

AIMS Education

PCS School Catalog

Student Handbook



Academic Year: 2025

Special Note:

This catalog only applies to clock-hour programs (noncredit) and should only be used for the academic calendar, financial policies, academic policies, internship policies, attendance requirements, and program curriculums. All other institutional information and policies are provided in the 2025 AIMS Education College Catalog.

AIMS EDUCATION (Main)

4500 New Brunswick Ave
Piscataway, NJ 08854
(908) 222-0002



Excellence & Success

AIMS EDUCATION (Edison)

2672 Woodbridge Ave
Edison, NJ 08837
(908) 222-0002, Ext. 400

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GENERAL INFORMATION

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President's Message

Dear Future AIMS Graduates,

Welcome to the American Institute of Medical Sciences and Education. AIMS enjoys a short but distinguished history as an allied health institute. Since being founded in 2004, I have had the pleasure of seeing our students grow and develop into highly trained and competent healthcare professionals. AIMS graduates can now be found working throughout the healthcare industry in a variety of allied health professions.

At AIMS we understand that the primary reason our students seek an education is to improve their career prospects. It is our job to provide them with the tools they require to reach their goals. By hiring experienced healthcare professionals to train our students in the latest technologies, and forming affiliations with major teaching hospitals, we are ensuring that our graduates are well-prepared to enter the workforce.

Clearly not every man or woman who walks through our doors has the same needs or goals. Meeting the needs of each student is a challenge that all institutes of higher education face. At AIMS, we strive to offer options to almost every student who walks through our doors.

Training is available for those interested in diagnostic, patient, and administrative services. And as one of the only private schools in New Jersey that offers training for careers in nearly every major diagnostic field, we are in a unique position to offer students a variety of outstanding career opportunities.

I welcome you to explore all of the opportunities that are available at AIMS, and to discover a path that will guide you toward a future in healthcare.

Sincerely,

Swati Patel, DHMS, RDMS (AB, OB/GYN, BR), RVT
President

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History

AIMS Education first opened its doors in 2004 in South Plainfield, NJ. The school was founded by a group of individuals, including healthcare professionals, who saw the need for better allied health training in New Jersey. After starting off in a small office building in South Plainfield, AIMS moved to its main campus in Piscataway. The school has since grown into one of the premier allied health institutions in New Jersey.

In 2007, AIMS reached a significant milestone when it became accredited by the Middle States Association of Colleges and Schools (MSA-CESS). Since then the school has continued to grow and expand its program offerings. In 2009 AIMS became the first school in New Jersey to offer an ARMRT accredited MRI training program, and just a few years later the Diagnostic Medical Sonography program became one of the select CAAHEP accredited sonography programs in the state. Since then the Diagnostic Cardiac Sonography and Neurodiagnostic Technologist programs have also been awarded programmatic accreditation by CAAHEP.

On September 17, 2015, AIMS opened its second location in Edison, NJ. The Edison Center provides additional classroom space to current students enrolled at the main campus in Piscataway, and it offers several career training programs for new students as well.

In early 2018, AIMS earned its second institutional accreditation when it became accredited by the Accrediting Bureau of Health Education Schools (ABHES). In addition to becoming institutionally accredited by ABHES, the school sought and was awarded programmatic accreditation for the Surgical Technologist program.

Today, AIMS graduates continue to thrive in all corners of the healthcare industry. AIMS Education is now recognized as one of the top healthcare training facilities in New Jersey and has developed affiliations with some of the largest teaching hospitals in the region. It is also one of the only allied health schools in the tri-state area that offer training for such a broad range of healthcare careers.

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Mission Statement

The mission of AIMS Education is to offer the highest quality career-focused education to students seeking to improve their lives and those of others by entering the healthcare field.

It is our goal to ensure that each graduate enters the workforce armed with the knowledge, training, and experience needed to build a successful career.

Objectives

- Employ highly qualified faculty who possess the knowledge, skills, and expertise required to educate and train students for successful careers.
- Encourage innovation and professional growth amongst all faculty and staff members.
- Offer comprehensive career training programs that fully prepare students to enter the workforce.
- Provide effective learning environments – small class sizes, up-to-date equipment, modern classrooms and laboratories – which allow students to gain the proper knowledge, skills, and competencies required for employment in their fields of study.
- Ensure that students gain practical experience which reflects current practices in the workplace, including hands-on training from instructors and/or practical training during clinical internships.
- Offer a variety of career training programs that match the demands of the job market and fit the needs of students.
- Continually research and adjust program offerings to adapt to long-term trends in the job market.
- Provide career guidance and support to students to ensure they are able to find employment opportunities in their chosen fields of study.

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Core Values

RESPECT

We believe that every individual has an inherent worth and dignity, and through mutual respect, our students, faculty, and staff will achieve greater success.

EXCELLENCE

We strive for excellence in health care education, student success, and career readiness.

STUDENT SUCCESS

We believe that every student has the capability and determination to be successful when given the proper tools and support. We seek to provide the expertise, training, and learning environment necessary to cultivate long-lasting student growth and success.

COMMITMENT

We are committed to upholding the mission and objectives of AIMS Education, and in doing so, we strive to surpass the needs and expectations of our students, graduates, and stakeholders.

DIVERSITY

We embrace diversity among our students, faculty, and staff. A diverse classroom experience, which teaches tolerance and understanding, while advancing knowledge and growth, prepares students for a diverse workplace and community.

TEAMWORK

We seek to instill the importance of effective teamwork throughout our institution. Effective teamwork is characterized by communication, cooperation, creativity, and collaboration.

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Accreditations and Approvals

The American Institute of Medical Sciences & Education (AIMS) is authorized by the New Jersey Department of Education. AIMS Education is approved by the following organizations:

Approvals:

US ED	US Department of Education (Title IV)
NJ DOE	New Jersey Department of Education
NJ LWD	New Jersey Department of Labor and Workforce Development
NHA	National Healthcareer Association
NCCT	National Center for Competency Testing
AAMA	American Association of Medical Assistants
AMT	American Medical Technologists
ARRT	The American Registry of Radiologic Technologists
ABRET	ABRET Neurodiagnostic Credentialing and Accreditation

Accreditations:

ABHES

AIMS Education is institutionally accredited by ABHES. ABHES is recognized by the United States Secretary of Education for the accreditation of private, postsecondary institutions in the United States offering predominantly allied health education programs.

Accrediting Bureau of Health Education Schools

6116 Executive Blvd., Suite 730, North Bethesda, MD 20852

Contact: (301) 291-7550

<https://www.abhes.org/>

ABHES

The Surgical Technologist program is programmatically accredited by ABHES. ABHES is recognized by the United States Secretary of Education for the programmatic accreditation of medical assistant, medical laboratory technician, and surgical technology programs.

Accrediting Bureau of Health Education Schools

6116 Executive Blvd., Suite 730, North Bethesda, MD 20852

Contact: (301) 291-7550

<https://www.abhes.org/>

ARMRIT

AIMS Education has achieved programmatic accreditation for the Magnetic Resonance Imaging (MRI) Technologist program with the American Registry of Magnetic Resonance Imaging Technologists.

American Registry of Magnetic Resonance Imaging Technologists

2049 E. 67th Street, Brooklyn, NY 11234

Contact: (718) 347-8690

<https://www.armrit.org/>

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CAAHEP

Programmatic Accreditation of Diagnostic Medical Sonography program (Abdominal – Extended and Obstetrics and Gynecology concentrations).

Commission on Accreditation of Allied Health Education Programs

9355 - 113th St. N, #7709, Seminole, FL 33775

Contact: (727) 210-2350

<https://www.caahep.org/>

CAAHEP

Programmatic Accreditation of Diagnostic Cardiac Sonography program (Adult Echocardiography concentration).

Commission on Accreditation of Allied Health Education Programs

9355 - 113th St. N, #7709, Seminole, FL 33775

Contact: (727) 210-2350

<https://www.caahep.org/>

CAAHEP

Programmatic Accreditation of Neurodiagnostic Technologist program

Commission on Accreditation of Allied Health Education Programs

9355 - 113th St. N, #7709, Seminole, FL 33775

Contact: (727) 210-2350

<https://www.caahep.org/>

* **Note:** Institutional accreditation is not the same or a substitute for programmatic accreditation. Although programmatic accreditation is not required, in many cases it may be useful in enhancing job opportunities or for establishing registry exam eligibility. For more details please contact a school administrator.

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Distance Education

Distance Education Programs

The programs at AIMS Education are taught using a hybrid learning environment.

Method of Delivery

All hybrid courses utilize online and in-person instruction. Lectures may be offered on campus or remotely via a Learning Management System (LMS). Laboratory classes and practical training will be held on campus or at a clinical site.

Online classes will be taught synchronously. Synchronous instruction is real-time instruction that requires students to attend classes at scheduled times.

Basic Computer Skills

Basic computer skills are a minimum requirement for all students who wish to enroll in a distance education program. Basic computer skills include the ability to:

- Start, restart, and shut down a computer
- Type at a beginner level or higher
- Use a word processor
- Use a web browser
- Send and receive email

Minimum Technology Requirements

The Brightspace Learning Management System (LMS) is used for all programs. To participate in distance education programs, and effectively use Brightspace, students are required to meet the minimum technology requirements listed below. Students who are unable to meet these requirements will not be permitted to enroll. In some cases, the institution may be able to provide assistance in meeting these requirements.

- Desktop or laptop computer with at least 4GB of RAM (tablet w/ keyboard is acceptable)
- Speakers and a microphone: built-in, USB, or wireless
- Webcam: built-in or USB
- Reliable internet connection: broadband or wireless (3G minimum)
- Supported operating system: Mac OS X with MacOS 10.7 or later, MacOS 10.6.8 (Snow Leopard) with limited functionality, Windows 10, Windows 8 or 8.1
- Supported web browser for Windows: Chrome, Safari5+, Firefox, Edge, IE7+
- Supported web browser for Mac: Safari5+, Firefox, Chrome

Technology Recommendations

Here are some additional recommendations to help improve your overall user experience.

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- Microsoft Office (Word, Excel, and PowerPoint)
- Minimum screen size of 13 inches
- Minimum hard drive space of 50GB
- Minimum display resolution of 1024x768

Mobile Devices

The Brightspace LMS supports the use of IOS and Android mobile devices. Students are encouraged to access their coursework and assignments using whichever device is most convenient and effective. However, most mobile devices are not permitted for scheduled classes and exams.

Students must use a desktop, laptop, or tablet w/ keyboard to log into the LMS for scheduled classes and online exams. Students who attend an online class or exam using a mobile phone will be asked to log out of the LMS. Students who are unable to log back in on an acceptable device will be marked absent and will not receive credit for any assignments or exams administered during that class session.

State Authorization

AIMS Education is authorized to offer distance learning programs in New Jersey, New York, and Pennsylvania. State laws regarding institutional licensure/authorization vary from state to state and are subject to change. Residents of certain states may not be permitted to attend online or hybrid courses taught at AIMS.

Admissions Requirements

There are no additional admissions requirements for distance education programs. Please see [Admissions Requirements](#).

Distance Education Fees

There are no additional fees for distance education programs. Please see [Program Tuition Breakdown](#).

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IT Support / Help Desk

To better assist and support our students, AIMS Education has a Student Help Desk for all technical issues. Please call 908-222-0002, Ext. 550 or email help@aimseducation.edu if you are having technical issues. If the help desk is unable to assist you, your question will be forwarded to the appropriate department.

IT Support hours:

Monday - Friday
8:30am to 6:30pm

Saturday
9:00am to 1:00pm

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Facilities

Main Campus

The main campus of AIMS Education is located in Piscataway, New Jersey. It consists of two facilities – the main building and the PE building. The main building is approximately 21,000 square feet and offers modern classrooms and laboratories, with state-of-the-art technology and equipment. It includes a lecture hall; 11 classrooms; 3 sonography labs that include 12 specialized machines for OB/GYN, abdomen, cardiac, and vascular sonography; a surgical lab that serves as a mock operating room and includes an endoscopy station; a sterile processing lab; a neurodiagnostic lab for conducting EEGs and various other neurodiagnostic procedures; a cardiac monitor lab that includes equipment for EKG testing, stress testing, and Holter monitoring; a pharmacy lab; a CPR training room; a cafeteria; and administrative offices for most major departments.

