



MAKING A CHANGE CINCY SCHOOL

7005 Reading Rd.

Cincinnati, OH 45237

Phone: (513) 309-4217

Web: www.makingachangecincy.com

Accredited by National Healthcareers Association

Volume No. 3 January 2025

Approved and Regulated by the Ohio State Board of Career College and Schools

SCHOOL REGISTRATION NO. 2183

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Introduction

Making A Change Cincy School (hereinafter referred to as the School) offers the finest training and equipment for student training in phlebotomy and is staffed with qualified and approved instructors

Phlebotomy Course Outline & Description

Course Description

Phlebotomists are proficient in:

1. collecting, transporting, handling and processing blood specimens for analysis;
2. recognizing the importance of specimen collection in the overall patient care system;
3. relating the anatomy and physiology of body systems and anatomic terminology to the major areas of the clinical laboratory, and to general pathologic conditions associated with body systems;
4. identifying and selecting equipment, supplies and additives used in blood collection;
5. recognizing factors that affect specimen collection procedures and test results, and taking appropriate actions within predetermined limits, when applicable;
6. recognizing and adhering to infection control and safety policies and procedures;
7. monitoring quality control within predetermined limits;
8. recognizing the various components of the health care delivery system;
9. recognizing the responsibilities of other laboratory and health care personnel and interacting with them with respect for their jobs and patient care;
10. demonstrating professional conduct, stress management, interpersonal and communication skills with patients, peers and other health care personnel and with the public;
11. demonstrating an understanding of requisitioning and the legal implications of their work environment;
12. applying basic principles in learning new techniques and procedures;
13. Recognizing and acting upon individual needs for continuing education as a function of growth and maintenance of professional competence.

PROGRAM DESCRIPTION AND OBJECTIVES

OVERVIEW: PROGRAM DESCRIPTION

The 254 hour Phlebotomy Technician Program prepares graduates to collect blood specimens from clients for the purpose of laboratory analysis. Course Description: 90 hours of applied experiences & 44 hours of lab; Clinical hours 120. Course follows guidelines established by the Center for Disease Control and Prevention in preparation for the national phlebotomy technician certification exam and employment as a certified phlebotomy technician. Course focuses on state-identified topics of basic anatomy and medical terminology, infection control, and procedures necessary to appropriately collect laboratory specimens and communicate with patients. Purpose: This course will prepare the certified phlebotomy technician to work in a clinical laboratory environment and healthcare setting. Approach to the Material: This course consists of lecture components, directed class discussion, audio-visual aids, overhead transparencies, demonstrations, role-playing, laboratory practice and clinical evaluation

TARGET OBJECTIVES OF THE PROGRAM: PHLEBOTOMY

1. Students will collect acceptable specimens for laboratory evaluation according to best practice and applicable relations
2. Maintain patient safety and specimen integrity during blood collection
3. Demonstrate knowledge of the effect laboratory data has upon patient care
4. Demonstrate a concern for patient care
5. Show competency of order of draw
6. Identify opportunities for continuing education
7. Establish and deliver learning experiences
8. Evaluate learning (content and process)
9. Recognize issues and problem solve
10. Provided employment and engagement opportunities
11. Students will write and deliver introduction/ cover letters, resumes, and thank you cards using correct grammar, Standard English, and well-chosen language.
12. Students will deliver 30 second speeches with physical and vocal effectiveness.
13. Students will evaluate their own work ethic and the work ethics of others, recognizing strengths and weaknesses.

Phlebotomy Instructional Areas

The curriculum must include instruction/experiences in the following:

1. 90 hours of applied experiences & 44 hours of lab; Clinical hours 120
2. Performance of a minimum of 30 successful unaided venipuncture collections;
3. Performance of a minimum of 10 successful unaided capillary collections;
4. Instruction in a variety of collection techniques, including vacuum collection devices, syringe and capillary/skin-puncture methods.
5. Successful completion of exam: Phlebotomy Technician, as administered by the National Healthcare Association

The School is owned by Making A Change Cincy of Cincinnati. The officer of the school is C. Jones, Executive Director.

