

**10**

## **INSTITUTION CATALOG**



# AUDERE

TECHNICAL INSTITUTE

## SCHOOL CATALOG

**Volume IV**

**Effective April 1<sup>st</sup>, 2021**

3633 S Orlando Dr., Sanford, FL 32773

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# GENERAL INFORMATION

## MISSION AND PURPOSE

The mission of AUDERE TECHNICAL INSTITUTE is to prepare students to successfully start a new career in demand occupations that support the business growth of our community.

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## VISION

To gain the recognition as an institution that motivates a never-ending desire to grow, learn, improve, advance and contribute to our society.

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## INSTITUTIONAL VALUES

- Democracy, inclusion and cooperation in seeking quality and professionalism of all processes.
  - Commitment to each student's education by fostering a successful and supportive learning environment.
  - Inspiring students to embrace a philosophy of continued self-discovery, re-orientation and innovation.
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## LOCATION

AUDERE TECHNICAL INSTITUTE is located at 3633 S Orlando Dr., Sanford, FL 32773.

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## LICENSURE

AUDERE TECHNICAL INSTITUTE is licensed by the Florida Department of Education, Commission for Independent Education, License # 7610. Additional information regarding this institution may be obtained by contacting the commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400. Toll free: (888) 224-6684 <http://www.fldoe.org/policy/cie>.

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## INSTITUTIONAL OWNERSHIP

AUDERE TECHNICAL INSTITUTE is an active Florida Limited Liability Corporation, 100% owned by Ms. Elizabet A. Cruz Torres.

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## GOVERNING BOARD

The governing board is constituted as follows:

Address	3633 S Orlando Dr., Sanford, FL 32773
Board of Directors	President – Elizabet A. Cruz Torres

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## MEMBERSHIP

AUDERE TECHNICAL INSTITUTE is a member of the City of Sanford Chamber of Commerce since November 2020.

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### PARTNERSHIP

AUDERE TECHNICAL INSTITUTE signed a partnership agreement with the National Healthcareer Association (NHA) to offer products and solutions to eligible students. At this time, AUDERE TECHNICAL INSTITUTE is permitted to allow qualified students to sit for several NHA certifications and training programs.

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### CATALOG INFORMATION AND AVAILABILITY

The school catalog is available to the public and prospective students at our school's website [www.audereinstitute.com](http://www.audereinstitute.com).

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### LANGUAGE

All programs are offered in English.

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### HANDICAP FACILITIES

AUDERE TECHNICAL INSTITUTE complies with all provisions of section 504 of the Rehabilitation Act of 1973. No qualified handicapped person will be excluded from enrolling in the school. However, handicapped individuals should be aware our programs require a high level of manual dexterity and prolonged periods of practical work in laboratory and clinical settings.

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### FACILITIES AND EQUIPMENT

AUDERE TECHNICAL INSTITUTE is located at 3633 S Orlando Dr., Sanford, FL, 32773. Our facility is 2,000 square feet and includes 2 classrooms, 2 laboratory area, a media center, student lounge, an instructors office, an administrative office and reception area. Ample parking is available. The building has disabled access from the parking lot.

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### HOURS OF OPERATION

Office Hours

9:00am – 8:00pm Monday through Friday

9:00am – 6:00pm Saturday (by appointment only)

During these hours our administrative staff is available for assisting prospective students with enrollment, as well as current students.

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### CLASS HOURS

Morning Classes - Monday through Friday, 9:00 am to 2:00 pm

Evening Classes - Monday through Friday, 6:00 pm to 10:00 pm

Weekend Classes - Saturday 8:00 am to 6:00 pm, and Sunday 9:00 am to 2:00pm

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## CLASS SCHEDULES

AUDERE TECHNICAL INSTITUTE offers day and evening classes as follows:

- The Home Health Aide Program is offered morning and evenings.
- The Medical Assistant Program is offered morning and evenings.
- Continuing Education classes are offered on weekends.

The school has the right to change its schedule. Students will be notified in advance of any schedule change.

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## SCHOOL CALENDAR

### Home Health Aide Program

Starts the first Monday of every month.

### Medical Assistant Program

Full time, starts the first Monday of the month, every two (2) months.

Part time, starts the first Monday of the month, every four (4) months.

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## HOLIDAYS

The school will remain closed during the following holidays:

### 2021 Holidays

Martin Luther King Day, Monday January 18, 2021

President's Day, Monday February 15, 2021

Spring Break, March 15-19, 2021

Memorial Day, Monday May 31, 2021

Independence Day, Monday July 5, 2021 (in lieu of July 4th)

Labor Day, Monday September 6, 2021

Thanksgiving Break, Monday November 22 through Friday November 26, 2021

Winter Holiday Break, Monday December 22, 2021 through Friday December 31, 2021

In the event of an emergency, closing due to inclement weather or a natural disaster (hurricanes, tropical storms, etc.) the school will close as determined by the Seminole County Public School System.