The PE Building, also located on the main campus, is a multipurpose facility. It includes additional classroom space, a medical lab for medical assistant and phlebotomy training, a computer lab, the AIMS Library, office space for the internship department, and a Pearson Vue test center.

Edison Center

The Edison Center is a separate educational center located in Edison, New Jersey. The Director of the Edison Center is Barry Ferguson. The primary purpose of this location is to provide additional classroom space for the main campus in Piscataway. Most major departments and student services will remain at the main campus. The Edison Center is 3,580 square feet and has 3 additional classrooms; a medical lab used for EKG, phlebotomy, and medical assistant training; a medical billing lab for administrative training; a cafeteria; and administrative offices. An appropriate number of administrative staff members will be on-site to ensure sufficient academic and administrative oversight.

All policies and procedures are applicable to both locations.

PISCATAWAY CAMPUS

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EDISON CENTER

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Statement of Legal Control

American Institute of Medical Sciences & Education, LLC is a private educational institution incorporated under the laws of the State of New Jersey. The corporation operates a main campus in Piscataway, NJ and a separate educational center in Edison, NJ. The School operates under guidelines and policies established by its Board of Advisors. The Piscataway Campus Director and the Edison Center Director have the responsibility of managing all aspects of their individual sites and have authority to exercise policies established by the Board of Advisors. The institution's corporate officers execute legal documents and perform functions as required of corporate officers by law. Swati Patel is the sole owner and shareholder of American Institute of Medical Sciences & Education.

AIMS Education is governed by the following Board of Advisors:

- Swati Patel, President
- Chirag Patel, Dean of Academics and Student Success
- Barry Ferguson, Vice President of Strategic Initiatives
- Jimmy Patel, Vice President of Finance and Administration
- Dimple Sandhar, Director of Financial Aid
- Jonathan Lopez, Director of Admissions
- Justine Kimler, Director of Student Services
- Katherine Benz-Campbell, Director of Academic Affairs
- BJ Jhaveri, Distance Education Public Advisor



Faculty Involvement in Academic Governance

Faculty members play an essential role in the shared governance of academic policies at AIMS Education. They are required to play an active role in the creation, implementation, and evaluation of policies related to academic affairs. It is both their right and responsibility to participate in administering and implementing academic policies for the school. Some of these roles include:

- Actively participating in the development of educational programs.
- Being a part of the selection process for textbooks, medical supplies, equipment, and other educational resources.
- Evaluating and revising the curriculum to meet the needs of the students, community, and job market.
- Advising on the most effective methods for assessing student learning outcomes.
- Providing ongoing input and feedback regarding institutional effectiveness.

The responsibilities listed above are achieved through an open door policy at AIMS. Instructors are encouraged to provide feedback to their program director regarding the effectiveness of curricula, textbooks, clinical training, etc. Based on this feedback the program directors will schedule departmental meetings with instructors to discuss ongoing issues and/or recommendations for academic policies.

The director of education will conduct periodic meetings with the academic coordinator and program director to discuss program-specific information and academic policies. At these meetings, instructor feedback and recommendations will be openly discussed and considered.

Semi-annual Advisory Board meetings are held for each program. These meetings are attended by the board of advisors, director of education, academic coordinator, and program director. Student representatives and other members of the board of directors may be in attendance as well. Some of the topics of discussion will include the effectiveness of the curriculum, course materials, and equipment; the current methods for assessing student learning outcomes; and the overall development of the program.

Academic Freedom Policy

AIMS Education is committed to the principles of academic freedom. All faculty members are entitled to academic freedom as set forth in the 1940 Statement of Principles on Academic Freedom and Tenure, formulated by the Association of American Colleges and Universities and the American Association of University Professors.

Academic freedom allows faculty and students to freely pursue knowledge, openly share thoughts and ideas, and engage in intellectual debate without fear of censorship, harassment, or reprisal. Faculty members are free to implement and stay true to their teaching philosophies. They must, however, attempt to avoid the discussion of controversial subjects that are unrelated to the course of study.



School Calendar and Daily Class Schedule

The school will observe the holidays listed below. Classes will not be held on these days. Holidays are not counted as part of the scheduled clock hours for a program.

Observed Holidays and Days Off

January 1, 2025	New Year's Day
January 20, 2025	Martin Luther King Jr. Day
February 17, 2025	Presidents Day
April 18, 2025	Good Friday
May 26, 2025	Memorial Day
June 20, 2025	Juneteenth (Observed)
July 4, 2025	Independence Day
September 1, 2025	Labor Day
October 13, 2025	Columbus Day
November 11, 2025	Veterans Day
November 27-29, 2025	Thanksgiving Break
December 25, 2025	Christmas

Scheduled Breaks

Summer Break	June 30, 2025 – July 5, 2025
Winter Break	December 25, 2025 – January 2, 2026

* If classes are cancelled due to inclement weather or other unforeseen circumstances, makeup classes may be required. Your respective instructor will inform the class about any mandatory makeup classes. Students will need to check the school website for updates regarding school closures.

Daily Class Schedules:

Day Class (Mon-Fri or Mon-Thurs)

9:00 a.m. to 2:00 p.m.

Break:

10:15 a.m. to 10:25 a.m. (Group I)

10:30 a.m. to 10:40 a.m. (Group II)

Lunch:

12:00 p.m. to 12:20 p.m. (Group I)

12:30 p.m. to 12:50 p.m. (Group II)

Evening Class (Mon-Fri or Mon-Thurs)

5:30 p.m. to 9:30 p.m.

Dinner – 7:00 p.m. to 7:20 p.m.

Weekend Class (Saturday)

9:00 a.m. to 4:00 p.m.

Break - 10:30 a.m. to 10:40 a.m.

Lunch - 12:00 p.m. to 12:20 p.m.

Break - 2:00 p.m. to 2:10 p.m.

**Day classes for MRI, Neurodiagnostic Technologist, Surgical Technologist, Anesthesia Technician, Pharmacy Technician, Endoscopy Technician, and Sterile Processing Technician are held Monday to Thursday. Day and evening classes for Medical Billing and Coding are held Monday to Thursday.*

Clinical Internship Schedule

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The clinical internship will be completed Monday to Friday, during normal business hours. Students will be required to complete 20-25 hours per week depending on the schedule assigned to them. Evening and weekend schedules are not available. Students must follow their assigned internship schedule, not the AIMS Education class schedule, academic calendar, or the observed holidays and breaks listed above.

Program Start and End Dates

The start date and end date for each program may vary due to the length of the program. Holidays, school closings, and internship schedules may cause the program completion dates to vary as well. Please keep in mind that students enrolled in evening and weekend classes will typically take longer to complete their programs.

School Closures

The school reserves the right to close during weather emergencies or natural disasters. During these closures, the student will not be considered absent, and instructors will cover the missed material in the following class. These types of closures may extend the length of the program. The AIMS website will provide updates regarding any school closings or delayed openings.

National and State Emergencies

National or state emergencies, including public health emergencies, weather-related emergencies, and natural disasters, may impact the continuity of your education. As a result of these emergency situations, it may be necessary to alter class schedules, change the method of instruction, cancel classes, or delay internships. AIMS Education cannot guarantee when your clinical internship will start, but we will work with our clinical site partners to ensure all students are able to complete the valuable clinical experience. The institution will consider all options and methods to maintain the continuity of education, but we must follow the guidance provided by federal, state, and local authorities, as well as our accrediting agencies. Any gaps in your education may also result in delays to graduation.

Students receiving assistance from the Department of Labor and Workforce Development:

In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. The contact number to call is 609-292-4287 or email at trainingevaluationunit@dol.nj.gov.

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ADMISSIONS POLICIES AND PROCEDURES

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Admissions Policies and Procedures

General Procedure

Prospective students are required to submit an application, pass an entrance exam, and interview with an admissions representative. The admissions committee has the power to approve or deny all admission decisions. Meeting the minimum requirements for admission does not guarantee a student will be allowed into a program.

Selective Application Process

Certain programs at AIMS have a selective application process. Students are required to apply for the program and be accepted. All application decisions for selective programs will be determined by the admissions committee.

Rolling Admissions

AIMS has a rolling admission policy. Once a start date is determined for a program, students are welcome to apply and/or enroll in the program. Applications are not accepted for programs without an official start date. Once a student is accepted and/or fulfills all admission requirements for a particular program, he or she may enroll in that program. Admissions remain open until the maximum number of students has been reached for that particular program. There are no deadlines for enrollment.

Provisional Enrollment

At the discretion of the director of enrollment, students may be permitted to enroll on provisional status. Provisional enrollment is granted when a student is missing certain admission documents but has met the majority of the enrollment requirements. The student's enrollment will remain provisional until he/she turns in all required documents.

A student who is provisionally enrolled may not be eligible for financial aid and may be required to pay the program cost upfront or set up a payment plan. Once all required documents are submitted, he/she may then be eligible for financial aid.

Remote Enrollment

The enrollment process can be completed on campus or remotely. To participate in remote enrollment, students must have a working computer/tablet and a reliable internet connection. On-campus enrollment may be required for certain cohorts.

Nondiscrimination

AIMS Education admits students based solely on their qualifications and ability to benefit from a career training program. AIMS does not discriminate against any individuals on the basis of race, religion, color, sex, gender identity, age, sexual orientation, ethnicity, national origin, disability, marital status, veteran status, or any other non-merit based factors.

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Admission Eligibility

Age Requirement

All students must be at least seventeen years of age before the first day of class.

Educational Requirement

The minimum educational requirement is a high school diploma, General Education Development Certificate (GED), or the equivalent.

Residency Requirement at the time of Enrollment

All domestic students must have one of the following:

- U.S. citizenship
- Legal residential status in the U.S.
- A valid visa, Employment Authorization Document, or equivalent, which allows them to attend school in the U.S.

Physical Location Requirement

Students must be residents of New Jersey, New York, Pennsylvania, or a state in which AIMS is authorized to provide distance education courses. Each student's state of residence is collected at the time of enrollment. The state of residence is determined by the student's government issued identification, signed student attestation, or other documentation proving physical location.

Basic Computer Skills

Due to the hybrid format of all programs, basic computer skills are a minimum requirement for all applicants. Basic computer skills include the ability to:

- Start, restart, and shut down a computer
- Type at a beginner level or higher
- Use a word processor
- Use a web browser
- Send and receive email

Diagnostic Medical Sonography Prerequisites

In addition to the general admission eligibility requirements, students who enroll in the Diagnostic Medical Sonography (DMS) program must complete the following prerequisites (postsecondary or college-level):

- a. Communications or English course (or equivalent).
- b. Algebra, statistics, or higher-level math course.
- c. General physics or radiographic physics course.
- d. Human anatomy and physiology course or courses that cover all body systems.

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The English course (or equivalent) must be completed by the first day of class. The Anatomy & Physiology course(s) must be completed prior to starting BIO 107 (Cross-Sectional Anatomy and Pathophysiology). All other prerequisite courses must be completed prior to starting DMS 220 (Ultrasound Physics & Instrumentation).

Diagnostic Cardiac Sonography and Surgical Technologist

In addition to the general admission eligibility requirements, students who wish to enroll in the Diagnostic Cardiac Sonography (DCS) or Surgical Technologist (ST) programs must have a minimum of an associate degree or equivalent.

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Admission Requirements

Meeting Admission Requirements

Students must meet all admission requirements prior to enrolling in their program of choice. In special cases, provisional enrollment may be granted to students who are unable to turn in all necessary documents on the day of enrollment. School officials may use professional judgment to determine eligibility for provisional enrollment.

