

## Welcome to Medical Careers Readiness of North Carolina!

Medical Careers Readiness (MCR) is a Certificate Training Center specializing in healthcare-related career paths. Our Mission Statement is to offer quality education at an affordable price, providing a means of self-improvement for future Healthcare professionals and promoting self-sufficiency for all people through training.

### Staff/Faculty Members:

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**FACILITY DESCRIPTION:** Medical Careers Readiness of North Carolina is located at 232-B Dabney Drive, Henderson, NC 27536. Our classrooms are furnished with modern equipment for educational and skills practice. Charts, diagrams, and videos are available to enhance classroom activities. The school meets all standards and requirements for safety and disability accommodations.

**ENTRANCE REQUIREMENTS:** Medical Careers do not discriminate based on race, sex, religion, ethnic origin, or disability. Prospective students who have a documented disability and need accommodation in the classroom should make this known at enrollment.

- Prospective students must: 18 years of age or older, must have a high school diploma/equivalent education and pay at least the minimum non-refundable registration deposit or provide documentation showing Workforce or Social Services will be paying for the course.
- If under 18 or without a high school/ equivalent student must take the “Basic Skills Test” meeting proficiency in English and Math.
- Clean background record and copy of immunization records.
- Unexpired Government Issued Identification and Social Security Card
- Prospective students must have access to a valid email address, a computer with internet access, and the technical skills necessary to operate the computer and online learning platform.

**ENROLLMENT:** Prospective students may enroll for courses online at our website [www.careersreadiness.com](http://www.careersreadiness.com). Seats are limited for each class and enrollment is on a first come/first-served basis. No late enrollments are permitted. Upon successful course enrollment, students will be given a class schedule and instructor contact information after all enrollment agreements has been signed.

**PAYMENT:** Students can pay through invoice or by phone. Students may opt to either pay in full or pay only the registration deposit with the understanding that they must pay any remaining balances prior to course completion. Deposits are non-refundable unless tuition is paid through a 3rd party organization (3rd parties are not responsible for student's deposits) Final exams and course completion certificates may be withheld due to non-payment. MCR does not accept FAFSA, GI Bill, or another federal student financial aid currently.

**REFUND POLICY:** Refunds will be calculated from the date of withdrawal, which is the last date of actual attendance. Written notice of intent to withdraw must be given to the program director or Administrator. NO refund will be made to a student who withdraws unofficially or who has been required to withdraw by the school. Refunds will be issued on tuition and fees under the following circumstances:

- A. 100% tuition refund will be issued if a student withdraws before the first day of class or the school cancels the class.
- B. 75% refund shall be made if the student withdraws within the first 25% of the period of enrollment for which the student was charged.
- C. The student will receive a full refund of tuition & fees paid if the school discontinues a course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation. The policy for granting credit for previous training shall not impact the refund policy.

NO refunds will be issued on the Registration fee, Books, criminal background, or Uniforms. NO refunds will be issued to a student who was made to drop due to misconduct or poor progress.

**Postponement of Start Date:** Courses have specific minimum and maximum enrollment numbers. If it becomes necessary to cancel or postpone a course due to insufficient enrollment, all tuition and fees are refundable to the student. The school reserves the right to cancel or postpone courses regardless of the advertised start date. The school also reserves the right to reschedule or extend any course in the event of power failure or technical issues. Postponement of a starting date, whether at the request of the School or the Student, requires a written agreement signed by the Student and the School.

The agreement must set forth:

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

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

## ATTENDANCE REQUIREMENTS

- At least 80% of scheduled classes must be attended or students may be dropped from the course. Students are allowed reasonable accommodations to meet required hours/attendance. Any absences will need to be approved by the course instructor. Any required makeup time or class will need to be scheduled directly with the course instructor.
- If a student is withdrawn from a course due to absenteeism, the student is allowed a one-time transfer to a later course provided that the course is paid in full. Once the one-time transfer has been utilized, students may enroll in a later course and will be responsible for paying the full course price again. If a student is withdrawn due to absenteeism, the student will be notified, and any monies paid will be subject to the terms of the refund policy.