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# ADMISSIONS

## ADMISSION REQUIREMENTS AND PROCEDURES

Prospect students must comply with the following requirements to enroll:

- Applicants must present a Valid picture ID.
  - Applicants must present a High School diploma or GED. Prospective students that do not possess a high school diploma or GED must pass a Wonderlic Ability to Benefit Test (ATB) administered by a qualified ATB Official. Minimum passing scores are 200 for Verbal and 210 for Quantitative.
  - Applicants, if applicable, must present proof of passing the criminal background and fingerprint check within the last 6 month. Background checks are to be done and paid by each student. The estimated cost of a background check is \$ 80.
  - Applicants must present a medical clearance for all communicable diseases that has been completed within the last 6 months by an approved Physician or ARNP stating he/she is in good health and free off communicable diseases including TB testing. The approximate cost is \$75. The cost for TB testing may be greater if X-rays are required
  - In order to qualify for enrollment, a one on one appointment with one of the school admissions representatives is required. During the one on one appointment, the admission's representative will provide advisement services to assist the student in planning and completing the occupational education program for enrollment.
  - Documentation from another country must be accompanied by the corresponding translation and evaluation by an approved agency or individual. For a listing visit the American Translators Association [www.atanet.org](http://www.atanet.org) or the National Association of Credential Evaluation Services [www.naces.org](http://www.naces.org)
  - Applicants who are at least 17 but younger than 18 years of age may enroll in any program under parental or legal guardian consent. A parent or legal guardian will be required to sign the Enrollment Agreement.
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## ANTI DISCRIMINATION POLICY

AUDERE TECHNICAL INSTITUTE is committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat each other with respect. Teachers and other staff members are expected to teach and to demonstrate by example that all members of the community are entitled to respect.

Harassment of a student by another student or by a teacher or other staff member is a violation of school policy. This includes (but is not limited to) harassment based on race, national origin, marital status, sex, sexual orientation, gender identity, religion, financial status or disability where a person is otherwise qualified or could be with reasonable accommodation.

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## DENIAL OF ADMISSION

Any applicant will be denied admission if he/she does not meet the admissions and eligibility requirements stated in this catalog.

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## TRANSFER OF CREDITS

### Transfer of Credits Between Programs within the Institution

AUDERE TECHNICAL INSTITUTE give credit for studies at a previous program within the institution. Such credits are counted and considered if classes previously taken are part of the new program of study.

### Transfer of Credits for Studies in Other Institutions

AUDERE TECHNICAL INSTITUTE gives credit for studies at other institutions that are approved within the United States. Courses for transfer must have been completed with a grade of 2.0 (70%) at a minimum. Please bear in mind AUDERE TECHNICAL INSTITUTE may accept up to seventy-five percent (75%) of hours from another institution. To transfer hours from another institution, a student must submit an Official Transcript that includes a program description, completed hours and date of completion. All accepted hours will be documented in the student file. AUDERE TECHNICAL INSTITUTE does not accept transfer of experiential learning nor advanced placement.

### Transferability of Credits Earned at AUDERE TECHNICAL INSTITUTE to Another Institution

Transferability of hours/courses earned at this institution is at the discretion of the accepting institution. It is the student's responsibility to confirm if they will be accepted by another institution of the student's choice.

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## SUBMITTING ACADEMIC INFORMATION

Students transferring hours are required to request official transcripts from the educational institutions attended to be sent directly to our institution's Director of Education.

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## AUDERE LOW INCOME ASSISTANCE SCHOLARSHIP

Our institution believes we all deserve a chance to achieve our dreams. This scholarship is meant to assist low income family student's enrolling in the Medical Assistant Program. Eligibility is limited to families with a combined annual income that falls under the Low-Income Families category as per The Department of Housing and Urban Development (HUD). A student that qualifies for this scholarship will receive a credit of \$1,500 towards their program tuition.

To be considered for this scholarship, the candidate must fulfill the following requirements:

- Student must apply for the scholarship prior to enrollment.
- Student must comply with all admission requirements for the program.
- Student must present the last reported tax return as proof of a family combined annual income to be within the Low-Income Family bracket.

For information about the income limits to qualify as a Low-Income Family visit:

<https://www.huduser.gov/portal/datasets/il.html>

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# FINANCIAL SERVICES

## STUDENT FINANCIAL ASSISTANCE

All tuition, fees, and related costs of the program of enrollment are included in this catalog and are due prior to the scheduled start-date, unless the student has made a payment arrangement. A complete fulfillment of payment obligations is a condition for graduation.

At the time of enrollment, students may select from the following payment options:

- Full payment of program cost.
  - Registration fee at the time of signing enrollment agreement with the balance paid prior to starting date.
  - Registration fee at time of signing the enrollment agreement with balance paid prior to graduation following an agreed payment plan.
  - Major credit cards are accepted as a form of payment.
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## ADDITIONAL TRAINING COST

Students are advised to attend classes and participate as directed by their instructors in order to assure completion of their program within the scheduled duration hours as per the signed enrollment agreement. Students still in school beyond the total number of hours scheduled for their program of study as per their enrollment agreement will be required to pay a tuition charge for every extra hour attended. The cost of each additional hour of instruction is calculated as the cost of tuition divided by the number of hours of enrollment, based on the fees disclosed in the student's enrollment agreement contract. Students that do not successfully complete their program before reaching 150% of total hours will be automatically withdrawn as per the Satisfactory Academic Policy included in the School Catalog.

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## CANCELLATION AND REFUND POLICY

Should a student be terminated or cancel for any reason, all refunds will be made according to the following refund policy:

- Cancellation can be made in person, by electronic mail, or by Certified Mail.
  - All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the student Enrollment Agreement and making initial payment.
  - Cancellation after the third (3rd) business day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).
  - Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
  - Cancellation after completing more than 40% of the program will result in no refund.
  - Termination Date: The Termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
  - Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
  - Cancellation of classes by the institution after attendance has begun will result in 100 percent refund.
  - Should the prospective student not meet the entrance requirements it will result in 100 percent refund.
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# ACADEMIC POLICY AND PROCEDURES

## EVALUATION SYSTEM

The School establishes its evaluations based on the results of the program theoretical and practical examinations.

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## GRADING SYSTEM

Students must maintain a grade of 70 % or more to complete a program successfully. This grade will be determined by theoretical, practical examinations (at each evaluation period), test grades, and labs/projects.

