



## **STUDENT CATALOG**

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ORLANDO, FLORIDA 32806

407-601-7832

[WWW.NEURODIAGNOSTICTECHNOLOGYINSTITUTE.COM](http://WWW.NEURODIAGNOSTICTECHNOLOGYINSTITUTE.COM)

# NEURODIAGNOSTIC TECHNOLOGY INSTITUTE

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## Statement of Control

Neurodiagnostic Technology Institute is wholly owned by Virtual Learning Institute, LLC., a limited liability company formed under the laws of the State of Florida to do business. Dr. Ahmed H. Sadek is the President and Chief Executive Officer of Virtual Learning Institute, LLC. The official office mailing address is 2881 Delaney Avenue, Suite D, Orlando, Florida 32806.

## Institutional License

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32309-0400, toll-free telephone number (888)224-6684.

Neurodiagnostic Technology Institute is approved to offer a Neurodiagnostic Technology certificate program which is delivered in an online environment.

## In Indiana, this institution is regulated by:

Office for Career and Technical Schools  
10 N Senate Avenue, Suite SE 308  
Indianapolis IN 46204  
OCTS@dwd.in.gov  
317-234-8338 or 317-232-1732  
<http://www.in.gov/dwd/2731.htm>

## Program Recognition



Neurodiagnostic Technology Institute is recognized by the American Board of Registration of Electroencephalographic and Evoked Potential Technologists (ABRET) Neurodiagnostic Credentialing and Accreditation Program Evaluation Committee as an approved Pathway II program. Our graduates are prepared and eligible to take the ABRET EEG Registration Exam to become credentialed Registered EEG Technologists (R. EEG T.) Additional information regarding this institution may be obtained by contacting the ABRET Executive Office at 2908 Greenbriar Drive, Suite A, Springfield, IL 62704, or via telephone number (217) 726-7980

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## GREETINGS FROM DR. AHMED SADEK



As President of Neurodiagnostic Technology Institute it is my great pleasure to welcome you to the next phase in your education. It is my personal goal to create a flexible and affordable alternative to a traditional four-year degree. Whether you are new to the medical field or are returning to the workforce, Neurodiagnostic Technology Institute can provide you with the education and skills needed to become an Neurodiagnostic Technician in only twelve months.

Neurodiagnostic Technology Institute is much more than an online correspondence course. Our instructors are experts in their fields and committed to your success. They bring with them years of experience and a passion to teach. Each week you will have the opportunity to engage with your instructors and other students to begin building valuable relationships that will last throughout your career.

I am honored that you have chosen Neurodiagnostic Technology Institute to help you transition to the next stage of your career. It is a very exciting time and I am glad to be sharing the experience with you.

Sincerely,

A handwritten signature in black ink, appearing to read 'A. Sadek' with a stylized flourish at the end.

Dr. Ahmed Sadek

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## ABOUT US

Neurodiagnostic Technology Institute (“the Institute”) was founded by Dr. Ahmed Sadek, M.D. for the purpose of providing a quality educational experience for students interested in a career in neurodiagnostic technology. Passionate about neurology, Dr. Sadek and his team seek to share their knowledge and experience with students via the modern, online classroom. Our unique method of instruction will equip students with the knowledge and skills necessary to be hired as an Electroencephalography (EEG) Technician and to confidently take the Electroencephalography (EEG) Registration Exam to become Registered EEG Technologists (R. EEG T.) Our goal is to develop the most professional and capable neurodiagnostic technologists in the industry.

## MISSION STATEMENT

The Institute is dedicated to providing a *quality* neurodiagnostic education. Through our *reach*, we are making neurodiagnostic technology education more easily accessible to a greater number of people. We *teach* using a custom blend of online and hands-on education to create an engaging and interactive learning environment. Students will be *tested* regularly to confirm their understanding and application of key neurodiagnostic principles and practices which will allow them to confidently join the workforce in their new career. The Institute seeks to *raise the current levels* of knowledge and professionalism expected from neurodiagnostic technologists to make them the most sought after in the industry. It is our mission to *lead* the industry as the preferred neurodiagnostic technology school.

## STATEMENT OF PURPOSE

At Neurodiagnostic Technology Institute, we have a passion for what we do and want to encourage others to join and enjoy the many benefits offered by a career in neurodiagnostic technology. We will accomplish our goals through the following:

### Our Reach...

- By expanding access to neurodiagnostic training to make it more convenient for individuals limited by location or time
- By creating a unique blended-learning environment that harnesses the interactivity of the Internet and blends it with experiential learning achieved in a hands-on clinical setting
- By developing a network of local and national neurodiagnostic professionals to support new students and alumni

### How We Teach...

- By leveraging technology to create an interactive and collaborative atmosphere purposefully designed to develop students’ critical thinking skills and technological savvy
- By sharing real-life experiences of seasoned neurodiagnostic physicians and practitioners in a hands-on learning environment

### Frequent Testing...

- To obtain confirmation of student knowledge, understanding, and mastery of skills through frequent written and procedural testing
- To prepare students to confidently pass the Electroencephalography (EEG) Registration Exam

### Raising the Standard...

- By challenging students to reach their highest potential in their knowledge, understanding, skills, and professionalism in the practice of neurodiagnostic technology
- By promoting the pillars of exceptional patient care
- By developing medical professionals who are productive employees and members of their communities

**Leading the industry** as the preferred neurodiagnostic technology school for students and as an employer.

## ADMINISTRATION

### **Dr. Ahmed Sadek, M.D.**

Dr. Sadek, the President of Neurodiagnostic Technology Institute, is an Ivy League educated neurologist with extensive training in the field of epilepsy management. He spent two years at the University of Pennsylvania in Philadelphia, one of the principal institutions and major epilepsy centers in the country, and conducted his residency training at Baylor College of Medicine in Houston. In addition to his epilepsy fellowship, Dr. Sadek also completed a two-year neuroimaging research fellowship at the University of Pennsylvania and has authored numerous publications and several book chapters.

Dr. Sadek serves as the Director of the Orlando Epilepsy Center, Co-Director of the Epilepsy Monitoring Unit at Orlando Health, and the Director of the Clinical Neurodiagnostic Department at Orlando Health. He has taken the position of Assistant Professor of Neurology at the University of Central Florida – School of Medicine and is also the Clinical Assistant Professor of Neurology at the University of Florida Health, Shands Hospital.

Dr. Sadek is a member of the Board of Directors of the Epilepsy Association of Central Florida (EACF).

Credentials: Certified in Neurology by the American Board of Psychiatry and Neurology in 2002  
Certified in Clinical Neurophysiology by the American Board of Psychiatry and Neurology in 2003  
Certified in Epilepsy by the American Board of Psychiatry and Neurology in 2013

### **Tanya Maier, MBA, R. EEG T.**

Tanya Maier is the Director of Administration at the Neurodiagnostic Technology Institute. She received a Master of Business Administration degree in Global Management from the University of Phoenix and a Bachelor of Science degree in Political Science from the University of North Florida. Prior to joining the Institute, Tanya spent thirteen years working for one of the world's largest hotel companies where she played a key role in developing and delivering some of the most popular online training. Her vision of how to best use technology to teach is a driving force within the Institute.

Education: Master of Business Administration degree from the University of Phoenix  
Bachelor of Science degree from the University of North Florida

## FACULTY

### **Suanne Maier, R. EEG T., R. NCS.T.**

Suanne Maier is the Director of Academics at the Neurodiagnostic Technology Institute. With over seventeen years of clinical experience in EEG and Evoked Potentials, and eight years of providing clinical training to students and new employees, her contribution to the Institute is invaluable. Suanne's passion lies in teaching others how to obtain the best and most accurate neurodiagnostic recordings to aid physicians in making correct diagnoses. Her mission is to provide students with the knowledge, skills, and confidence to begin a career in neurodiagnostic technology and flourish.

Education: Electroencephalography Certificate from Erwin Technical in 2001  
Bachelor of Social Work degree from Florida State University in 1998  
Associate in Arts degree from St. Petersburg Junior College in 1985

Credentials: Registered EEG Technologist with The American Board of Registration Of Electroencephalographic and Evoked Potential Technologists (ABRET) since 2001  
Registered Nerve Conduction Technologist with the American Association of Electrodiagnostic Technologists (AAET) since 2002



## **Laura Krudo, R. EEG T.**

Laura Krudo is an Instructor who began her medical career with the Respiratory department in 2004, but by 2006 she was working as an EEG technician in Central Florida hospitals. Laura is experienced in working with adult and pediatric neurological patients, but her passion lies in working with infants and children. As the Sr. Neurodiagnostic Technologist at an Orlando children's hospital, Laura has exclusively specialized in pediatric neurology for the past seven years.