Submission of Admission Documents

Students are required to turn in all appropriate documents on or before the day of enrollment. Admission documents include but are not limited to the following:

Application for Enrollment

Students must submit a completed application for enrollment prior to taking the entrance exam. The purpose of the application for enrollment is to collect personal information including but not limited to the student's name, date of birth, social security number, gender, program of study, program start date, address, phone number, citizenship, marital status, ethnicity, educational background, etc.

2 Forms of Identification

Acceptable forms of identification include a driver's license, passport, social security card, employee ID, student ID, birth certificate, certificate of citizenship, certificate of naturalization, a U.S. government issued ID, etc. The primary form of identification must be a photo ID.

Proof of High School Education

All students must show proof of high school completion or equivalent. Proof of high school graduation must be submitted by the first day of class. Students who do not submit the required documentation will automatically be placed on probationary status and must follow the guidelines for pending admission documents.

Valid proof of minimum educational requirements includes but is not limited to the following: high school transcript, high school diploma, college degree, GED certificate, homeschool certification letter, or academic credential evaluation.

Public high school diplomas from U.S. territories will be considered equivalent to high school diplomas earned in the United States. If the diploma is in a language other than English, a translation will be required.

Online diplomas are only recognized if the school is accredited by an organization recognized by the US Department of Education. If the validity of the high school and/or documentation provided cannot be verified, the student will need to obtain a GED.

Foreign credentials may require evaluation from a recognized evaluation company.

Academic Credentials

Programs with a selective application process may require applicants to submit further proof of their academic background.

DMS Prerequisites

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All DMS students must submit official transcripts demonstrating that they have completed all the prerequisites for the DMS program by the required deadlines (see Admission Eligibility).

Letters of Reference

DMS, CVT, DCS, MRI, NDT, and ST applicants must turn in three letters of reference. The letters must be current, typed, and signed. The letters should specifically recommend the student for the program he/she is applying for.

Statement of Purpose for MRI Applicants

MRI applicants who do not have an associate degree or higher will be required to submit a statement of purpose with their application. The statement of purpose must:

- Provide a reason for pursuing a career in MRI
- Acknowledge that they will not be eligible for ARRT certification without an associate degree
- Confirm their commitment to completing an associate degree in the future

Administrative Fee

An administrative fee of \$125 must be paid prior to enrollment. The administrative fee will be collected after the student has passed the entrance exam but prior to enrollment. The administrative fee is nonrefundable.

The \$125 administrative fee is valid for up to 12 months and can be applied toward multiple programs. The start date of the new program(s) must be within 12 months from the date that the student pays the fee. AIMS graduates are not required to pay the administrative fee if they enroll in a new program that starts within 12 months of their graduation date.

Students who are terminated or withdraw from the school, are required to pay the \$125 administrative fee if they choose to re-enroll in a new program.

Entrance Examination

Students are required to pass the appropriate entrance exam prior to enrolling in a program. Students who do not earn the minimum required score will be allowed to retake the entrance exam two times per enrollment period. Students are allowed no more than three total attempts per enrollment period. After the third attempt, the student must wait 1 month before attempting the exam again for the next enrollment period. Students are only permitted to take the entrance exam once per day.

Interview

Enrollment in DMS, CVT, DCS, MRI, NDT, and ST requires an interview with the program director, assistant director of education, or school director. Enrollment in all other programs requires an interview with an admissions representative.

Enrollment Documents

All necessary enrollment documents must be completed on the day of enrollment or prior to the first day of class. If a student is found to be lying on any of the documents, then he/she may be subject to suspension or termination from the school.



Criminal Background Check

A criminal background check is not an admission requirement for most programs (excluding Pharmacy Technician). However, students who disclose a criminal record may be required to complete a background check prior to starting class.

Any student who is discovered to have lied on the self-background check may be terminated from his/her program immediately. Additional documentation may be required from the student.

Pharmacy Technician

A criminal background check is required for all students enrolled in the Pharmacy Technician program. The background check must be completed by the first day of class. Students who do not complete the background check as required will automatically be placed on probationary status and must follow the guidelines for pending admission documents (see Pending Admission Documents).

Students are required to use the vendor provided by the school. If it is discovered that a student has a criminal record, then the school reserves the right to terminate the student's enrollment. Students who are dismissed for cause are still liable for appropriate program costs up to the date of dismissal. Exact costs are determined by the terms of the enrollment contract.

Drug Screening

Drug screenings are not an admission requirement for most programs (excluding Pharmacy Technician). Students who disclose a history of drug use may be required to complete a drug test prior to starting class. Positive test results require further investigation. The school administration reserves the right to terminate any student who does not adhere to the school's Drug and Alcohol Policy. Students who are terminated for cause are still liable for appropriate program costs up to the date of termination. Exact costs are determined by the terms of the enrollment contract. Additional documentation may be required from the student.

Pharmacy Technician

A drug screening is required for all students enrolled in the Pharmacy Technician program. The drug screening must be completed by the first day of class. Students who do not complete the drug screening as required will automatically be placed on probationary status and must follow the guidelines for pending admission documents (see Pending Admission Documents).

Students are required to use the vendor provided by the school. If it is discovered that a student has a criminal record, then the school reserves the right to terminate the student's enrollment. Students who are dismissed for cause are still liable for appropriate program costs up to the date of dismissal. Exact costs are determined by the terms of the enrollment contract.

Physical Examination and Immunizations

Students are given a student health packet at the time of enrollment which includes a physical examination form, tuberculosis (TB) screening form, and immunizations checklist. The physical form must be submitted by the first day of class. All other student health documents must be submitted by the deadlines provided in the packet. Students who do not submit the required documentation may face suspension or termination from their program.

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Tuberculosis (TB) Screening

Students enrolled in the Medical Assistant, Patient Care Technician, Phlebotomy, and EKG/Phlebotomy programs are required to submit the TB screening by the first day of class. All other programs require the TB screening to be submitted prior to starting the internship. Students may submit previous test results if the test was conducted no more than 12 months prior to the given deadline.

Immunizations

Students are required to show proof of the following immunizations – COVID-19, hepatitis B, measles, mumps, rubella, varicella, tetanus, diphtheria, and pertussis. The medical records, immunization cards, and/or blood titer results, must be submitted with the immunizations checklist. The checklist serves as a guide but will not be accepted as proof of immunization.

Some clinical sites will only accept blood titers as proof of immunization. Therefore, blood titer results are recommended in lieu of medical records.

Clearance

Students enrolled in programs that include invasive lab training (e.g., Phlebotomy Technician, Medical Assistant, etc.) will not be allowed to participate in any hands-on lab training until the required health documents are submitted. Upon submission, students will receive clearance to begin the lab training.

Exempt Programs

The student health packet is not required for students enrolled in the Medical Billing & Coding Specialist, Pharmacy Technician, and Cardiac Monitor Technician programs. This exemption does not apply to the COVID-19 vaccine which is required for all programs.

COVID-19 Vaccination

Vaccination for COVID-19 is mandatory for all new students. Proof of vaccination must be submitted by the first day of class. Students who have completed a full series of the original COVID-19 vaccine, or 1 dose of the updated (bivalent) vaccine, meet the vaccination requirement for admission.

Per NJ state regulations, the majority of healthcare workers are required to be up to date on their COVID-19 vaccination. Therefore, students must have at least 1 dose of the updated vaccine prior to starting their clinical internship.

Acceptable COVID-19 vaccines include all FDA approved vaccines and all vaccines approved for emergency use by the World Health Organization (WHO). Students who have not received a vaccine approved by the FDA or WHO will be required to get revaccinated.

Clinical sites may have different vaccination requirements. If a clinical site does not accept a student's vaccine type, then the student will be required to get revaccinated. This may delay the start of the clinical internship.

In rare cases, a medical or religious exemption may be granted. Students must submit the request in writing, provide supporting documentation, and sign the health waiver and internship

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disclosure form. Each exemption request will be reviewed, and a decision will be made based on the validity of the request.

Medical or religious exemptions approved by AIMS do not apply to the clinical internship. Some clinical sites do not approve exemptions. AIMS Education cannot guarantee internship placement for students who are not up to date on their COVID-19 vaccination.

Pending Admission Documents

Students who have not submitted all required admission documents by the first day of class, or other provided deadlines, will be placed on probationary status. Students on probationary status must abide by the deadlines provided by the admissions department. Failure to submit all required documents by the provided deadlines may result in suspension or termination.

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Admission Process

General Admission

Enrollment in a program at AIMS can be done online or remotely. The enrollment process includes the submission of admission documents, an entrance exam and interview, and completion of enrollment paperwork.

A. Document Submission

All admission documents need to be submitted prior to taking the entrance exam. If any required documents are missing, the student may need to reschedule the enrollment. In certain cases, the student may be allowed to proceed with the entrance exam. If the student meets all other admission requirements and enrolls, the enrollment will be provisional.

B. Entrance Exam / Interview

If the student receives a passing score on the appropriate entrance exam, he/she will be interviewed by an admissions representative. MRI, DMS, CVT, DCS, NDT, and ST students will be required to interview with the program director, assistant director of education, or school director.

C. Payment and Enrollment

Students are generally allowed to enroll after passing the entrance exam, paying the administrative fee, completing the interview, and meeting all other minimum requirements for the program.

Diagnostic Medical Sonography (DMS) Admission

The DMS program has a selective application process. Meeting the minimum requirements or recommendations does not guarantee a student will be accepted into the program. From the pool of applicants, those who are considered most qualified for the study and practice of sonography will be admitted.

The DMS application process is the same as the general admission process with the following exceptions:

- DMS application appointments are only scheduled on certain days.
- DMS applicants will be required to interview with the DMS program director.
- DMS applicants will not be paying the administrative fee and/or enrolling the same day they take the exam and complete the interview.
- DMS applicants will usually be notified within 1 to 2 weeks of a decision.

DMS applications can only be reviewed after the applicants have submitted all required admission documents and completed the application process, including the entrance exam and interview. When a decision has been made by the admissions committee, the applicant will be notified via telephone.

After being notified of acceptance into the DMS program, an enrollment appointment must be scheduled.



Cardiovascular Technologist (CVT) Admission

The CVT program has a selective application process. Meeting the minimum requirements or recommendations does not guarantee a student will be accepted into the program. From the pool of applicants, those who are considered most qualified for the study and practice of sonography will be admitted.

The CVT application process is the same as the general admission process with the following exceptions:

- CVT application appointments are only scheduled on certain days.
- CVT applicants will be required to interview with the CVT program director.
- CVT applicants will not be paying the administrative fee and/or enrolling the same day they take the exam and complete the interview.
- CVT applicants will usually be notified within 1 to 2 weeks of a decision.

CVT applications can only be reviewed after the applicants have submitted all required admission documents and completed the application process, including the entrance exam and interview. When a decision has been made by the admissions committee, the applicant will be notified via telephone.

After being notified of acceptance into the CVT program, an enrollment appointment must be scheduled.

Diagnostic Cardiac Sonography (DCS) Admission

The DCS program has a selective application process. Meeting the minimum requirements or recommendations does not guarantee a student will be accepted into the program. From the pool of applicants, those who are considered most qualified for the study and practice of sonography will be admitted.

The DCS application process is the same as the general admission process with the following exceptions:

- DCS application appointments are only scheduled on certain days.
- DCS applicants will be required to interview with the DCS program director.
- DCS applicants will not be paying the administrative fee and/or enrolling the same day they take the exam and complete the interview.
- DCS applicants will usually be notified within 1 to 2 weeks of a decision.

DCS applications can only be reviewed after the applicants have submitted all required admission documents and completed the application process, including the entrance exam and interview. When a decision has been made by the admissions committee, the applicant will be notified via telephone.

After being notified of acceptance into the DCS program, an enrollment appointment must be scheduled.