Faculty Members

- C. Jones, Phlebotomy Instructor
- C. Jones, Student Services
- C. Jones, Financial Aid / Bursars Officer

Programs/Courses Offered

Non- Degree/Certificate Programs:

Phlebotomy Program, 254 Hours (***does not include phlebotomy course for medical assistants***).

Occupational Objective: The graduate should be able to acquire an entry-level position as a phlebotomist, lab technician, dialysis technician or donor assistant

COURSE NUMBER	COURSE TITLE	COURSE DESCRIPTION	NAACLS LEVEL COMPETENCIES
<u>Intro 100</u>	Career & College Success Skills *(pre-requisite)	This elective will address soft skills, such as attitude, communication skills, electronic devices, time management, task focus, preparedness and promptness, team work, professionalism, employer engagement, professional contact, life skills, networking, conflict resolution (workplace), diversity in the workplace, money management, employer expectations and professional attire; as well as current technology systems which help prepare students to be job ready.	Demonstrate employability skills, leadership and communications. Developed skill level in business ethics and law. Knowledge management and information technology, global environment, business literacy, entrepreneurship/Entrepreneurs, operations management, financial management, sales and marketing. Principles of business economics
<u>BIO 12</u>	Human Anatomy & Physiology for the Health Sciences *(pre-requisite)	Basic Human anatomy and physiology: body planes, cavities, function, homeostasis, body systems and body organizations	Demonstrate basic understanding of the anatomy of the main body systems and anatomic terminology in order to relate major areas of the clinical laboratory to general pathologic conditions associated with the body systems.
<u>HLT 101</u>	Medical Terminology I *(pre-requisite)	Special vocabulary of scientific and technical terms used in the healthcare professions to speak and write effectively and precisely.	Demonstrate knowledge of the healthcare delivery system and medical terminology. Use common medical terminology.
<u>Phl:100</u>	Phlebotomy (For Phlebotomy program students Only) *(pre-requisite for MA students)	The practice of phlebotomy, principals, and methods. Obtainment of blood through venipuncture via capillary for screening and diagnostic purposes and to monitor prescribed treatment.	Demonstrate knowledge of collection equipment, various types of additives used, special precautions necessary, and substances that can interfere in clinical analysis of blood constituents. Describe the proper order of draw for specimen collections.
<u>Phl:102</u>	Professional Practice (For Phlebotomy program students Only- clinical)	Real world practice. Work based learning. Clinical Internship	Demonstration and mastery of phlebotomy and duties.

Courses:

Courses may be taken individually without enrolling into the phlebotomy program. Courses may taken and used at CEU's, content refreshers, and professional development.



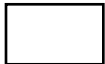
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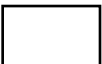
COURSE NUMBER	COURSE TITLE	LECTURE HOURS	LAB HOURS
Intro 100	Career & College Success Skills	8	0
BIO 12	Human Anatomy & Physiology for the Health Sciences	3	3
HLT 101	Medical Terminology I	3	0
Phl:100	Phlebotomy (For Phlebotomy program students Only)	41	41
Phl:102	Professional Practice (For Phlebotomy program students Only- clinical)	35	120
TOTAL		90	164



Phlebotomy Program/Course Costs

$$\text{Tuition} = \text{Registration} + \text{Total Tuition/Fees} + \text{Books/Supplies} + \text{Equipment}$$
 Program :\$4000 \$60 \$3,190 \$150 \$600

Medical Assistant Course Outline & Description



Course Description

Certified Clinical Medical Assistant (CCMA) PROGRAM

PROGRAM OVERVIEW:

This program prepares medical assistant students to perform patient clinical skills in a outpatient medical office setting. Students perform clinical procedures including administering medications, assisting with minor surgery, performing an electrocardiogram, obtaining laboratory specimens for testing, educating patients, and maintaining clinical equipment in an ambulatory care setting. Medical assistants perform routine clinical tasks to keep physicians' offices running smoothly.