The following grading scale will be used:

<b>Excellent:</b>	<b>100% -90 %</b>	<b>=</b>	<b>A</b>	<b>4.0</b>
<b>Good:</b>	<b>89%-80%</b>	<b>=</b>	<b>B</b>	<b>3.0</b>
<b>Average:</b>	<b>79%-70%</b>	<b>=</b>	<b>C</b>	<b>2.0</b>
<b>Unsatisfactory:</b>	<b>69%- 0%</b>	<b>=</b>	<b>F</b>	<b>0.0</b>

P: Pass – 100% - 4.0

F: Fail – 0% - 0.0

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## GRADE ASSIGNMENTS

Theory grades are assigned based on the academic scores of exams administrated and by the assigned projects related to the corresponding theoretical content. Practice grades are assigned based on the student's ability to apply the theory learned and the work activities in the labs and services. Practical evaluations are graded on a pass or fail basis.

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## PRACTICAL SERVICES

Students are involved in hands on activities to assist them acquire the skills and practice required for their field of employment. When such is the event, students are encouraged to participate and complete the assigned practical activities by their instructor.

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## DEFINITIONS

### PROGRAM DURATION

Program and courses duration are measured in clock hours.

### CLOCK HOUR DEFINITION

One clock hour constitutes 50 minutes of directed, supervised instruction and 10 minutes breaks.

### PERIOD OF ENROLLMENT

A period of enrollment or payment obligation: the entire program.

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### COURSE NUMBERING SYSTEM

Course numbers are based on course codes established by the institution and do not relate to state common course numbering systems. The course numbering system consists of an alpha prefix followed by a digit course number. The Alpha Prefix identifies the academic discipline. The numbers identify the course.

#### COURSES PREFIXES:

CPR	CPR Courses
EKG	EKG Courses
HHA	Home Health Aide Courses
HIV	HIV/AIDS Courses
MED	Medical Assistant Courses
PHL	Phlebotomy Courses

### GRADUATION REQUIREMENTS

In order to graduate from a program, a student must achieve a cumulative GPA of 70% within the time framework established in the institution's SAP policy. In addition, the student must fulfill all financial obligations as stated in the Enrollment Agreement.

### SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Satisfactory progress is defined by the average attendance and academic progress maintained by the student.

#### SAP - Evaluation Periods

The institution requires that all students enrolled be evaluated academically and attendance-wise in evaluation periods as follows:

Program of Enrollment	Program Duration	1st SAP Evaluation	2nd SAP Evaluation
Medical Assistant	766 hours	383 hours	766 hours
Home Health Aide	75 hours	38 hours	75 hours

Students are required to meet the standards of academic progress that are outlined in the sections below. These standards have multiple components (qualitative and quantitative measurements) that include a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all clock hours attempted; and, a maximum time frame requirement.

#### SAP - Quantitative Criteria

Students must complete at least 67% of the attempted clock hours of the corresponding evaluation period in order to remain compliance with the institution's SAP Policy. Clock hour progression will be based on a cumulative total of attempted hours to earned hours. For example, a student that is in an SAP evaluation period of 450 clock hours is required to successfully complete a minimum of 302 clock hours ( $450 \times 67\% = 302$ ).

**SAP - Qualitative Criteria**

Under the qualitative criteria, to make Satisfactory Academic Progress (SAP), the student must demonstrate a minimum overall cumulative grade point average (CGPA) of 2.0 at the end of the SAP evaluation period been considered.

**SAP - Evaluation and Academic Probation**

A student who fails to establish or maintain Satisfactory Academic Progress (fails to meet the SAP Quantitative criteria or SAP Qualitative criteria) will be placed on academic probation and maintain this status of academic probation during the following SAP evaluation period. At the end of the period in which the student is on probation, the student's overall GPA and clock hours completion percentage will be recalculated. A student will be removed from academic probation only if the student is back onto compliance with both quantitative and qualitative criteria. A student that is found not meeting satisfactory academic progress after the evaluation period will be withdrawn.

**SAP - Evaluation and Time Frame to Complete (MTF) Policy**

The maximum allowable time frame for students to remain active in a program of enrollment is equal to 150% of the total hours of enrollment as specified in the enrollment agreement.

This criterion allows students to repeat courses when failed and continue in the program of enrollment as long as the total hours attempted by the student do not go beyond the 150% of the total hours of enrollment as specified in the enrollment agreement. Students still in school beyond the total number of hours scheduled for their program of study as per their enrollment agreement will be required to pay a tuition charge for every extra hour attended. The cost of each additional hour of instruction is calculated as the cost of tuition divided by the number of hours of enrollment, based on the fees disclosed in the student's enrollment agreement contract. Students that do not successfully complete their program when reaching 150% of total hours attempted will be automatically withdrawn. Students that do not successfully complete their program when reaching 150% of total hours attempted will be automatically withdrawn.

**SAP - Appeals**

Any student who has been placed on academic probation but who feels that there were mitigating circumstances that caused him or her to fail the SAP standard, may file a written appeal with supporting documentation to the School's President, who will make the final decision regarding about the student's appeal within 5 days. If the student's appeal is granted, the student records will be updated to satisfactory academic progress.

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**ACADEMIC DISMISSAL**

Any student who has been academically dismissed will not be considered for readmission to the institution until 6 months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time, satisfy any outstanding financial obligations to the institution, and retake any failed classes before proceeding to other courses.

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**ACADEMIC HONESTY**

Students must submit work that represents their original words or ideas. Students must make it clear the extent to which external sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source.

The School's Director of Education may expel a student for cheating or plagiarism. No credit will be given for homework that is not the original work product of the submitting student. Students will receive credit only for their own original work. Plagiarism is grounds for dismissal from the institution.