MRI Technologist Admission

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The MRI program has a selective application process. Meeting the minimum requirements or recommendations does not guarantee a student will be accepted into the program. From the pool of applicants, those who are considered most qualified for the study and practice of MRI will be admitted.

The MRI application process is the same as the general admission process with the following exceptions:

- MRI application appointments are only scheduled on certain days.
- MRI applicants are required to interview with the MRI program director or school director.
- MRI applicants will not be paying the administrative fee and/or enrolling the same day they take the exam and complete the interview.
- MRI applicants will usually be notified within 1 to 2 weeks of a decision.

MRI applications can only be reviewed after the applicants have submitted all required admission documents and completed the application process, including the entrance exam and interview. When a decision has been made by the admissions committee, the applicant will be notified via telephone.

After being notified of acceptance into the MRI program, an enrollment appointment must be scheduled.

Neurodiagnostic Technologist (NDT) Admission

The NDT program has a selective application process. Meeting the minimum requirements or recommendations does not guarantee a student will be accepted into the program. From the pool of applicants, those who are considered most qualified for the study and practice of neurodiagnostic technology will be admitted.

The NDT application process is the same as the general admission process with the following exceptions:

- NDT application appointments are only scheduled on certain days.
- NDT applicants will be required to interview with the NDT program director.
- NDT applicants will not be paying the administrative fee and/or enrolling the same day they take the exam and complete the interview.
- NDT applicants will usually be notified within 1 to 2 weeks of a decision.

NDT applications can only be reviewed after the applicants have submitted all required admission documents and completed the application process, including the entrance exam and interview. When a decision has been made by the admissions committee, the applicant will be notified via telephone.

After being notified of acceptance into the NDT program, an enrollment appointment must be scheduled.

Surgical Technologist (ST) Admission

The ST program has a selective application process. Meeting the minimum requirements or recommendations does not guarantee a student will be accepted into the program. From the pool

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of applicants, those who are considered most qualified for the study and practice of surgical technology will be admitted.

The ST application process is the same as the general admission process with the following exceptions:

- ST application appointments are only scheduled on certain days.
- ST applicants will be required to interview with the ST program director.
- ST applicants will not be paying the administrative fee and/or enrolling the same day they take the exam and complete the interview.
- ST applicants will usually be notified within 1 to 2 weeks of a decision.

ST applications can only be reviewed after the applicants have submitted all required admission documents and completed the application process, including the entrance exam and interview. When a decision has been made by the admissions committee, the applicant will be notified via telephone.

After being notified of acceptance into the ST program, an enrollment appointment must be scheduled.

Admissions Selection Process for Selective Programs

An admissions rubric is used for admission in the selective application programs - DMS, CVT, DCS, MRI, ST, and NDT. The admissions committee will use the points scored on the admissions rubric as part of their decision making process, but it will not be the determining factor.

Admissions Committee

All admissions decisions will be determined by a majority vote of the five-member admissions committee. The committee will have a detailed discussion before every vote, and they will take into consideration the applicant's rubric score when making decisions. Students with higher point totals are more likely to be accepted into a program but not guaranteed. The following categories are used to determine how many points an applicant receives:

- Entrance Exam
- College Coursework
- Degree Level
- Degree Type
- Experience
- Interview



International Admissions

Age Requirement

All students must be at least seventeen (17) years of age before the first day of class.

Educational Requirement

The minimum educational requirement is a 3-year college degree (90 credits or more) or equivalent. A 3.0 GPA or higher is required for all students applying from abroad. International students who do not have a 3.0 GPA or higher will be required to take the Wonderlic entrance exam (only available on campus).

Proof of English Proficiency

All international applicants who are non-native English speakers are required to show proof of English language proficiency. Applicants must submit a valid TOEFL or IELTS score report. The score report must be submitted directly to AIMS from the testing agency. TOEFL and IELTS score reports are only valid for 5 years after the test date.

The minimum required scores are as follows:

- TOEFL iBT – 79
- TOEFL pBT – 550
- TOEFL cBT – 213
- IELTS – 6.0

International students who have completed a 3-credit English Composition course, with a B- or better, from an accredited postsecondary school in the United States are not required to submit TOEFL or IELTS scores. The English class must be 100-level or higher and it must have been completed on the campus of an accredited postsecondary school in the United States. Online courses will not be accepted as a replacement for TOEFL or IELTS. A sealed transcript must be submitted directly to the Admissions Department.

M-1 Student Visa

All international applicants must be in the United States legally and obtain M-1 student status prior to the first day of class. Nonimmigrant students who are eligible to attend classes without obtaining M-1 student status are not considered international students and are permitted to enroll as domestic students.

Submission of Admission Documents

International applicants must submit all required Admission documents before the application can be reviewed. The following documents can be submitted via email:

- Admission Application for International Students
- Copy of passport
- Copy of college degree
- Statement of Purpose explaining the applicant's reasons for wanting to attend AIMS, including future educational and/or career goals.

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- Completed physical form with supporting immunization records. Must be submitted in English or include an English translation.
- Three letters of reference. All letters must be typed, signed, include contact information, and be written in English (only required for DMS, CVT, DCS, MRI, and NDT applicants).
- Copy of I-94 (if currently residing in the United States)
- Copy of valid visa or proof of legal status (if currently residing in the United States)

The following documents must be submitted via mail:

- Official TOEFL or IELTS score report (or equivalent) submitted directly to the Admissions Department by the testing agency.
- Official college transcript(s). The transcript(s) must be evaluated by an approved evaluation service. Approved companies include all current members of the National Association of Credential Evaluation Services (NACES) and the Association of International Credential Evaluators (AICE). The evaluation must be in English and include a course by course breakdown, including credits and grades, of the programs. The transcript(s) and evaluation should be submitted directly to the Admissions Department from the credential evaluation service.

Interview

Enrollment in DMS, CVT, DCS, MRI, and NDT requires an interview with the program director, director of education, or the school director. The interviews can be done remotely via webcam.

Acceptance Letter

After a complete application has been submitted and the interview has been completed (if required), the Admissions Department and appropriate program director will evaluate the application and make a decision. An official acceptance or rejection letter will be mailed to the address listed on the applicant's admission application.

Certificate of Eligibility for M-1 Student Status (Form I-20)

AIMS is certified by the Student Exchange and Visitor Program (SEVP) to enroll international students who have M-1 student status. In order to apply for an M-1 student visa, the student will need a Certificate of Eligibility for Nonimmigrant (M-1) Student Status for Vocational Students (Form I-20) issued by AIMS.

Once an international student has been accepted into a program and submitted all necessary financial support documentation, the school's Designated School Official (DSO) will begin processing the Form I-20. In order to process the Form I-20, the international student must show proof that he/she has the financial resources required to cover all program costs and living expenses for 1 year (As of January 1, 2022, the living expenses for 1 year are estimated to be \$20,000).

Financial Support Documentation

International students must submit financial support documentation to demonstrate their ability to pay for school. Financial support documentation includes but is not limited to bank statements,

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bank letters, investment account statements, approved educational loans, employer sponsorships/scholarships, and government sponsorships/scholarships.

All financial documents must be dated within 6 months of the start date of the program, include the account holder's name, be in English or accompanied by a certified English translation, and include the final balance. Bank statements must appear on an official bank letterhead. Any financial documents that have an account holder other than the student must be accompanied by an Affidavit of Support or a sponsorship letter.

Administrative Fee

In order to process and mail the Form I-20, an administrative fee of \$175 must be paid directly to the school. The administrative fee is nonrefundable, and it must be paid via certified bank check in U.S. dollars from an international bank.

Processing the Form I-20

After receiving the administrative fee and verifying the financial documents, the school's DSO will process the Form I-20 and mail it to the address listed on the applicant's admission application.

Applying for an M-1 Student Visa

It is the sole responsibility of the student to pay any required fees (e.g. SEVIS fee), and if required to apply for an M-1 Student Visa at a local U.S. Consulate or Embassy or submit a Change of Status application to USCIS. The school's DSO can provide guidance, but the student is responsible for obtaining the correct nonimmigrant status and entering the United States legally.

Arrival on Campus

When an international student first arrives on campus, he/she will be required to complete all necessary enrollment documents. The student is not officially enrolled until the enrollment contract has been completed. In order to enroll in a program, the international student must have the appropriate visa status and be in the United States legally. The student must maintain his/her legal status throughout the course of the program.



Credit Transfer Policy

Eligibility

Transfer credit may be awarded for coursework completed at other institutions/organizations under certain conditions. All coursework will be evaluated by the admissions department under the guidance of the academic department and appropriate program director.

Transfer credit is typically awarded when courses were completed at an accredited institution, the coursework was completed within the past 5 years, the coursework is deemed equivalent, the student received a B- or higher, and the credit transfer is recommended by the appropriate program director and/or academic administrator. Courses completed more than 5 years prior to the student's first day of class, and courses with a grade of C or C+, will not be eligible for transfer credit unless the student passes a "challenge" exam.

Foreign educated students seeking transfer credit must submit a course-by-course evaluation of their foreign credentials. In addition to meeting the requirements that apply to U.S. educated students, all foreign educated students will be required to pass a "challenge" exam.

Under certain circumstances transfer credit may be awarded to students who hold professional certifications or state licenses, or have passed certification exams in relevant fields. Professional certifications, licenses, and exams must be evaluated and approved by the director of education and appropriate program director in order to be awarded transfer credit.

AIMS does not award transfer credit for experiential learning or on-the-job training.

Requirements

It is the sole responsibility of the student to initiate the credit transfer process. Students must notify the admissions department of the specific classes for which they are seeking transfer credit. An official transcript which shows the courses taken, credits/hours completed, and grades earned must be submitted for evaluation. The coursework must be equivalent to the courses in which the student is seeking transfer credit. Students may be required to provide additional documentation (detailed course descriptions, syllabi, etc...) to assist in the evaluation process.

Students seeking transfer credit based on a professional certification, state license, and/or examination must submit valid proof. The certification or license must be current. Currently AIMS offers transfer credit to students who hold a certification from The American Registry of Radiologic Technologists (ARRT) or students who have passed the Sonography Principles and Instrumentation (SPI) exam offered by the American Registry for Diagnostic Medical Sonography (ARDMS). Certain state licenses may also be eligible for transfer credit. These credentials, however, do not guarantee a student will receive transfer credit.

The credit transfer process must be completed prior to the student's first day of class. Meeting the minimum requirements for credit transfers does not guarantee a student will receive transfer credit. The director of education has final approval. Partial credit transfers are not permitted.

Program-Specific Transfer Credit Policies

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EKG/Phlebotomy Technician

Transfer credit for the EKG/Phlebotomy program is only awarded to students who graduated from the Phlebotomy program at AIMS. The Phlebotomy completion date must be within 12 months of the EKG course start date or the student will be required to submit proof of current phlebotomy skills.

Cardiac Monitor Technician

Students who are eligible for an EKG credit transfer must have completed the EKG course within 12 months of the Stress Testing course start date. If the EKG course was completed more than 12 months prior to the Stress Testing course start date, the student will be required to submit proof of current EKG skills.

Sterile Processing Technician

Endoscopy Technician students are not permitted to transfer to the Sterile Processing Technician program after completing SPT 231, and Endoscopy Technician graduates are not permitted to enroll in the Sterile Processing Technician program.

Internal Credit Transfers

An internal credit transfer is the process of applying coursework, previously completed at AIMS Education, to a new program of study. Unless otherwise stated, the standard transfer credit policies do not apply to internal credit transfers.

All coursework must have been completed within 5 years of the date of enrollment. Coursework completed more than 5 years prior to the student's first day of class may be eligible for transfer credit if the student passes a "challenge" exam.

To be eligible for transfer credit, the student must have completed the course in its entirety and received a passing grade. Partial credit transfers are not permitted. Previously completed coursework must be the same or equivalent to the courses in the new program. If the course in the new program covers new and/or additional material, the student may be required to pass a "challenge" exam to be awarded transfer credit. The assistant director of education has final approval for all internal credit transfers.