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Clinical duties include recording medical history, vital signs, explaining treatment procedures to patients, preparation of examinations, and assisting the physician during the examination and procedures. Medical assistants collect and prepare laboratory specimens or perform basic laboratory tests on the premises. MA's instruct patients about medication, special diets, prepare and administer medications as directed by a physician, authorize drug refills, telephone prescriptions to a pharmacy, draw blood, prepare patients for x-rays, take electrocardiograms, change dressings and administer immunizations.

Course Objectives

- Prepare to take and earn the Certified Clinical Medical Assistant (CCMA) exam
- Learn the skills necessary to function as a member of the healthcare team in an ambulatory setting.
- Know the standards for ethical behavior, therapeutic communication, protecting the privacy of patient information
- Understand the importance of a first impression and a safe office environment
- Summarize the HIPAA Privacy Rule and HIPAA Security Rule
- Demonstrate basic medical terminology knowledge
- Discuss government and private insurances
- Identify the functions of the major body systems
- Demonstrate how to write a chief complaint and obtain a patient history
- Discuss the importance of medical and surgical asepsis
- Explain the information contained in different types of medical records.
- Identify and demonstrate the three methods used to perform venipuncture
- Administration of injections and non- injectable medications: Pharmacology
- Perform of Electrocardiogram.

Clinical Medical Assistant – Employment & Education

Upon successful completion of the Clinical Medical Assistant program you will have the skills necessary to gain employment in a number of capacities. Job opportunities will be prevalent in physician's offices, clinics, chiropractor's offices and outpatient facilities. The occupational outlook handbook, states that employment of medical assistants is expected to grow 18 percent from 2020 to 2030, much faster than the average.

Educational Requirements

People who are interested in becoming a Clinical Medical Assistant must possess a high school diploma or GED equivalent. Preferred pilot students will pose the above, home health aid certification, CPR and phlebotomy certification.

Certified Clinical Medical Assistant Training

This program will provide the necessary training and skills required to pass the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination. This 320 hour program includes 200 classroom hours (lecture and labs) and 120 hours of a clinical externship. Students must



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successfully complete the 200 hour classroom requirement to be eligible to participate in the 120 hour clinical externship rotation.

This comprehensive Clinical Medical Assistant program provides training in the following areas:

- function of the clinical medical assistant in a medical office
- introduction to health care facilities
- medical terminology
- anatomy of each of the body systems to include the heart, conduction system, circulation of the heart & blood vessels
- care and safety of patients, medical and legal aspects, and work ethics
- effective verbal and non-verbal communication
- interpersonal skills and human behavior
- phone in prescriptions to various pharmacies
- confidentiality and HIPAA
- take patient medical histories
- update patient medical files
- instruct patients on proper usage of medications
- vital signs and documentation
- phlebotomy including venipuncture and capillary sampling
- collecting non-blood specimens and point of care testing
- performing 12 lead EKGs, EKG strip analysis (P,Q,R,S,T wave form)
- prepare and assist with medical examinations
- take blood pressure and body temperatures
- apply sterile dressings
- prepare patients for x-rays
- perform various injections
- perform peripheral IVs
- administer oral medications
- aseptic technique and infection prevention
- assist with minor surgeries
- proper use and disposal of biohazards and sharps

When:

16-week program meets 2 times a week, from 8am – 2:15 PM, plus 120 hour clinical.

Fee:

\$5000 (Textbooks, scrubs, practice and certification included.) Does not include required Hepatitis B vaccine, TB Testing, background check, physical or Covid Vaccine.

Book:

Medical Assisting: Administrative & Clinical Competencies by [Blesi, Michelle](#); [Wise Hor, Barbara](#); [Kelley-Arney, Cathy](#)

ISBN 10: 1133158986 ISBN 13: 9781133158981

Publisher: Cengage Learning, 2011



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Modules covered:

Module 1: Health Care Systems and Settings

Module 2: Medical Terminology

Module 3: Basic Pharmacology

Module 4: Nutrition

Module 5: Psychology

Module 6: Body Structures and Organ Systems

Module 7: Pathophysiology and Disease Processes

Module 8: Microbiology

Module 9: General Patient Care

Module 10: Infection Control

Module 11: Testing and Laboratory Procedures

Module 12: Phlebotomy

Module 13: EKG and Cardiovascular Testing

Module 14: Patient Care Coordination and Education

Module 15: Administrative Assisting

Module 16: Communication and Customer Service

Module 17: Medical Law and Ethic



COURSE DESCRIPTION

Course Number	Course Title	Description
BIO: 102 B	Structure & Function of the Body	In this course, students will demonstrate knowledge of body systems with emphasis on the interrelationships between structure and physical function. Students will analyze and evaluate how the body systems respond to physical activity, disease, and aging. Students will use data acquisition software to monitor abnormal physiology and body functions (e.g., muscle movement, reflex, respiratory, and voluntary actions). Further, students will analyze descriptive results of abnormal physiology and evaluate clinical consequences.
MA 200	Foundations for the Clinical Medical Assistant Professional	Students gain necessary skills and knowledge to meet the needs of individuals from infancy through the human life cycle in a safe, legal, and ethical manner using the nursing process. Topics include physical, psychological, and cultural variations associated with maturing and aging. Emphasis will be placed on regulatory compliance, patient assessment, patient safety, and medical interventions. Additionally, students use psychomotor nursing skills to assist in day-to-day patient care activities.
MA: 201	Diagnostic Procedures for Medical Assisting Professionals	In this course, students establish and implement treatment plans while providing primary nursing care. Topics include pharmacology, phlebotomy, mental health nursing and acute care nursing. Students use diagnostic techniques to develop patient health assessments. Emphasis is placed on the synthesis of information gathered through health history, observation, and the detection of deviations and variations from normal physical characteristics. In addition, students learn the legal and ethical principles needed to function within the scope of practice.
MA: 202	Clinical Reviews and Medical Emergency Procedures for the Medical Assistant	Students will apply psychomotor nursing skills needed to assist individuals in meeting basic human needs. Students will implement interventions following a medical assistant plan of care. Students will collect patient's vital signs including temperature, pulse rate, respiration rate, and blood pressure. Students will perform phlebotomy procedures with emphasis on infection prevention, universal precautions, proper patient identification, specimen acquisition, handling, and processing. Additionally, students will observe patients' physical, mental, and emotional conditions and document any change.
BIO 160	Food and Fitness	Students will increase their knowledge of comprehensive health and wellness. Students will be able to identify the components of fitness and communicate the relationship between physical fitness, physical performance, injury



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		prevention, and nutritional intake. Students will evaluate an individual's state of nutrition based upon the impact of personal choices and social, scientific, psychological and environmental influences. Further, students will calculate an individual's kilocalorie burn rate and recommend an ideal diet and physical fitness plan.
MAPP:203	MA Professional Practice	Real world practice. Work based learning. Clinical Internship

Course Outline

Course Number	Course Title	Lecture hours	Lab Hours
BIO: 102 B	Structure & Function of the Body	8	1
MA 200	Foundations for the Clinical Medical Assistant Professional	40	15
MA: 201	MA 200 Diagnostic Procedures for Medical Assisting Professionals 3	51	23
MA: 202	Clinical Reviews and Medical Emergency Procedures for the Medical Assistant	12	7
BIO 160	Food and Fitness	4	4
MAPP:203	MA Professional Practice	35	120
	Total	150	170

Medical Assistant Program/Course Costs

	<u>Tuition</u>	=	<u>Registration</u>	+	<u>Total Tuition/Fees</u>	+	<u>Books/Supplies</u>	+	<u>Equipment</u>
Program	:\$5000		\$60		\$4,190		\$150		\$600

Faculty Members

- S. Wheeler, Medical Assistant Instructor
- C. Jones, Student Services
- C. Jones, Financial Aid / Busars Officer

Programs/Courses Offered

Non- Degree/Certificate Programs:



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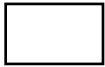
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Medical Assistant Program, 320 Hours (***does not include phlebotomy course for medical assistants***).

Occupational Objective: The graduate should be able to acquire an entry-level position as a Medical Assistant, phlebotomist, dialysis technician or donor assistant



Class Schedule & Room Design

Part time Students: Monday- Friday 20 hours weekly max. Schedule provided at orientation. Some Saturdays allowed for make-up: 10:00am – Noon. Residential Learning. Classroom design with lab.

