















- c. Gain training on workplace essentials such as conflict resolution, stress and anger management, timeliness and personal presentation
  - d. Integrate practical and theoretical learning
3. Personal Development Goals
- a. Exhibit focus, flexibility and resourcefulness in diverse situations and settings
  - b. Demonstrate self-direction through establishment and achievement of personally challenging goals
  - c. Demonstrate professional responsibility

To successfully complete certificate program, all coursework and lab work must be completed in approximately 160 clock hours plus the 40 hours of externship / portfolio required. One clock hour is equal to 50 minutes of instructor led training followed by an appropriate break.

The course numbers are made up of numbers and letters that represent the name of the program and the sequence of the courses.

### **DS PATHS Certificate Program Curriculum Overview**

#### **Certification of Initial Proficiency Classes (CIP) = 80 total clock hours**

- CIP 100: Introduction and Welcome to DS PATHS (4 clock hours)
- CIP 101: Overview of Developmental disabilities (4 clock hours)
- CIP 102: Understanding Developmental Disabilities (4 clock hours)
- CIP 103: Ethics on the front line (4 clock hours)
- CIP 104: Supporting health and safety (4 clock hours)
- CIP 105: Providing personal care with dignity (4 clock hours)
- CIP 106: The Direct support professional as a teacher (4 clock hours)
- CIP 107: Individual service planning and self-determination (4 clock hours)
- CIP 108: Fundamental of effective communication (4 clock hours)
- CIP 109: Providing behavioral supports and principles of positive intervention culture (4 clock hours)
- CIP 110: Unusual incidents, major unusual incidents, and incident report writing (4 clock hours)
- CIP 111: Interpersonal communication (4 clock hours)
- CIP 112: Community living skills and supports: Making it happen (4 clock hours)
- CIP 113: Self-determination supporting individuals in achieving their dreams and goals (4 clock hours)
- CIP 114: The professional of direct support in disability services (4 clock hours)
- CIP 115: Team dynamics and communication (4 clock hours)
- CIP 116: Utilizing augmented alternative communication system (4 clock hours)
- CIP 118: Supporting a person to identify and achieve vocational goals (4 clock hours)
- CIP 119: Introduction to Autism spectrum disorders (4 clock hours)
- CIP 120: Facilitating and supporting community inclusion (4 clock hours)

#### **Certification of Advanced Proficiency Classes (CAP) = 80 total clock hours**

- CAP 201: Participant Empowerment Part 1 (4 clock hours)
- CAP 202: Participant empowerment Part 2 (4 clock hours)
- CAP 203: Overview of entitlement benefits title II and title XVI work incentives part\_1 (4 clock hours)

CAP 204: Overview of entitlement benefits title II and title XVI work incentives part 2 (4 clock hours)  
CAP 205: Overview of entitlement benefits title II and title XVI work incentives part 3 (4 clock hours)  
CAP 206: Crisis intervention (4 clock hours)  
CAP 207: Understanding and utilizing assessment (4 clock hours)  
CAP 208: Advocacy and promoting self-advocacy and self-determination (4 clock hours)  
CAP 209: Facilitation of services (4 clock hours)  
CAP 210: Supporting Successful Community living part 1 (4 clock hours)  
CAP 211: Supporting Successful Community living part 2 (4 clock hours)  
CAP 212: Promoting community service and networking (4 clock hours)  
CAP 213: Teaching strategies for excellent direct support practice part I (4 clock hours)  
CAP 214: Teaching strategies for excellent direct support practice part II (4 clock hours)  
CAP 215: Organization participation (4 clock hours)  
CAP 216: Education, training, and self-determination  
CAP 217: Team conflict resolution and problem solving  
CAP 218: Direct support professional as a leader Part I  
CAP 219: Direct support professional as a mentor Part II  
CAP 220: Vocational, education, and career support

### **Externship Hours: 40 clock hours**

**\*\* Students participating in the Accelerated Program will also have 40 hours of unpaid externship time required to complete the program. Class hours are 9 am to 5 pm.**

### **Skills Mentors**

Each student will have the opportunity to be assigned a skills mentor. The mentor is available to provide support to assist the student in transferring knowledge from the classroom to the workplace and offer feedback to enhance the learning process.

Mentors will:

- Meet with the student regularly during the course of the program to ensure successful completion of the program.
- Help the student stay on track by setting short-term learning goals.
- Support the student in the development of his or her own ideas.
- Assist the student to begin to develop the portfolio of materials required for National Alliance of Direct Support Professionals (NADSP) credentialing.

Upon completion of the DS PATHS Certificate Program, students are strongly encouraged to act as mentors for new program participants.

### **Externships**

Students enrolled in the DS PATHS Accelerated Program will take part in a 40-hour unpaid externship in one of ARC Broward's various programs to allow for on-the-job training. Students will rotate through the various sites including the residential programs, the adult day programs and vocational programs so that they have the exposure to and the experience of working in varying educational, residential, employment and habilitation programs to apply the classroom learning directly. An Externship Enrollment Form must be completed by each

Accelerated Program student. **Externships are not required for participants in the Program for Working Professionals as they are already working in the field and can apply learning to their current positions.**

### **Career Placement Services**

In Florida, over 25,000 people with developmental disabilities currently receive services and over 15,000 people are on waiting lists for residential services (Family Care Council of Florida, 2010). To help place students in this high-demand field, Career Service Specialists will work with students to find positions with one of ARC Broward's various programs or at another for-profit or not-for-profit agency in Broward County. Career Service Specialists create an inventory of potential employers and their existing needs; this inventory is updated on a monthly basis. They will meet with students approximately two weeks before graduation to discuss in detail their job preferences regarding location, duties, hours and type of facility, in order to make appropriate suggestions for students. While our Career Service Specialists actively work to assist students with career placement, we cannot guarantee employment to our students due to market factors and job availability.

Since students will be working with vulnerable individuals including children, adults and elderly persons with disabilities, they are required to successfully complete a Level II Background Screening which is a condition of employment, in accordance with applicable law. This security background screening requires fingerprinting, including a local, statewide criminal and juvenile records check (FDLE), and federal (FBI) background screening, in addition to signing an Affidavit of Good Moral Character.

## **DS PATHS Certificate Program Admissions and Fee Information**

### **Program Admission Requirements**

The DS PATHS (Direct Support Professional Advancement through Training and education in Human Services) Certificate Program will recruit caring people who seek to enter or advance in a direct support/human services field. The Program will target people interested in joining the long-term, direct-care workforce.

The DS PATHS Certificate Program is available to individuals through a formal application process who meet the following criteria:

- Must be at least 18 years of age.
- Must possess a high school diploma or GED.
- Must be either a citizen of the United States or be a legal resident with a work permit or visa documentation.
- Are able to meet physical requirements of the position and lift a minimum of 25 lbs.
- Successfully complete a Level Two Background Screening, including reference checks at applicant expense.
- Must express compassion for other human beings.
- Has the ability to independently travel to and from training/work.
- Is interested in learning to be an effective team member.
- Has the ability to stand for 8 hours with normal breaks.
- Can calculate basic mathematical computations.
- Can read at a 9<sup>th</sup> grade level or higher.

- Students for the Working Professionals program must provide proof of at least 40 hours of prior experience. For those unable to provide this documentation, the student will be required to complete an additional 40 hours of an unpaid externship.

### **How to Apply**

1. Complete the DS PATHS Certificate Program application available at [www.arcbrowardlearning.com](http://www.arcbrowardlearning.com) at least 30 days prior to program start date.
2. Please take a few moments to review the entire application and note those areas where your signature indicates consent.
3. It is recommended that, because references need to be contacted and will need time to fill out the evaluation forms, you should sign the release for each form and send those out immediately. It is helpful if you include an envelope with your name on it. The two forms should be returned to you in a sealed envelope with the reference's signature across the flap. Reference check forms must be submitted in the same packet with the remainder of your application materials.
4. Interview with the DS PATHS Program Director and faculty team to review application, discuss program interest, go over externship options, and the mentorship program.
5. Receive a Conditional Acceptance Letter with notification to complete the Level Two Background Screening.
6. Successfully complete the Level Two Background Screening, fingerprinting and reference check process. A non-refundable processing fee of \$55.00 is required for the HRS Screenings/Fingerprinting, payable by each applicant directly to the screening facility.
7. Upon receipt of the acceptance letter, students are required to provide payment within at least three (3) days of formal Program acceptance.
8. Students for the Working Professionals program must provide proof of at least 40 hours of prior experience. For those unable to provide this documentation, the student will be required to complete an additional 40 hours of an unpaid externship.

### **Applicants with a Disability**

ARC Broward Learning Institute complies with the Americans with Disabilities Act and strives to ensure that no individual with a disability is deprived of the opportunity to participate in the program solely on the basis of that disability. ARC Broward Learning Institute will provide reasonable accommodations for candidates with disabilities. Reasonable accommodations may include priority seating, enlargement of notes, handbooks on CD, testing accommodations, and/or assisting with lifting, depending on the student's documentation and specific functional limitations.