Education: Associate of Arts degree from Seminole State College in 2013

Credentials: Registered EEG Technologist with The American Board of Registration Of Electroencephalographic and Evoked Potential Technologists (ABRET) since 2011

## **Abigail Carlson, R. EEG, R. EP T., CLTM**

Originating in Minnesota, Abbey began working with both adult and pediatric patients in hospitals in the Twin Cities where she performed many neurodiagnostic recordings including long term monitoring for patients with epilepsy, evoked potentials, and intraoperative spinal cord monitoring. A recent transplant to the greater Orlando area, Abbey continues to pursue her passion in neurodiagnostic technology at Orlando's only Level One Trauma Center in the area that specializes in pediatric emergency care.

Education: Electroneurodiagnostic Technology A.A.S. from Minneapolis Community and Technical College in 2013

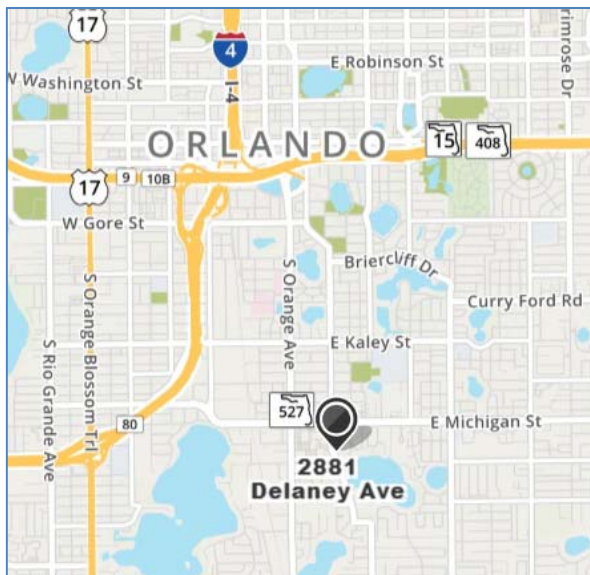
Credentials: Registered EEG Technologist with The American Board of Registration Of Electroencephalographic and Evoked Potential Technologists (ABRET) since 2013  
Registered EP Technologist with The American Board of Registration Of Electroencephalographic and Evoked Potential Technologists (ABRET) since 2013

## **Sharon Liner, R. EEG T., CLTM**

Credentialed in 1976, Sharon brings decades of knowledge and experience in working with adult and pediatric patients in EEG labs and epilepsy monitoring centers. Additionally, she has performed as a neurodiagnostic technology instructor for two accredited programs. Having recently returned to Florida, Sharon is excited to continue her passion for teaching and for sharing her knowledge with students who are eager to enter the field.

Credentials: Registered EEG Technologist with The American Board of Registration of Electroencephalographic and Evoked Potential Technologists (ABRET) since 1976  
Certified in Long Term Monitoring with The American Board of Registration of Electroencephalographic and Evoked Potential Technologists (ABRET) since 2010

## FACILITIES



The Institute's administrative office is located in sunny Orlando, Florida and is within walking distance of Central Florida's largest hospital campus which includes University of Florida Health Cancer Center, Winnie Palmer Hospital for Women and Babies, Arnold Palmer Hospital for Children, the Orlando Heart Center, and Orlando Regional Medical Center.

Because courses are taught via the Internet, the Neurodiagnostic Technology Institute office offers sufficient space to conduct administrative tasks, standard office operations, and securely house student and employee records.

Our office is 160 square feet and contains standard office equipment including a computer, copier, scanner, telephone, and fax machine. There is an area to review student records, meet with the Administration and access the office's library of neurodiagnostic books and journals. Office hours are 9:30 am – 5:30 pm Eastern, Monday through Friday.

## ADMISSIONS

### ADMISSION REQUIREMENTS

Neurodiagnostic Technology Institute has established the following minimum eligibility admission requirements. Satisfying these minimum requirements does not guarantee admission. Admission is selective, and admitted students typically exceed the minimum requirements.

Formal application and admission to Neurodiagnostic Technology Institute is required. Admission is open to any qualified applicant. No qualified person will be excluded from enrollment based on age, race, gender, disability or national origin. Applicants must meet the following minimum requirements to be considered for admission:

#### **School Admission Requirements:**

1. Must be at least eighteen (18) years old; or, if under the age of 18, a parent or guardian must sign the enrollment application. All applicants must be at least 18 years old prior to beginning the first course.
2. Must be a high school graduate or have achieved a GED.
3. Official academic transcripts for the highest level of formal education achieved must be provided.
4. Provide valid government issued photo identification.
5. Complete and submit the Application for Admission and pay the Application fee.
6. Provide official scores from the TEAS for Allied Health, ACT, SAT, ACCUPLACER, or PERT assessments on an official transcript dated within 2 years of the application for admission.

The following applicants are exempt from this requirement:

- a. Applicants who provide official transcripts from a college or university located within the United States;
- b. An active duty member of any branch of the United States Armed Services; or
- c. Applicants who entered the 9<sup>th</sup> grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma.

Applicants are encouraged to achieve the highest assessment scores possible, but at a minimum are required to achieve the following scores on the assessments listed below:

# Neurodiagnostic Technology Institute

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TEST	CATEGORY	RESULT
PERT	Reading	106
	Writing	103
	Mathematics	114
ACCUPLACER	Reading Comprehension	83
	Sentence Skills	83
	Elementary Algebra	72
SAT (prior to 3/1/2016)	Critical Reading	440
	Mathematics	440
SAT (since 3/1/2016)	Reading Test	24
	Writing and Language Test	25
	Mathematics	24
ACT	Reading	19
	English	17
	Math	19
TEAS	Reading	50%
	Mathematics	50%
	English and Language Usage	50%

## Clinical Site Admission Requirements:

Clinical Site Admission Requirements are dictated by the hospitals and neurological facilities where students perform their externships. At a minimum, students are expected to complete the following tasks:

1. Provide a Certificate of Health form signed by a physician which verifies that the applicant has the following:
  - a. the ability to walk and stand for long periods of time;
  - b. the possession of above-average manual dexterity and hand/eye coordination;
  - c. good vision and hearing (or correctable to good);
  - d. the ability to lift 40 lbs.; and
  - e. is physically capable of working within a hospital environment.

In addition to the above, pregnant students must obtain a separate health declaration letter signed by an obstetrician.

2. Provide proof of Basic Life Support for Healthcare Providers certification. Information about courses in your area can be found on the American Heart Association website ([www.heart.org/bls](http://www.heart.org/bls)) or by contacting your local hospital.
3. Provide proof of current vaccinations via f via StudentCheck (*approximately \$35.00, excluding taxes*) for the following immunizations: Hepatitis B; Influenza; Measles, Mumps and Rubella (MMR), Varicella; Tetanus, Diphtheria, Pertussis (Tdap); and any additional immunizations required by the clinical site. Your personal physician, local hospital, or county health department will be able to provide you with more information about how to obtain these important vaccinations
4. Provide a negative drug screening via StudentCheck (*approximately \$46.00, excluding taxes*).
5. Pass a background check via StudentCheck (*approximately \$59.50, excluding taxes*)
6. Some facilities may require students to purchase health insurance. Student policies are relatively inexpensive when compared to non-student policies.
7. Some facilities may require students to purchase professional liability insurance.

Questions about the admissions requirements should be directed to the Admissions Office at 407-601-7832.

## ADMISSION PROCEDURE

The Institute uses a two-phase approval system specifically designed to minimize costs for applicants. Applicants must complete the admission process in a timely manner. Admission is contingent upon the applicant providing complete, accurate, and current admissions information. Acceptance of the applicant into the neurodiagnostic technology program requires the successful completion and submission of all required materials, the availability of an approved clinical site, and the recommendation of the admission committee.

Official records and official transcripts should be mailed to the address listed below:

Admissions  
Neurodiagnostic Technology Institute  
2881 Delaney Avenue, Suite D  
Orlando, Florida 32806

Applicants will be advised of their status via email. Records and transcripts received by the Institute become the property of the Institute.