All tuition fees for equivalent coursework, previously completed at AIMS, will be waived regardless of the time limit and/or transfer credit eligibility.

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Program Transfers

Transfer vs. Withdrawal

In order for a program change to be considered a transfer, it must meet the following criteria:

- The start date of the new program must be within 14 calendar days of the last date of attendance for the original program.
- The courses that were completed in the original program must be substantially similar to the courses in the new program.

If either of the criteria listed above are not met, then the program change will be considered a withdrawal and re-enrollment. All re-enrollments follow the standard policies and procedures for admission.

Transfer Fee

Students who wish to transfer to a different program or cohort must pay a \$100 transfer fee. This mandatory fee is required for all program transfers that occur after the first day of class. The transfer fee is not applicable if a student transfers to a different program on or before the first day of class.

The school administration has the authority to waive transfer fees.

Voluntary Transfers

Students currently enrolled in a program at AIMS are allowed to voluntarily transfer to a new program under certain conditions. Transfer eligibility is based on the student meeting all of the minimum requirements of the new program. Meeting the minimum requirements of a program does not, however, guarantee a student can transfer into his/her program of choice. Students are only permitted to voluntarily transfer programs one time per enrollment period.

All program transfers must be approved by the Academics and Admissions Departments. The director of education has the power to deny any requests to transfer programs. A request to transfer to a new program may be denied for several reasons including, but not limited to, the following:

- Poor academic performance
- Poor attendance
- Failure to meet SAP requirements
- Failure to make tuition payments on time
- Inability to fund education
- Behavioral problems

A student who wishes to transfer to a new program must fill out a Modification of Enrollment Request form to initiate the process. After submitting the request form, the student must meet with all appropriate departments (Academics, Student Accounts / Financial Aid, Admissions etc.) to ensure he/she is in good standing.

After being cleared to transfer, the student must meet with the Admissions Department to determine what additional steps are required prior to transferring programs. For a program that

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has a selective application process, the student must apply and be accepted into the program. MRI, DMS, CVT, DCS, NDT, and ST all currently have selective application processes. After being approved to transfer, the student must fill out a Modification of Enrollment form and pay a transfer fee of \$100.

Program-Specific Transfer Policies

Transfer Requests for DMS

Students who wish to transfer to the DMS program, must be currently enrolled in the CVT or DCS programs. Requests to transfer from all other programs will be denied. Students are only eligible to transfer into DMS under the following conditions:

- They meet all of the minimum requirements for DMS before initiating the transfer process.
- They have successfully completed all courses up to and including the Physics course.
- They have maintained an overall GPA of 3.7 through all courses completed in the DCS or CVT programs.
- They must apply for and be accepted into the DMS program.
- The Finance Department and Academics Department must approve the student's transfer.

Transfer Requests for CVT or DCS

Students seeking to transfer from the CVT program to the DCS program, or vice versa, must initiate the transfer process prior to completing the DMS 220 course. Transfers will not be permitted after completing DMS 220.

Transfer Requests for EKG/PHL and PHL

Students who wish to transfer from the EKG/PHL program to the PHL program, after starting EKG 120, are required to pay the full balance of the EKG/PHL program prior to completing the transfer. The \$100 transfer fee will be waived.

Students who enroll in PHL or EKG/PHL, and start with the PHL 120 course, are permitted to finalize their program of enrollment at any time up to the first day of the EKG 120 course. This is not considered a program transfer, so a transfer fee is not required.

Transfer Requests for SPT

Endoscopy Technician students are not permitted to transfer to the Sterile Processing Technician program after completing SPT 231, and Endoscopy Technician graduates are not permitted to enroll in the Sterile Processing Technician program.

Mandatory Transfers

Students who are unable to meet the minimum academic requirements for certain programs may be asked to transfer to a smaller program. If a student is unwilling to transfer and is unable to maintain the minimum academic requirements, then the student will be forced to withdraw from the school.



Re-enrollment Policy

Students who were previously enrolled in a program at AIMS, and want to re-enroll, must submit a re-enrollment request in writing to the director of enrollment. This includes the following students:

- Students who withdrew from a program prior to completion and want to re-enroll in the same program.
- Students who withdrew from a program prior to completion and want to enroll in a new program.
- Students who were terminated from a program due to academic, behavioral, financial, and/or attendance issues, and want to re-enroll in the same program.
- Students who were terminated from a program due to academic, behavioral, financial, and/or attendance issues, and want to enroll in a new program.

The request for re-enrollment must state the reasons the student was unable to complete his/her program previously. It must also state the reasons the student has decided to re-enroll at AIMS. Upon submission, the director of enrollment will review the request and consult with the director of education and all relevant departments.

The student will be notified once a decision has been made. In certain cases, the director of enrollment may request additional information and/or evidence that supports the student's request to re-enroll. An interview with the director of enrollment and/or a review panel composed of members of the board of advisors may be required as well. The student will be notified once a final decision has been made.

Students who are approved for re-enrollment must meet the minimum requirements for the program they wish to join. Certain programs have a selective application process. Therefore students who are approved for re-enrollment are not guaranteed acceptance into their program of choice.

Students who are re-enrolling at AIMS must follow the standard admissions policies and procedures.

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Orientation

A mandatory orientation is provided to all new students on or before the first day of class. Students will be notified of the date and time one week prior to starting class. Orientation serves as an introduction to AIMS Education for students. During the orientation session school officials will go over institutional policies and procedures, and discuss a variety of topics related to academics, finances, student services, and career services.

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FINANCIAL AID POLICIES AND PROCEDURES

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Financial Aid Information

Financial Aid is available for students who qualify under certain criteria. AIMS Education offers a variety of financial aid programs to help students fund their education. Financial Aid policies are administered by federal laws, state laws, and school policies. A person must be enrolled as a regular student in an eligible program in order to receive Federal Student Aid (FSA) funds. A regular student is someone who is enrolled or accepted for enrollment in an eligible institution for the purpose of obtaining a certificate offered by the school.

The eligible programs at AIMS Education which participate in TITLE IV are:

**ANESTHESIA TECHNICIAN
CARDIOVASCULAR TECHNOLOGIST
DIAGNOSTIC CARDIAC SONOGRAPHY
DIAGNOSTIC MEDICAL SONOGRAPHY
ENDOSCOPY TECHNICIAN
MEDICAL ASSISTANT
MRI TECHNOLOGIST
NEURODIAGNOSTIC TECHNOLOGIST
PHARMACY TECHNICIAN
STERILE PROCESSING TECHNICIAN
SURGICAL TECHNOLOGIST**

To establish uniformity and smooth execution of the entire financial aid process AIMS Education has adopted certain policies and guidelines for its students in accordance with the Title IV of Higher Education Act of 1965. Explanation of these policies and procedures are provided in this catalog.

Important information regarding federal student aid can be found at studentaid.gov.



Qualifying for Aid / Applying for Aid

To be eligible for federal or state aid the students should have these following prerequisites:

1. Demonstrate need as per Federal guidelines.
2. Have a standard high school diploma or GED.
3. Be enrolled in a Title IV eligible institutional program.
4. Maintain qualitative and quantitative Satisfactory Academic Progress (SAP) in the program of study as required by the school.
5. Not be in default or owe a repayment of Title IV funds.
6. Have a valid Social Security number.
7. Be a U.S. citizen or an eligible non-citizen with permanent residency status and an alien registration identification number.
8. Be registered with the Selective Service (males between the ages of 18-25).
9. Have not borrowed in excess of loan limits under the Title IV program.
10. Must have all requested documents on file before disbursements can be made.
11. Current Students must meet SAP requirements to be eligible to receive aid. If SAP is not met, Financial Aid Department has the authority to deny additional Financial Aid to the student.

It is the student's responsibility to annually apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA form is available at studentaid.gov. Students must also provide any required forms and documentation deemed necessary by the Student Financial Aid Office within the given timeframe.

FAFSA Re-application and Consequences

Students must submit a FAFSA every academic year before the given deadline. Contact a Financial Aid counselor for further information regarding re-application and deadlines. Failure to do this before the deadline will lead to payments due, which the student will be responsible for paying out of his/her pocket.

NOTE: AIMS is not affiliated with any outside lenders (Banks) and hence Federal Aid and Loan processing should be routed through them till further notice from the school's financial aid office.

Verification

Financial aid recipients of Title IV funds are randomly selected for verification by the U.S. Department of Education. When a student is selected for verification, he/she will be asked to complete a verification worksheet provided by the Office of Student Federal Aid and provide any additional required information before the deadline for financial aid to be disbursed to the student's account. Students will be notified in writing of all documents required to fulfill this federal requirement. The required documents may include W-2 forms, federal income tax returns, Tax Transcripts provided by the IRS, proof of untaxed income, housing allowances, proof of dependency, etc. If after review by the Office of Student Federal Aid there are any changes to the financial aid package the student will be notified. In case of any discrepancies or conflicting information, aid may not be processed and/or disbursed until a satisfactory investigation is completed and the case is resolved. In the case of prior disbursement, funds will be refunded back to FSA and the student will be responsible for paying the difference and tuition balance to the school.

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Federal PELL Grant

This grant program, authorized by Title IV, assists undergraduate students to further their education beyond High School. The eligibility to receive this grant is based on need. Unlike loans, this Grant does not have to be paid back (except special cases). Since it is only available for Undergraduate students, Graduate and Professional students cannot be eligible to receive this grant. Every undergraduate student is entitled to apply for the Pell grant; however every student's eligibility varies and is depended on his/her FAFSA application, enrolment status, and the amount of money allocated by the Congress to fund this program.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This grant program, authorized by Title IV, also assists extreme needy undergraduate students with priority given to students with maximum Federal Pell Grant eligibility. Unlike Pell Grant, for FSEOG the federal government allocates funds to the participating schools. Due to limited pool of funds, FSEOG is distributed proportionately between different batches, and is awarded on first come first serve to the deserving candidate.

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Federal Direct Stafford Loans

Federal Direct Stafford loans are low interest loans that are made in students' name. These loans can be used to pay educational expenses. Student must be enrolled in at least half time status to be eligible to receive Stafford Loans. There are two types of Direct Loans:

Subsidized Loans – These loans are need based. Student does not pay any interest on this loan while in school. Repayment for Subsidized loan starts six months after Graduation.

Unsubsidized Loans – These loans are need based. Interest on this loan starts on the first day of class. Repayment for Unsubsidized loan starts six months after Graduation.

Both the Subsidized and Unsubsidized loans can be combined to form Consolidated Loans during repayment.

Federal Direct Parent-PLUS Loans

Federal Direct Parent-PLUS Loan is a low-interest loan available to parents of dependent students enrolled at least half time in an eligible program. This is not a need based loan. The maximum amount of the loan cannot exceed, the student's cost of attendance minus other aid received. Repayment for PLUS loan starts in 60 days after the last disbursement is made. However, parents have an option to defer the payments while student is enrolled in school.

Contact Information for the Direct Loan Program:

General

Direct Loan Servicing Center
Borrower Services Department
P.O. Box 5609
Greenville, TX 75403-5609
1-800-848-0979 (Toll free)
011-315-738-6634 (International)
1-800-848-0983 (TDD)

Direct Loan Consolidation Address

U.S. Department of Education
Consolidation Department
Loan Consolidation Center
P.O. Box 242800
Louisville, KY 40224-2800
1-800-557-7392 (Toll free)
1-800-557-7395 (TDD)

Payment Address

U.S. Department of Education
Direct Loan Payment Center
P.O. Box 530260
Atlanta, GA 30353-0260

Hours of Operation

You may obtain your account information or request forms **24 hours a day**. Customer service representatives are available to answer borrower phone calls during these hours:

- Monday through Friday 8:00 a.m. to 8:30 p.m. (EST)
- Monday through Friday 5:00 a.m. to 5:30 p.m. (PST)



Financial Aid Rights and Responsibilities

You have the right to:

1. Privacy — all financial aid records and data submitted with your application for financial aid will be treated as confidential information and is subject to disclosure requirements under the Family Educational Right to Privacy Act (FERPA).
2. A complete explanation of the financial aid award process — if you do not understand how your financial aid award was determined or do not believe your application was fairly evaluated; please contact our Financial Aid Office.