Term begins:

Spring Session: January 6, 2025 – March 28, 2025
Summer Session: June 2, 2025 – August 15, 2025
Fall Session: October 6, 2025- December 18, 2025

Please see insert on final page of academic calendar

****Note**:** When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone and/or radio, and/or TV who provide closure information as a public service. Classes are not held on the following holidays:

New Year's Eve
New Year's Day
Memorial Day
Independence Day

Labor Day
Thanksgiving Day & the Friday following
Christmas Eve
Christmas Day

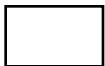


Entrance Requirements

The school does not discriminate based on race, sex, religion, ethnic origin, or disability.

Prospective students must have a high school diploma or equivalency diploma to be accepted for enrollment. Prospective student may not have any criminal offense as describe in the Ohio revised

code [3701-13-06](#). Should said student have any of the disqualifying offense, prospective student will not be accepted for enrollment.



Enrollment

Prospective students may enroll anytime. Late enrollments will be schedule for the next available class.



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Enrollment Dates	
Fall Session	August 2025
Spring Session	December 2024

Sessions begins:

Spring Session: January 6, 2025 – March 28, 2025

Summer Session: June 2, 2025 – August 15, 2025

Fall Session: October 6, 2025- December 18, 2025

Please see insert on final page of academic calendar

Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Ohio Revised Code 3332-1-10

Placement Assistance

Making A Change Cincy offers employment assistance to graduates, consisting of job lead referrals and job skills development. While assisting in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

Attendance Requirements

Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 85% (**no more than 2 absences**) is required. Instructors may request your withdrawal from a course or program if absences or tardiness exceed 70%.

Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation must be submitted in writing to substantiate a student's withdrawal.



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Progress Policy

Students must maintain an 80% grade point average. Those who do not will be placed on probation for 30 days. During the probation period students must raise their grade average to passing or higher. The student may be terminated if grades are not satisfactory at the end of the probationary period. Termination shall be at the school Director's discretion. The Director has final authority and shall notify the student of the final decision.

Grading System (Range determined by individual school)

90 – 100 =	A	Excellent
80 – 89 =	B	Above Average
70 – 79 =	C	Average
60 – 69 =	D	Below Average
Under 66 =	U	Unsatisfactory

Every five weeks, progress reports with grades will be issued to students throughout the program. Students enrolled in short-term courses will be issued grades at course end.

Conduct Policy

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school.

Dismissal

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision.

The Director may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance.

Facilities

The school is located at 7005 Reading Rd. Cincinnati, OH 45237. Our classrooms are furnished with modern equipment. Computer programs, charts, diagrams and videos to enhance classroom activities are available.



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Educational Services

Students with disabilities are provided reasonable accommodation via certification testing only. Tutoring/ Study Tables services are available: Please see instructor for during open office hours

Previous Credits

Credits from another institution will be evaluated on a case-by-case basis. **Making A Change Cincy** does not guarantee transferability of our credits to another institution unless there is a written agreement with another institution.

Student Grievance Procedure

Students must make all grievances in writing and may not exceed fifteen days following the incident. Student will not receive any form of punishment as a result. Grievance forms are made available at student's request. Please see the Executive Director.

Student Complaints

Attempting to resolve any issue with the School first is strongly encouraged. Student Complaints may be brought to the attention the Ohio State Board of Career Colleges and Schools in writing at State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio, 43215, Phone 614-466-2752; toll free 877-275-4219. There is a statute of limitations for the Board to take action on a student complaint

Refund Policy

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. Refunds for tuition and refundable fees shall be made in accordance with following provisions as established by Ohio Administrative Code section 3332-1-10:

- (1) A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
- (2) A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
- (3) A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.



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(4) A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.

(5) A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

****Please Note:** *Stop payment on a check, failure to pay bill that is due or failure to attend classes does not constitute withdrawal.*

***Note:**

1. If the school closes, cancels or discontinues a course or program, the school will refund to each currently enrolled student all monies paid by the student for tuition and fees.