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### **MAKE-UP WORK AND EXAMS**

In order for a student to make up a class or lab missed prior to finishing and taking the final test, the student shall make arrangements with his/her instructor. The same rule will apply for missed exams and these will be scheduled at the discretion of the Instructor. Make-up exams are a privilege – not a right. Students should be in attendance on examination days.

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## PROCESS OF CORRECTIVE ACTION

### WARNING

In the event of non-compliance with school rules and regulations, academic attendance or professional image, a student will be issued a written warning from his or her instructor. The instructor will advise the student of the non-compliance issue and proceed to identify a corrective action with the student.

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### APPEAL PROCESS

All students have the right to appeal a decision that can harm his/her interests. Appeals must be received in written form within 10 days of dismissal.

The School's President will confer with the School's Education Director and arrive to a decision. The student will be notified in writing of the final determination within 10 days.

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### READMISSION TO A PROGRAM

A student who withdraws from their respective program, due to unsatisfactory progress, must apply for enrollment again and satisfy all admission requirements. Any courses already passed with be considered as a transfer into the new enrollment, and not charged to the student, as reflected in the new enrollment agreement.

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### SUSPENSION

The institution reserves the right to suspend any student for lack of payment, and/or breach of the rules and regulations of the School.

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# STUDENT RESPONSIBILITIES

## CODE OF CONDUCT

Students are to maintain the highest standard of personal, ethical and professional conduct. Each student is expected to display behaviors that are indicative of the program they represent and are expected to carry themselves in a manner that represents the values and beliefs of AUDERE TECHNICAL INSTITUTE. The institution reserves the right to place on probation or dismiss a student due to unprofessional or disorderly conduct that reflects negatively on AUDERE TECHNICAL INSTITUTE, affects other students, or is a potential safety issue.

Students are expected to bring their corresponding books, educational equipment and all necessary materials to the school daily.

All students must be punctual to class.

In case of absence, the student will be responsible to obtain the covered material from a classmate or instructor, to maintain his/her daily progress.

The institution will make reasonable arrangements for the recovery of hours and work missed. It is encouraged that students take advantage of this option.

A medical certificate is required in case of absence due to a medical condition.

The institution provides a comfortable atmosphere, free of discrimination, intimidations hostilities or other offenses. Conduct such as sexual harassment, or any type of physical or verbal threat that interferes with educational development of the student will not be tolerated.

Students must pay all financial obligations in due time.

Visits from children and/or relatives and friends are not allowed on campus.

The student who is caught destroying or damaging School Property will be expelled and/or legally processed.

The Institution does not allow sales, promotions or any other forms of commercial activities within the premises. Students that participate in these practices may be suspended or dismissed from the institution.

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## PROBATION

The institution reserves the right to place on probation a student due to unprofessional or disorderly conduct that reflects negatively on AUDERE TECHNICAL INSTITUTE, affects other students, or is a potential safety issue.

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## PERSONAL PROPERTY

Students are responsible to identify and protect their personal belongings, materials and equipment always. The school does not take any responsibility for lost or misplaced personal property.

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## USING AND CARING FOR THE EQUIPMENT

Students are responsible for their materials and equipment. The equipment and implements of the school should be used gracefully in a suitable and professional manner. Any damage caused to equipment or malfunction detected must be immediately communicated to the school personnel.

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### PHONE CALLS

No personal calls are allowed during class time. Cell phones and all other electronic devices must be turned off or in vibrate and can only be used in the break/lunch area, in the student lounge or outside the building during breaks and lunches.

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### SMOKING

Smoking is permitted during breaks or lunch more than 10 ft. from the main door outside the building. Smokers shall dispose of their cigarette butts in designated containers.

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### BREAKS AND LUNCHES

Instructors schedule breaks and lunches. Students are responsible for returning to classes on time. Food and drinks are only permitted in the school's designated break/lunch area or outside the school.

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### ALCOHOL AND DRUGS

The use or possession of alcohol or drugs (unless prescribed by a physician) is strictly prohibited. Alcoholic beverages in a public building are illegal. The use or possession of drugs and/or drug paraphernalia is also illegal. The use of alcohol or drugs in any form on school premises, or at any school related activity will result in immediate termination.

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### CHEATING AND STEALING

If a student is caught cheating and/or stealing, he/she will be subject to immediate termination from the program.

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### SCHOOL DRESS CODE

A professional appearance in the school is essential to the overall image in the health field. Each student is required to dress in a clean, neat and professional manner always. The school requires all students to wear the institution's uniform. The cost of the scrubs is not included on the tuition cost. Flip-flops or open toe shoes are not permitted.

Should the dress code requirement not be met, the instructor will send the student home for the day without hours of attendance honored.

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### ANTI-HAZING, BULLYING

AUDERE TECHNICAL INSTITUTE will not tolerate hazing or bullying by any student or employee of the Institute. Failure to comply will result in the student or employee suspension.

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### ATTENDANCE

Students are expected to attend scheduled classes and laboratory sessions on time. The student is solely responsible for all information, materials, handouts, reading assignments, tests, lab sessions and instructions given during the lecture.

AUDERE TECHNICAL INSTITUTE has no obligation to provide outlines, notes, testing information, make-up lectures for classes missed. Students are responsible to complete all requirements of the program of enrollment to graduate.

Students that are absent from the school for a period of 14 consecutive days will be automatically withdrawn. A student in need to be absent from the school for a period of 14 consecutive days or longer may request a leave of absence as described in the next section of this catalog.

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### **TARDINESS**

Tardiness is defined as showing up more than fifteen minutes late for the beginning of the class. Having three separate incidents of tardiness will be considered as one unexcused absence.