You are responsible for:

1. Reporting changes in your financial status — should you receive additional funds or financial support from any source, you must report this to the Financial Aid Office. The Financial Aid Office is required by law to consider all sources of aid when determining your eligibility for federal student aid funds.
2. Changes in your student status — if you change your address, drop below half-time status or withdraw from school, you must report this to the Financial Aid Office as soon as possible. We recommend you contact us before considering such action so that we can properly advise you on what effect, if any, such action may have on your financial aid.
3. Using financial aid funds only for educational purposes — Educational expenses include tuition, fees, room, board, books, supplies and other living expenses.
4. Promptly responding to requests and inquiries from the Financial Aid Office.
5. Keeping copies of all documents and records you submit to the Financial Aid Office.
6. Repaying your loans — Acceptance of any loan carries a serious legal and financial obligation. Failure to meet this obligation may adversely affect your credit rating and could prevent other students at the school from borrowing to finance their education needs.



General Default Management Policy and Procedure

AIMS Education practices regulatory guidance including: entrance counseling and exit counseling for borrowers, reporting timely and accurate enrollment information to the U.S. Department of Education (the Department), and sharing satisfactory academic progress information across campus. In addition to these regulatory requirements, AIMS Education uses its own developed default prevention and management plan followed by US Department of Education guidelines.

Default Prevention and Management Activities:

Entrance Counseling

Regulations require that first time borrowers of Direct Loan program loans to complete entrance counseling where DOE explains, what Master Promissory note is, how the Master promissory note works, emphasize the importance of repaying the loan, and describe the consequences of default.

Financial Literacy for Borrowers

AIMS Education provides the borrowers with information concerning the loan through their course of study, counseling at various stages of enrollment, repayment options, and school and loan office contact information. School helps student understand:

- Estimate of required monthly payments on the borrower's loan balance
- Calculations to help estimate and manage debt
- Loan servicer contact information
- Contact information for delinquency and default prevention assistance
- Introduction to NSLDS for Students,
- *Repaying Your Student Loans* publication.

Communication across Campus

Information relevant to the prevention and management of defaults will be found in the Financial Aid Office; however additional notices will be posted in locations around the school to inform the students about the same. Information regarding borrowers' academic progress and enrollment status are components of the information available at all relevant offices across campus including the offices that disburse funds and authorize payments.

Consequences of Default for Borrowers

Borrowers who default on student loans face serious consequences. Stafford Loans are considered in default after 270 days without payment. At the time of default, outstanding interest is capitalized and collection fees may be added, resulting in a loan balance that is higher than the amount borrowed. Defaulted loans are reported to credit bureaus, causing borrowers to sustain long-term damage to their credit rating. Defaulters may also face difficulty in securing mortgages or car loans, may have their wages garnished, and their federal income tax refunds and other federal payments seized. Until the default is resolved, collection efforts continue and the defaulter will be ineligible for additional federal student aid. The school, Department of

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Education, guarantors, and servicers undertake many activities to prevent borrowers from defaulting.

Early Identification and Counseling for Students at-Risk

Students at-risk, generally refers to borrowers who withdraw prematurely from their educational programs, borrowers who do not meet standards of satisfactory academic progress or both. AIMS Education counsels at-risk borrowers the effects of their withdrawal or unsatisfactory academic progress on Loan repayment and solutions to resolve these matters. The end result of working with at-risk students will be more borrowers completing their educational programs with the required standards of SAP and understanding of their liability and option in timely manner.

Withdrawals

Many borrowers who default on their loans are borrowers who withdrew from school prior to completing their academic programs. Timely intervention of these students with the FSA office can improve student retention and reduce the number of defaulted loans. In addition to fulfilling the regulatory requirement of exit counseling for the students, school tries to work with students even after they have left school by encouraging them to complete their programs of study and helping them resolve the issue(s) that prompted their withdrawal. Note that an employed borrower is better able to make loan payments than an unemployed borrower.

Exit Counseling

School and DOE policy requires students to complete exit counseling upon graduation. Exit counseling is an effective way to prevent defaults as it focuses on fully explaining repayment plans and choices that fit the borrowers' needs. Exit counseling is the opportunity to clear up any misconceptions students may have about their loan obligations and re-emphasizes the consequences of default.

Information about Repaying the Loan

School tries to give all the graduating students the following information to assist them in managing their loans.

- Estimated balance of loan(s) when the borrower completes the program;
- Interest rate on the borrower's loan(s);
- Name, address and telephone number for the borrower's lender;
- Estimated date of the borrower's first scheduled payment.
- Financial Awareness counseling

Early Stage Delinquency Assistance (ESDA)

ESDA begins at the time of separation or early in the grace period. ESDA is a highly focused effort by lenders, guarantors, and school to assist particular borrowers to prepare for entry into loan repayment. Certain borrowers, such as those who have failed to complete their academic program, or borrowers who share specific characteristics or academic or related experiences, may be more likely to encounter difficulties initiating and maintaining on-time loan repayment. ESDA activities provide focused, enhanced loan counseling, borrower education, and personal support

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during the grace period, and in so doing help decrease the chances of later loan default. In addition to ESDA, school offers assistance to the borrowers who are at least 60 days delinquent.

Late Stage Delinquency Assistance (LSDA)

Schools help to establish critical communication during the late stages of delinquency, between the student and the lender, serving as a liaison between delinquent borrowers and staff experienced in borrower assistance. LSDA techniques enable schools to rescue severely delinquent borrowers, those who are more than 240 but less than 361 days delinquent, from default.

Maintain Contact with Former Students

Schools find that all of the practices and strategies mentioned previously are much easier to employ if students give their updated and correct contact information to the school and stay in touch with the school even after graduation. School tries to collect ample reference information including cell phone numbers, e-mail addresses, and numbers and names of a variety of family members such as grandparents and cousins, in order to maintain contact with the former student. Contacting borrowers at every stage of repayment ensures that they can be informed about default effects and preventive measures. Contact with the school may be the only effective technique to save a borrower from the negative consequences of default.

Analyze Defaulted Loan Data to Identify Defaulter Characteristics

School gathers information to discern who is defaulting and why. School then uses this information to improve their default prevention and management practices and initiatives. School promotes success by taking preventive measures to correct ineffective practices thereby preventing current and future borrowers from experiencing the same difficulties that plagued past defaulters. One solution to preventing future defaults lies in understanding what caused past defaults.

Actions Students need to take

- Students should borrow only what is needed and can cancel or return any funds in excess of what is needed;
- Borrowers must inform their lenders immediately of any change of name, address, telephone number, or social security number;
- If a borrower is unable to make a scheduled payment, he or she should contact the lender before the payment's due date to discuss a change in repayment plan or other repayment options;



Satisfactory Academic Progress Policy

At AIMS Education, the twofold process of monitoring students both quantitatively (the pace through the program) and qualitatively provides the overall framework to ensure the academic success of each student. Intertwined into the twofold process is the necessity for each student to complete successfully the theory and clinical aspects, if applicable, of each course in a required period.

AIMS Education requires that all students must maintain satisfactory academic progress (SAP) and work towards an eligible certificate. In addition, students must be on pace to complete their certificate before reaching the 150% maximum timeframe limit. The Satisfactory Academic Policy (**SAP**) is used to determine that an otherwise eligible student is making SAP in his or her program. Since federal regulations require all financial aid recipients to adhere to the standards of the SAP, financial aid recipients who fail to meet the SAP standards, may be in jeopardy of losing their financial aid eligibility. The SAP policy is consistently applied to all students at AIMS Education. The SAP policy is included in the school catalog, which is provided to each student. Further academic policies are provided in the sections of the school catalog titled “Academic Probation and Course Repetition” and “Termination and Withdrawal.”

Requirements for Satisfactory Academic Progress

Satisfactory Academic Progress means a student must be proceeding in a positive manner toward fulfilling certificate requirements in a specific length of time. A student’s SAP is checked from an interim “**academic transcript for SAP**” after a student completes the required number of clock hours in a payment period.

To be making SAP, a student must comply with the following criteria.

Quantitative Progress (Pace)

The quantitative criterion is the measure of the “pace” at which a student is progressing towards program completion. The quantitative criterion/pace of progression is calculated by dividing cumulative course hours completed or earned by the cumulative total hours scheduled. The student is required to make **Quantitative Progress** towards program completion by attending a minimum of 90% of the scheduled class hours on a cumulative basis during each evaluation period.

Students failing to meet standards of Quantitative Progress, i.e. cumulative attendance rate of 90%, will be placed on “SAP Warning” for the next payment period. Students on SAP Warning due to attendance will be counselled with an action plan to complete their makeup hours within a specific time range, subject to the makeup hour policy described in the catalog. Students will be taken off the SAP Warning status after their cumulative attendance rate shows improvement and meets the standards. Student will be terminated if the requirement was not met by the end of the time limit given to student. AIMS Education reserves the right to review appeals in certain situations.

Qualitative Progress

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The student's cumulative grade point average (cGPA) is reviewed to determine **qualitative progress**. A student must achieve a minimum passing grade of 75% in each course and maintain a minimum overall cumulative grade point average (cGPA) of 2.00.

Students enrolled in the DMS, MRI, CVT, DCS, and ST programs must achieve a minimum passing grade of 75% in each course and maintain a minimum overall cumulative grade point average (cGPA) of 3.0 in certain designated courses (see Grading Policy for details).

If a student fails to meet standards of Qualitative Progress, i.e. a cGPA of 2.0 (or 3.0, if applicable), then he/she will be placed on "SAP Warning" for the next payment period. Students on SAP Warning due to failing to meet cGPA requirements will be counselled with an action plan to improve their grades.

If a student's cGPA is substantially below the requirement, the student may be dismissed without an SAP warning status if, in the opinion of the Academic Officer or the Program Director, the student cannot meet minimum standards of Satisfactory Academic Progress during the SAP Warning for the next payment period.

Students who show improvement in their cGPA and meet the standards of SAP at the end of the SAP warning period, will be considered to have met the SAP requirement and restore their status to good standing. Students will be dismissed if the requirement is not met by the end of the SAP warning period. AIMS Education reserves the right to review appeals in certain situations.

Maximum Time Frame

All program requirements must be completed within a maximum time frame of 150% of the normal program length. Financial aid students cannot receive aid for more hours than those for which the program is approved.

If it appears that a student would not complete the program during the maximum time period, the student will be terminated from school.

The first disbursement of Title IV funds requires no progress check provided the first disbursement is issued during the payment period of training for a new first-time student. At the end of the new student's first payment period the student must be making satisfactory progress according to the minimum required standards stated above. AIMS Education reserves the right to review appeals in certain situations.

SAP Evaluation Statuses

Good Standing

A student is in Good Standing if one of following conditions exists:

- 1) No grades have been posted.

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- 2) If the SAP has not been evaluated.
- 3) A student is meeting minimum SAP requirements at time of evaluation.
- 4) A student regained good standing after being placed on a financial aid warning or financial aid probation period.

Financial Aid Warning

If a student fails to meet the cumulative 90% attendance and 2.0 grade point average for any evaluation period, he or she will be placed on warning for the next evaluation period. For financial aid students a warning means you are still eligible for federal student aid for one payment period and must improve your academic standing in order to avoid loss of federal student aid.

Students will be notified in writing when they are placed on warning and the steps necessary to be removed from warning status. Students will also receive attendance or academic counseling, from the program instructor, as appropriate, when they are placed on warning.

Financial Aid Probation

If a student is on financial aid warning status, he/she would need to meet the SAP requirements (90% attendance rate and 2.00 minimum cGPA) at the next mandatory SAP evaluation point. If the student fails to achieve a good standing status at the following mandatory evaluation point, he/she will lose financial aid eligibility.