## LATE ASSIGNMENT POLICY

- Full credit is possible if it is turned in on the due date at the beginning of class.
- If work is turned in within 24 hours of the original due date, the maximum credit received will be lowered by one letter grade.
- After 48 hours (2 days) of the original due date, the maximum credit received will be lowered by a second letter grade.
- Assignments will receive no more than 50% credit if turned in after 72 hours (3 days). All assignments must be turned in before the completion of the unit/chapter in order to receive 50% credit. All required work must be turned in to successfully complete the program. All makeup assignments must be consulted and approved by the program instructor.

## GRADING:

To satisfactorily complete the program course, the student must achieve a grade of B or above according to the following system: A (4.0) = 90% - 100% B (3.0) = 80% - 89% C (2.0) = 70% - 79% D (1.0) = 60% - 69%\* F = 0 - 59%\*A minimum final grade of a "C" or higher is needed to successfully complete the Training Program and take the National or State Exam.

**UNIFORM POLICY:** The purpose of uniform standardization is to help patients distinguish the roles of the health care team and enhance the overall professional image. Standard uniforms and colors are navy and solid black shoes.

### Uniform Grid – Direct Patient Care Scrubs

Approved Brands and Styles: Cherokee, Dickies, Landau, Urbane, Medline, Grey's Anatomy Approved Styles: Any style within the approved brand. Solid Navy Blue only. Approved Uniform Vendors: [Work Choice Uniforms](#), [Henderson NC](#)

Approved Outerwear: Scrub/Lab jackets in Solid White Only. Additional approved styles as available through the Work Choice Online Store Vendor listed above.

- A. Uniforms/Scrubs must always be clean and in good condition.
- B. Long sleeve white shirts underneath scrubs to prevent skin contact on any barriers or others.

**CONDUCT POLICY:** All students are expected to act maturely and are required to respect other students and staff members. Any violations of these policies or of any city or state laws and/or agency policies may result in permanent dismissal from the school, and/or legal actions. Visitors to the school shall observe these regulations while on school property. Non-compliance by their visitors may subject students to sanctions imposed by the school as well as to the provisions of local and state law. It is the obligation of students to treat all other members of the academic community with dignity and respect, including other students, staff members, and visitors of MCR.

The following acts are NOT permitted: academic dishonesty, falsification of student records, use of alcoholic beverages or illegal drug activity on school property, harassment, assault, disorderly or indecent conduct, destruction/ damage/misuse of property, unauthorized entry/theft, failure to obey official orders or comply with official notification, possession or use of firearms/weapons, or fiscal misconduct.

**Dismissals:** Any student may be dismissed for violations of rules and regulations of the school. A student also may be withdrawn from classes if he or she fails to meet basic standards for academic performance and/or attendance, or the student fails to make payment of tuition and/or fees in the manner, amount, and at the time agreed upon between student and the school. The Executive Director, after consultation with all parties involved, makes the final decision. If the school elects to initiate an administrative dismissal, written notification will be sent to the student. Students have five business days to appeal an administrative dismissal. An administrative dismissal does not relieve students of their financial obligations to the school. All charges that are unpaid by students at the time of withdrawal become immediately due and payable. Refunds are issued in accordance with the school's refund policy.

**School Calendar:** Class schedules vary by course. When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible, and notification of cancellation will also be posted on the school's website [www.careersreadiness.com](http://www.careersreadiness.com) or by email. No classes will be held on the following holidays: New Year's Eve, New Year's Day, Martin Luther King's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & the Friday following, Christmas Eve, and Christmas Day. (See Last Page)

**PRIVACY POLICY:** Student records will be kept confidential unless the student gives written permission for their release. Records will only be provided upon request. The following records may be disclosed to Workforce or DCF for billing purposes: academic performance, attendance, class schedule, transcripts, financial records.