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# STUDENT RIGHTS

## EQUALITY OF OPPORTUNITIES

AUDERE TECHNICAL INSTITUTE does not discriminate based on race, ethnic or national origin, sex, age, disability, religious beliefs, or social origins and does not exclude any applicants for any of these reasons.

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## DISCRIMINATION AND HARASSMENT POLICY

AUDERE TECHNICAL INSTITUTE prohibits discrimination or harassment based on race, ethnic or national origin, religion, age, sex, color, physical or mental condition, marital status, or veteran status under any program or activity under its purview. Sexual harassment includes harassment based on gender, pregnancy, childbirth or related medical condition, and inappropriate conduct of a sexual nature.

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## STUDENT'S RIGHT TO KNOW - STUDENT PRIVACY RECORDS (ACT OF 1974)

AUDERE TECHNICAL INSTITUTE's students have access to records as provided under federal and state law. The Federal Student Privacy Act of 1974 relates to the privacy of students, and it is designed to protect the privacy of their records. Students and parents of dependent students have the right to inspect and review the student's records.

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## INFORMATION DISCLOSURE

In order to disclose student's personal information, written authorization is required. An exception to this policy is when information is asked by the United States Department of Education, in accordance with all applicable laws and regulations.

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## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

AUDERE TECHNICAL INSTITUTE strictly adheres to the requirements of FERPA regarding students' rights and privacy of information. In accordance with public law 93- 380, Family Educational Rights and Privacy Act, Florida Statute 5.229.782, the school allows students to access their educational records; challenge records they believe are inaccurate, incomplete or misleading; and limit the release of such information. Records will not be released without the written consent of the student. A student will be notified whenever a court subpoenas the records in which case, written consent is not required. The parent (s) of a dependent student has the right to inspect records that are maintained by the school on behalf of the student.

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## MAINTENANCE OF STUDENT RECORDS

Official academic records are maintained by the Student Services Department. Included are admission applications and associated documentation, the records of grades and credits received in courses at this institution or accepted from other institutions; and other documents directly relating to the student's academic progress and status. Student records are maintained permanently.

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### STUDENT RECORD DUPLICATES

The student may request a copy of his/her record in person or through a representative authorized by them in a written consent, provided that all financial obligations have been met.

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### LEAVE OF ABSENCE

A leave of absence (LOA) must be requested in writing on an official Leave of Absence Form obtainable from the student services office prior to the beginning of the proposed requested leave. A leave of absence must be approved by the school's president and may not exceed 90 days.

An LOA may be granted for up to 90 days for reasonable causes like family illness, disability, or emergency. The request must be documented and signed by the student. If student fails to return from the leave of absence, he or she will be considered withdrawn for academic purposes.

The institution may grant a student multiple leaves of absence as long as the total number of days for all leaves does not exceed 90 days within a 12-month period.

A student must request the LOA in writing in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent advance notice. Exceptions are submitted to the student services office for approval. The anticipated date of return must be indicated on the request as well as the reason for a student's leave request.

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### GRIEVANCE POLICY

The administration, faculty and staff of AUDERE TECHNICAL INSTITUTE maintains an open-door policy for students to voice their concerns or complaints. Occasionally, a student or former student will require assistance with a problem level outside of AUDERE TECHNICAL INSTITUTE.

AUDERE TECHNICAL INSTITUTE grievance procedure is as follows:

- The student attempts to handle the grievance with the instructor/or school's administrative personnel in a calm and professional manner.
- If the grievance cannot be settled at this level, the student may ask for the intervention of the Student Services office to attempt to mediate, arbitrate, or rectify the situation. In most cases, complaints can be discharged at this level of intervention.
- If a satisfactory result cannot be accomplished at this level, a written description of the grievance can be directed to the School President. The School President will evaluate the grievance and gather any necessary information. Students must submit a grievance no later than a week after the incident in consideration. The School president will respond to the grievance in writing within 7 business days.

When writing your grievance statement please include the following:

- Your name, address and contact number
  - Facts of your complaint: date and time of the incident, where it took place, the names of the people involved, the names of any witnesses
  - Supporting evidence for your complaint
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- Describe any steps taken informally to resolve the matter
- Include a reasonable solution for your complaint
- Sign and date your statement
- In cases where the grievance is not settled at the institutional level, the student may also contact the Florida Commission for Independent Education (CIE) that regulates our institution:

The Commission for Independent Education (CIE)  
325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400  
Phone: (850) 245-3200, Toll free: (888) 224-6684  
[www.fldoe.org/policy/cie](http://www.fldoe.org/policy/cie)

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# STUDENT SERVICES

## ACADEMIC AND CAREER COUNSELING

Counseling is available to all students for career and academic reasons. Students with issues of a personal nature will be referred to local public or private agencies for professional assistance.

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## CAREER SERVICES

Students will be coached on how to write resumes and prepare for job interviews. Every possible effort will be made by the school to expose students to professionals in the field. Our aim is to make students aware of the many professional opportunities available to them. Although the school cannot guarantee employment or placement, reasonable efforts will be made to assist students in securing suitable employment. This assistance is free and available to any student, regardless of when the student graduates.

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## MEDIA SERVICES RESOURCE CENTER

The school Media Center houses additional learning resources for active students and graduates. Resources include a computer connected to the internet, additional textbooks, and reference materials. The media services resource center is open during normal school business hours.

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## FINANCIAL ADVISEMENT

The Financial Services Director will assist students to work out any financial problems, discuss financial options or payment plans.

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## HOUSING

AUDERE TECHNICAL INSTITUTE does not offer housing for students.