Wheelchair access is available throughout our campus. Candidates with visual, sensory or physical disabilities that would prevent them from program participation under standard conditions may request special accommodations and arrangements. An applicant who wants to request accommodations because of a disability must notify ARC Broward Learning Institute in writing at the time of application and provide appropriate documentation about the disability and the requested modification. The DS PATHS Program staff will consider modification of the requirements on an individual basis. Contact the Director of Learning at (954) 746-9400 or (954) 577-4101 TTY/TDD to request the Accommodation Request Form.

### **Application Criteria and Processing**

Once all admissions documents have been submitted and are complete, the Admissions Team meets to review the following factors:

- Dedication and ability to complete all program requirements
- Solid learning capabilities
- Ability to work effectively in a small team
- Integrity, positive attitude and a strong work ethic
- Commitment to pursuing a career in the direct care/human services field

The Admissions Team consists of the Admission Representative, DS PATHS instructors and other faculty and staff as needed. Candidates will receive notification regarding the disposition of their application within three (3) weeks of the date it was submitted. If you do not receive notification within that time, please contact us via email at [pmoneymaker@arcbrowardlearning.com](mailto:pmoneymaker@arcbrowardlearning.com).

Any application that does not meet all of the criteria outlined will be deemed ineligible. Any application for which the required materials are not received by the established deadline will be deemed ineligible. Failure to respond to a request for additional information or verification of materials will result in an ineligible determination.

### **Acceptance Process**

Decisions from the Admissions Team fall into three categories:

1. Accept
2. Deny
3. Waitlist

#### **Accept**

Students are notified by mail. The student is sent a detailed acceptance packet, with specific instructions regarding payments, schedules and other pertinent information. To complete the enrollment process, the Enrollment Agreement must be signed and returned to ARC Broward Learning Institute with the required payment.

#### **Deny**

Applicants are notified by mail. Students who have been denied admission to a program may contact the school for additional details. If appropriate, students may reapply to a future program.

#### **Waitlist**

Applicants are notified by mail. Students are waitlisted when a program is full. If a space becomes available before the program begins, or within the first three days of a program, waitlisted students will be notified and may choose to enroll.

### **Fee Schedule**

ARC Broward Learning Institute's DS PATHS Certificate Program is available for a cost of **\$2,000**, which includes all books and materials, classroom education by our skilled staff, testing materials, access to a skills mentor and externship opportunities (for Accelerated Program participants) plus a non-refundable fee of **\$55** for the Level Two Background Screening.

**Payment Schedule for  
Accelerated Program Cycles**

| <b>Month</b>       | <b>Due Date</b>           | <b>Payment Amount</b> |
|--------------------|---------------------------|-----------------------|
| <b>Session I</b>   | <b>February 23, 2015</b>  | <b>\$2,000</b>        |
| <b>Session II</b>  | <b>June 1, 2015</b>       | <b>\$2,000</b>        |
| <b>Session III</b> | <b>September 14, 2015</b> | <b>\$2,000</b>        |

**Payment Schedule for  
Program for Working Professionals**

| <b>Month</b>        | <b>Due Date</b>         | <b>Payment Amount</b> |
|---------------------|-------------------------|-----------------------|
| <b>WP Session I</b> | <b>January 14, 2015</b> | <b>\$2,000</b>        |

**\*\* Payments are due the Friday before class commencement of each program session. Payments must be received in full prior to program commencement, unless otherwise noted in the student's payment plan.**

**Fee Payment Information**

Fees must be paid by the assigned fee payment due date as noted above (no later than the Friday before the class start date). Payment can be made with cash, credit card (VISA, MasterCard, Discover and American Express), debit card, check or money order made payable to ARC Broward.

There are two preferred ways to remit payment:

- By credit card on the web
- By check

In the event the student does not have web access, a check, money order, debit card or credit card may be accepted in person by ARC Broward Learning Institute staff. The authorized user must be present for credit card and debit card payments.

**Financial Assistance**

Financial assistance and flexible payment plans are available to students who are eligible and qualify. Our Admissions staff can assist you in determining your eligibility and which types of financial assistance or payment plans may be available to you.

Other ways to afford to finance your certificate program education include:

- School based scholarships - Awards of \$100 to \$2,000, based on merit, number of eligible students, and need. A number of individual donors and companies in the community have generously provided our students with scholarships. Students may request a Scholarship application packet from the Director of Learning upon enrollment. These scholarships require: 1.) Acceptance to an ARC Broward Learning Institute program; 2.) Completion of the Scholarship application packet; 3.) Verification

of U.S. residency; 4.) Submission of the individual or family's most recent completed tax return. Packets must be submitted to the Director of Learning at least two (2) weeks prior to the session start date.

- Tuition assistance for special needs populations (through the Department of Vocational Rehabilitation)
- Individual payment plans

ARC Broward Learning Institute, at its sole discretion, may approve a monthly payment plan. Students will be required to make an initial payment by the registration payment deadline and will have the option of paying the balance in additional consecutive monthly payments. Current and subsequent schedule of payments shall be binding and made part of the Application and Enrollment Agreement. Monthly payments are due on or before scheduled due dates or in full upon receipt of any eligible financial assistance, whichever comes first.

### **Payment of Student Accounts Due to ARC Broward Learning Institute**

In accordance with Florida Statutes, Chapter 1010.03, ARC Broward Learning Institute is authorized to restrict the awarding of the DS PATHS Certificate and the release of transcripts for any student who fails to meet the necessary program payment obligations.

### **Returned Check Policy**

A returned check is a check that is not honored when presented for payment, and is returned to ARC Broward Learning Institute by the drawer for insufficient funds, closed account or any other reason. ARC Broward Learning Institute does not re-deposit paper checks. Check payments converted to electronic debit transactions are re-deposited, and the maker of the check may incur additional fees associated with the redeposit.

In accordance with Florida Statutes, Chapter 832.07, ARC Broward Learning Institute is authorized to bill the individual for the original amount of the check, in addition to a check fine and bank fee. If the account is sent to a collection agency, the individual will be responsible for all collection costs. In the event of legal action for recovery, the maker or drawer may be additionally liable for court costs and reasonable attorney fees as prescribed by law.

### **Credit Card Chargeback Policy**

Dishonored credit card amounts for tuition will result in the student or individual being obligated and billed for all amounts due, including any processing fees accrued by ARC Broward related to the chargeback. The student will be blocked from making future payments by credit card when a chargeback occurs.

### **Program Withdrawal**

Students who find it necessary to withdraw may do so by written letter directly to the Director of Learning. The "date" of withdrawal will be the date ARC Broward Learning Institute receives the student's request to withdraw. All money due the student will be refunded within thirty (30) days. Fees for the Level Two Background Screening are non-refundable.

### **Refunds and Cancellations**

In accordance with paragraph 6E-1.0032(60(i)), F.A.C., and other applicable federal and state requirements, the refund policy and procedures is as follows:

## **CANCELLATION AND REFUND POLICY**

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
  2. 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 enrollment agreement and making initial payment.
  3. 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 non-refundable processing fee of \$55.00 required for the HRS Screenings/Fingerprinting.
  4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
  5. Cancellation after completing 40% of the program will result in no refund.
  6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
  7. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.
- Refund checks or credit card refunds will be issued ONLY to the person who made the payment. The refund will be processed within thirty (30) days after the date the refund was requested. If payment was made by credit card, ARC Broward Learning Institute will simply credit the amount back to the card within thirty (30) business days.
  - There is no transfer of funds from one student to another.
  - **There are NO REFUNDS issued for the \$55 Level Two Background Screening for any reason.**
  - **Deposits or refunds not claimed within six (6) months from the student's last day of school will be treated as a donation to the school.**

### **Refunds Due to Extenuating Circumstances**

When a student is required to withdraw from the program because of documented circumstances determined by ARC Broward Learning Institute to be exceptional and beyond the control of the student, a 100% refund may be approved. Such circumstances may include, but are not limited to, serious illness, involuntary call to active military duty and other emergency circumstances or extraordinary situations.

### **Leave of Absence Policy**

Students must sometimes interrupt their studies for a variety of reasons (financial, academic or personal). Students choosing to take a leave of absence must first contact the Director of

Learning to discuss their plans while on leave to work out any conditions that may be necessary for a smooth return to ARC Broward Learning Institute.

Students who plan to be absent from the Program for more than four (4) consecutive days must defer admission or must file a leave of absence to preserve their program slot, credit hours and tuition costs.

A Leave of Absence Request Form must be completed by all students who request a leave of absence. Notifying instructors or no longer attending classes does not complete the process. Forms are available from the Director of Learning. Not completing the Leave Form results in tuition being charged to the last date the student either attended classes or an externship work assignment. Students are required to fill out all information on the form, including all comment sections relating to reasons for their leave of absence. Leaves will take effect as of the date signed by the Director of Learning.

Students on leave are not permitted to attend classes or participate in externship work assignments while their leave is in effect. Leaves of absence will not be approved for students subject to disqualification or dismissal due to academic deficiencies or disciplinary action.