If the student wishes to maintain his/her financial aid, he/she will need to submit an appeal. If the appeal is successful, the student would be placed on financial aid probation status. During the financial aid probation status, the student needs to follow the terms of the appeal approval and/or academic plan, if any.

Coursework attempted and successfully completed during the probation period will be checked to determine if the student meets the minimum standards of satisfactory academic policy, i.e. Pace of progression, cGPA and maximum timeframe. If the required standards of SAP are met by the next scheduled evaluation period, the student will regain good standing status.

Frequency & Mode of SAP Evaluations

- SAP is evaluated (official evaluations) at the point when the student successfully completed the scheduled clock hours for that payment period.
- Prior to the mandatory SAP evaluation point described above, an informal SAP evaluation may be made by the Academics Department at their discretion.
- Academic performance history of all students will be reviewed at the end of every period from the **Academic Transcripts for SAP**.
- Each official SAP evaluation shall be documented and placed in the student's file.
- At the end of each payment period, the school will determine if the student has maintained at least 90% attendance, on a cumulative basis since the beginning of his/her program.
- Grades are assigned at the end of each course and are used to calculate cGPA.



- ***If the course is in progress*** and the final grade for the course is not available, the average grades of all exams in that course shall be considered to calculate the cGPA for SAP.
 - If the average grade falls below the passing grade, a student shall be placed on SAP Warning. Such students shall be re-evaluated upon completion of the course in progress when final grades are available.
 - If the student meets the SAP requirements upon completion of the course in progress, the student is deemed to have met SAP requirements for the payment period and is considered to have never been on SAP warning.
 - In case a student fails to meet the SAP requirements at the end of a course, SAP warning status shall continue for that payment period.
 - When the exam scores are not available or exam scores do not represent reasonable progress of the course, the academic office may delay the evaluation for a reasonable period not exceeding 3 weeks or 75 scheduled hours, whichever is greater. The disbursement of federal student aid funds, in such situations, will be made only after the SAP Evaluation.
- Financial aid students meeting the minimum standards are considered to be making SAP and remain eligible to receive title IV financial aid.
- For students who are enrolled and attending more than one program simultaneously, each program will have separate *SAP evaluations* for each of the required standards, i.e. pace of progression, cGPA, and maximum time frame.

Consequences of not meeting SAP

- Students failing to meet any of the minimum required standards shall be considered as not making satisfactory academic progress and be placed on SAP warning status.
- Students placed on SAP warning status will be notified in writing with an explanation of its impact and on their eligibility for financial aid.
- Students on academic warning are required to rectify any attendance issues in a certain period and show academic improvement above a 2.0 through the various methods offered at AIMS Education and through personal academic discipline.
- Students placed on SAP warning shall be eligible to receive financial aid for one payment period.
- Students on SAP warning who fail to meet the requirements of SAP at their next mandatory evaluation period shall be dismissed, unless the student successfully appeals the determination as per the procedure defined here below. Failure to appeal or when the appeal is denied, leads to ineligibility of receiving financial aid and/or dismissal from the program.
- A student may reapply if the application of the SAP policy results in termination from a program as per the conditions outlined in the re-enrollment policy.

SAP Appeals

An SAP appeal allows a student, who has failed to meet the minimum required standards for SAP, to petition for reconsideration of academic good standing and, if a financial aid student, eligibility for title IV aid after completion of a payment period under SAP Warning.

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The appeal should include...

- Why the student failed to make SAP.
- What has changed that will allow the student to meet SAP at next evaluation period.

The SAP appeal will be approved if the school determines that the student will be able to reach SAP standards by the end of the next payment period and the student is placed on financial aid probation.

The school may recommend an academic plan that will ensure the student is able to meet SAP standards by a specific point in time. Students can appeal only once during their program duration.

Formal Process...

- SAP appeal forms should be submitted within 5 working days of determination of the school administrator reviewing the SAP.
- Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance.
- Appeal documents will be reviewed by the Director of Education and a decision will be made and reported to the student within 15 calendar days.
- If the student prevails upon the appeal, the SAP determination will be reversed and federal financial aid will be reinstated, if applicable for financial aid students.
- The appeal and decision will be retained in the student file.

Academic Plan

An academic plan worked out in consultation with the program director specifies a series of actions required to help the student to improve their academic performance. The purpose of an academic plan is to prepare the student to regain good standing status at the next mandatory SAP evaluation. In other words, the academic plan duration should not exceed more than one payment period or, for non-financial aid students, one course.

Transfer of Credits

All accepted transfer credits from another institution transferred into the student's current program of study are considered both attempted and completed credits for purposes of calculating the course completion rate but are not included in cGPA calculations. Undergraduate transfer credits are included in the maximum timeframe but not in program cGPA calculations. The maximum time frame is reduced for transfer students, based upon the remaining length of their program.

Course Repetition

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A student may continue to receive financial aid when repeating a course as long as the student has never passed the course. However, once a student has received a passing score, the student can only receive financial aid for repeating the same course once. Students can repeat coursework only with prior approval from the program director. Only the highest grade for a repeated course is counted in the program GPA. All attempted courses are counted toward the course completion rate and the maximum timeframe for program completion.

Course Drop Outs / Withdrawals

Course withdrawals and incomplete grades are not included in the computation of overall cGPA.

Changing Programs

If a student transfers from one program to another program at AIMS Education, the SAP will be reviewed to reflect any credits awarded for common coursework that have been successfully completed. Hours and grades for coursework not transferred into the new program of study will NOT be included in the cGPA calculations for the new program.

Second Credential

If a student enrolls in a second program after successful completion of a program and receives an in-school transfer, all accepted transfer credits from the prior program are considered both attempted and completed. Grades achieved in the prior program are also transferred and considered in the cGPA calculations. The maximum time frame is reduced for transfer students, based upon the remaining length of their program.

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Department of Labor Programs

AIMS Education is approved by the NJ Department of Labor and Workforce Development for participation in various grant programs including WIA, WDP, TAA, DVR, and other programs offered by the state for unemployed and underemployed workers. Further information regarding this can be obtained by contacting your local One Stop Career Center.

Employer Reimbursement

Many employers have programs that reimburse education costs (part/full) to the students to pursue higher education. Student can contact the personnel office at the place of their employment and inquire the procedure and qualification for educational reimbursement.

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Third Party Sponsorship and Payments

AIMS Education accepts students sponsored or funded directly or indirectly by an external agency, e.g. employers, foundations, trusts or religious organizations, external grants, and scholarships. AIMS Education may, upon written request from the student, provide a Tuition Billing Statement for the terms/program the student is being sponsored for. The student's request should clarify the nature of the assistance, e.g. loan, borrowing, tuition reimbursement, or scholarship. Any payment from an external agency or third party, must be accompanied by a written authorization for payment from the paying organization. The written authorization must include the following information.

1. Sponsoring agency's name, address, contact person, email, and phone number.
2. Student's name
3. Student's program/academic year/courses covered.
4. Any conditions or terms, associated with the payment, especially in case the student withdraws prior to completing the program/academic year/courses covered.

Third party payments shall be credited to the student account only after receipt of the duly completed agency authorization form, as outlined above.

In the event the student withdraws prior to completing the program/academic year/courses, the institutional refund policy will be used to determine if a refund or balance is due. If a refund is due, the school will follow the guidelines provided by the U.S. Department of Education for R2T4 calculation.



Withdrawals and the Return of Title IV Financial Aid

How Withdrawals Affect Financial Aid

Title IV recipients “earn” financial aid by attending classes. Students who withdraw or do not complete their program, may be required to return some of the aid originally awarded and/or disbursed. The amount of federal student aid earned is calculated by proration based on the number of hours successfully completed and the total scheduled hours during the payment period. If a student has successfully completed 60% of the scheduled hours in the payment period in which he/she withdrew, the student is considered to have earned all of his/her financial aid and will not be required to return any funds.

Types of Withdrawal and Procedures

Official Withdrawal

An official withdrawal occurs when a student provides formal notification stating his/her intent to withdraw. Students who wish to withdraw can contact the Academics Department located on the 3rd floor of the main campus. Acceptable forms of notification include in-person notification by the student or notification via phone, fax, or email when in-person notification is not possible for the student.

Withdrawal Procedure

Students who wish to withdraw voluntarily from a program will be asked to complete a modification of enrollment contract in the Academics Department. The Academics Department will review the student’s attendance records, determine the coursework completed, establish the last date of attendance, determine the withdrawal date, and prepare a withdrawal letter.

The official withdrawal letter will be sent to the student via email and postal mail, and a copy will be forwarded to Student Records and the Financial Aid Department.

The Financial Aid Department will assist students in the completion of required Exit Counseling. Exit counseling is required for all students who have received Title IV Direct Loans. If the student is unable to complete the Exit Counseling on campus, the Financial Aid Department will mail the Exit Counseling materials along with the withdrawal letter.

Unofficial Withdrawal

An unofficial withdrawal is one where the school has not received formal notification from a student of his/her intent to withdraw but the student has not attended class for 14 calendar days. If a student does not return to class upon the completion of an approved leave of absence, it will also be treated as an unofficial withdrawal. The administrative procedure mentioned above will be followed to process the withdrawal letter.

Date of Determination

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If a student provides a formal notification of withdrawal, the Date of Determination (DoD) is the date of the notification or the student's withdrawal date, or whichever is later. In case of unofficial withdrawals when the school has not received a formal notification of withdrawal, the DoD will be 14th calendar day after the student's last date of attendance as determined by the institution from its attendance records. In the case of an unofficial withdrawal when a student does not return from an LOA, the DoD shall be the date on which the student is expected to resume. In all other cases of administrative withdrawals where a formal notification of withdrawal is not provided, the DoD shall be no later than 14 calendar days after the student's last date of attendance as determined by the institution from its attendance records.

Date of Withdrawal

If a student provides a formal notification of withdrawal, the Date of Withdrawal is the last date of the student's academic attendance (LDA) as determined by the school from its attendance records. In the case of an Administrative Withdrawal, e.g. expelled, suspended, or termination of registration due to violation of a school policy, e.g. attendance policy, the Date of Withdrawal is the last day of the student's academic attendance (LDA) as determined by the school from its attendance records.

R2T4 Process

Upon receipt of notification from the student and/or Academics Department that a student's withdrawal is being processed, the Financial Aid Department shall review the student's financial aid processes (i.e. packaging, awarding, and disbursement) and put a hold on further progress. Upon receipt of the withdrawal letter from the Academics Department, the Financial Aid Department shall complete the following:

- Complete an R2T4 calculation worksheet using the date of determination and the date of withdrawal mentioned in the withdrawal letter.
- The student ledger and aid award letter shall be reviewed to collect the student's Title IV aid information and determine whether the amount of Title IV aid for the payment period will be put into "Amount Disbursed" or "Amount that could have been disbursed" on the R2T4 worksheet.
- Attendance records, verified by the Academics Department, shall be used to determine the percentage of Title IV aid earned. If the student has completed 60% of the scheduled hours, the student has earned 100% of the financial aid. If the student has not passed any exams successfully, the student will not be considered to have successfully completed the hours attended.
- Unearned Title IV aid shall be posted on the student ledger as Title IV funds to be returned. AIMS Education will return the funds to the respective Title IV programs (sources) in the order in which they appear on the R2T4 worksheet.
- If the amount of aid disbursed to a student is short of the aid earned, the student will be eligible for a Post Withdrawal Disbursement (PWD). Pell Grant funds shall be disbursed upon completion of the R2T4 worksheet and notification to the student. If PWD includes loan

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funds, the student shall be notified promptly of their eligibility and requested to consent to the disbursement of loan funds within 14 days of the written notification. The amount of PWD shall be applied to eligible unpaid program costs. The balance of the PWD amount after eligible program costs, if any, shall be paid to the student via check.

