calendar.

B. Dynamically-Dated Classes: Classes that do not span the entire semester and which have beginning and ending dates within, but different from, the regular semester.

C. Week of Classes: Monday through Saturday.

D. Tuition: Charge for instruction listed on the student account.

E. Mandatory Fees: Fees required of all students, including but not limited to student record, activity, and technology fees.

F. Service/Miscellaneous Fees: Fees charged for specific services, including but not limited to language placement, health center, locker rental fees.

III. Provisions Applicable to All Programs

A. Adjustment of University Grants and Scholarships

Generally, University undergraduate grants and scholarships will be prorated to be proportional to the percentage of tuition charges incurred. For example, if a student's tuition charges are reduced by fifty (50) percent, that student's University grants and scholarships will also be reduced by fifty (50) percent. Note that specific grant or scholarship terms may supersede this general rule. Adjustments to University graduate grants and scholarships are at the discretion of the individual department/school awarding the grant or scholarship and the Office of the Provost.

B. Return of Federal Financial Aid (Title IV) Funds

Federal requirements for returning Federal Title IV financial aid are independent of University policy and, when required by law, supersede University policy. For example, a student receiving Federal Title IV aid may be due a tuition refund according to University policy. However, based on federal regulation, the University may be required to return all or a portion of the disbursed funds to the aid program from which the funds were disbursed based upon the date of withdrawal. Additional information is available in the Office of Student Financial Assistance website under Withdrawals.

C. Deferral to Home State Policy on Refunds

A student who is registered in a fully online program or who is taking a course (or courses) in a state outside the District of Columbia will receive a refund as required by the law of that state if there is a conflict with University policy. States with specific refund policies can be found at: http://enrollmentservices.cua.edu/Student-Financial-Information/HomeStateRefundPolicies.cfm.

IV. Refund Provisions - Fall and Spring Semesters

The following provisions apply during the fall and spring semesters and not to summer sessions.

A. Tuition and Fee Refund Schedule for Complete Withdrawal from the University

Note: Refunds for dynamically-dated classes are based on the corresponding percentage of class meetings.

Drop Deadline	Amount Tuition Refunded	Amount Mandatory Fees Refunded	Amount Service/ Misc. Fees Refunded
End of Add Drop Period	100%	100%	0%

After last day of add/drop but by the end of the third week of classes	80%	0%	0%
After the end of the third week of classes but by the end of the fourth week of classes	50%	0%	0%
After the end of the fourth week of classes	0%	0%	0%

B. Tuition and Fee Refund Schedule for change of status from full-time to part-time or reduction in part-time status

Note: students will be charged the standard part-time rate for all classes in which they remain registered. Refund amounts below are for dropped courses. Refunds for dynamically-dated classes are based on the corresponding percentage of class meetings.

Drop Deadline	Amount Tuition Refunded	Amount Mandatory Fees Refunded	Amount Service/ Misc. Fees Refunded
End of Add Drop Period	100%	0%	0%
After last day of add/drop but by the end of the third week of classes	80%	0%	0%

After the end of the third week of classes	0%	0%	0%

C. Refunding of Room and Board Charges

Room and board refunds for all students shall be as follows:

- Fees are refunded on a per diem basis up to the end of the drop/add period. After the drop/add period, fees are reduced at the tuition rates shown in Section III.

- Students who have signed and submitted a <u>Residence Hall and Dining Services Agreement</u> and whose housing cancellation request is approved will be charged a housing cancellation fee.

V. Refund Provisions - Summer Sessions

Students taking classes in summer sessions are eligible for a 100% refund if they withdraw by the add/drop deadline specified for their class(es). Students withdrawing after the add/drop deadline are not eligible for a refund.

VI. Exceptions

Exceptions to the policy regarding tuition refunds may be made based on extraordinary circumstances. Requests for exceptions are reviewed by the University's Tuition Refund Appeals Committee.

A student seeking an exception to the policy should contact the Office of Enrollment Services at CUA-ENROLLMENTSERVICES@CUA.EDU to initiate the appeals process.