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2. Students are requested to notify the School Director or Administrator, or the Director of Studies if they are withdrawing from the course, program or school. The school requests written notification of cancellation or withdrawal.

3. Refunds are based on the last date of attendance. The last date of attendance is the last date the student attended scheduled instructions.



School Calendar

Please see below.



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August 2024							February 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3							1
4	5	6	7	8	9	10	2	3M	4	5	6	7	8
11	12	13		15	16	17	9	10C	11	12	13	14	15
18	19	20	21	22	23	24	16	17P	18	19	20	21	22
25	26	27	28	29	30	31	23	24	25	26	27	28	

September 2024							March 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7							1
8	9	10	11	12	13	14	2	3	4	5	6	7	8
15	16M	17	18	19	20	21	9	10	11	12	13	14	15
22	23	24	25	26	27	28	16	17	18	19	20	21	22
29	30						23	24	25	26	27	28	29
							30	31					

October 2024							April 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3R	4	5			1	2	3	4	5
6	7	8	9	10	11Q	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19	13	14M	15	16	17	18R	19
20	21	22	23	24	25	26	20	21	22	23	24	25	26
27	28	29	30	31			27	28	29	30			

November 2024							May 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2					1	2	3
3	4M	5	6	7	8	9	4	5	6	7	8	9	10
10	11	12	13	14	15	16	11	12	13	14	15	16	17
17	18	19	20	21	22	23	18	19	20	21	22	23	24
24	25	26	27	28	29	30	25	26	27	28	29	30	31

December 2024							June 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20Q	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30					

January 2025							July 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4			1	2	3	4	5
5	6	7	8	9	10	11	6	7	8	9	10	11	12
12	13	14	15	16	17	18	13	14	15	16	17	18	19
19	20	21	22	23	24	25	20	21	22	23	24	25	26
26	27	28	29	30	31		27	28	29	30	31		

Legend

- Graduation
- Holiday / Break
All Schools/Buildings Closed

* Classes start on the 1st full week of the month

* Internship hours may include holiday work



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List of Qualification for Director, Instructor, & Faculty Member – Candace Jones
Faculty Members

- C. Jones, Phlebotomy Instructor
- C. Jones, Student Services
- C. Jones, Financial Aid / Bursars Officer

CAREER OBJECTIVE: Experienced and proficient Social Service Professional seeking to contribute educational training, workforce development and acquired skills in an education school system. Works well independently, or in a group setting providing all facets of social service and education. Excellent communication skills

PROFILE

- ◆ High achiever adept at learning new concepts quickly; works well under pressure
- ◆ Highly organized, analytical, detail-oriented, critical thinker, creative problem-solver
- ◆ Ability to identify and implement strategies to expedite resolution of social service issues
- ◆ Enthusiastic motivational leader with teamwork
- ◆ Experienced in case management, creating treatment/individualized employment plans, disability related policies and Life Skills programs
- ◆ Effective in working with the ex-offender and disability population
- ◆ Operational knowledge of community resources for at-risk youth, abused/battered women, and needy families

EDUCATION

Authorized Trainer, Nationally Certified and Licensed OSHA 501- Occupational Safety and Health Standards for General Industry OSHA 511- Occupational Safety and Health Standards for General Industry Great Lakes OSHA Education Center – University of Cincinnati, <i>Cincinnati, OH</i>	2019
Microsoft Office Specialist MOS – Word MOS – PowerPoint Certipoint, <i>American Fort, UT</i>	2019
Master’s of Education Workforce Development Education (CTE) Bowling Green State University, <i>Bowling Green, OH</i>	2018
Career Technical Education Licensure Department of Education, <i>Columbus, OH</i>	2018
Allied Health Instructor Certification & Licensure American Medical Technologist (AMT), <i>Rosemont, IL</i>	2016
Ohio Teacher Certification Department of Education, <i>Columbus, OH</i>	2013



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Global Career Development Facilitator Certification 2009

Ex-offender (focus)

Center for Credentialing & Education, *Greensboro, NC*

Nationally Certified & Licensed 2006

Phlebotomy

Center for Medical Services, *Cincinnati, OH*

Bachelor of Arts 2004

Sociology (major)

Youngstown State University, *Youngstown, OH*

Diploma 2000

Withrow High School, Cincinnati, OH

EMPLOYMENT

Woodward Career Technical High School, Cincinnati, OH

2016 – Present

Career Technical Education Teacher (Phlebotomy & Computer Tech.)