## ADMISSION STATUS

Upon receipt of a complete application package, the applicant's qualifications will be reviewed and assigned one of the following academic standings:

- **Approved:** Approved status will be granted to applicants who submit a complete Admissions packet in a timely manner and meet the Admission Requirements stated above.
- **Denied:** Denied status will be assigned to applicants who fail to submit a complete Admissions packet or does not meet the Admission Requirements stated above

Appeals on the decision regarding admission should be made in writing and addressed to the Director of Administration. Appeals will be heard by an administrative committee and may include a personal interview and additional documentation. Once the appeal is reviewed, the committee will render a final decision.

## ENROLLMENT AGREEMENT

Approved applicants are required to complete the Institute's Enrollment Agreement. The Enrollment Agreement is a binding contract between the applicant and Neurodiagnostic Technology Institute. It defines the obligations of both parties. A signed Enrollment Agreement is valid for one year from the date signed. Students who have not started the program within this timeframe are required to reapply.

## ACADEMIC CALENDAR

IMPORTANT DATES	
Application Deadlines	Sixty (60) days prior to the beginning of the first term
Clinical Site Approval Deadline	Fifteen (15) days prior to the beginning of the first term
Vaccinations Deadline	Fifteen (15) days prior to the beginning of the first term
Background Check Deadline	Fifteen (15) days prior to the beginning of the first term
Tuition Payment Deadlines	Fifteen (15) days prior to the beginning of each term

Session	Session Begins	Session Ends	Session Breaks
Winter	January 6, 2019	March 30, 2019	March 31 – April 6, 2019
Spring	April 7, 2019	June 29, 2019	June 30 – July 6, 2019
Summer	July 7, 2019	September 28, 2019	September 29– October 5, 2019
Autumn	October 6, 2019	December 28, 2019	December 29– January 4, 2020

## ORIENTATION

### New Student Orientation

Students are required to attend the New Student Orientation scheduled one week before the first term begins. The goal of orientation is to ensure that students are able to access the Institute's Student Portal and provide them with a guided tour of the resources available within. Students are encouraged to begin networking and building alliances which will be beneficial to them throughout their career. New Student Orientation will include an overview of how to access and work within the Student Portal, including the following:

- how and where to log in to the Student Portal,
- how to complete and update the Student Profile,
- where to access the course syllabus and weekly materials,
- how and where to download course materials and upload assignments,
- how to take and submit quizzes and tests,
- how to interact online with other students and their instructors,
- where to find their grades, and
- how to get help for course materials and/or technical support.

Additionally, students will learn to identify educational resources, key administrative staff and faculty, academic standards, and how to engage with each other and their instructors throughout the upcoming year.

### Clinical Site Orientation

Before beginning the program, students are encouraged to complete a one-day job shadow at the clinical site where they will be performing their externship. During this visit, students will be exposed to a typical day in the life of a neurodiagnostic technologist and receive valuable information about dress code, parking, and hours of operation necessary to perform successfully at their clinical site. Students are responsible for their own meals, parking, and travel arrangements to and from the clinical site.

## CURRICULUM

### PROGRAM DESCRIPTION

The profession of neurodiagnostic technology is focused on the specific area of biomedical electronics used to study and record electrical activity within the brain and nervous system. The Institute's neurodiagnostic technology program is a twelve-month (1,128 clock hours) course designed to provide students with the knowledge and skills required to record human brain activity via an electroencephalograph (EEG) and confidently communicate with physicians and medical staff in a variety of settings including hospitals, medical research, and other healthcare facilities.

The curriculum focuses on anatomy, neuroanatomy, patient and personal safety guidelines, electroencephalograph instrumentation and recording methods, and clinical neurodiagnostic correlations. Class sizes are kept small with fewer than 20 students per instructor. This allows each student to receive individual attention beneficial to the learning process. Externships at clinical sites provide students with a hands-on learning environment in approved neurological facilities, including hospitals, clinics, and private practices. Fewer than five students will be sent to the same externship site at any one time to ensure sufficient time to learn the clinical portion of the program. Successful completion of the Neurodiagnostic Technology program prepares students to seek employment as Neurodiagnostic Technicians and to confidently take the American Board of Registered Electroneurodiagnostic Technologists (ABRET) EEG Registration Examination to become a Registered Electroneurodiagnostic Technologists (R. EEG T.).

### OBJECTIVE

The Institute seeks to raise the level of knowledge, skills, and professionalism expected from Neurodiagnostic Technicians and Technologists. Graduates will possess the confidence and competence of more experienced technologists making them the most sought after in the industry.

### UNIT OF CREDIT

Neurodiagnostic Technology Institute units of credit are based on the Clock Hour which is defined as means a period of 60 minutes with a minimum of 50 minutes of instruction under the supervision of an instructor plus a reasonable period of time outside of instruction which the institution requires a student to devote to preparation for learning experiences, such as study of course material, or completion of assignments and educational projects. The Neurodiagnostic Technology program requires 1,128 clock hours to complete.

### COURSE NAMING SYSTEM

Each course is first assigned a specific, 3-character name and then a specific three-digit course number which reflects the student's progression throughout their academic path. All neurodiagnostic technology courses begin with "END".

### COURSE NUMBERING SYSTEM

Courses are numbered sequentially in accordance with the student's progression through the program. The first digit represents the term the course is offered. The second and third digits designate the type of course offered.



# Neurodiagnostic Technology Institute

## COURSE DESCRIPTIONS

The Neurodiagnostic Technology program is comprised of 408 clock hours of theory and 720 clock hours of externship instruction. Students must complete 1,128 clock hours to be eligible to graduate.

### First Term

The first term is the primary stepping stone to help students develop foundational knowledge necessary for a career in Healthcare. Course subjects consist of Introduction to Healthcare, Basic Anatomy & Medical Terminology, Emergency Preparedness, and Clinical Experience I - Introduction. These courses establish the foundation for understanding and communication for a career in the medical field.

Course Number	Course Name	Course Description	Clock Hours
END101	Introduction to Healthcare	An introductory course which provides a comprehensive overview of basic knowledge for entrance into any healthcare occupation including important topics such as patient care, HIPAA, and infection control protocols.	48 Clock Hours
END102	Basic Anatomy & Medical Terminology	A foundational course which provides instruction in basic human anatomy and medical terms which will serve as the basis for communication in a medical environment.	48 Clock Hours
END103	Clinical Experience I - Introduction	Students will learn how to measure a head using the International 10-20 System, assist with electrode application and removal, and observe the technical steps to obtain a good EEG recording.	180 Clock Hours
END104	Emergency Preparedness	Explores various types of emergency and disaster scenarios and help students recognize their role as an individual, a member of a community, and as a medical service provider.	12 Clock Hours

### Second Term

The second term provides the essentials to understanding neurodiagnostic equipment, procedures, and protocols within the healthcare setting. It introduces students to the neurodiagnostic technology concepts, theories and techniques, and expands the hands-on learning in Clinical Experience II. Student responsibilities increase as they begin to work on patients.

Course Number	Course Name	Course Description	Clock Hours
END201	Instrumentation	Focuses on the electrical concepts and equipment required to obtain an electroencephalographic recording.	48 Clock Hours
END202	EEG Recording Theories & Techniques	Explores core electroencephalograph concepts including pattern recognition, electrode recording arrays, and artifacts.	48 Clock Hours
END203	Clinical Experience II - Intermediate	Students begin conducting supervised adult EEG recordings.	180 Clock Hours

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## Third Term

The third term begins with an in-depth exploration of the human nervous system and the injuries and illnesses that result in neurological problems. Students will learn about infections, epilepsy, tumors, and many other neurological related abnormalities that make neurodiagnostic testing an essential diagnostic tool in healthcare today.

Course Number	Course Name	Course Description	Clock Hours
END301	Clinical Sciences	Focus is on how diseases, seizures, and other neurological disorders affect the brain and the EEG recording.	48 Clock Hours
END302	Neuroanatomy	Explores the anatomy and physiology of the human nervous system and cerebral blood flow.	48 Clock Hours
END303	Clinical Experience III - Advanced	Students continue to harness their skills for adult EEG recordings and will be able to complete a study with minimal supervision.	180 Clock Hours

## Fourth Term

The final term includes in depth study of Pediatric EEGs and how they differ from adult EEGs, an introduction to additional neurodiagnostic technology modalities: including long-term monitoring (LTM), evoked potentials (EP), intraoperative monitoring (IOM), polysomnography (PSG), and nerve conduction studies (NCS); preparation for the American Board of Registration of Electroencephalographic and Evoked Potential Technologists (ABRET) EEG Registration Exam, and the development of skills to aid in career placement.