The Committee will not consider requests after midterm of the succeeding semester as published in the Academic Calendar. Decisions are made solely at the discretion of the University Tuition Refund Appeals Committee and may not be appealed further.

Training Program Application

A separate application form must be completed for each training program or occupational skills course of study.

1. Training Organization The Catholic University of America	
2. Contact Person – Name & Title Vincent Kiernan, Dean, Metropolitan School of Professional Studies	
3. Training Program or stand-alone course name Human Resources Management (SHRM LS)	
4. Program or course description See attached	

5. Year Program Established 2020	6. Total Credit or Curriculum Hours 35.75 hours	7. Number of training weeks or hours 13 weeks	8. Minimum Class Size 6

9. Is curriculum certified by an accrediting agency or similar national standardization program: <u>Yes</u> *(if yes specify)* Society for Human Resource Management   No
10. Description of training and skills to be obtained – *Attach training program description, include an outline of what is covered in the program and what skills are to be obtained.*   See Attached
11. Which in-demand industry sectors and occupations best fit with the training program; and the average wage for the primary target occupation for which the training prepares the individual , as published by the Virginia Employment Commission, for the local area. If the in-demand sectors & occupation differ from what is defined by the region, please provide LMI Information to support the sector & occupation. See attached
12. Does training lead to an industry recognized credential, diploma, license, or degree? *If yes, indicate which.* <u>Yes</u> SHRM Certified Professional or SHRM Senior Certified Professional   No
13. Is this a stackable credential, part of a sequence to move an individual along a career pathway or up a career ladder?   <u>Yes</u>   No
14. Was this training developed in partnership with a business?   Yes   <u>No</u> If yes, Name of Business(s):

15. List Businesses that support this training program:

N/A

16. Describe how you will ensure access to training services throughout the state, including rural areas and through the use of technology:

Because the course if taught through live Zoom instruction, students throughout the state and in rural areas will be able to participate.

17. Describe how you will work with the local board to serve individuals with barriers, including individuals with disabilities:

The university is committed to making its educational opportunities available to all, including those with disabilities. The university's Office of Disability Support Services will work with students to determine appropriate accommodations to enable the student to successfully complete the training.

Program Cost	
18. **Registration/Pre-screening/Admissions Fees**	$ 0
19. **Tuition** (check all items included in Tuition)	$ 1195 (1095 for SHRM members)
Books	$ X
Required Supplies(Tools, uniforms, etc.	$ 0
Testing/Exam Cost	$ 0
Licensure/Certification Cost(s)	$ 0
Other Required Fees	$ 0
20. **Total Cost to Complete Curriculum/Course**	**$** 1195 (1095 for SHRM members)

Criteria for Admission
21. Describe the prerequisites or skills and knowledge required prior to the commencement of training: None

22. Is a High School Diploma or GED required: Yes   <u>No</u>

Training Program Application

A separate application form must be completed for each training program or occupational skills course of study.

1. Training Organization The Catholic University of America	
2. Contact Person – Name & Title Vincent Kiernan, Dean, Metropolitan School of Professional Studies	
3. Training Program or stand-alone course name Certified Financial Planner	
4. Program or course description See attached	

5. Year Program Established 2020	6. Total Credit or Curriculum Hours 23.1 CEUs	7. Number of training weeks or hours 231 hours	8. Minimum Class Size 6

9. Is curriculum certified by an accrediting agency or similar national standardization program: <u>Yes</u> *(if yes specify)* CFP Board of Standards   No
10. Description of training and skills to be obtained – *Attach training program description, include an outline of what is covered in the program and what skills are to be obtained.*   See Attached
11. Which in-demand industry sectors and occupations best fit with the training program; and the average wage for the primary target occupation for which the training prepares the individual , as published by the Virginia Employment Commission, for the local area. If the in-demand sectors & occupation differ from what is defined by the region, please provide LMI Information to support the sector & occupation. See attached
12. Does training lead to an industry recognized credential, diploma, license, or degree? *If yes, indicate which.*   <u>Yes</u> Certified Financial Planner   No
13. Is this a stackable credential, part of a sequence to move an individual along a career pathway or up a career ladder?   <u>Yes</u>   No
14. Was this training developed in partnership with a business?   Yes   <u>No</u> If yes, Name of Business(s):

15. List Businesses that support this training program:

N/A

16. Describe how you will ensure access to training services throughout the state, including rural
areas and through the use of technology:

Because the course if taught through live Zoom instruction, students throughout the state and in
rural areas will be able to participate.