- ◆ Facilitate and teach
- ◆ Network with Community Resources to provide work-based learning opportunities.
- ◆ Conducts and manages career technical education classes. Responsible for providing workforce training to Cincinnati Public Schools' students in accordance with approved curricula to ensure students leave the program with a high school diploma or workforce industry recognized credential.
- ◆ **Primary/Major Duties and Responsibilities (Essential Functions):**
- ◆ Promotes a positive and desirable atmosphere within the classroom/training environment, ensuring maximum student motivation and outcomes
- ◆ Integrates math, reading, and writing concepts with employability, and Career Success Standards
- ◆ Designs instruction to meet individual student needs, maintains a high degree of discipline within the training area, submits necessary schedule change information.
- ◆ Designs curriculum within Ohio Department of Education guidelines to ensure students' academic needs are met.
- ◆ Ensures curriculum developed is sufficient for students to pass all tests and certifications.
- ◆ Conducts classes that explain test preparation and study skills.
- ◆ Develops and implements Career Success Standards projects.
- ◆ Meets with Career Technical Training instructors to identify required skills that can be taught and reinforced with applying technical skills in an academic setting.
- ◆ Develops and implements applied academic projects.
- ◆ Stays current on new teaching, instruction and facilitation techniques.
- ◆ Submits reporting in a timely manner, documents student progress for inclusion on the district's portals.
- ◆ Administers accurate completion of the training and certification in ACT WorkKeys in a timely manner.
- ◆ Documents student's progress in case notes at least monthly and records daily attendance
- ◆ Completes an Individual Educational Plan R for each student with a documented accommodation.

Cincinnati College Preparatory Academy, Cincinnati, OH

2014 – 2016

Life Skills & Creative Writing Teacher (Middle & High School)



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- ◆ Facilitate the Life Skills program and teach Writing(ESL core curriculum)
- ◆ Network with Community Resources to provide a guest lecture series supplementary to the Life Skills program.
- ◆ Assists in the research and development of materials necessary to supplement the curriculum.
- ◆ Communicate with staff regarding client progress, problem solving, and monitoring and community involvement activities.
- ◆ Tutor and mentor clients when necessary. Enhance current curriculum to include volunteer service and outside educators.
- ◆ Develops and implements weekly lesson plans that are consistent with the program curriculum and pre-K guidelines.
- ◆ Encourages and models language expansion, extended learning and problem solving strategies throughout the day. Plans and implements daily activities that engage children in literacy, language, and math activities using songs, books, and games that are integrated with the theme/topics.
- ◆ Uses guided practices: Kagan Instruction, differentiating teaching (Groups, Peer Buddies, etc.), enter grades into progress book; hold conference calls and face to face meetings with parents. Other duties as assigned.

Dohn Community High School, Cincinnati, OH

2013 – 2014

College and Career Coordinator/Teacher (2 academic school years)

- ◆ Teach college and careers work readiness program and workshops. Participates in new student orientation advising sessions and presents academic information to new students and parents during these orientations
- ◆ Implemented career pathways for students to get real world experience
- ◆ Plan and develop all field trips related to careers that are in-demand fields
- ◆ Coordinates all externships and internships. Routinely make site visits
- ◆ Develops linkages to community resources and employers
- ◆ Designed, wrote and prepared affiliation agreements, marketing materials, and careers curriculum for 9th -12th grades. Teaches small and large student population classrooms
- ◆ Works one on one with students in the Active, Transitions, Success, and 1-4 program