After the Leave of Absence has been approved and signed by the Director of Learning, it will be reviewed for the appropriate tuition refunds in accordance with the student refund policy on page 17. Student transcripts will also be updated to reflect coursework completed to date.

Each student granted a Leave of Absence must complete a Readmission Form, available online or from the Director of Learning (954-746-9400) to rejoin the program. It must be submitted by the application due date for the program session for which they wish to enroll (see current catalog for dates). Tuition and fees will be assessed to each student in accordance with the current catalog guidelines. An additional background may be required dependent on the duration of the leave of absence.

## **Learning Institute Operational Information**

### **Academic Calendar 2014-15**

Refer to Attachment I, pages 46 – 48.

### **Holidays/Breaks**

ARC Broward Learning Institute observes the following Federal Holidays:

|   |                             |
|---|-----------------------------|
| Monday, January 19, 2015                | Martin Luther King, Jr. Day |
| Monday, February 17, 2015               | President's Day             |
| Monday, May 25, 2015                    | Memorial Day                |
| Monday, September 7, 2015               | Labor Day                   |
| Wednesday, November 11, 2015            | Veteran's Day               |
| Thursday & Friday, November 26-27, 2015 | Thanksgiving Holiday        |

|  |                   |
|--|-------------------|
| Thursday & Friday December 24-25, 2015                     | Christmas Holiday |
| Thursday & Friday December 31, 2015 and<br>January 1, 2016 | New Year's Eve    |

### **Attendance Policy**

The attendance policy was developed to help establish good work habits and prepare students for employer expectations in the human services industry and the workplace in general. This policy is similar to what you can expect from an employer. As with a job, frequent absences will produce poor results; clear commitment, reliability and punctuality will produce positive results.

Attendance is mandatory. The curriculum structure builds on the learning experience of the prior classes. We expect that students will give first priority to coursework and arrange their personal and work schedules accordingly.

Students are allowed to miss no more than three (3) full days of classes per program session. If a student misses three (3) full days of classes, s/he will receive a written probation letter and will be placed on probation for the remainder of that program session. If a student is late or absent while on probation, s/he will be dismissed from the program session. The student may choose to enroll in the next program session for a \$75 processing fee. This opportunity for re-enrollment is offered one (1) time per student.

In order to graduate from the DS PATHS Certificate Program, students must demonstrate competency by successful completion of each of the CIP and CAP classes. Students are expected to attend all classes and to arrive on time (and not leave early). Attendance is taken daily, and a record of each student's attendance will appear on his/her transcript. Students will be required to make up any missed classes (including any missed externship work days) on designated make-up days in order to complete program requirements.

Students will notify instructors in advance of absence(s) to observe any religious holy day(s) in his/her own faith, and shall likewise notify instructors in advance of other absences when practical under the circumstances. According to ARC Broward Learning Institute policy, there shall be no penalty for a student who is absent because of religious holy days, serious illness, a death in the immediate family or statutory government responsibilities. If a non-penalized absence occurs on the first day of class, the student shall notify the instructor of the reason for his/her absence at the next class meeting. The student shall present documentation for non-penalized absences, should the faculty member request it.

### **Tardiness Policy**

Students are expected to be in class and ready to proceed when the class day is scheduled to begin. If a student arrives after the designated start time, they are considered late. Every two (2) days that a student arrives more than fifteen (15) minutes late equals one (1) day of absence on their transcript. If the student arrives more than ninety (90) minutes late, they are considered absent for that full day.

### **End-of-Day Dismissal**

All students must stay in class or at their appropriate externship work assignments (for Accelerated Program participants only) until dismissed by the DS PATHS faculty member or Team Leader.

### **Early Dismissal from Class**

Students are permitted one (1) early dismissal day during the program session (up to 90 minutes prior to the end of the day) for a valid scheduled appointment, or at the discretion of the DS PATHS instructor(s). This early dismissal is conditional on the student making the appropriate steps for fulfilling his/her daily obligations including make-up quizzes or completion exercises. Other than this one (1) permitted early dismissal day, if a student leaves class early for any reason, an absence will be recorded for that day.

### **Rewards of Excellent Attendance**

Excellent attendance means no unexcused absences or tardiness of any kind. As a primary reference after graduation, we can confidently vouch for your reliability and consistency when we talk to employers. ARC Broward Learning Institute recognizes perfect attendance and excellent attendance with special recognitions on the DS PATHS Program Certificate and may be added to the resume for added appeal.

### **Campus Closing Due to Emergencies/Inclement Weather**

Due to unanticipated circumstances that are beyond anyone's control, or when concerns are raised about the safety and/or security of the students, faculty, staff, and/or facilities, ARC Broward's campus may be closed. For purposes of grading and attendance policies, the day(s) during which the campus is closed shall be considered a non-class day(s). When this occurs, each faculty member shall determine how best to make up the lost class time.

### **Dress Code Standards**

Students must uphold a professional image at all times while on campus. In order to provide a safe and professional learning and work environment, ARC Broward Learning Institute has set the following guidelines for dress during class and externship work assignments. With this in mind, the following standards are strictly adhered to:

- Wear clothing that is neat and clean.
- Wear shoes that are close-toed and sturdy.
- Wear socks or footies when walking on mats.
- Shirts will fully cover the chest, midriff, and cleavage.
- Students choosing to wear a hat or other head covers, scarves or bandannas are permitted to do so at the discretion of the DS PATHS instructor(s) or Team Leaders during externship assignments.
- Students must practice good personal hygiene (daily bathing, shampooing and use of deodorant).

Prohibited attire includes:

- Clothing with rips or tears.
- Shorts or skirts that are too short or tight (no more than one (1) inch above the knee is permitted.)
- Flip-flop shoes, thongs, sandals or other open-toed shoes while participating in externship assignments. These items may be worn on classroom-only days.

- Shirts with logos that may be considered inappropriate.
- Tank tops, tube tops, midriffs or shirts that expose the torso or chest.
- Leggings, spandex or any tight fitting clothing of any kind.
- Expensive jewelry, clothing, eyewear or any item of significant value must not be worn anywhere on campus.

For students who participate in externship assignments, the following dress code should also be followed:

- Direct care workers will wear clothing that allows for flexibility of movement.
- Non-residential Children's Services, Behavioral Health and Rehabilitative Services workers will wear khaki pants or shorts every day except casual Friday.
- On Fridays, externship workers while meeting the requirements above may include jeans, sneakers, tennis shoes, T-shirts and other comfortable, casual attire that is neat and clean.

Anyone who does not comply with the above rules, or appears for class or externship assignments wearing items on the prohibited list will be subject to disciplinary action and will be required to go home to change. The student will have to make up any time missed for the period required to go home and change.

### **Medical Emergencies**

Students must inform the DS PATHS instructor(s) immediately upon injury. A first-aid kit for minor cuts is located in the Nurse's office located in each building. All cuts, abrasions and the like need to be properly bandaged and covered with a finger cot or latex glove at all times. Students are responsible for their own health insurance during the program.

### **Drug and Alcohol Prevention**

School policy prohibits the possession, use and sale of illegal drugs. School policy strictly enforces State underage drinking laws. Students participating in illegal behavior will be dismissed from the program and reported to authorities.

### **Smoking**

All classrooms and facilities are smoke-free. There are no designated smoke breaks. Smoke away from the building and away from consumers and other staff. Students must dispose of their cigarettes properly.

### **Use of Cellular Telephones**

Students must dedicate their time on campus to learning. Cell phone use is extremely disruptive to the instructors and other students. With this in mind, the following standards are strictly adhered to:

- No personal calls or texts are to be made or received during class, except in an emergency.
- The receptionist gives urgent messages to the DS PATHS instructor(s), who relays them to students. Please advise family and friends.
- Cell phones are not permitted in the classroom or during externship assignments at any time.
- During class, phones should be off and stored in a vehicle or locker.

- Messages may be checked and phone calls made only outside of the classroom, externship assignments and offsite; preferably, the only time this is done is before class, after lunch or after the DS PATHS instructor dismisses the student at the end of the day.

### **Consumption of Food and Beverage in Class**

Should you need to eat something during class, plan ahead, bring a snack with you and consume it during appropriate times outside of the class or externship assignment. Exceptions are made on an individual basis for students with a medical condition requiring such snacks. No glass beverage containers are permitted in the classrooms.

### **Personal Property**

Students may use lockers on a space-available basis and must provide a lock. Personal property not locked in a locker must be removed from the campus at the end of each day. ARC Broward Learning Institute is not responsible for lost or stolen property. Each student is responsible for cleaning his/her locker and for removing the lock no later than the last day of the program.

### **Staff Availability and Communication**

An integral part of the DS PATHS instructor's roles and responsibilities is to be able to communicate effectively and in a timely way. If an issue about the program arises, please discuss it immediately with the DS PATHS instructor(s). The DS PATHS instructors are always willing to listen to student concerns and suggestions. In addition to being available as your instructors during class, DS PATHS instructors are also available outside of class hours by appointment. Please note that students must deal with personal issues with other students outside of class.