17. Describe how you will work with the local board to serve individuals with barriers, including
individuals with disabilities:

The university is committed to making its educational opportunities available to all, including those
with disabilities. The university's Office of Disability Support Services will work with students to
determine appropriate accommodations to enable the student to successfully complete the training.

Program Cost

18. **Registration/Pre-screening/Admissions Fees**	$ 0
19. **Tuition** (check all items included in Tuition)	$ 4950
Books	$ 970
Required Supplies(Tools, uniforms, etc.	$ 0
Testing/Exam Cost	$ 0
Licensure/Certification Cost(s)	$ 0
Other Required Fees	$ 0
20. **Total Cost to Complete Curriculum/Course**	**$** 5920

Criteria for Admission

21. Describe the prerequisites or skills and knowledge required prior to the commencement of training:
None

22. Is a High School Diploma or GED required: Yes   <u>No</u>

Training Program Application

A separate application form must be completed for each training program or occupational skills course of study.

1. Training Organization The Catholic University of America	
2. Contact Person – Name & Title Vincent Kiernan, Dean, Metropolitan School of Professional Studies	
3. Training Program or stand-alone course name Certificate in Paralegal Studies	
4. Program or course description See attached	

5. Year Program Established 2018	6. Total Credit or Curriculum Hours 42 semester hours	7. Number of training weeks or hours 525 hours	8. Minimum Class Size 6 (including other students)

9. Is curriculum certified by an accrediting agency or similar national standardization program:

<u>Yes</u> *(if yes specify)* Middle States   No

10. Description of training and skills to be obtained – *Attach training program description, include an outline of what is covered in the program and what skills are to be obtained.*   See Attached

11. Which in-demand industry sectors and occupations best fit with the training program; and the average wage for the primary target occupation for which the training prepares the individual , as published by the Virginia Employment Commission, for the local area. If the in-demand sectors & occupation differ from what is defined by the region, please provide LMI Information to support the sector & occupation.
See attached

12. Does training lead to an industry recognized credential, diploma, license, or degree? *If yes, indicate which.*

Yes   <u>No</u>

13. Is this a stackable credential, part of a sequence to move an individual along a career pathway or up a career ladder?   <u>Yes</u>   No

14. Was this training developed in partnership with a business?   Yes   <u>No</u>

If yes, Name of Business(s):

15. List Businesses that support this training program:

N/A

16. Describe how you will ensure access to training services throughout the state, including rural areas and through the use of technology:

Because the course if taught through live Zoom instruction, students throughout the state and in rural areas will be able to participate.

17. Describe how you will work with the local board to serve individuals with barriers, including individuals with disabilities:

The university is committed to making its educational opportunities available to all, including those with disabilities. The university's Office of Disability Support Services will work with students to determine appropriate accommodations to enable the student to successfully complete the training.

Program Cost	
18. **Registration/Pre-screening/Admissions Fees**	$ 0
19. **Tuition** (check all items included in Tuition)	$ 41370
Books	$ 600
Required Supplies(Tools, uniforms, etc.	$ 0
Testing/Exam Cost	$ 0
Licensure/Certification Cost(s)	$ 0
Other Required Fees	$ 2008
20. **Total Cost to Complete Curriculum/Course**	**$** 43978

Criteria for Admission

21. Describe the prerequisites or skills and knowledge required prior to the commencement of training:
None

22. Is a High School Diploma or GED required: <u>Yes</u>   No

Training Program Application

A separate application form must be completed for each training program or occupational skills course of study.