Course Number	Course Name	Course Description	Clock Hours
END401	Pediatric EEG	Explores pediatric neurological disorders and EEG recordings.	48 Clock Hours
END402	Neurodiagnostic Modalities	Provides an overview of various neurodiagnostic modalities including long term monitoring, evoked potentials, nerve conduction studies, intraoperative monitoring, and polysomnography.	48 Clock Hours
END403	Clinical Experience IV - Professional	Provides students with opportunities to continue to hone their recording techniques, observe additional neurodiagnostic modalities, and the tools needed to begin their job search.	180 Clock Hours
END404	EEG Registration Exam Preparation	Prepares students to take the American Board of Registration of Electroencephalographic and Evoked Potential Technologists (ABRET) EEG Registration Exam.	12 Clock Hours

## METHOD OF INSTRUCTION

Neurodiagnostic Technology Institute recognizes that education is not a one-size-fits-all undertaking. Students learn in a variety of ways. To address this, we have created a hybrid learning environment which blends online education with offline, hands-on experiences to create a learning environment beneficial to all students. Students will meet online with instructors and fellow students to participate in individual and group activities. The topics introduced online will be reinforced offline at the clinical site. At the clinical site, students are under the tutelage of credentialed neurodiagnostic professionals and have the opportunity to engage directly with physicians and other medical staff.

## ONLINE LEARNING ENVIRONMENT

Neurodiagnostic Technology Institute's Student Portal is where all student activities take place. The Institute's online learning environment utilizes a cloud-based learning platform which provides a synchronous and asynchronous learning environment that promotes traditional and social learning to create an engaging virtual classroom. Students from many locations and backgrounds are able to come together online to and interact with instructors and each other.

Within the Student Portal, students will complete and update their profiles; retrieve course materials; submit assignments, quizzes, and tests; attend live record reviews and discussions; receive instructor feedback; and retrieve their grades. Students will be asked to respond to real-life scenarios posed by instructors and to comments made by their classmates. They will have the opportunity to share their thoughts and personal experiences on important topics concerning the medical profession. Open discussions are encouraged. Students may agree, disagree, or provide alternative viewpoints for consideration. Students will be assigned individual and group projects which will require them to work as a team with other students in planning, developing, and presenting the project results.

## EXTERNSHIP

Neurodiagnostic Technology Institute works with neurodiagnostic facilities around the country to provide clinical site experience to its students. Our externship program allows students to experience hands-on learning and work experience in neurodiagnostic labs and clinics that cannot be acquired in a classroom. Students will participate in the daily activities that are typical of the work environment. As knowledge and skills improve, students will perform tasks efficiently and effectively with minimum supervision.

## CLINICAL SITE

The Institute assists approved applicants with the identification of approved clinical sites where they can complete their externship. An approved clinical site is a neurological facility that has accepted the student for externship. Approved clinical sites provide students with the opportunity to learn from experienced EEG Technologists and neurologists. Clinical sites aid in the hands-on learning, supervision, testing, and evaluation of students in the clinical aspects of neurodiagnostic technology. Students will spend fifteen (15) hours each week at the clinical site.

## DISTRIBUTION OF MATERIALS

The Institute is sensitive to the economic and time challenges involved in the pursuit of education. We strive to help make the process of going back to school easier by providing students with the supplies they need to begin the program. Students are able to minimize the cost of some of their textbooks by renting them via an online service or by purchasing previously owned books. Current and relevant articles and materials will be shared electronically via the Student Portal. Students will be able to download and/or link to online resources with a convenient click of the mouse.

## REQUIRED EQUIPMENT

Required equipment and supplies needed to be successful in the online learning environment include:

- Hardware:
  - A 2.4 GHz or faster processor with a minimum of 4 GB RAM
  - 250 GB hard drive or larger
  - Monitor and video card with minimum resolution of 1024 x 768
  - Audio/speaker capability
  - Access to a laser or inkjet printer
  - Access to an image scanner or fax machine

- Software:
  - Microsoft® Windows 10 Home or Professional editions, or Apple OS X 10.12.3 or later
  - Current Internet Browser (Chrome or Firefox)
  - Microsoft® Office 2010 or later (specifically Word and Powerpoint)
  - Adobe® Reader current version
  - Adobe® Flash plug-in current version
  - System is enabled to allow installation of browser plug-ins as required
  - Local administrative privileges to operating system may be required
  - Current antivirus software
- Connectivity:
  - Cable or DSL Internet service connection or better
  - Personal email account
  - The ability to upload and download files
- Medical scrubs as prescribed by your chosen clinical site; prices vary based upon manufacturer and location of purchase
- Reliable Transportation

## REQUIRED SUPPLIES

The following supplies are sent to all students and are required to complete assignments, take quizzes and tests, and to perform the tasks at the clinical site:

- 150 cm tape measure
- Washable markers
- Anatomically correct styrofoam head
- Anatomically correct mannequin head with hair + C Clamp
- Computer Headset with Microphone

Estimated cost of the Required Supplies is \$113 not including shipping. Actual cost may vary.

## TEXTBOOKS

Textbooks should be purchased prior to attending the first class from the provider of your choice. Students should budget approximately \$750 for the required textbooks listed below. Except where noted below, all books are available on Amazon.com.

### Required Textbooks

#### **Neuroanatomy through Clinical Cases, 2<sup>nd</sup> Edition**

Hal Blumenfeld, M.D., Ph.D.  
Sinauer Associates, 2011. Print.  
ISBN: 0878936130

#### **The Human Brain Coloring Book**

Marian C. Diamond, Arnold B. Scheibel  
Collins Reference, 1985.  
ISBN: 0064603065

#### **Medical Terminology for Health Professions, 8<sup>th</sup> Edition**

Ann Ehrlich and Carol L. Schroeder  
Cengage Learning, 2016  
ISBN: 978-1305634350

**Workbook to Accompany Medical Terminology for Health Professions, 8<sup>th</sup> Edition**

Ann Ehrlich and Carol L. Schroeder  
Cengage Learning, 2016  
ISBN: 978-1305634367

**Introduction to Health Care, 4<sup>th</sup> Edition**

Dakota Mitchell and Lee Haroun  
Cengage Learning, 2016  
ISBN: 978-1305574779

**Workbook to Accompany Introduction to Health Care, 4<sup>th</sup> Edition**

Dakota Mitchell and Lee Haroun  
Cengage Learning, 2016  
ISBN: 978-1305574953

**Practical Guide for Clinical Neurophysiologic Testing: EEG, 2<sup>nd</sup> Edition**

Thoru Yamada, M.D., and Elizabeth Meng B.A., R.EEG T., R.EP T.  
Lippincott Williams & Wilkins, 2017  
ISBN: 978-1496383020

**Practical Guide for Clinical Neurophysiologic Testing: EP, LTM, IOM, PSG, and NCS**

Thoru Yamada, M.D., and Elizabeth Meng B.A., R.EEG T., R.EP T.  
Lippincott Williams & Wilkins, 2009  
ISBN: 1609137144

Estimated cost of the Textbooks is \$750 not including shipping. Actual cost may vary. All required books should be purchased from the provider of your choice as soon as possible in order to avoid an interruption to your studies.

## PROGRAM COMPETENCIES

Upon completion of the program, the student will be competent in the following theoretical and clinical areas:

- Basic understanding of the history of the electroencephalograph and analog EEG technology.
- Creating a safe recording environment by verifying patient identity, respecting patient confidentiality, following universal safety measures and precautions for infection control, recognizing and responding to life-threatening situations, and understanding and complying with Lab protocols.
- Educating the patient about the EEG recording including: electrode application, activation procedures, the length of the test, and answering patient questions about the recording process.
- Evaluation of the patient's level of consciousness and physical condition to determine electrode placement and application, appropriate activation procedures, the need for additional physiological monitors, and circumstances when restraints or emergency intervention is required.
- Thorough understanding and documentation of patient identity, history, and condition including reason for the test, medications, individual and family medical histories, skull defects and alternate electrode placement, time of the last meal, level of consciousness, behavior, and response to activations.
- Accurate and efficient measurement, application, and removal of scalp electrodes including: compliance with the 10/20 measurement system, effective cleansing of patient's scalp, and electrode application that complies with ACNS guidelines.
- Ensure proper working condition of the digital EEG recording instrument including amplifier and biological calibrations; verification of standard filter settings and sensitivity; and correcting or reporting any deviations.
- Obtain a standard EEG recording which complies with ACNS guidelines including proper setup and recording parameters, activations, montage and filter changes, and appropriate documentation.