### **Tutoring**

DS PATHS instructors provide up to two (2) hours per week of free tutoring to any student in need. Students who need additional assistance should consult with DS PATHS instructors for resources concerning tutoring and additional instruction. Students are responsible for arranging tutoring sessions with faculty.

### **Program Administration Information**

In addition to meeting the requirements for the DS PATHS Certificate Program, students must comply with program administrative requirements that are detailed in this section.

### **Adverse Action Notification Requirement**

An individual who holds a DS PATHS Program Certificate should notify ARC Broward Learning Institute as soon as s/he has been identified to be the subject of an investigation or adverse action by a state or federal agency or a credentialing department or in the special circumstance where s/he has been identified to be the subject of adverse media attention.

### **Satisfactory Academic Progress Guidelines**

In accordance with federal and state of Florida guidelines, ARC Broward Learning Institute is required to establish satisfactory academic progress (SAP) standards for students who apply for and/or receive institutional aid. SAP is a measure of whether a student is progressing

adequately toward completion of his or her course of study, and it is determined in terms of class quiz scores/completion exercises and the final exam score.

SAP standards apply to all students enrolled at ARC Broward Learning Institute. SAP is reviewed at least twice per program session, regardless of a student's receipt of financial aid. For participants of the Accelerated Program, review occurs after the completion of the second and fourth weeks; for participants in the Program for Working Professionals, review occurs after the completion of the fourth and sixth months.

### Satisfactory Academic Progress: DS PATHS Certificate Program Students

ARC Broward Learning Institute DS PATHS Certificate Program students must meet the following requirements in order to maintain satisfactory academic progress (SAP):

Class scores: A score of at least 80% on each class quiz/completion exercise is required. If a student does not receive a passing score on a class quiz/completion exercise, s/he may retake the failed class quiz/completion exercise up to three times. Students must also earn a 75% or above on the final exam to complete the Program.

#### **Grade scale:**

**CIP/CAP Class Module Quizzes/Completion Exercises**  
**80 – 100% Pass**  
**79% – below Fail**

**Final Exam**  
**75 – 100% Pass**  
**74% – below Fail**

Probation, Suspension and Dismissal: If a student fails to maintain sufficient scores, as defined as a required class quiz/completion exercise score of no less than 80%, s/he will be given up to three attempts to achieve a passing score of no less than 80%. If the student fails to receive the required 80% after three attempts, s/he will be dismissed from the current program session and asked to begin the program again in the next program session for a processing fee of \$75. If the student is unable to start at the next program session start date, the student has ninety (90) days from the dismissal date to begin classes without being required to reapply to the program. The student will be required to complete all sessions including those previously taken and sign a new Student Enrollment Agreement upon reentrance to the program including new program session dates and estimated completion timeline. Upon dismissal for failing to maintain SAP, the Director of the ARC Broward Learning Institute will provide written notification to the student as to the recommended reentrance date. The student must inform the Director of Learning of any changes to that timeline in writing prior to the recommended reentrance date.

Completion rate: Completion of no less than 100% of cumulative, attempted CIP and CAP class sessions. Classes in which a student has received quiz/completion exercise scores of less than 80% are not considered to have been successfully completed. A final exam score of 75% is also required for successful completion of the program.

#### **Credit hours for certificate objective:**

*Accelerated Program* students must complete 160 clock hours for certificate objective and 40 hours of externship work assignments within seven (7) weeks or 29 class days for a total of 200 hours. *Program for Working Professionals* students must complete 160 hours for

certificate objective within twenty-one (21) class days or ten (10) months, with no externship required. The 40 externship hours are not required as long as the student can show proof of 40 hours of previous experience in the field.

Appeals: The process to appeal requires the student to request the opportunity to appeal a dismissal in writing; the reason for the appeal must be the result of mitigating circumstances; and documentation supporting a claim of mitigating circumstances must be provided. The result of the appeal (appeal granted or appeal denied) must be catalogued in the Student Transcript.

If the student's appeal is granted, they will be placed on probation at the start of the session, and would be required to attain satisfactory progress. Failure to do so will result in a permanent dismissal. Academic termination appeals should be submitted to the Director of Learning.

Failing class quiz/completion exercises scores of less than 80% or less than 75% on the final exam or withdrawing from courses could result in the loss of financial aid.

### **Certificates Guidelines**

Accelerated Program Participants: The DS PATHS Program Certificate will be granted to a student who successfully completes each of the twenty (20) CIP and CAP classes, final examination and the 40-hour unpaid externship. Successful completion of each class requires a score of at least an 80% on the quizzes/completion exercises at the end of each class and earning at least a 75% on the final exam at the end of the course. The student is allowed up to six to seven weeks or twenty-nine (29) academic days to complete the DS PATHS Certificate Accelerated Program.

Program for Working Professionals: The DS PATHS Program Certificate will be granted to a student who successfully completes each of the twenty (20) CIP and CAP classes and final examination. Successful completion of each class requires a score of at least an 80% on the quizzes/completion exercises at the end of each class and earning at least a 75% on the final exam at the end of the course. Students who participate in the DS PATHS Certificate Program for Working Professionals are allowed up to twenty-one (21) full class days to complete all coursework over a period of ten (10) months.

Extensions may be granted for good cause upon written request. Students requesting extensions who cannot complete the required classes on the allotted make-up days will be accommodated in the next program session.

Applicants who successfully meet all criteria will receive a DS PATHS Program Certificate of Completion suitable for framing. Upon successful renewal, certificate holders will receive a seal updating the certification for each renewal period of two years. Replacement certificates can be issued at a cost of \$20.

### **Complaints Regarding Certificate Holders**

ARC Broward Learning Institute, at its sole discretion, may choose to investigate complaints lodged against individuals holding certificates, or to investigate circumstances that caused a individual to be subject to an outside investigation, adverse action, or adverse media attention.

## **Conflicts of Interest**

ARC Broward Learning Institute shall make all reasonable efforts to ensure that programs are conducted in an impartial and objective manner, uninfluenced by any personal, financial or professional interest of any individual acting on behalf of the DS PATHS Certificate Programs. To that end, the following prohibitions apply:

1. No faculty member may engage in a close personal, family, business or professional relationship with any student that the faculty member examines or evaluates.
2. No faculty member may solicit or accept, and no student may offer or provide, cash or noncash gifts of any type, including personal gifts, products, services or entertainment provided at no cost or unreasonably discounted cost.
3. No faculty member may either formally or informally discuss, solicit or accept, and no student may formally or informally discuss, offers to provide or provide, an employment or consulting arrangement, referral of business, or other business opportunity.
4. The above prohibitions shall apply through the course of the DS PATHS Program and until 75 days from the date of program completion.

Any faculty member, staff or student who is found to have violated one of the above prohibitions shall be referred to ARC Broward Learning Institute Director for investigation. A student may be subject to sanctions including requiring him/her to retake the program components at additional expense, refusal to process the Certificate, or denial or revocation of the Certificate.

## **Direct Support Professional Licensing**

The State of Florida does not require that Direct Support Professionals complete a licensing process. However, the DS PATH Certificate Program can serve as a starting point for professionals to complete the national credentialing available from the National Association of Direct Support Professionals (NADSP) that includes: Direct Support Professional - Registered (DSP-R), Direct Support Professional - Certified (DSP-C), and Direct Support Professional - Specialist (DSP-S) credentialing. For further details, refer to NADSP's Credentialing Guidebook at [www.nadsp.org/credentialing](http://www.nadsp.org/credentialing). NADSP fees will apply for this process.

## **Fees**

Fees for participation must be received by the established deadlines. A student will be dropped from classes for failure to provide tuition payment by the established deadlines. Additional fees may be applicable for retaking any portion of the program. Fees for the certificate program are not inclusive of participant travel expenses. Fees for the certificate program are available in the Fee Schedule section on page 15. See Academic Calendar for these important fee deadline dates per session.

## **Misrepresentation**

ARC Broward Learning Institute may revoke the certificate of, deny a certificate to, or impose other sanctions against any student who makes a misrepresentation relating to the DS PATHS Certificate Program. For purposes of this section, a misrepresentation includes, but is not limited to: a false statement of fact about the student's experience or qualifications; fabrication or alteration of information, records or other documentation; failure to advise ARC

Broward Learning Institute of facts or developments that may bear on the Institute's evaluation of the student; and misstatement of the certificate status of the individual. A misrepresentation may be in writing, oral, or through failure to provide material information.

Deliberate misrepresentation of the certificate or certificate status by an individual may result in sanctions that may take the form of legal action, refusal to process applications or re-applications, or revocation of the certificate.

### **Non-Discrimination Statement**

ARC Broward Learning Institute does not discriminate on the basis of age, color, creed, disability, marital status, veteran status, national origin, race, sex or sexual orientation. This policy is followed with respect to programs, services, activities, admission of students, hiring of faculty and staff and admittance to functions and activities. Admission to ARC Broward Learning Institute programs, graduations and certifications are administered in full compliance with applicable law.