1. Training Organization The Catholic University of America	

2. Contact Person – Name & Title Vincent Kiernan, Dean, Metropolitan School of Professional Studies	

3. Training Program or stand-alone course name Project Management Professional Test Preparation	

4. Program or course description See attached	

5. Year Program Established 2021	6. Total Credit or Curriculum Hours 35 hours	7. Number of training weeks or hours 35 hours	8. Minimum Class Size 6

9. Is curriculum certified by an accrediting agency or similar national standardization program: <u>Yes</u> *(if yes specify)* Project Management Institute   No

10. Description of training and skills to be obtained – *Attach training program description, include an outline of what is covered in the program and what skills are to be obtained.*   See Attached

11. Which in-demand industry sectors and occupations best fit with the training program; and the average wage for the primary target occupation for which the training prepares the individual , as published by the Virginia Employment Commission, for the local area. If the in-demand sectors & occupation differ from what is defined by the region, please provide LMI Information to support the sector & occupation. See attached

12. Does training lead to an industry recognized credential, diploma, license, or degree? *If yes, indicate which.*   <u>Yes</u> Project Management Professional   No

13. Is this a stackable credential, part of a sequence to move an individual along a career pathway or up a career ladder?   <u>Yes</u>   No

14. Was this training developed in partnership with a business?   Yes   <u>No</u> If yes, Name of Business(s):

15. List Businesses that support this training program:

N/A

16. Describe how you will ensure access to training services throughout the state, including rural
    areas and through the use of technology:

Because the course if taught through live Zoom instruction, students throughout the state and in
    rural areas will be able to participate.

17. Describe how you will work with the local board to serve individuals with barriers, including
individuals with disabilities:

The university is committed to making its educational opportunities available to all, including those
with disabilities. The university's Office of Disability Support Services will work with students to
determine appropriate accommodations to enable the student to successfully complete the training.

Program Cost

18. **Registration/Pre-screening/Admissions Fees**	$ 0
19. **Tuition** (check all items included in Tuition)	$ 1195
Books	$ X
Required Supplies(Tools, uniforms, etc.	$ 0
Testing/Exam Cost	$ 0
Licensure/Certification Cost(s)	$ 0
Other Required Fees	$ 0
20. **Total Cost to Complete Curriculum/Course**	**$** 1195

Criteria for Admission

21. Describe the prerequisites or skills and knowledge required prior to the commencement of training:
None

22. Is a High School Diploma or GED required: Yes   No

ALEXANDRIA / ARLINGTON REGIONAL
Workforce Council
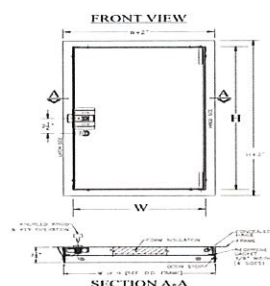
WIOA ELIGIBLE TRAINING PROVIDER

The Americans with Disability Act Compliance Checklist

PROVIDER NAME: _CATHOLIC UNIVERSITY - METROPOLITAN SCHOOL OF PROFESSIONAL STUDIES_

Participants with disabilities should be able to arrive at your training site and easily locate and use accessible services

Accessible Parking	Yes	No	
• Does your facility provide accessible parking spaces designed for use by individuals with disabilities?	Y		
• Does the parking areas have the minimum number of accessible parking spaces specified in the table (see page 4)?	Y		
• Are the accessible parking spaces located on the shortest possible accessible routes to the accessible building entrances?	Y		
• Are the accessible parking spaces located on a level area?	Y		
• Is each accessible parking space designed with a sign showing the International Symbol of Accessibility?	Y		
• Is there at least ONE van accessible space for every SIX accessible parking spaces?	Y		
• Are the van accessible parking spaces designed by an additional sign indicating "Van Accessible" (see figure)?	Y		
IT Accessibility			
• Do images have alternative text?	Y		
• Does video have **captions** and does audio have a **transcript**?	Y		
• Do form fields within web pages and documents have appropriately coded **labels and prompts?**	Y		
• Does the interface have **sufficient contrast** between text color and background color?	Y		
• Does the content scale well when text is enlarged up to 200 percent?	Y		
• Can all menus, links, buttons, and other controls be operated by keyboard, to make them accessible to users who are unable to use a mouse?	Y		
• Do pages that have time limits include mechanisms for adjusting those limits for users who need more time?	Y		