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## TRANSCRIPT REQUESTS

Upon graduation AUDERE TECHNICAL INSTITUTE provides each student with their diploma and corresponding official transcript at no cost. AUDERE TECHNICAL INSTITUTE reminds students that in order to graduate, a student must have successfully completed their program of instruction and be up to date with their financial obligations with the institution.

Students that are up to date with their financial obligations may request a copy of their transcript from the Student Services Department by completing a transcript request form. Transcript requests may be made in person or by mail. There is a charge of \$25 for official transcripts. Official and non-official transcript request may take up to five (5) business days to be process.

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# HOME HEALTH AIDE PROGRAM

**75 CLOCK HOURS - 4 WEEKS FULL TIME**

## PROGRAM OBJECTIVE

This program prepares students to become employed as entry level Home Health Aides. Students of this program acquire the knowledge and receive the clinical skills necessary to become proficient in the care of clients in their own home setting. Graduates of this program are ready for employment as soon as they receive their diploma.

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## PROGRAM DESCRIPTION

Students of this program receive 75 hours of instruction where they learn to perform the entry level duties required of a Home Health Aide. Students receive instruction on physical comfort and care for patients; nutrition; laws and ethical standards for the Home Health Aide; patient safety; house hold management; infection control procedures, verbal and writing procedures; emergency procedures; personal care skills; basic anatomy and physiology; vital signs measurement; basic medical terminology; CPR and First Aid; HIV/AIDS, blood borne pathogens and OSHA; daily activities at the home; employability skills. The program provides 40 hours of laboratory practice, where the students gain the required proficiency in the skills necessary for this profession.

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## DIPLOMA

Upon successful completion of the program students receive a diploma.

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## DELIVERY METHOD

This program is offered on campus.

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## DURATION

This program has a duration of 75 hours. Full time students complete the program in 4 weeks attending 25 hours weekly, Monday through Friday 9am to 2pm (morning classes). Part time students complete the program in 5 weeks attending 20 hours weekly, Monday through Friday 6 pm to 10 pm (evening classes). Part time weekend students complete the program in 6 weeks, attending Saturday 8am to 6pm and Sunday 9am to 2pm.

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## PROGRAM START DATES

This program starts the first Monday of every month.

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## ADMISSIONS REQUIREMENTS

Prospect students must comply with the admissions requirements as stated in this catalog under the Admission's section.

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**PROGRAM COST**

Registration Fee	<b>\$ 100</b>
Tuition Fee	<b>\$ 400</b>
Books & Supplies	<b>\$ 160</b>
Other Costs	<b>\$ 0</b>
Total Program Cost	<b>\$ 660</b>

**HOME HEALTH AIDE PROGRAM OUTLINE**

Course	Theory Hours	Laboratory Hours	Total Hours
HHA101 – Home Health Aide	23	0	23
HHA102 – Home Health Aide Lab Practice Skills	0	40	40
HIV101 – HIV/AIDS, Blood Borne Pathogens and OSHA	6	0	6
CPR101 – CPR and First Aid	0	6	6
<b>TOTALS</b>	<b>29</b>	<b>46</b>	<b>75</b>

**EMPLOYMENT DISCLOSURE**

Graduate students of this program may start working as soon as the diploma is received. Home Health Aides do not require a Florida state license or certification to start employment. Home Health Aides may work independently in people's homes or for state-licensed agencies.

**ADDITIONAL FEES NOT INCLUDED IN THE PROGRAM****Electronic Fingerprinting (Background Check)**

Students are required to submit an electronic copy of his/hers fingerprints as part of the admission requirements. Approximate cost is \$80.

**School Uniform – Scrubs**

The school requires all active students to wear the official scrubs at all times. The approximate cost for a scrub is \$45.

**Physical (including TB Testing)**

Students are required to have had a recent physical and received all required testing by an approved Physician or ARNP stating he/she is in good health and free off communicable diseases. The approximate cost is \$75. The cost for TB testing may be greater if X-rays are required.

**HOME HEALTH AIDE COURSES****HHA101 – Home Health Aide**

This course provides the theory instruction for the Home Health Aide program. During this course student learn essential information that will allow them to successfully function as a

home health aide. This course provides instruction in home health care; agency structure; home health aide's role in the home; the care team; chain of command; policies and procedures; legal and ethical aspects and responsibilities; communication; safety and body mechanics; oral report; documentation; information technology applications in healthcare; home care bag; principles of body mechanics; applying basic math and science skills; culture and family; body systems; anatomy and physiology; medical terminology; human development; basic human needs; cultural differences; maintaining mobility; skin care and comfort; personal care procedures; interpersonal skills; biopsychosocial support; rehabilitative activities; vital signs; disabilities and mental illness; special conditions: arthritis, cancer, diabetes, CVA or Stroke; multiple sclerosis (MS), dementia, Alzheimer's Disease, (AD), Tuberculosis (TB); aging; hospice care; death; hip or knee replacement; nutrition; special diets; planning and shopping; preparing and storing; managing time and money; work plan; client's money; housekeeping; laundry; bed making; basic job and employment skills.

**Duration: 23 hours (lecture).**

**Pre-requisites: None.**

#### **HHA102 – Home Health Aide Lab Practice Skills**

This course provides students with the hands-on experience required for performing the various skills and procedures required of home health aides: hand washing techniques; vital signs; mouth care and dentures; transfers; hair and nail care; shaving; TED hoses; range of motion for upper and lower extremities; bed making; changing an occupied bed; taking height and weight; repositioning of a patient; bedpan; colostomy care; dressing am/pm; perineal care; feeding; bathing; partial bed bath; isolation techniques; patient environments; catheter care; urinary drainage bag care; mechanical lift; ambulation; cane, walker and crutches.