ARC Broward Learning Institute is an Affirmative Action/Equal Opportunity Employer. For matters relating to affirmative action, contact Debbie Harte, Director of Human Resources, ARC Broward Learning Institute, 10250 NW 53rd Street, Sunrise, FL 33351. Phone: 954-746-9400.

### **DS PATHS Program Property Rights**

The certificate program is the exclusive property of the Ohio Alliance of Direct Support Professionals and may not be used without their express permission. ARC Broward Learning Institute is the only entity in the state of Florida licensed to operate the DS PATHS Certificate Program. Advertisements and other promotional materials of an individual who holds a certificate from the DS PATHS Program may include the statement, "Certificate of Completion in PATHS Program by ARC Broward Learning Institute." Students may not refer to themselves as "Board-Certified by the NADSP or other credentialing agency."

An individual who holds a DS PATHS Certificate may not use ARC Broward Learning Institute's name or initials except as specified in this policy. It may not use the logo or mark of the Institute in any manner. The Institute reserves the right to withdraw the certificate of, or take legal action against, any individual that uses the Institute's name, initials or logo, property, or mark in violation of this policy. Any question about whether a proposed use of the Institute's name or initials comports with this policy should be addressed to the Director of the Learning Institute.

### **Program Changes**

ARC Broward Learning Institute will approve all changes to the PATHS Certificate Program. ARC Broward Learning Institute shall review all policies governing the PATHS Certificate Program every three (3) years. Updates to the PATHS Certificate Program Candidate Handbook reflecting any policy changes will be made accordingly.

Applicants and current students shall be given reasonable advance notice of program changes that may substantively affect their application or certificate. Such notice shall normally be provided six months in advance of the effective date of a substantive change. If the program changes have an adverse impact on the student, the student has the choice to

accept the change or not. If the student does not accept the program change, s/he may request in writing and shall be entitled to a complete refund of monies paid to date.

### **Program Licensure**

ARC Broward Learning Institute's DS PATHS Certificate Program is licensed by the State of Florida Commission for Independent Education, Annual License Number 4392. Additional information regarding the institution may be obtained by contacting the Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888)224-6684.

In addition to meeting the requirements for a PATHS Certificate, students must comply with program administrative requirements that are detailed in this section.

### **Family Education Rights and Privacy Act (FERPA)**

FERPA is a Federal law that protects the privacy of student education records. This consent form provides procedures for the appropriate consent for the release of educational information about a student. The consent of the student is required for us to release education information to parents, guardians, spouses of any other individual designated on the form by the student.

### **Release of Protected Health Information**

The DS PATHS Certificate Accelerated Program Externship may require a student to create reports or other materials that contain Protected Health Information, as defined by the Health Insurance and Portability and Accountability Act ("HIPAA"). ARC Broward Learning Institute requires each student to abide by the terms and conditions of the Student Code of Ethics and Conduct, agreeing to hold such information in confidence and to comply with the privacy and security provisions of HIPAA.

### **Release of Information Due to a Health and Safety Emergency**

ARC Broward Learning Institute may disclose personally identifiable information from education records without consent if the disclosure is in connection with a health and safety emergency, and/or if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

### **Release of Transcript Information**

Under normal circumstances, the only information ARC Broward Learning Institute shall release to third parties about a student's participation in the DS PATHS Certificate Program is whether the student received the certificate and the program completion date. Any information or material received by ARC Broward Learning Institute in connection with the certificate program is considered confidential and will not be released unless release is authorized by the student certificate holder or is required by law.

The foregoing notwithstanding, if ARC Broward Learning Institute at any time learns of any certificate holder practices that appear to be unlawful or unethical or that might pose significant risk to consumers or the public, ARC Broward Learning Institute may report such information as it deems appropriate – even without authorization from the certificate holder.

### **Transcripts**

The Learning Institute provides several types of official statement regarding the academic record of individual students, including academic transcripts and certificates. Students may request a copy of their transcript in person or by written letter. Academic transcripts shall include:

- a) Academic transcript
- b) All documents evidencing a student's eligibility for the enrolled program
- c) A copy of the certificate earned
- d) Copies of applications or contractual agreements
- e) Financial records
- f) Student counseling or advising records
- g) Records of progress
- h) Job placement and referral information

A flat fee of \$5.00 per Transcript request will be charged.

1. You can come to our Sunrise, Florida campus, request them in person, and take them with you the same day. (Note: You can have someone else pick them up for you, but they must have a letter of consent from you before obtaining them.)
2. You can submit a letter of request through the mail. In the letter you will need to include your full name, social security number, approximate dates you attended, the number of copies requested and the complete address where they should be sent. Also, please include your present address and a phone number where you can be reached, if we need to reach you. Please mail requests to the following address:

ARC Broward Learning Institute  
Attn: Transcripts Requests  
10250 NW 53<sup>rd</sup> Street  
Sunrise, FL 33351

### **Student Files**

Students may access their files Monday through Friday, 9:00 a.m. to 5:00 p.m., through the Director of Learning. Students can review their file under supervision. Student files are not allowed to leave the premises.

### **Terms of Certificate/Renewal**

The DS PATHS Certificate awarded to a student is valid for two (2) years from the date of program completion, unless otherwise specified in this document. The certificate will lapse unless the individual completes a renewal application that includes:

1. Proof of completion of ten (10) hours of continuing education in the field of direct support in community human services
2. Re-affirmation of commitment to the NADSP Code of Ethics
3. Updated contact information including complete address, phone number and email address
4. Updated information regarding current employment

### **Transferability of Credits**

DS PATHS Certificate Program transferability of credits to other institutions is at the sole discretion of the accepting institution. It is your responsibility to confirm whether or not credits will be accepted by another institution. In the event that the student is transferring to another state or entity authorized to offer the DS PATHS Program, an official transcript can be

provided to that entity upon formal written request of the student. Currently, ARC Broward Learning Institute does not accept the transfer of credits from other institutions.

### **Withdrawal from the Certificate Program**

A student may withdraw from a Certificate Program at any time. To withdraw, the student must submit a written request for withdrawal. Student fees are refundable in accordance with the Refund and Cancellation Policy as detailed on page 17.

## **Student Code of Conduct**

ARC Broward Learning Institute Student Code of Conduct outlines acceptable and unacceptable behavior for ARC Broward Learning Institute students, as well as appropriate disciplinary procedures and sanctions:

Upon admission to ARC Broward Learning Institute's DS PATHS Certificate Program, students agree to act responsibly in all areas of personal and social conduct and to take full responsibility for their individual and collective actions. Because learning can only be achieved in an atmosphere free of intimidation and coercion, students must observe local, state, and federal laws, as well as the academic and behavioral regulations found in the DS PATHS Certificate Program Student Information and Course Handbook, the Student Code of Ethics and Conduct, other official publications, and ARC Broward Learning Institute web site at <http://www.arcbroward.com>. This Policy shall prevail in instances where outdated versions of the Student Code of Ethics and Conduct are printed in other ARC Broward Learning Institute publications.

The following behaviors are prohibited by students and student organizations at any ARC Broward Learning Institute location or at any ARC Broward Learning Institute-sponsored activity. Other behaviors not on this list that adversely impact ARC Broward community will also be considered violations of the Student Code of Conduct:

1. Abusive conduct;
2. Bribery
3. Discrimination as defined in DS PATHS Certificate Program Student Information and Course Handbook;
4. Dishonesty, including but not limited to the following:
  - a) Cheating, plagiarism, or other forms of academic dishonesty;
  - b) Using electronic devices to store, retrieve, search for answers and/or share answers in testing environments when the use of the device is not authorized by the classroom instructor for such purpose;
  - c) Furnishing false information, making false accusations, or misrepresentation of oneself or others to any ARC Broward Learning Institute or ARC Broward official, such as faculty, staff or administrators, or falsely contracting in the name of ARC Broward Learning Institute or representing oneself as an agent of ARC Broward Learning Institute;
  - d) Forgery, alteration, or the misuse of any ARC Broward Learning Institute document, record, or instrument of identification;
  - e) Violation of copyright as defined in the DS PATHS Certificate Program Student Information and Course Handbook;