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- Observation of technical criteria for electrocerebral inactivity, neonates, pediatrics, and intensive care and cardiac care units.
- Identification, elimination, and documentation of artifact waveforms.
- Functional neuroanatomy and neurophysiology including signs, symptoms and EEG correlates for neurological and related psychiatric and psychological disorders.

## TUITION & FEES

### TUITION

Tuition is payable in full no later than fifteen (15) days prior to the beginning of the next quarter via credit card, check or money orders. Checks and money orders should be made payable to Neurodiagnostic Technology Institute for the exact amount of the tuition and fees due and sent to the address listed below:

Neurodiagnostic Technology Institute  
2881 Delaney Avenue, Suite D  
Orlando, Florida 32806

A student is not considered officially registered and may not attend classes until all fees and tuition are paid in full or other payment arrangements have been made. Neurodiagnostic Technology Institute will charge the student \$50 fee for each check returned unpaid. Additionally, the student will be required to pay all future fees by money order, certified check, or credit card.

In the event that a student's account is sent to collections, Neurodiagnostic Technology Institute shall be entitled to collection, attorney fees and cost on the account thereof.

### TUITION

Tuition to attend Neurodiagnostic Technology Institute is \$9,500. Tuition is paid in advance of course attendance. The Institute is pleased to offer students the following tuition payment plans:

- **One Payment:** A one-time payment of \$9,500 due no later than fifteen (15) days prior to the first class of the first term. This payment includes Required Supplies detailed in the Catalog. It does not include the Required Textbooks, ASET membership, or the Graduation Fee. The Graduation fee is due during the eleventh (11th) month of the Enrollment Agreement. The student is responsible for purchasing the Required Textbooks and ASET membership at his/her own expense. Proof of ASET membership is required in the first quarter.
- **Multiple Payments:** A payment plan of multiple payments equaling \$9,500 is available to those who qualify. The terms of the payment plan will be set forth in the in the Enrollment Agreement. This payment includes Required Supplies detailed in the Catalog. It does not include the Required Textbooks, ASET membership, or the Graduation Fee. The Graduation fee is due during the eleventh (11th) month of the Enrollment Agreement. The student is responsible for purchasing the Required Textbooks and ASET membership at his/her own expense. Proof of ASET membership is required in the first quarter.

### FEES

Fees are payable in full on or before the date noted in the Terms and Payment section listed below. Fees may be paid via credit card through the Neurodiagnostic Technology Institute web site ([www.neurodiagnostictechnologyinstitute.com](http://www.neurodiagnostictechnologyinstitute.com)). Checks and money orders for the exact amount of the tuition and fees due should be made payable and sent to the address listed below:

Neurodiagnostic Technology Institute  
2881 Delaney Avenue, Suite D  
Orlando, Florida 32806



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## TERMS OF PAYMENT

Tuition and fees are payable in advance, in full, on or before the dates noted below:

Admission Fees	Due By	Total Amount
Application Fee	Due at the time of Application submission	\$50
<b>Tuition</b>		
One Payment	Fifteen (15) days prior to the first class	\$9,500
Multiple Payments	On or before the first (1 <sup>st</sup> ) day of each month	\$9,500
<b>Other Fees</b>		
Late Payment	Within 30 days of assessment	\$50
Student Membership to ASET – The Neurodiagnostic Society	Ten (10) days after the first class of the first term begins	\$58
Graduation	Thirty (30) days prior to the end of the program	\$100
Unpaid Check		\$50
Request for Transcripts		\$10
Duplicate Diploma Request		\$25

The total cost does not include the ABRET EEG Registration Examination fees or any other regulating agency fees. Textbooks are approximately \$750. Students are encouraged to seek the best prices at their preferred location. Payment for the background check, drug screening, and immunization tracking required by clinical sites is the responsibility of the student.

Acceptable forms of payment include credit card, checks, and money orders. Checks should be made payable for the exact amount of the tuition and fees due and sent to the address listed below:

Neurodiagnostic Technology Institute  
2881 Delaney Avenue, Suite D  
Orlando, Florida 32806

## TOTAL ESTIMATED EXPENSES

Refundable Fees	Fee
Tuition	\$9,500
<b>Non-Refundable Fees</b>	
Application Fee	\$50
Textbooks	\$750
Required Supplies	\$113
Student Membership to ASET – The Neurodiagnostic Society	\$58
Graduation Fee	\$100
<b>Total Estimated Expenses</b>	<b>\$10,571</b>

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Note: The total cost does not include the ABRET EEG Registration Examination fees or any other regulating agency fees, books and supplies. Payment for ASET - The Neurodiagnostic Society membership, physical examinations, background check, and drug screening are the responsibility of the student.

## FINANCIAL ASSISTANCE

Payment of tuition is the responsibility of the student. Failure to provide payment in a timely manner will result in late payment assessments and/or an interruption to or cancellation of the program.

Financial assistance is available to applicants who qualify. The Institute has partnered with TFC Credit Corporation qualified applicants with affordable financing options. Applicants should contact the Admissions department to discuss tuition options so that they can make an informed decision that best suits their needs.

## CANCELLATION AND REFUND POLICIES

### Notifications

A student may choose to withdraw from the Institute by officially notifying the Administration Office prior to or on the date of the withdrawal from classes. Notification can be made in person, by email, by Certified Mail or trackable delivery service, or by telephone. Tuition will be refunded in accordance with the Institute's Refund Policy.

Students will be notified via email and/or telephone should the Institute cancel a program subsequent to a student's enrollment. Tuition will be refunded in accordance with the Institute's Refund Policy.

### Cause for Cancellation

A student's enrollment can be terminated or cancelled for the following reasons:

- Violation of the Academic and/or Student Conduct policies contained herein; and/or
- Failure to make payments in two consecutive installments; and/or
- Expulsion from a clinical site.

All refunds will be made in accordance with the Institute's Refund Policy.

### Refund Policies

#### *Applicant Rejections and Early Cancellation Refund Policy*

1. Rejection of an applicant or cancellation of an enrollment agreement prior to or within the first week of the first quarter of the program will result in a refund of all monies paid, with the exception of the application fee (not to exceed \$150.00).
2. When materials have been provided by Neurodiagnostic Technology Institute, the student has the option to:
  - a. return all unopened and unused supplies and textbooks within ten (10) Business Days of the cancellation notice at his/her own expense to receive a full refund; or
  - b. keep all supplies and textbooks and have the cost of these items and shipping charges deducted from the refund.

#### *Partial Program Completion Refund Policy*

The Neurodiagnostic Technology program is a 14-course program that consists of two 12-week quarters with three courses each and two 12-week quarters with four courses each. Tuition is charged by course on a quarterly basis. Students are responsible for the payment of the prior completed quarters and current quarter charges.

1. Cancellation after attendance has begun, but prior to 60% completion of the quarter, will result in a Pro Rata

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refund computed on the number of hours completed to the total number of hours for that quarter.

2. Cancellation after completing 60% of the quarter will result in no refund for that quarter.
3. Termination Date: In calculating the refund due to a student, the last date a student logs in to the Student Portal is used unless earlier notice is received.
4. Refunds will be made within 30 days of termination of students' enrollment or receipt of cancellation notice from student.
5. When provided by Neurodiagnostic Technology Institute, all fees, cost of supplies and textbooks, and shipping charges are nonrefundable.

## TUITION AND BILLING SERVICES

### Student's Fiscal Responsibility

Students are expected to take responsibility for being aware of payment deadlines, policies, and debts owed. Students become responsible for tuition upon registration for classes.

### Consequences for Non-Payment

#### *Fiscal Cancellation*

Failure to set up a payment plan, pay tuition and fees in full by the end of the designated fee payment deadlines will result in cancellation of the student's registration. Students will be notified by e-mail about their outstanding tuition deficiencies and given an opportunity to pay tuition and fees prior to cancellation. Students whose enrollments are cancelled for non-payment of tuition and fees will have their academic progress discontinued for the term in question and will not be able to attend class or receive grades.

Students whose registrations are cancelled for non-payment of tuition and fees may appeal to the Administration for reinstatement and continuation of academic progress for the term. A written appeal must be submitted to the Administration. Reinstatement requires full payment of all tuition and fees immediately plus any late payment fees.