**SMOKING POLICY:** Medical Careers Readiness of North Carolina is a smoke and tobacco free school. Smoking is not permitted anywhere inside of the building.

**GRIEVANCE POLICY:** Students have the right to pursue timely, legitimate grievances against employees of the training facility. Therefore, the school shall establish, publish, and follow a procedure that delineates the rights and responsibilities of the aggrieved party and the school employee against whom a grievance may be lodged. Retaliation against any person participating in good faith in connection with a grievance or complaint is strictly prohibited. Violations will be addressed in disciplinary procedures. Any person who feels that they have been subjected to retaliation should make a report to a North Carolina Community College Board.

The student grievance procedure applies to all student issues, including but not limited to academic issues, student services, and administrative concerns. Grievances involving academic issues are limited to concerns related to final course grades and satisfactory completion of instructional program requirements.

#### GRIEVANCE PROCESS:

- Step 1. The student meets with the employee with whom they have the concern within six (6) working days of the incident.
- Step 2. The student meets with the employee's supervisor to discuss the grievance within ten (10) working days of the meeting with the employee.
- Step 3. The student submits the formal Student Grievance Form within ten (10) working days of the meeting with the supervisor.
- Step 4. Within ten (10) working days of receiving a grievance, the school official investigates the case to determine whether the concern meets the guidelines for being heard.
- Step 5. The employee and supervisor submit a written response to the school official within ten (10) working days of receiving the notification from the school official.
- Step 6. The school official discusses the official grievance case with the student within ten (10) working days of receipt of the written responses noted in Step 5 and shares the information gathered regarding the case.

## Program Descriptions / Clock Hours / Costs

Program(s)	Clock Hours	Length	Tuition	Uniform	Exam	Total
Nurse Aide 1	120	7 weeks	\$400.00	\$31.80	\$160	\$591.80
Phlebotomy	48	8 weeks	\$908.20	\$31.80	\$160	\$1100.00
Clinical Medical Assistant	310	20 weeks	\$1108.20	\$31.80	\$160	\$1300.00
Pharmacy Technician	120	15 weeks	\$1808.20	\$31.80	\$160	\$2000.00

## Certified Nurse Aide 1 Training Program CNA1

Objective: Provide student with knowledge and skill training necessary to complete requirements for a certification as a Certified Nurse Aide. Our program will help prepare you for a career as a nursing assistant in which you will encounter a variety of structured settings that will require medical knowledge and interpersonal skills which are focused on developing critical thinking as well as giving you the medical knowledge you need to be successful. Our program is designed as an entry level nursing program with the option to continue studies in nursing.

Certification obtained requirements: All skills competencies required by the Division of Health Service Regulations are successfully completed. Students will be able to take the state-approved competency evaluation administered through Credentia upon successful completion of the 7-week Nurse Aide 1 Training Program. Minimum requirements to test: You must complete 88 hours of combined classroom and laboratory instruction. A minimum of 32 hours practical (clinical)

## Certified Phlebotomy Technician Training Program CPT

Objective: Students will learn how to draw blood, explain procedures, perform basic point-of-care testing, and maintain medical equipment. Many Phlebotomy employers require professional certification. Upon successful completion, students are eligible to sit for the certification exam through the National Phlebotomy Exam to gain CPT credentials. The graduate should be able to acquire an entry-level position as a Phlebotomy Technician or career advancement to their current skill.

Certification obtained and requirements: Students will be able to take the National Phlebotomy Solutions (NPS) or National Center for Competency Testing (NCCT) certification upon successful completion of the 8-week Phlebotomy Training Program. Requirements to test: You'll need to have successfully performed the following procedures: 25 - 100 venipunctures and 10-30 capillary sticks on live humans.

## Student Progress Measurement System and Course Completion:

- Students must complete all didactic coursework.
- Students must demonstrate proficiency in their course Skills Competency Checks.

## Certified Pharmacy Technician Training Program CPhT

**Objective:** Pharmacy technicians measure, mix, count, label, and record medications in accordance with prescription orders and under the direction of the pharmacist. They are also responsible for recording inventory data and pre-packing bulk medicines along with typing and affixing labels.