5. Disorderly conduct;
6. Disruption of the educational environment - including but not limited to:
  - a) To ensure the quality of the educational environment, the use of electronic communication and entertainment devices, such as cell phones, iPods, iPhones, MP3s, etc., by students in the classroom is prohibited unless explicitly permitted by the faculty instructors. Therefore, all such devices must be inaudible and placed out of sight during class;
7. Miscellaneous - Any behavior that ARC Broward Learning Institute deems inappropriate and detrimental to the aims and purposes of ARC Broward and ARC Broward Learning Institute;
8. Non-Compliance with the directions of ARC Broward Learning Institute personnel, ARC Broward staff or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so;
9. Non-compliance with the student discipline system, including but not limited to:
  - a) Failure to appear before the Director of Learning or appropriate Human Resources or Employment Services staff when requested to do so;
  - b) Falsification, distortion, or misrepresentation of information to the Director of Learning or appropriate Human Resources or Employment Services staff;
  - c) Disruption or interference with the orderly conduct of an investigation;
  - d) Knowingly making false accusations of student misconduct without cause;
  - e) Attempting to discourage an individual's proper participation in, or use of, the student discipline system;
  - f) Attempting to influence the impartiality of the Director of Learning, DS PATHS Program faculty or appropriate Human Resources or Employment Services staff;
  - g) Harassment (verbal or physical) and/or intimidation of the Director of Learning, DS PATHS Program faculty or appropriate Human Resources or Employment Services staff prior to, during, and/or after an investigation;
  - h) Failure to comply with the sanction(s) imposed under the Student Code of Ethics and Conduct;
  - i) Influencing or attempting to influence another person to commit an abuse of the student discipline system;
10. Theft or damage, or attempted theft or damage, to a person's or ARC Broward Learning Institute's property;
11. Unauthorized computer usage;
12. Unauthorized demonstration - participation in a campus demonstration that disrupts the normal operations of ARC Broward Learning Institute or ARC Broward and infringes on the rights of other members of ARC Broward Learning Institute or ARC Broward community, or leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area, or intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular;
13. Unauthorized possession, duplication, or use of keys to any ARC Broward Learning Institute or ARC Broward facility;
14. Unauthorized possession, use, or distribution of controlled substances or alcohol;
15. Unauthorized recording - Students may not make an audio or video recording of an instructor or speaker's seminar, lecture, tutorial or other instructional setting without prior consent from the instructor or speaker. However, if such recording is an accommodation in accordance with the Americans with Disabilities Act, prior

- notification is required, rather than consent. Students may not make an audio or video recording of in-person conversations without prior consent of all parties;
16. Unauthorized use of ARC Broward Learning Institute or ARC Broward property or facilities;
  17. Violation of law and ARC Broward Learning Institute discipline - Students may be subject to discipline per the Student Code of Ethics and Conduct for violations of law that occur on ARC Broward Learning Institute or ARC Broward premises or at any ARC Broward Learning Institute-sponsored activity, and for violations of law that do not occur on ARC Broward Learning Institute or ARC Broward premises or at ARC Broward Learning Institute or ARC Broward-sponsored activities:
    - a) ARC Broward Learning Institute disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Code. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus;
    - b) When a student is charged by federal, state or local authorities with a violation of law, ARC Broward Learning Institute will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding under the Student Code, however, ARC Broward Learning Institute may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within ARC Broward Learning Institute community;
    - c) ARC Broward Learning Institute will cooperate fully with law enforcement and other agencies in enforcing the law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate;
  18. Violation of published ARC Broward Learning Institute policies/procedures, rules or regulations;
  19. Weapons and dangerous materials - Possession of firearms, dangerous chemicals and/or other weapons not deemed necessary for ARC Broward Learning Institute purposes is forbidden at any ARC Broward Learning Institute or ARC Broward location or at any ARC Broward Learning Institute-sponsored activity, including in the parking area for ARC Broward Learning Institute, ARC Broward or the activity. This specifically revokes an individual's right to carry a licensed firearm at any ARC Broward Learning Institute or ARC Broward location or at any ARC Broward Learning Institute or ARC Broward-sponsored activity; additionally, this specifically revokes an individual's right to store a firearm in a vehicle at any ARC Broward Learning Institute or ARC Broward location or at any ARC Broward Learning Institute or ARC Broward-sponsored activity. Law enforcement personnel authorized to possess a firearm in the discharge of their duties are exempt from this policy. When individuals are observed with a firearm on campus, ARC Broward Learning Institute officials have the right to make reasonable inquiries to confirm that the firearm is being legally carried or stored as permitted by Florida Statute and ARC Broward Learning Institute Policy.

ARC Broward Learning Institute retains the right to discipline students and student organizations, up to dismissal, from ARC Broward Learning Institute, for violation of this policy.

Students who are also employees of ARC Broward Learning Institute, who are found to have violated the Student Code of Conduct, may also be subject to disciplinary action as employees up to and including termination of their employment from ARC Broward. Any such instances will be investigated by the Director of Human Resources or his/her designee. Additionally, employees of ARC Broward Learning Institute or ARC Broward who are also students, and who are subject to disciplinary action in their role as employees, may also be subject to disciplinary action through the Student Code of Ethics and Conduct.

Breaches of ARC Broward Learning Institute's policies pertaining to academic dishonesty may result in academic penalties and/or disciplinary action at the discretion of the instructor. Academic penalties may include, but are not limited to, a failing grade for a particular CIP or CAP session or a failing grade for the full Program. A student who receives a failing grade for any CIP or CAP session will be required to make up that session during the designated make up period.

### **Dismissal of Disruptive Students**

ARC Broward Learning Institute Disruptive Student Policy protects students, faculty and staff from any disruptive behavior of students:

Students who cannot conform to the standards of appropriate behavior as set forth in ARC Broward Learning Institute Policy and Student Code of Ethics and Conduct shall not be permitted to interfere with other students' access to ARC Broward Learning Institute education. ARC Broward Learning Institute students are subject to federal and state law, county and municipal ordinances, and all policies and procedures of ARC Broward and ARC Broward Learning Institute. Violation of these policies may result in appropriate action by ARC Broward Learning Institute authorities. The DS PATHS Certificate Program faculty members are authorized to recommend to the Director of Learning and to the Director of Human Resources, the suspension or expulsion of students based on disruptive behavior.

For students who exhibit disruptive behavior serious enough to merit disciplinary action, ARC Broward Learning Institute may refer the students for appropriate psychological/psychiatric evaluation. ARC Broward shall retain the services of a psychological/psychiatric evaluator to assess the behavior and psychological condition of students who exhibit disruptive behavior who threaten bodily harm to themselves or others who exhibit severely disoriented perceptions and/or behaviors.

All records associated with the treatment or disciplinary process shall be kept confidential. Students who receive referrals for treatment for a mental disorder under this policy are protected by the Americans with Disabilities Act of 1991 and Section 504 of the Rehabilitation Act of 1973.

Students suspended under this policy shall (1) receive a 100% refund of their program tuition and (2) re-enroll only after certification by a licensed clinical psychologist or psychiatrist, a recommendation from their Case Manager and Director of Learning, and approval by the Vice President of Program Services.

If a student has been removed from ARC Broward Learning Institute through disciplinary dismissal, expulsion or suspension due to disruption of the educational process, or the

endangerment of the health and safety of others, and returns to ARC Broward Learning Institute in a subsequent academic term as a student, the Director of Learning may share with the student's teachers otherwise confidential information concerning the student when, in his/her judgment, it will further the educational interests. To protect confidentiality and the possible sensitive nature of the information, the Director of Learning should share the information in person with the faculty member, and point out the nature of the information and its relevance. Only relevant information should be shared, not the entire record. No copies of the record shall be made.

### **Unlawful Sexual Harassment/Battery/Assault**

ARC Broward Learning Institute Unlawful Sexual Harassment/Battery/Assault policy protects against and deals with sexual harassment:

ARC Broward Learning Institute intends to protect all students from sexual harassment. In this policy, sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which (1) makes submissions to or rejection of such conduct either an explicit or implicit basis for admissions and/or academic decisions affecting the individual or (2) unreasonably interferes with the individual's education or academic performance by creating an intimidating, hostile, or offensive environment.

Conduct that falls into the definition of sexual harassment includes, but is not limited to:

- ✦ Unwelcome physical contact of a sexual nature such as patting, pinching, or unnecessary touching;
- ✦ Overt or implied threats against an individual to induce him/her to perform sexual favors or to engage in an unwelcome sexual relationship;
- ✦ Verbal innuendos or jokes of a sexual nature, including graphic or degrading verbal comments about an individual and/or his or her appearance;
- ✦ Use of sexually suggestive terms or gestures to describe a person's body, clothing or sexual activities; or
- ✦ Displaying or posting offensive sexually suggestive pictures or materials on campus.

**Sexual Battery/Assault.** No student may commit or attempt a sexual battery/assault against and student, employees or consumer of ARC Broward and ARC Broward Learning Institute or against any person at an ARC Broward and ARC Broward Learning Institute-sponsored or supervised activity. In addition to any criminal or civil actions which may be pending or in process, ARC Broward Learning Institute may pursue a separate disciplinary action against any student believed to have committed or attempted a sexual battery as defined below.

**Sexual battery defined.** Commonly referred to as rape, sexual battery shall be defined in accordance with Florida Statutes, Chapter 794.011, as a criminal act consisting of "oral, anal or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object" without that person's consent. Consent means intelligent, knowing, and voluntary consent and does not include a coerced submission or a submission obtained by threatening the victim. Consent shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender. Furthermore, consent cannot be obtained from a person who is temporarily or permanently incapable of appraising the nature of his/her conduct. For example, a person who is under the influence of an intoxicating substance may be unable to appraise the nature of his/her conduct. Under Florida law, both males and females may be victims of sexual battery. It

does not matter whether the victim knew his/her attacker (date/acquaintance rape) or did not know his/her attacker (stranger rape). It does not matter if the victim has had a previous relationship with his/her attacker.