**Duration: 40 clock hours (laboratory).**

**Prerequisites: HHA101.**

#### **HIV101 – HIV/AIDS, Blood Borne Pathogens and OSHA**

This course is offered as part of the program as well as a continuing education credit/class. In this course students review the theory of HIV/AIDS, prevention and treatment, as well as Blood Borne Pathogens while in a OSHA compliance health care setting. A completion of hours certificate is awarded at the end of the course.

**Duration: 6 clock hours (lecture).**

**Pre-requisites: None.**

#### **CPR101 – CPR and First Aid**

This course is offered as part of the program as well as a continuing education credit/class. Completers receive a CPR and First Aid card. This course is graded on a Pass or Fail basis.

**Duration: 6 clock hours (laboratory).**

**Pre-requisites: None.**

# MEDICAL ASSISTANT PROGRAM

**766 CLOCK HOURS - 9 MONTHS FULL TIME**

## PROGRAM OBJECTIVE

This program prepares students with the knowledge and hands-on training required to start a career as a entry level Medical Assistant. Job opportunities are in high demand in professional clinics, medical offices, hospitals and out-patient facilities. Graduates of this program are qualified to work in all aspects of a medical office as soon as the diploma is received.

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## PROGRAM DESCRIPTION

The program provides 766 hours of training to students in all of the relevant areas of education and practice required for a Medical Assisting professional. The curriculum includes education in health science fundamentals; anatomy and physiology; medical terminology; legal and ethical responsibilities; medical office management and procedures; administrative and clinical duties; safety and security procedures; emergency preparedness; records management; informatics; basic math skills; fundamentals of medical insurance billing; preparing patients for physical examinations; HIV/AIDS; blood borne pathogens; OSHA; phlebotomy; EKG; pharmacology principles for the medical assistant; communication in healthcare; interpersonal and employability skills. The program provides 261 hours of laboratory practice where the students gain the required proficiency necessary for this profession. Students demonstrate their medical assisting skills in a 180 clinical externship at a medical office or health facility.

As part of the Partnership with the National Healthcareer Association (NHA), the students have access to additional training through the NHA and will take the NHA Certification without additional costs.

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## DIPLOMA

Upon successful completion of the program students receive a diploma.

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## DELIVERY METHOD

This program is offered on campus.

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## DURATION

This program has a duration of 766 hours. Full time students complete the program in 9 months attending 25 hours weekly Monday through Friday 9am to 2pm (morning classes). Part time students complete the program in 11 months attending 20 hours weekly Monday through Friday 6 pm to 10 pm (evening classes).

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## PROGRAM START DATES

Full time, starts the first Monday of the month, every two (2) months.

Part time, starts the first Monday of the month, every four (4) months.

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## ADMISSION REQUIREMENTS

Prospect students must comply with the general admissions requirements as stated in this catalog under the Admission's section.

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**PROGRAM COST**

Registration Fee	<b>\$ 100</b>
Tuition Fee	<b>\$ 4,000</b>
Books & Supplies	<b>\$ 390</b>
Other Costs	<b>\$ 40 (<i>Professional Liability Insurance</i>)</b>
Total Program Cost	<b>\$ 4,530</b>

*Professional Liability Insurance* - Is required prior to the MED103 course. The cost for each student is \$ 40. Professional Liability Insurance provides students the following benefits: Professional Liability Coverage, Defendant Expense Benefit, Personal Injury Insurance, Damage to Property of Others, First Aid Expenses, Deposition Representation, Sexual Misconduct/Abuse, and Information Privacy Coverage (HIPAA).

**MEDICAL ASSISTANT PROGRAM OUTLINE**

Course	Theory Hours	Laboratory Hours	Total Hours
MED101 – Anatomy, Physiology and Medical Terminology	90	0	90
HIV101 – HIV/AIDS, Blood Born Pathogens and OSHA	6	0	6
CPR101 – CPR and First Aid	0	6	6
PHL101 – Introduction to Phlebotomy Theory, Skills and Lab	36	45	81
EKG101 – Introduction to Electrocardiography Theory, Skills and Lab	40	40	80
MED102 – Medical and Administrative Assisting Theory and Lab	100	50	150
MED103 – Medical and Clinical Assisting Lab Procedures	53	100	153
MED104 – Medical and Clinical Assisting Practicum	0	20+180	200
TOTALS	325	441	766

**CERTIFICATION REQUIREMENT FOR EMPLOYMENT**

Graduates of this program may start working as soon as the diploma is received. Medical Assistants do not require a Florida State License or Certification to start employment.

### ADDITIONAL FEES NOT INCLUDED IN THE PROGRAM

#### School Uniform – Scrubs

The school requires all active students to use the official uniform at all times. The approximate cost for a scrub is \$45.

#### Physical (including TB Testing)

Students are required to have had a recent physical and received all required testing by an approved Physician or ARNP stating he/she is in good health and free of communicable diseases prior to the MED105 course. The approximate cost is \$75. The cost for TB testing may be greater if X-rays are required.

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### MEDICAL ASSISTANT COURSES

#### MED101 – Anatomy, Physiology and Medical Terminology

This course provides an introduction to anatomy, physiology and medical terminology. Students achieve the necessary understanding of the structure and functions of the systems of the human body, related pathologies and diseases, emphasizing those aspects most pertinent to students in the patient care and allied health technology field. Students also learn the fundamentals of medical terminology: the structure of medical terms and definitions; medical terms related to major disease processes and diagnostic procedures, laboratory tests, abbreviations, drugs and treatment modalities.