• Have you avoided using content that flashes or flickers?	Y	—	
Accessible Approach and Entrance (Exterior Routes)			
• Do accessible entrances have a minimum clear opening (free of protrusions and obstructions) of 32 inches?	Y	—	
• Is the force required to open accessible exterior entrances within a reasonable range?	Y	—	
• Are handles, pulls, latches, locks, and other operating devices on accessible doors easily grasped with one hand, and require no tight grasping, pinching, or twisting of the wrist to operate?	Y	—	
• Are the heights of thresholds at doorways ½ inch or less?	Y	—	
ACCESS TO GOODS AND SERVICES			
• Do the interior doors in public areas have at least a 32-inch clear, unobstructed opening?	Y	—	
• Do the pull and push sides of doors have adequate maneuvering clearances in front of and to the sides of doorways so that a person using a wheelchair can position themselves to easily and safely open the door?	Y	—	
• Is every permanent room or space (such as restrooms, offices or meeting rooms, etc.) designed with a sign having good contrast between characters and background, adequate character size for viewing distance, raised (tactile) characters and Braille?	Y	—	
• Can interior doors be opened with 5 pounds or less force?	Y	—	
• Are door handles mounted no higher than 48 inches and no lower than 34 inches measured from the floor surface?	Y	—	
• Is adequate space available where turning spaces are needed or required for a wheelchair or other mobility device?	Y	—	
• If tables or work surfaces are available, is there a 36-inch aisle clearance between tables for wheelchair access?	Y	—	
• Do seating spaces at tables or work surfaces allow for a forward approach and provide a clear floor space of 30 by 48 inches?	Y	—	
• Are accessible tables and accompanying seating spaces distributed through the room or space?	Y	—	
• Do spaces under tables or work surfaces provide clear space for knees and toes?	Y	—	

• Do all exterior passage ways provide a minimum unobstructed head clearance (headroom) of 80 inches?	Y	—	
• Do ramps have a clear unobstructed width of at least 36 inches?	Y	—	
• Do ramps have a 5-foot long level landing at the top and bottom of each run?	Y	—	
• If the ramp rises more than 6 inches vertically, does it have handrails on both sides?	Y	—	
Elevators			
• Does the building have passenger elevators?	Y	—	
• Are call buttons and keypads at elevators mounted no higher than 48 inches when measured to centerline of highest operable part above the floor?	Y	—	
• Are there raised (tactile) characters and Braille that indicate floor designations on both elevator jambs at the entrance to elevator mounted 48 to 60 inches above the floor surface?	Y	—	
• Are there both visible and audible signals to identify when an elevator car arrives and its direction of travel?	Y	—	
Drinking Fountains			
• Where drinking fountains provided, are there two drinking fountains: one wheelchair accessible and one for persons who are standing?	Y	—	
• Does the wheelchair accessible drinking fountain provide a minimum knee clearance of 27 inches?	Y	—	
• Is there a 30 by 48-inch clear floor space positioned for a forward approach to the wheelchair accessible fountain?	Y	—	
Restrooms			
• Does your facility offer restrooms for public us?	Y	—	
• Are all accessible restrooms clearly designated with a sign having the International Symbol of Accessibility and mounted on the latch side of the door so the bottom edge of the highest tactile characters are 60 inches maximum and the lowest tactile characters are 48 inches minimum from the floor surface?	Y	—	
• Do the doorways of accessible restrooms have a minimum clear?	Y	—	
• Is there adequate turning space for a wheelchair or other mobility devices inside the restroom?	Y	—	

Signage			
• Is adequate signage placed in standardized, appropriate locations throughout the building or facility?	Y __	__	
• Does the signage identifying permanent rooms or spaces provide both raised (tactile) characters and Braille?	Y __	__	ENTRANCE ♿
• Is exterior signage available at non-accessible entrances and along walkways that provides directions to the accessible routes and entrances?	Y __	__	
• Is interior directional signage provided at inaccessible toilet rooms and elevators directing the person to nearest accessible toilet rooms and elevators.	Y __	__	
I certify that the above information is accurate and true to the best of my ability.			