For more detailed information about the Discrimination, Sexual Harassment, Harassment, Battery and Assault Complaint Procedure go to page 21 of the DS PATHS Certificate Program Student Information and Course Handbook.

### **Unlawful Discrimination, Harassment and Retaliation**

ARC Broward Learning Institute Unlawful Discrimination, Harassment, and Retaliation Policy for Students was developed to uphold laws protecting students against discrimination of all types:

ARC Broward Learning Institute is committed to providing a learning environment in which diversity is valued and equal access to educational opportunities are provided free from discrimination, unlawful harassment and retaliation in accordance with federal, state and local laws. In keeping with this commitment, we maintain a strict policy prohibiting any kind of unlawful harassment.

ARC Broward Learning Institute Director, working in close consultation with the Director of Human Resources and Vice President of Program Services, shall investigate formal and informal complaints according to ARC Broward Learning Institute policies and procedures.

1. ARC Broward Learning Institute affirms its commitment to ensure that every student/applicant for admission be permitted to learn in an environment free from any form of discrimination or harassment based on race, color, religion, age, disability, sex, national origin, marital status, sexual orientation, veteran status, or other legally protected classification.
2. Any student/applicant for admission who believes that s/he has been the subject of discrimination, harassment or retaliation in violation of ARC Broward Learning Institute policies may file a complaint within thirty (30) days of the alleged harassment, discriminatory and/or retaliatory conduct by utilizing the Discrimination, Sexual Harassment, Harassment, Battery and Assault Complaint Procedure as noted on page 21 of the PATHS Certificate Program Student Information and Course Handbook.
3. It shall be a violation of this policy for any officer, employee, student or agent of ARC Broward Learning Institute or ARC Broward to discriminate against or harass, as herein defined, any student/applicant for admission.
4. Any ARC Broward Learning Institute staff or faculty member who suspects or becomes aware of any alleged discrimination, harassment or retaliation must immediately notify the Director of Learning and/or Director of Human Resources.
5. Failure of any ARC Broward Learning Institute employee to notify the Director of Learning of actual or suspected sexual harassment or other type of discrimination, harassment or retaliation of any type is a violation of this policy.

6. Violation of this policy by any employee shall result in appropriate corrective action and/or disciplinary action, up to and including termination.

For more detailed information about the Discrimination, Sexual Harassment, Harassment, Battery and Assault Complaint Procedure go to page 21 of the DS PATHS Certificate Program Student Information and Course Handbook.

### **Definitions**

**Discrimination** is defined as treating any student/applicant for admission differently than others based on race, color, religion, age, disability, sex, national origin, marital status, sexual orientation, veteran status, or other legally protected classification.

**Unlawful harassment** is defined as conduct that is unwelcome and unreasonably interferes with a student/applicant's access to education, a student's access to academic performance or participation in other ARC Broward Learning Institute or ARC Broward activities by creating an intimidating, hostile or offensive environment.

### **Complaint Process for Students for Non-Instructional Issues**

ARC Broward Learning Institute Complaint Policy facilitates resolution of conflicts between students, faculty and staff:

ARC Broward Learning Institute encourages a fair review of student non-instructional complaints. The policy supports ARC Broward Learning Institute's mission to support human services practitioners through quality, affordable professional development training and education designed to enhance care and promote a better quality of life for those they serve.

ARC Broward Learning Institute encourages its students to resolve their differences with ARC Broward Learning Institute employees and other ARC Broward staff as soon as possible; however, so that students may be assured fair consideration of their problems, an appeal process to a higher-level authority, without prejudice, is hereby established.

**Complaint defined.** For the purpose of this policy, a complaint is defined as a student's perception of the improper application of ARC Broward Learning Institute's policies or procedures. Complaints of discriminatory treatment should be made through ARC Broward Learning Institute's student policy prohibiting Unlawful Discrimination, Harassment and Retaliation Policy and Procedure as defined above and in compliance with the Complaints, Disciplinary Actions and Appeals Policy and Procedures set forth in the DS PATHS Certificate Program Student Information and Course Handbook.

For more detailed information about the Complaints, Disciplinary Actions and Appeals Policy and Procedures go to page 37 of the DS PATHS Certificate Student Information and Course Handbook.

### **Academic Honesty**

ARC Broward Learning Institute expects its students to be honest in all of their coursework and activities. Breaches of academic honesty include cheating; plagiarism; misrepresentation; bribery; and the unauthorized possession of examinations, papers, or

other class materials that have not been formally released by instructors. A student's academic work must be the result of his or her own thought, research, or self-expression.

Breaches of ARC Broward Learning Institute policy on academic honesty may result in academic penalties and/or disciplinary action. At the discretion of the instructor, academic penalties may include, but are not limited to, a failing grade for a particular CIP or CAP session or, in cases of extreme behavior, may include suspension or expulsion from the DS PATHS Certificate Program.

### **Sanctions**

ARC Broward Learning Institute may impose sanctions for violations of the student conduct policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). ARC Broward Learning Institute reserves the right to immediately impose the most severe sanction if circumstances merit.

Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student found to have violated the student conduct policy:

1. Warning: A notice in writing that a student has failed to meet some aspect of the school's standards and expectations.
2. Probation: Probation is used for repeated violations or a specific violation of a serious nature as a first course of action. The Director of Learning or his/her delegate defines the terms of probation.
3. Discretionary Sanctions: The student will be required to complete an educational service, attend counseling, or have restricted privileges.
4. Suspension: Separation of the student from the school for a pre-determined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, use school facilities, participate in or attend school activities, or be employed by the school during his/her suspension.
5. Expulsion: The student will be expelled from ARC Broward Learning Institute immediately. The student will not be permitted to continue his or her studies at ARC Broward Learning Institute and may not return to ARC Broward Learning Institute campus.

### **Complaints, Disciplinary Actions and Appeals**

Students have both the right to receive clear information and fair application of ARC Broward Learning Institute's grading policies, standards, rules, and requirements, as well as the responsibility to comply with them in their relationships with faculty and staff members.

ARC Broward Learning Institute prohibits discrimination against students and employees on the basis of race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; the presence of sensory, mental or physical disability; or status as a disabled or Vietnam-era veteran.

ARC Broward Learning Institute employees are responsible for ensuring that their conduct does not discriminate against anyone; they are expected to treat people conducting business at ARC Broward Learning Institute with respect and may expect the same consideration in return. ARC Broward Learning Institute recognizes that disputes may sometimes arise and encourages the parties involved to resolve the conflict informally, whenever possible. If

resolution cannot be reached, a formal process provides an impartial and equitable way to resolve those conflicts.

The student may contact the Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888)224-6684, if the student is not satisfied with the results after exhausting the schools complaint policy.

### **Informal Complaint Process**

The purpose of this step is to enable an individual to express and resolve misunderstandings, complaints or grievances at the lowest level possible by speaking directly with the employee or departmental supervisor. The aggrieved person should make an appointment to talk directly with the employee to attempt to reach a mutual agreement. In some situations, such as a discrimination complaint, the aggrieved person may be more comfortable requesting a meeting with the employee's supervisor instead. Both parties should be courteous, flexible, and respectful, as concerns are identified and possible resolutions discussed. Both sides should be open to alternative solutions or suggestions. If the problem cannot be solved together, the following formal complaint procedures may be used.

### **Formal Complaint Process**

All formal complaints must be made in writing and should include the complainant's name; student's name; address; e-mail address; telephone number; time(s); date(s); place(s); complete description of the complaint; and, in the case of grade complaints, both the grade received for the CIP or CAP quiz or completion exercise in question and the reason for the grade complaint, specifying as accurately as possible all necessary performance and attendance data.

#### **A. General Complaint Procedure**

An individual who has a complaint about an employee's performance or behavior that is not discriminatory or about ARC Broward services or processes should go to the Director of Learning, Bldg. 2, Room 209, telephone (954) 746-9400, or send an email to [pmoneymaker@arcbroward.com](mailto:pmoneymaker@arcbroward.com). Facilities-related complaints should be taken to the Director of Learning, Room 209, or telephone (954) 746-9400. Complaints should be filed as soon as possible or within thirty (30) days after the incident occurs.

#### **Appeal**

If either party is dissatisfied with the decision of the Director of Learning, s/he may appeal in writing to the Vice President of Operations within ten (10) days after the date of the letter. The person filing the appeal should identify why s/he is dissatisfied with the outcome of the complaint and provide any additional information to be considered.

#### **B. Discrimination, Sexual Harassment, Battery and Assault Complaint Procedure**

Whenever a complaint alleges discrimination, sexual harassment, any other form of harassment, battery or assault, this procedure should be used rather than the other complaint procedures. Sexual harassment, harassment, discrimination, battery and assault complaints will be investigated under this procedure. A student or member of the public who believes s/he has been the victim of one of these listed offenses should bring his/her complaint

immediately to the Director of Learning, Room 209, and/or Department of Human Resources, Room 253, or telephone (954) 746-9400. These complaints must be filed within thirty (30) days after the incident(s) occurred.