Lincoln College of Technology, Cincinnati, OH

2011-2012

Career Service Advisor

- ◆ Achieve targeted minimum placement rate as set by Career Services Director
- ◆ Assist all qualified graduates in their job-seeking efforts by conducting workshops in relevant topics.
- ◆ Work individually with graduates to assist them in their career search.
- ◆ Verify continuous employment for graduates in accordance with school, accreditation, and Company guidelines.
- ◆ Maintain a database of employment possibilities and resource library including career guidance references, employment literature and related information.
- ◆ Maintain contact with local employers to obtain information on job opportunities to develop and enhance working relationships, and to facilitate student placement.
- ◆ Identify entry-level job openings for students and graduates through phone calls, newspaper ads, personal contacts and written correspondence.
- ◆ Ensure that all placement-related data is entered in the Company designated electronic record keeping system on an accurate and timely basis.



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Arbor Training and Education/Super Jobs, Cincinnati, OH

2007-2010

Disability Program Navigator

- ◆ Develop linkages and collaborate on an ongoing basis with employers to facilitate employment for persons with disabilities.
- ◆ Serve as resources on programs that impact the ability of persons with disabilities to enter and remain in the workforce.
- ◆ Develop partnerships to achieve integrated services, systemic change, and expand the capacity to serve customers with disabilities.
- ◆ Facilitate the transition of in- or out-of-school youth with disabilities to obtain employment and economic self-sufficiency.
- ◆ Conduct outreach to agencies/organizations that serve people with disabilities.
- ◆ Serve as resources on SSA's: work incentives/employment support programs through its Work Incentives, Planning, and Assistance (WIPA) program; Protection and Advocacy systems (P&As); and employment-related demonstration project

Career Coach (promoted to DPN)

- ◆ Provided employment services to participants eligible for Workforce Investment Act (WIA) programs leading to employment
- ◆ Managed a caseload of 150+ client files. Assisted with financial tracking and maintaining budget items as assigned
- ◆ Maintained contact with WIA program participants to ensure accuracy and the completion of specific activities, employment, goals and retention of employment
- ◆ Developed individualized employment plans to overcome barriers to employment utilizing activities including but not limited to: classroom training, one on one career counseling, and on-the-job training
- ◆ Referred program participants to other federal funded programs and services or to appropriate community agencies based on the needs of participants

University of Cincinnati Medical Center, Cincinnati, OH

2006-2018

Lab Technician/ Phlebotomist/Processor/ Trainer

- ◆ Great lab processor and phlebotomist since 2006. Processing over 540 specimens in an hour. 0% can't gets.
- ◆ Responsible for assisting nurses and doctors with the appropriate testing requirements. Able to perform 4000 keystrokes an hour.
- ◆ Obtained lab orders for patients including venipunctures, bleeding times, and blood cultures.
- ◆ Shipped specimens for both patients and outpatients accurately to the appropriate testing facility.
- ◆ Worked in a diverse hospital environment. Interacting with patients, health Unit Coordinators, nurses, and physicians on a daily basis. Trained new staff, interns and researchers.
- ◆ Experienced in the Mobile Phlebotomy Care system which maintains job request.
- ◆ Responsible for supplying some testing equipment.
- ◆ Highly knowledgeable in office procedures, such as filing and retrieving files, answering phones, mailing, copying and data entry.
- ◆ Experienced in documenting and disposing of medical bio-hazardous material, expired medication, and medical supplies.
- ◆ Experienced in documenting patient requisition forms, including their insurance coverage.
- ◆ Knowledgeable in computers: Microsoft Word, Microsoft Excel, Microsoft Works, and Microsoft PowerPoint.
- ◆ Experienced in calling pharmacies for prescription re-fills for patients.
- ◆ Facilitates room maintenance, organizing and stocking supplies.
- ◆ Working with mentally, physically and behavioral special needs children. Ensuring their safety in transport.



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AFFILIATION

- ◆ AmeriCorps Volunteer – VISTA
- ◆ Young Professional Kitchen Cabinet – Chair of Cultural Diversity
- ◆ L.A.C.E – Ladies. Affecting. the Community. through Entertainment – Founder/partner Community Service
- ◆ Mentor – Boys Hope Girls Hope
- ◆ Making. A. Change Cincy – Founder/ Community Service

References Available Upon Request