Name of Authorized Representative	JULIUS SERRANO		Date: 4/8/21
Title:	SITE DIRECTOR		
Email: serranoj@cua.edu	Telephone:	202 - 319 - 4479	

The Americans with Disabilities Act (ADA) became law in 1990. The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public.

NUMBER OF ACCESSIBLE SPACES

Total Parking Spaces	Designated Accessible Parking
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2% of total
1001 and over	20 plus 1 for each 100 over 1000

PY21/FY22 WIOA Funding Levels

May 14, 2021

Mr. Daniel Mekibib
Director, Alexandria Workforce Development Center
Department of Community & Human Services
City of Alexandria Government
1900 N. Beauregard Street, Suite 300
Alexandria, VA 22311

Mrs. Brooke Hammond-Perez
Acting Director, Arlington Employment Center
Department of Human Services
Arlington County Government
2100 Washington Boulevard, First Floor
Arlington, VA 22204

RE: PY21/FY22 WIOA Formula Funding Levels

Mr. Mekibib & Mrs. Hammond-Perez:

Below please find the PY21/FY22 WIOA Formula Funding Allocations for the Alexandria Workforce Development Center and the Arlington Employment Center (Alexandria/Arlington's Virginia Career Works Centers). Please note, both jurisdiction's Admin funds will be used to fund the Alexandria/Arlington Region's One-Stop Operator and other Regional Workforce Council expenses.

NAME	Adult	Youth	Dislocated Worker	Total Allocation
Alexandria/Arlington	**$221,435**	**$184,578**	**$382,276**	**$788,289**
	72% increase from PY20	*69% increase from PY20*	*51% increase from PY20*	
ARLINGTON CO.				
TRAINING	$24,591	$8,927	$48,227	$81,745
PY21 CUSTOMER SERVED GOAL	7	3	14	
STAFF	$36,887	$35,707	$72,340	$144,934
AJC TOTAL	$61,478	$44,634	$120,567	$226,679
ALEXANDRIA CITY				
TRAINING	$55,125	$24,297	$89,393	$168,815
PY21 CUSTOMER SERVED GOAL	16	7	26	
STAFF	$82,688	$97,189	$134,089	$313,966
AJC TOTAL	$137,814	$121,486	$223,482	$482,781

RWC BUDGET				$78,829
LESS OPERATOR				$36,000
LESS PV				$9,500
LESS SKILLUP				$4,500
RWC BALANCE				$28,829

All WIOA funding should be spent in accordance with Federal Uniform Administrative Requirements CFR 200.24 and 200.330 (a), as well as with relevant WIOA Adult, Dislocated Worker, and Youth regulations and policies found here, https://www.doleta.gov/wioa/, here, http://www.elevatevirginia.org/practitioners-corner/resources/, and here, https://arlingtonva.s3.dualstack.us-east-1.amazonaws.com/wp-content/uploads/sites/39/2015/11/PY16-PY17-LWDA-12-Policies.pdf.

Finally, according to WIOA you have the ability to transfer up to 100% of Adult and Dislocated Worker funds. Should you need to transfer funds, or have any other questions, please contact me at dremick@arlingtonva.us.

Thank you for developing our regional workforce!

Sincerely,

David Remick
Executive Director

CC: A. Marino, Alexandria/Arlington Regional Workforce Council Chair
    A. Singh, LWDA 12 WIOA Fiscal Manager

Consent Agenda Ends