ARC Broward Learning Institute will act promptly to investigate the complaint and will attempt to protect the rights of the individual bringing the complaint (the complainant), the alleged discriminator, and any witnesses involved. All parties involved have the right to protection from any retaliating behavior by the alleged discriminator or any ARC Broward employee. All complaints shall be kept as confidential as is reasonably possible during the investigation/resolution process. However, complaints may be subject to public disclosure under the state's Public Disclosure Act and, therefore, ARC Broward cannot assure confidentiality to any participant at all times in the process.

### **Appeal**

If the complainant is not satisfied with the disposition of the complaint, s/he may file a written appeal to the President/CEO within ten (10) days after notification of the disposition of the complaint. This request should include any and all additional information s/he wants the President/CEO to consider. The decision regarding the appeal, including appropriate corrective measures, shall be made in writing by the President/CEO within fifteen (15) days after receipt of an appeal.

### **External Complaints**

Any student, employee, applicant for admission or employment, or member of the public using ARC Broward facilities who believes s/he has been discriminated against has the right to bypass the internal process and file a discrimination complaint with one of the agencies listed below or any other agency with the jurisdiction to hear such complaints. Individuals seeking assistance from state and federal agencies need to be aware that many agencies have strict timelines regarding the filing of complaints.

#### **Equal Employment Opportunity Commission**

2 South Biscayne Blvd., Suite 2700, Miami, Florida 33131  
800-669-4000

#### **Human Rights Commission**

2009 Apalachee Parkway, Suite 200, Tallahassee, FL 32301  
800-342-8170

#### **U.S. Office of Civil Rights**

Office for Civil Rights/Atlanta, U.S. Department of Education, 61 Forsyth Street, S.W.,  
Suite 19T70, Atlanta, GA 30303  
404-974-9406

### **C. Academic Complaint Procedure**

A student who wishes to express and resolve misunderstandings, complaints or grievances with faculty members regarding grades, grading issues or policies in a fair and equitable manner should bring his/her complaint to the Director of Learning.

Students with a complaint or a request for certificate review must file a written request within thirty (30) days from the date of program completion. The Director of Learning may extend

the time limits in the process under exceptional circumstances, such as extended illness, leave, or other absence of either party to the complaint, in which case the Director of Learning will give reasonable opportunity to complete appeal procedures or reply to the charges before making a decision.

Since the evaluation of student performance is exclusively within the province of the faculty, any certificate re-evaluations may be initiated only by the instructor or, under extenuating circumstances, by the Director of Learning. In such an instance, the transcript shall indicate “changed by administrative action.”

The Director of Learning shall discuss any concerns with the student, including the options available to resolve the concern. The student’s written complaint, including remedies sought, shall be forwarded to the faculty member concerned, who must provide a written response within ten (10) instructional days. If the written response does not resolve the complaint to the student’s satisfaction, s/he may submit a written request to the Vice President of Operations within ten (10) days after the date of the letter. The person filing the appeal should identify why s/he is dissatisfied with the outcome of the complaint and provide any additional information to be considered.

## **Student Support Services**

ARC Broward offers a variety of supportive services or has established relationships with dozens of community partners throughout its more than fifty (50) years of existence in the Broward County community. At a minimum, the following supportive services are available to students:

ARC Broward’s Community Mental Health Center provides mental health screenings, assessments, counseling and psychiatric services (psychiatric evaluation and medication management). The Coordinator of Mental Health Services (CMHS) can provide a screening tool for identification of indicators of mental illness, emotional disorders, and substance abuse to make appropriate referrals for needed services and supports.

Career Placement Services are provided by Career Placement staff to assist students to find the right job. Career services support employability skills training learned in the classroom setting and include additional assistance with resume writing, interviewing, identifying job openings, guidance on dressing for success and other job search activities. While our Career Placement staff actively work to assist students with identifying potential employment opportunities, we cannot guarantee employment to our students, due to market factors and job availability.

Career Support and Job Placement Services are available, based upon space availability and at cost, for children of enrolled students in ARC Broward’s Developmental preschool, which is located at the facility where the Entry Level Culinary Arts training takes place. Although students are more than able to explore receiving on-site childcare services for their children 2–5 years of age, admission is not guaranteed.



MA- Industrial and Organizational Psychology Capella  
University  
[astreet@arcbroward.com](mailto:astreet@arcbroward.com)

'HUHN6WHLQ  
DS PATHS Instructor/ Director of Learning Institute  
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MG, □□□□□□□□□□  
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**Admissions Representative, Education and Placement  
Services**

'HUHN6WHLQ  
Director of Learning Institute  
[dstein@arcbroward.com](mailto:dstein@arcbroward.com)





**ARC Broward Learning Institute Copy**



**Pledge to the NADSP Code of Ethics  
Student Copy**

I, \_\_\_\_\_, have read and understand the NADSP Code of Ethics. I hereby pledge to uphold and honor the NADSP Code of Ethics in my daily practice and follow the guiding principles contained within the Code. Those principles include:

**Person Centered Supports:** I will pledge my first allegiance to the person(s) I support;

**Promoting Physical and Emotional Well-Being:** I am responsible for supporting the emotional, physical and personal well-being of the individuals receiving support;

**Integrity and Responsibility:** I will support the mission and vitality of my profession;

**Confidentiality:** I will safeguard and respect the privacy of the people I support;

**Justice, Fairness and Equity:** I will affirm the human rights, civil rights and responsibilities of the people I support;

**Respect:** I will respect the human dignity and uniqueness of the people I support;

**Relationships:** I will assist the people I support to develop and maintain relationships;

**Self Determination:** I will assist the people I support to direct the course of their own lives;

**Advocacy:** I will advocate with the people I support for justice, inclusion, and full community participation.

*I agree to accept this Code of Ethics as my standard of practice in this field.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



10250 NW 53rd Street  
Sunrise, Florida 33351  
(954) 746-9400  
(954) 746-2954 fax  
(954) 577-4101 TTY/TDD  
[paths@arcbroward.com](mailto:paths@arcbroward.com)  
[www.arcbroward.com/paths](http://www.arcbroward.com/paths)



### Pledge to the NADSP Code of Ethics ARC Broward Learning Institute Copy

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*I agree to accept this Code of Ethics as my standard of practice in this field.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



# Academic Calendar

## 2015 DS PATHS Accelerated Program

| <b>Session I</b>   |  | <b>February 23, 2015 – April 10, 2015</b>   |                              |
|--|--|---|------------------------------|
| Open registration – last date of submission for this session |  |   | February 2, 2015             |
| Applicant notification complete (conditional)                |  |   | February 10, 2015            |
| Background screenings completed                              |  |   | February 2-6, 2015           |
| Applicant notification (final)                               |  |   | February 20, 2015            |
| Tuition payments due   |  |   | March 4, 2015                |
| Class begin date   |  |   | February 23, 2015            |
| Last day for refund for dropped class                        |  |   | March 4, 2015                |
| President’s Day Holiday (no classes)                         |  |   | February 16, 2015            |
| Class end date   |  |   | April 10, 2015               |
| <b>Session II</b>  |  | <b>June 1, 2015- July 17, 2015</b>          |                              |
| Open registration – last date of submission for this session |  |   | May 11, 2015                 |
| Applicant notification complete (conditional)                |  |   | May 19, 2015                 |
| Background screenings completed                              |  |   | May 18-22 2015               |
| Applicant notification (final)                               |  |   | May 26, 2015                 |
| Tuition payments due   |  |   | June 1, 2015                 |
| Class begin date   |  |   | June 1, 2015                 |
| Last day for refund for dropped class                        |  |   | June 9, 2015                 |
| Memorial Day ( Program Closed)                               |  |   | May 25, 2015                 |
| Class end date   |  |   | July 17, 2015                |
| <b>Session III</b>   |  | <b>September 14, 2015- October 30, 2015</b> |                              |
| Open registration – last date of submission for this session |  |   | September 14, 2015           |
| Applicant notification complete (conditional)                |  |   | September 1, 2015            |
| Background screenings completed                              |  |   | August 31- September 4, 2015 |
| Applicant notification (final)                               |  |   | September 8, 2015            |
| Tuition payments due   |  |   | September 14, 2015           |
| Class begin date   |  |   | September 14, 2015           |

|                                       |                    |
|---------------------------------------|--------------------|
| Last day for refund for dropped class | September 22, 2015 |
| Class end date                        | October 30, 2015   |

**DS PATHS Program for Working Professionals**  
**Classes run every other Wednesday**

|  |   |
|--|---|
| <b>Registration Dates WP Session I</b> | <b>January 14, 2015 – December 23, 2015</b> |
|--|---|

|  |                   |
|--|-------------------|
| Open registration – last date of submission for this session | January 5, 2015   |
| Applicant notification complete (conditional)                | January 8, 2015   |
| Background screenings completed                              | January 8, 2015   |
| Tuition payments due   | January 12, 2015  |
| Class begin date   | January 14, 2015  |
| Last day for refund for dropped class                        | February 27, 2015 |
| Class end date   | December 23, 2015 |