The Institute reserves the right to deny reinstatement when a demonstrated pattern of tuition deficiencies over two or more months has occurred.

#### *Registration & Transcript Holds*

Students with an outstanding balance will receive holds which may prevent future registration, access to academic transcripts, granting of certificates and/or letters of good standing. These holds will not be removed until such debt is paid in full. Payments are applied to a student's account based on the oldest debt first.

#### *Delinquent Accounts/Collections*

In accordance with Florida Statutes 1010.03, the Institute is directed to exert every effort to collect all delinquent accounts, including the utilization of a collection agency, restricting the release of transcripts, certificates, and other Institute services. Any student account with a balance in excess of 90 days past due is deemed eligible to be sent to collections. Once a student account is placed with a collection agency the account will be assessed significant collection fees up to 33.33% percent of the original balance as well as all any other fees associated with collecting the debt.

## TRANSFER OF CREDITS

Neurodiagnostic Technology Institute reserves the right to accept or deny the transfer of clock hours received from another school. Applicants should make their transfer of credits requests known to their Admissions Advisor during the application process. All requests for transfer of credits must be made prior to the signing of the Enrollment Agreement. Students must submit an official transcript with course syllabi and have earned a minimum grade of 70% or C in a medical or neurodiagnostic technology course within the prior twelve months for a transfer of credit request to be considered.

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The granting of credit for prior learning in a neurodiagnostic technology field cannot exceed twenty-five percent (25%) of any program. The program will be adjusted according to the number of hours accepted.

Students who transfer out of Neurodiagnostic Technology Institute to another educational facility may receive their transcript reflecting their hours and grades, providing that all financial obligations to the Institute have been met by the student. The acceptance of the transferability of credits is the decision of the receiving institution.

## ACADEMIC CHALLENGE CREDIT

A student may challenge the requirement to complete specific courses in the curriculum by requesting credit for the course based on prior work or educational experience. Academic challenges must be completed prior to the applicant's signing of the Enrollment Agreement. To be eligible for Academic Challenge credit, the student must provide the Institute with official documentation (as determined by the Institute) to validate the prior experience.

A student who wishes to challenge a specific course may request the Director of Academics administer an appropriate course examination to determine the student's retained knowledge. The student will have one opportunity to receive academic credit for a course if the Director of Academics determines that the student has passed the examination with a minimum grade of 85%. The course will be presented on the student's transcript with a letter grade of 'PR'. If a student receives credit for previous training, the 'PR' credits are included in the maximum time in which to complete and the rate of progress calculations but are not counted in the GPA calculation. No more than twenty-five percent (25%) of total program credits may be awarded as transfer credits, academic challenge credits, or any combination thereof.

Tuition adjustments for requests for transfer of credits and/or academic challenge credits will be prorated for Tier 3 and Tier 4 tuition plans only. The decision of the Admissions Advisor regarding transfer of credit and/or academic challenge credit requests is final.

## ACADEMIC & STUDENT CONDUCT POLICIES

### ACADEMIC PROGRESS

The overall objective of the Standards of Academic Progress is to improve performance by students who are experiencing academic difficulty. Struggling students are identified and contacted by instructors to prepare a plan of improvement and discuss the possible consequences that may occur if progress is not made. The Institute is committed to provide students with as much assistance as possible to ensure their success.

The Institute measures academic progress weekly. Students advancing in the program must maintain a grade point average of 2.0 ("C") or higher in order to make satisfactory progress. Students falling below this threshold will be placed on academic probation. Students on academic probation longer than six weeks are at risk for repeating the quarter at additional cost or termination from the program. Students who have been academically terminated from the program have the option to reapply to repeat the program after waiting a period of at least six months.

### ADMINISTRATIVE DISCRETION

Neurodiagnostic Technology Institute reserves the right to disqualify, discontinue, exclude, or involuntarily withdraw any student from the school at the discretion of the Administration.

### ATTENDANCE

#### Online Attendance

Class attendance is critical to the learning process. Students are expected to fully participate in weekly discussion questions, record reviews, and completing weekly assignments and tests. Each course syllabus defines specific grading and attendance policies. Students may request an excused absence from the Faculty prior to any future dates where absence is expected. The student is responsible for ensuring that all assignments, quizzes, and tests are submitted in accordance with the instructor's directions. Excessive absences and failure to complete and submit work in a time manner will negatively affect the learning environment, the student's final grade, and may result in disciplinary action.

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Students are required to complete at least 95% of the program to graduate. Students exceeding two (2) unexcused absences in a term will be placed on probation. Students exceeding four (4) consecutive days of absences will be required to repeat the term. Absences exceeding five (5) days for the year will result in termination from the program.

Students who have not requested a leave of absence and who fail to participate in weekly discussions and/or in the completion and submission of all assignments and tests will be automatically withdrawn from the program after three weeks of inactivity.

## Clinical Site Attendance

Students are expected to complete a minimum of fifteen hour of clinical externship each week. Students are expected to arrive on time, fully prepared, and ready to actively participate in learning activities at the Clinical Site. Each course syllabus defines specific levels of participation expected from the student, grading, and attendance policies. Students may request an excused absence from the clinical site instructor prior to any future dates where absence is expected. Students may be absent from their clinical site no more than two (2) times in a term. All clinical hours must be made up within the term. Excessive absences will negatively affect the student's final grade and may result in disciplinary action.

## Clinical Site Behavior

The clinical site is an operational healthcare facility with professional healthcare teams and live patients. Students must observe all facility protocols that apply to students which may include, but not be limited to the following: appearance, grooming, parking, security, name badges, etc. Further, students are required to behave professionally, respectfully, and courteously at all times. Students who are expelled from their clinical site may, at the discretion of the Administration, be expelled from the program.

## GRADING

Neurodiagnostic Technology Institute is committed to helping students learn and understand the intricacies of the neurodiagnostic technology profession. Grading practices have been created to provide students with timely feedback designed to improve their performance. Grades will be calculated on the student's performance in homework, quizzes, tests, individual projects; level of participation in group discussions, assignments, and record reviews; attendance; and feedback from clinical site instructors. Grading rubrics for each course can be found in the course syllabus.

Grade	Percentage	GPA
A	90% - 100%	4.0
B	80% - 89%	3.0
C	70% - 79%	2.0
F	0% - 69%	0
I	Incomplete	0
T	Transfer Credits	0
W	Withdrawal	0
X	Audit	0
Z	Prior Work Experience	0

## COPYRIGHT POLICY

Neurodiagnostic Technology Institute expects all members of its community to respect the rights of intellectual property ownership by adhering to the United States copyright laws, including amendments made to the laws by the Digital Millennium Copyright Act (DMCA) and the Technology, Education, and Copyright Harmonization (TEACH) Act. The Institute also expects all members of the community to be mindful of the limited rights conferred on them by the "fair

use” exemption and other exclusions to the copyright laws. Failure to observe and abide by these laws can result in disciplinary actions, civil and criminal liabilities.

## DRUG & ALCOHOL POLICY

The Institute recognizes the use of drugs and alcohol endangers the lives of students, medical staff, volunteers, patients, and visitors. As such, we have adopted a zero-tolerance policy toward drug and alcohol use. The policy relating to such abuses is designed to be preventative in nature and is intended to help any student having problems with alcohol or drugs.

The Institute is bound by law and it will act in compliance with the law when circumstances indicate certain actions are necessary.

### Possession and/or Use: First Offense - Disciplinary Action

Any student found in possession of or under the influence of drugs or alcohol will be solely responsible for the consequences of his or her actions, which may include, but not be limited to a minimum suspension of ninety (90) days from all classes and permanent expulsion from the clinical site or expulsion from the program.

As conditions of continued enrollment, the student, at the student's expense, is required to:

1. meet with a drug/alcohol counselor or psychologist;
2. complete and provide a professional assessment of the drug/alcohol counseling to the Director of Administration;
3. provide a clean drug screen;
4. consent to random drug/alcohol testing for the duration of enrollment;
5. find a replacement clinical site to complete the clinical externship required by the program.

Failure to complete all of the above requirements will prevent the student from resuming the program.

Should the student refuse the recommended professional treatment, (including random drug testing), the school may permanently dismiss the student.

### Possession and/or Use: Second Offense Disciplinary Action

Any repeated violation of the school's drug/alcohol policy will result in automatic dismissal.