Students will experience hands-on learning in a simulated pharmacy tech lab and receive the opportunity to work in local hospitals and retail pharmacies. Externships will vary on pharmacy availability.

**Certification obtained and requirements:** Students will be able to take the Pharmacy Technician Certification (PCTE) offered by the Pharmacy Technician Board (PTCB) or Exam for the Certification of Pharmacy Technicians (exCPT) offered by the National Healthcare Association (NHA) certification upon successful completion of the 15-week Pharmacy Training Program.

**PCTB requirements to test:** Students must complete a PTCB-Recognized Education/Training Program OR equivalent work experience in order to be eligible. To be eligible for the PTCE, a candidate must complete one of the following two pathways:

Pathway 1: A PTCB-Recognized Education/Training Program (or completion within 60 days). Candidates choose from more than 1,400 recognized programs.

Pathway 2: Equivalent work experience as a pharmacy technician (min. 500 hours). This alternative secondary path serves experienced technicians who were not in a position to attend a PTCB-recognized program. PTCB accepts work experience across pharmacy practice settings that pertains to certain knowledge requirements.

## Certified Medical Assistant Training Program CMA

**Objective:** The purpose of this course is to introduce students into the basics of healthcare and learn what it takes to become a successful medical assistant gaining an understanding in the following areas: Healthcare Practices, Medical Law, Ethics, Anatomy and Physiology, Pathology, Medical Office Practices, Clinical Procedures, Infection Control, Emergency Procedures, Pharmacology, Medical Insurance and Coding.

Students will experience hands-on learning in a simulated laboratory and receive the opportunity to work in local hospitals and clinics. Externships will vary on location availability.

**Certification obtained and requirements:** Students will be able to take the National Center for Competency Testing Certification (NCCT) or National Healthcare Association (NHA) upon successful completion of the 20 Weeks Program.

**Student Progress Measurement System and Course Completion:**

- Students must complete all didactic coursework.
- Students must demonstrate proficiency in their course Skills Competency Checks.
- Students must complete the required Externship Hours before taking the National Exam

Career Services Assistance: Provided virtually through class lecture. The career coach provides pre-employment guidance and preparation after students have completed Careers Readiness course work. Career Coach assists students with their resumes, cover letters and career counseling. After completing coaching sessions students will:

- Have a better understanding of Professional Development.
- Have a working resume and cover letter.
- Know how to navigate popular Job Board to include uploading resume and creating a professional statement.
- Be prepared for job success after successfully completing mock interviews as needed.

Notice of Non- Discrimination: Medical Careers Readiness of North Carolina does not discriminate based on race, color, sex, age, religion, national origin, marital status, political affiliation, sexual orientation, gender identity, or against otherwise qualified persons with disabilities, or other non-merit factors in its programs or activities. Medical Careers Readiness offers programs in the following Allied Health training areas: Phlebotomy, Medical Assistant, Pharmacy Technician and Technical Studies. Some of the programs offer admission based on selective criteria through a separate application process that is non-discriminatory. Medical Careers does reserve the right to refuse service to anyone unwelcoming behavior or anyone that deem as a threat or dangerous to Medical Careers students, instructors, and staff.

# Medical Careers Holiday Calendar 2025

National Holiday			
1/20/2025	Martin Luther King's Day	Closed	No School
2/17/2025	President's Day	Closed	No School
5/26/2025	Memorial Day	Closed	No School
6/19/2025	Juneteenth	Closed	No School
7/4 - 7/5/2025	Independence Day	Closed	No School
9/1/2025	Labor Day	Closed	No School
10/13/2025	Columbus Day	Closed	No School
11/11/2025	Veteran's Day	Closed	No School
11/26 - 11/27/2025	Thanksgiving	Closed	No School
12/22-12/27/2025	Christmas/Winter Break	Closed	No School
12/31/2025	New Year's Eve	Closed	No School