**Duration: 90 clock hours (lecture).**

**Prerequisites: None.**

#### HIV101 – HIV/AIDS, Blood Borne Pathogens and OSHA

This course is offered as part of the program as well as a continuing education credit/class. In this course students review the theory of HIV/AIDS, prevention and treatment, as well as Blood Borne Pathogens while in a OSHA compliance health care setting. A completion of hours certificate is awarded at the end of the course.

**Duration: 6 clock hours (lecture).**

**Prerequisites: None.**

#### CPR101 – CPR and First Aid

This course is offered as part of the program as well as a continuing education credit/class. Completers receive a CPR and First Aid card. This course is graded on a Pass or Fail basis.

**Duration: 6 clock hours (laboratory).**

**Pre-requisites: None.**

**PHL101 – Introduction to Phlebotomy Theory, Skills and Lab**

This course is offered as part of the program as well as a continuing education credit/class. Provides the theory and practice necessary to become a phlebotomist. Topics covered: theory of phlebotomy, venipuncture and skin puncture techniques, anatomy and physiology of the circulatory system, types of tubes, blood tests, interfering substances, risk factors, efficient work practices, blood specimens, donor room techniques, labeling, transporting, logging-in of specimens, Center for Disease Control (CDC) guidelines for HIV/AIDS, Hepatitis B and other diseases, and demonstration of correct infection control techniques. Includes 45 hours of clinical skills practice. A completion of hours certificate is awarded at the end of the course.

**Duration: 81 clock hours (36 lecture, 45 laboratory).**

**Prerequisites: None.**

**EKG101 – Introduction to Electrocardiography Theory, Skills and Lab**

This course is offered as part of the program as well as a continuing education credit/class. Students learn the nature and purpose of the electrocardiograph (EKG), equipment maintenance, materials needed, patient preparation, EKG taking and mounting procedures, EKG records, monitoring records for abnormal or erratic tracings. Includes 20 hours of clinical skills practice. A completion of hours certificate is awarded at the end of the course.

**Duration: 80 clock hours (40 lecture, 40 laboratory).**

**Prerequisites: HIV101, CPR101.**

**MED102 – Medical and Administrative Assisting Theory and Lab**

In this course students receive the theory and Lab instruction for the medical assistant. The curriculum includes health science fundamentals, anatomy and physiology, medical terminology, legal and ethical responsibilities, medical office management and procedures, administrative and clinical duties, safety and security procedures, emergency preparedness, records management, informatics, basic math skills, fundamentals of medical insurance billing, preparing patients for physical examinations, pharmacology principles for the medical assistant, communication in healthcare, and interpersonal and employability skills.

**Duration: 150 clock hours (100 lecture, 50 laboratory).**

**Prerequisites: MED101.**

**MED103 – Medical and Clinical Assisting Lab Procedures**

In this course students receive the Lab instruction for the medical assistant. The curriculum includes health science fundamentals, anatomy and physiology, medical terminology, legal and ethical responsibilities, medical office management and procedures, administrative and clinical duties, safety and security procedures, emergency preparedness, records management, informatics, basic math skills, fundamentals of medical insurance billing, preparing patients for physical examinations, pharmacology principles for the medical assistant, communication in healthcare, and interpersonal and employability skills.

The Lab portion of this course provides students with the hands-on experience required for performing the various skills and procedures that are part of the medical assistant role. The 158 hours of laboratory practice allows students to gain the required proficiency in the skills necessary for the profession.

The laboratory practice allows students to gain the required proficiency in the skills necessary for this profession.

**Duration: 153 clock hours (53 lecture, 100 laboratory).**

**Prerequisites: MED101, MED102.**

#### **MED104 – Medical and Clinical Lab Assisting Practicum**

This clinical course consists of 200 hours of clinical externship experience. Under direct supervision, students have the opportunity to perform the competencies learned during the program. This course is graded on a Pass or Fail basis.

**Duration: 200 clock hours (20 laboratory, 180 clinical-externship).**

**Prerequisites: MED101, HIV101, CPR101, PHL101, EKG101, MED102, MAED 103.**

## STAFF AND FACULTY

### STAFF

<b>President</b>	<b>ELIZABET A. CRUZ TORRES</b>
<b>Director of Education</b>	<b>SONGA MARSHALL</b>
<b>Financial Director</b>	<b>ELIZABET A. CRUZ TORRES</b>
<b>Placement Services</b>	<b>NICOLE VAZQUEZ (TERIFE)</b>
<b>Admissions</b>	<b>NICOLE VAZQUEZ (TERIFE)</b>
<b>Student Services</b>	<b>NICOLE VAZQUEZ (TERIFE)</b>

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### FACULTY

#### SONGA MARSHALL

- Master of Arts, Career and Technical Education, University of Central Florida, Orlando, FL
- Bachelor of Science, Communication Science and Disorders, University of Central Florida, Orlando, FL
- Associate of Arts, Health Sciences, Seminole State College, Sanford, FL
- Registered Medical Assistant, American Medical Technologists, (AMT) #2821667

#### SONYA ADAMS

- Associate of Science, Medical Assistant, Gwinnette Institute, Orlando, FL
- Diploma, Medical Assisting, Westside Tech, Orlando, FL
- Certified Medical Assistant, American Medical Technologist (AMT) #2617631
- Certified Basic Life Support (BLS) Instructor, American Heart Association, ID 07160485728
- District Teaching Certificate, Florida Board of Education, #00118225

#### LINDA MILLER

- Medical Assistant Diploma, Florida College of Medical Careers, Concorde Career Institute, Jacksonville, FL.
  - National Certified Medical Assistant, National Center for Competency Center.
  - BLS Provider and Instructor, American Heart Association.
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**AUDERE**  
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