## HARASSMENT

Harassment is the creation of a hostile or intimidating environment in which verbal or physical conduct, because of its severity and/or persistence, is likely to interfere significantly with an individual's work or education. Discriminatory harassment includes conduct directed against any person or group of people that has the purpose or effect of creating an offensive, demeaning, intimidating, or hostile environment for that person or group of people. Complaints of harassment should be reported immediately to the Administration and will be investigated.

## LEAVE OF ABSENCE

Students are expected to complete the Neurodiagnostic Technology program within a twelve month, but no later than an eighteen-month period. Neurodiagnostic Technology Institute requires students to provide a written, signed, and dated request for a leave of absence prior to the absence. However, if unforeseen circumstances prevent a student from providing a prior written request, the Administration may grant the student's request for a leave of absence and document its decision in the student's file. The Institute will collect the written request within thirty (30) days.

A student may be granted a leave of absence for up to 90 days in any twelve (12) month period. The number of days in a leave of absence commences the day after the student's last day of attendance. The twelve (12) month period begins on the first day of the student's initial leave of absence. Upon the student's return from the leave of absence, the student is permitted to complete the coursework begun prior to the leave of absence without any penalties. A student may take a subsequent leave of absence if it does not exceed ninety (90) days and the Institute determines that the subsequent leave of absence is necessary due to unforeseen circumstances.



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Approved reasons for a subsequent leave of absence include jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993.

If a student does not resume attendance at the Institute on or before the end of a leave of absence, the student will be considered to have withdrawn from the program.

## MAKE-UP WORK

Students who have been absent from class for any reason are required to make-up missed assignments, quizzes, and tests. Students are required to discuss make-up work opportunities and set a revised schedule of due dates with the Instructor. All externship hours that are missed must be made-up. Excessive absences from externship assignments without prior notice may result in termination.

## NON-DISCRIMINATION

Neurodiagnostic Technology Institute does not discriminate or tolerate harassment in its educational programs or activities for any reason, including race, religion, gender, color, age, national or ethnic origin, political beliefs, marital status, disability, sexual orientation, gender identity, socioeconomic status or family background. Complaints of discrimination will be treated and investigated with full regard for the Institute's due process requirements.

## PROGRESS EVALUATIONS

Students have access to view their grades within the student portal. Quarterly grades will be emailed to the address contained in the student's academic file.

## SEXUAL HARASSMENT

Sexual harassment is prohibited. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature is made either explicitly or implicitly a term or condition of a student's status in a course, program, or activity. Complaints of sexual harassment should be immediately reported to the Administration and will be investigated.

## DISCIPLINARY MEASURES

### ACADEMIC PROBATION

Satisfactory academic progress is measured and monitored weekly. Students advancing in the program must maintain a grade point average of 2.0 ("C") or higher in order to be considered as making satisfactory progress. Students who fall below this standard will be placed on academic probation. Students on academic probation exceeding six weeks are at risk for repeating the quarter or academic termination.

### ACADEMIC TERMINATION

Academic Termination represents a separation of students from the Institute. Academic Termination occurs after a student fails to meet the minimum requirements during academic probation. A student may be dismissed, at the discretion of the Administration, for insufficient progress, non-payment of tuition or fees, or failure to comply with rules of conduct and policies of the institution. A student may be dismissed if the student:

- Fails to maintain academic performance of 2.0 grade point average during any one academic year;
- Fails three (3) or more consecutive weeks;
- Cheats or demonstrates a legal, moral, behavioral, ethical or academic instability that impairs judgment;
- Violates local, state, or federal laws;
- Has factors that would interfere with or prevent him or her from practicing the highest quality of neurodiagnostic technology, as determined by the Administration;

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- Fails to satisfy the conditions for removal from Academic Probation;
- Deliberately falsifies admissions information or other official records.

Students are eligible to re-apply for enrollment after termination. This request will be on a petition basis. In order for re-enrollment to be approved, the petition must present evidence of some change in the student's circumstances.

## REQUEST TO APPEAL TERMINATION

Requests to appeal must be submitted in writing to the Director of Administration within five (5) business days upon receipt of notification of termination. The written appeal must include an explanation for reconsideration of the decision. The appeal must include as much supporting information as possible, including substantiating documentation. Information may not be solicited from another student or staff. Appeals must be dated and signed by the student.

The Administration will review and carefully consider all requests. The Administration has the power to make a decision in support of or against termination after consideration of all facts. A letter containing the Administration's decision will be sent to the student within ten (10) business days after receipt of the request.

The decision of the Administration is final. Documentation of the appeal and the decision will be retained as part of the student's permanent file.

## RE-ADMISSION

Students terminated from the Institute may reapply through the standard Admissions process. A student must submit a new application, including fees to the Admissions Office. If the dismissal was based on a failure to pay tuition, the amount owed must be paid prior to reinstatement. A committee will review all requests for re-admission. The Admissions Office will inform the student of the decision with an official letter of re-admission or denial. Students admitted will be re-evaluated and may be required to repeat all courses completed more than two years prior unless the student demonstrates current competencies deemed acceptable by the Director of Academics.

## STUDENT COMPLAINTS & GRIEVANCES

Neurodiagnostic Technology Institute has established an escalating process to assist in the resolution of student complaints and grievances.

### LEVEL ONE: DIRECT DISCUSSION FOR RESOLUTION

The student initiates a conversation to raise awareness of the issue and seek resolution with the person against whom the grievance is lodged. Its purpose is to provide an opportunity for quick resolution at the local level.

### LEVEL TWO: ADMINISTRATIVE INVESTIGATION

Students not satisfied with the outcome resulting from Level One conversations have five (5) business days to escalate their complaint by sending a formal written complaint by certified mail or email to the Director of Academics which contains the following items:

- a clear statement of the issue
- all the relevant facts surrounding the issue
- the preferred resolution the student is seeking.

The Director of Academics will initiate an investigation within ten business days of receipt of the student's complaint. This investigation will include interviews with the student, the individual against whom the complaint has been made, and others.

The Director of Academics will make a decision and share the results in writing via certified mail and/or email with the student and the individual against whom the complaint has been made within three business days upon concluding the investigation.

## LEVEL THREE: REQUEST FOR APPEAL

Students dissatisfied with the resolution to their grievance offered at Level Two have the option to request an appeal by sending a formal written complaint by certified mail or email to the Director of Administration within five (5) business days after receiving the resolution offered for Level Two. If the appeal application is accepted, the complaint will be reviewed and reconsidered by a committee of no fewer than three members of the Faculty and Administration. Decisions pertaining to the request for appeal will be communicated within fifteen (15) business days by certified mail and/or email.

If the student is dissatisfied with the outcome, the only avenue for review or appeal is external. No further internal review or appeal is available.

## LEVEL 4: EXTERNAL REVIEW

Students have the right to seek external assistance to resolve their issue by filing a complaint with The Commission for Independent Education at the address listed below:

The Commission for Independent Education  
325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399  
Telephone: 1-888-224-6684

If the Institute receives notification of formal external inquiry, the application of the resolution process stated above will be suspended until the external inquiry is complete.

## GRADUATION REQUIREMENTS

In order to be eligible for graduation and receive a certificate, students must fulfill the following requirements:

- Receive passing grades in all courses
- Achieve and maintain a minimum GPA of 2.0 or higher
- Maintain satisfactory academic progress standards
- Satisfy all financial obligations
- Complete 100% of clinical externship hours and pass all competency requirements
- Complete a minimum of 100 routine EEG recordings as defined by ABRET

## STUDENT SERVICES

Neurodiagnostic Technology Institute is committed to the education and success of its students by providing the following Student Services:

### ACADEMIC ADVISEMENT

Faculty closely monitor student performance and will perform academic advisement as needed.

### LIBRARY & LEARNING RESOURCES

Membership to ASET- The Neurodiagnostic Society provides students with access to the group's library of current and historical industry news, journal articles, and events. Student membership to ASET – The Neurodiagnostic Society is \$58 per year. Students will also utilize free, nationally-recognized medical web sites including the American Clinical Neurophysiology Society, National Institutes of Health, Center for Disease Control and Prevention, and Medscape. Students are encouraged to use free, online, reference tools such as The MacMillan Dictionary and thesaurus, and MediLexicon web sites.

## CAREER SERVICES

Graduates of the Institute will successfully achieve the knowledge and skills necessary to pass the American Board of Registration of Electroencephalographic and Evoked Potential Technologists (ABRET) EEG Registration Exam and enter the neurodiagnostic technology field. According to the Neurodiagnostic Profession Salary and Benefits Report published by ASET – The Neurodiagnostic Society, Registered EEG Technologists have an average starting salary ranging from \$38,000 - \$49,500. On average Registered EEG Technologists earn a salary of \$55,000 per annum.

In addition to providing students with the knowledge and skills necessary to seek employment as neurodiagnostic technicians before testing to become Registered EEG Technologists, the Neurodiagnostic Technology Institute provides students with guidance in basic résumé preparation, job search strategies, and interview skills. While we cannot guarantee a job for you, we can equip you with the tools needed to find one. Your success is our greatest achievement.

## MEASUREMENTS & METRICS

For the period from July 1, 2017, to June 30, 2018, Neurodiagnostic Technology Institute reported the following metrics:

Student Placement Rate: 100%

Student Retention Rate: 100%

Additionally, in 2018 the Institute reported an ABRET EEG Registration Exam Pass Rate of 86% with the majority of graduates passing on their first attempt. In the first quarter of 2019, the pass rate was 100%.

## STUDENT EVALUATIONS

Neurodiagnostic Technology Institute strives to hire instructors who inspire students and offer quality neurodiagnostic technology educational materials. Students are regularly given the opportunity to share their insights with the Administration about their experiences within each class. Constructive feedback ensures that we continue to deliver a quality educational experience to current and future students.

## STUDENT QUESTIONS

The flexibility of an online learning environment offers students a variety of ways to request assistance including phone, email, chat, and online forums. Students can expect to receive a response to their questions and comments in accordance with the following:

Type of Question	Contact	Response Time
Administrative	407-601-7832 Tanya@MyNTIcareer.com	1 Business Day
Academic	Refer to course syllabus	24 Hours
Technical	407-601-7832	24 Hours

## STUDENT NOTIFICATIONS

Students will be notified of any changes made at the Institution.

## STUDENT RECORDS

The Administrative Office is responsible for preserving all official student academic records in perpetuity. Copies can be made available to students upon individual request. It provides both official and unofficial copies of student academic records to students or other individuals, institutions or agencies upon written request from students.

## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) guarantees that the academic records for students over 18 years old cannot be discussed with anyone except the student or authorized Institute personnel. However, certain information classified as "Directory Information" is available for public consumption unless the student specifically directs that it be withheld. Public Directory Information as defined by the act includes: Student's name, addresses (campus, home, e-mail), telephone listings, photograph, date and place of birth, major field of study, class year, participation in officially recognized activities, dates of attendance, enrollment status, certificates, honors, and awards received, and the most recent previous educational institution attended.

To request that directory information be withheld, please contact the Administration Office.

### **FERPA affords students certain rights with respect to their education records. They are:**

- The right to inspect and review the student's education records within 45 days of the day the Institute receives a request for access.

Students should submit to the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The Institute official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institute official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the Institute to amend a record that they believe is inaccurate or misleading. They should write the Institute official responsible for the record, clearly identifying the part of the record that they want changed, and specify why it is inaccurate or misleading. If the Institute decides not to amend the record as requested by the student, the Institute will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Institute in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institute has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- The right to file a complaint with the U.S. Department of Education concerning alleged failure by Neurodiagnostic Technology Institute to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

## ***Federal and State Data Collection and Use***

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which student education records and personally identifiable information (PII) contained in such records—including Social Security Number, grades, or other private information—may be accessed without student consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to records and PII without student consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to education records and PII without student consent to researchers performing certain types of studies, in certain cases even when Authorities object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without student consent PII from education records, and they may track participation in education and other programs by linking such PII to other personal information obtained from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

## **TECHNICAL SUPPORT**

Technical support is available when you need it. Please contact the Technical Support Team if you experience a problem in accessing part of all of the Student Portal. A technical support agent is available online or by phone 24 hours per day, every day.

## **TUTORING**

Students who need the additional assistance of a tutor are encouraged to discuss the problem with the course instructor. The instructor and student will explore tutoring options available to the student. Instructor tutoring sessions are available to the student at no additional cost.



## OUT-OF-STATE POLICIES & DISCLOSURES

The following policies, disclosures, and requirements are state specific and apply only to the residents of that state. Should a conflict exist between the aforementioned policies, disclosures, and requirements and the following state specific policies, disclosures, and requirements, the following state specific policies, disclosures and requirements will prevail.

### CALIFORNIA RESIDENTS

#### **California Student Tuition Recovery Fund**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if the following applies:

1. You are not a California resident, or are not enrolled in a residency program.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

## INDIANA RESIDENTS

### **Refund Policy:**

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:
  - (a) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
  - (b) The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
  - (c) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
  - (d) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
6. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

### **Student Complaint Process:**

If the student remains unsatisfied after the administrative review, Indiana students can go to OCTS' website (<http://www.in.gov/dwd/2731.htm>) to file a complaint.

## KENTUCKY RESIDENTS

### **Filing a Complaint with the Kentucky Commission on Proprietary Education .**

To file a complaint with the Kentucky Commission on Proprietary Education, a complaint shall be in writing and shall be filed on Form PE-24, Form to File a Complaint, accompanied, if applicable, by Form PE-25, Authorization for Release of Student Records. The form may be mailed to the following address: The 300 Building, 300 Sower Boulevard, Frankfort, Kentucky 40601. The forms can be found on the website at [www.kcpe.ky.gov](http://www.kcpe.ky.gov).

### **Existence of the Kentucky Student Protection Fund.**

Pursuant to KRS 165A.450 All licensed schools, resident and nonresident, shall be required to contribute to a student protection fund. The fund shall be used to reimburse eligible Kentucky students, to pay off debts, including refunds to

# Neurodiagnostic Technology Institute

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students enrolled or on leave of absence by not being enrolled for one (1) academic year or less from the school at the time of the closing, incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program.

## **Process for Filing a Claim Against the Kentucky Student Protection Fund.**

To file a claim against the Kentucky Student Protection Fund, each person filing must submit a signed and completed Form for Claims Against the Student Protection Fund, Form PE-38 and provide the requested information to the following address: Kentucky Commission on Proprietary Education, 300 Sower Boulevard, Frankfort, KY 40601. The form can be found on the website at [www.kcpe.ky.gov](http://www.kcpe.ky.gov).

## **MINNESOTA RESIDENTS**

### **LICENSING AGENCY:**

Office of Higher Education  
1450 Energy Park Dr. Ste. #350  
St. Paul, MN 55108  
Questions contact (651) 259-3976

### **BUYERS RIGHT TO CANCEL:**

This agreement may be cancelled by the Minnesota applicants within five (5) business days of the execution of this Enrollment Agreement. Completion and return of the form below will be considered an official Notice of Cancellation. If cancelled, any payments made by you under the contract or sale will be returned within thirty (30) business days following the postmarked or emailed date of the Notice of Cancellation.

Any property traded in and any instrument executed by you will be returned within ten (10) business days following receipt by the seller of your cancellation notice and any security interest arising out of the transaction will be cancelled. If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received any goods delivered to you under this contract or sale; or you may if you wish, comply with the written instructions of the seller regarding the return shipment of the goods at the seller's expense and risk. If the seller does not pick up the goods within twenty (20) days of the date of our Notice of Cancellation, you may retain or dispose of them without any further obligation.

What is the program you want to cancel? Neurodiagnostic Technology

When did you sign up for this program \_\_\_\_\_

This cancellation notice must be signed, dated and mailed or emailed to:

Neurodiagnostic Technology Institute  
2881 Delaney Ave, Suite D  
Orlando FL, 32806  
Tanya@MyNTIcareer.com

**I HEREBY REQUEST THE CANCELATION OF THIS ENROLLMENT AGREEMENT.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

# NEURODIAGNOSTIC TECHNOLOGY INSTITUTE

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## **DISCLOSURE:**

Neurodiagnostic Technology Institute is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

## **WASHINGTON RESIDENTS**

This school is licensed under Chapter 28C. 10 RCW. Inquiries or complaints regarding this private vocational school may be made to the: Workforce Board at 128-10<sup>th</sup> Avenue SW, Box 43105, Olympia, WA 98504; Web: [wtb.wa.gov](http://wtb.wa.gov); Phone: 360-753-5662; Email: [wtecb@wtb.wa.gov](mailto:wtecb@wtb.wa.gov).