- R2T4 refunds and/or PWDs shall be recorded on the student's ledger. The student ledger shall also be updated for adjustments of fees as per the institution's tuition refund policy, and a copy of the student ledger shall be mailed to the student.
- A copy of the R2T4 worksheet shall be placed in the student's file.
- The Academics Department is responsible for processing the signed withdrawal letter as soon as possible to allow the Financial Aid Department sufficient time to complete the R2T4 calculations. R2T4 calculations must be completed within 30 days of the withdrawal and unearned aid must be returned within 45 days of the date of withdrawal.
- If the student has any overpayments, the student shall be notified of the overpayment upon completion of the R2T4 calculations. Overpaid aid that is not repaid within 45 days, will be posted to the National Student Loan Data Base showing the student is ineligible for further funding.

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Institutional Refund Policy

In the event that a student withdraws from a program or is terminated by the school prior to completion of that program, AIMS Education shall adhere to the refund policy listed below. The refund policy is applicable per academic year (900 hours) and is based on the student's last date of attendance. The student must officially notify the Academics Department of his or her desire to withdraw from the school prior to requesting a refund. Any fee reductions or scholarships awarded will be apportioned appropriately to all academic years involved. When calculating the refund amount for a particular academic year, all fee reductions and scholarships will be excluded.

Cancellation of enrollment contract or withdrawal	Reassessed tuition & fees (excluding administrative fee)	Refund (excluding administrative fee)
Within 3 business days of signing enrollment contract	None*	All payments received for tuition shall be refunded.
Prior to the fifth day of class (excluding weekend programs)	None*	All payments received for tuition shall be refunded.
Up to 5% of scheduled hours	10% of tuition and fees for the program or relevant academic year	Tuition and fees received over 10% of tuition shall be refunded.
After 5% and up to 10% of scheduled hours	20% of tuition and fees for the program or relevant academic year	Tuition and fees received over 20% of tuition shall be refunded.
After 10% and up to 25% of scheduled hours	45% of tuition and fees for the program or relevant academic year	Tuition and fees received over 45% of tuition shall be refunded.
After 25% and up to 50% of scheduled hours	70% of tuition and fees for the program or relevant academic year	Tuition and fees received over 70% of tuition shall be refunded.
After 50% of scheduled hours	100% of tuition and fees for the program or relevant academic year	None

*Weekend students, who withdraw within 10 calendar days of start date, are responsible for the administrative fee plus 0% of tuition and fees.

Students are responsible for the cost of any used or unreturned books/supplies. All refunds will be issued or paid to the student within 10 business days of the date of determination as defined in AIMS Education's Termination and Withdrawal policy. No refunds will be made after 50% of the scheduled hours have been completed.

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Payment Policies

Student should ensure satisfactory payment arrangements for the tuition and fees applicable to an academic year and/or program prior to attending class for that academic year.

Satisfactory payment arrangements shall include obtaining a financial aid award letter from the financial aid office, obtaining approval to start training from a One Stop Career Center counselor, confirming VA Benefits, or signing a payment plan with the Accounts Department for an aggregate amount equal to the tuition and fees for the year and/or program.

AIMS Education offers interest-free school payment plans for all programs. The payments will vary from program to program. A down payment is required for all Title IV programs. All payments are due on the 10th of each month or the dates specified on the payment plan.

Payments can be made at the Piscataway Campus or Edison Center by cash, check, or money order. Students have the option of setting up recurring payments via an Electronic Funds Transfer (EFT). An EFT can be set up using a checking account, savings account, or credit card. In addition to in-person payments and EFTs, student are able to make payment online via the AIMS website. Online payment can be made using a credit/debit card, checking account, or savings account.

All credit/debit card transactions (in-person, EFT, online, etc.) will incur a 3% service charge.

A late fee of \$25 will be incurred for any payments made past the due date (applies to all programs). Failure to comply with these requirements will result in a financial hold, and may result in suspension and/or termination from the program.

If a balance remains on a student account at the end of a program, the student will not be issued a Certificate of Completion and/or transcript, and the student will not be eligible for any school benefit or reimbursement programs. The student's file may be forwarded to a collection agency, and any late fees, collection charges, or legal fees will be added to student's account.

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Program Tuition Breakdown

PROGRAM	CIP#	Hours	Admin.	Books	Other*	Tuition	Total
FSA Programs							
DIAGNOSTIC MEDICAL SONOGRAPHY	510910	2660	\$125	\$750	\$500	\$35,525	\$36,900
CARDIOVASCULAR TECHNOLOGIST	510901	2240	\$125	\$600	\$350	\$32,425	\$33,500
MRI TECHNOLOGIST	510920	1980	\$125	\$650	\$250	\$38,575	\$39,600
DIAGNOSTIC CARDIAC SONOGRAPHY	510915	1740	\$125	\$500	\$250	\$25,225	\$26,100
NEURODIAGNOSTIC TECHNOLOGIST	510903	1225	\$125	\$500	\$250	\$25,225	\$26,100
SURGICAL TECHNOLOGIST	510909	1225	\$125	\$350	\$250	\$23,575	\$24,300
ANESTHESIA TECHNICIAN	510809	900	\$125	\$200	\$150	\$15,725	\$16,200
MEDICAL ASSISTANT	510801	835	\$125	\$350	\$250	\$12,075	\$12,800
ENDOSCOPY TECHNICIAN	511012	750	\$125	\$375	\$350	\$14,450	\$15,300
STERILE PROCESSING TECHNICIAN	511012	650	\$125	\$150	\$150	\$11,275	\$11,700
PHARMACY TECHNICIAN	510805	650	\$125	\$75	\$50	\$6,950	\$7,200
Non-FSA Programs							
PATIENT CARE TECHNICIAN	513902	650	\$125	\$350	\$150	\$5,875	\$6,500
MEDICAL BILLING & CODING SPECIALIST	510713	300	\$125	\$250	\$100	\$3,625	\$4,100
CARDIAC MONITOR TECHNICIAN	510902	200	\$125	\$75	\$100	\$2,400	\$2,700
EKG / PHLEBOTOMY TECHNICIAN	511009	160	\$125	\$150	\$150	\$2,275	\$2,700
PHLEBOTOMY TECHNICIAN	511009	80	\$125	\$75	\$100	\$1,500	\$1,800

**If the program cost has changed, please refer to your enrollment contract for accurate pricing.*

***Applicable Fees & Additional Costs**

In the fee breakdown provided, the category "Other" refers to additional costs for each program. These costs may include clinical internships, liability insurance, uniforms, lab supplies, etc.

Tuition Information

All programs listed above are hybrid programs. Students are required to pay a \$125 administrative fee prior to enrollment. Thereafter students are required to make tuition payments according to the provided payment plan. Payments will be due by the 10th of every month or the

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dates provided in the student's payment plan. There will be a \$25.00 late fee for any late payments. Debit and/or credit card payments will incur an additional 3% service charge.

Transcripts

All AIMS Education graduates are entitled to one official transcript upon graduation. Each additional copy, or transcripts requested more than 6 months after graduation, will be charged the standard fee of \$12.

Miscellaneous Charges

Scrub Set: \$30.00

AIMS Patch: \$5.00

Duplicate School ID: \$5.00

Print/Copy (B&W): \$0.15 per side

Transcript: \$12.00

Duplicate Diploma or Certificate: \$95.00

Diploma/Certificate Mailing Fee: \$13.00 (Certified Mail with Signature Confirmation)

*Note: All prices are subject to change at any time.

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Payment Plans

Program Name	Schedule	Hrs.	Program Cost	Monthly Installment Plan			No of Months	Payment Ea.Month	Final Month Payment
				Admin Fee	Down Payment	Tuition			
DMS	Day	900	\$12,485.00	\$125.00	\$2,000.00	\$10,360.00	7	\$1,300.00	\$1,260.00
\$36,900	Day	900	\$12,485.00		\$0.00	\$12,485.00	8	\$1,390.00	\$1,365.00
	Day	860	\$11,930.00		\$0.00	\$11,930.00	7	\$1,500.00	\$1,430.00
DMS	Eve	900	\$12,485.00	\$125.00	\$2,000.00	\$10,360.00	9	\$1,035.00	\$1,045.00
\$36,900	Eve	900	\$12,485.00		\$0.00	\$12,485.00	10	\$1,135.00	\$1,135.00
	Eve	860	\$11,930.00		\$0.00	\$11,930.00	7	\$1,500.00	\$1,430.00
CVT	Day	900	\$13,460.00	\$125.00	\$2,000.00	\$11,335.00	7	\$1,430.00	\$1,325.00
\$33,500	Day	900	\$13,460.00		\$0.00	\$13,460.00	8	\$1,500.00	\$1,460.00
	Day	440	\$6,580.00		\$0.00	\$6,580.00	3	\$1,650.00	\$1,630.00
CVT	Eve	900	\$13,460.00	\$125.00	\$2,000.00	\$11,335.00	9	\$1,140.00	\$1,075.00
\$33,500	Eve	900	\$13,460.00		\$0.00	\$13,460.00	10	\$1,225.00	\$1,210.00
	Eve	440	\$6,580.00		\$0.00	\$6,580.00	3	\$1,650.00	\$1,630.00
MRI	Day/Eve	900	\$18,000.00	\$125.00	\$2,000.00	\$15,875.00	9	\$1,585.00	\$1,610.00
\$39,600	Day/Eve	900	\$18,000.00		\$0.00	\$18,000.00	10	\$1,650.00	\$1,500.00
	Day/Eve	180	\$3,600.00		\$0.00	\$3,600.00	1	\$1,800.00	\$1,800.00
DCS	Day	900	\$13,500.00	\$125.00	\$2,000.00	\$11,375.00	7	\$1,425.00	\$1,400.00
\$26,100	Day	840	\$12,600.00		\$0.00	\$12,600.00	8	\$1,575.00	\$0.00
DCS	Eve	900	\$13,500.00	\$125.00	\$2,000.00	\$11,375.00	9	\$1,150.00	\$1,025.00
\$26,100	Eve	840	\$12,600.00		\$0.00	\$12,600.00	8	\$1,575.00	\$0.00
NDT	Day/Eve	900	\$19,180.00	\$125.00	\$2,000.00	\$17,055.00	9	\$1,705.00	\$1,710.00
\$26,100	Day/Eve	325	\$6,920.00		\$0.00	\$6,920.00	4	\$1,730.00	\$0.00
Surg. Tech	Day/Eve	900	\$17,850.00	\$125.00	\$2,000.00	\$15,725.00	9	\$1,575.00	\$1,550.00
\$24,300	Day/Eve	325	\$6,450.00		-\$470.00	\$6,920.00	3	\$1,600.00	\$2,120.00
Med. Assistant	Day	835	\$12,800.00	\$125.00	\$1,000.00	\$11,675.00	7	\$1,450.00	\$1,525.00
\$12,800									
Med. Assistant	Eve	835	\$12,800.00	\$125.00	\$1,000.00	\$11,675.00	8	\$1,300.00	\$1,275.00
\$12,800									
Pharm. Tech	Day/Eve	650	\$7,200.00	\$125.00	\$1,000.00	\$6,075.00	6	\$875.00	\$825.00
\$7,200									
ENDO	Day/Eve	750	\$15,300.00	\$125.00	\$2,000.00	\$13,175.00	7	\$1,400.00	\$1,250.00
\$15,300									
SPT	Day/Eve	650	\$11,700.00	\$125.00	\$1,000.00	\$10,575.00	6	\$1,510.00	\$1,515.00
\$11,700									
Anesthesia Tech	Day/Eve	900	\$16,200.00	\$125.00	\$2,000.00	\$14,075.00	9	\$1,400.00	\$1,475.00
\$16,200									

The chart above is provided for reference purposes only. Please refer to the payment plan you received at the time of enrollment for your exact payment terms.

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Payment Plans for Non-Financial Aid Programs

Institutional Payment Plan

Monthly - Checks & EFT Enrollment

Program Name	Schedule	Hrs.	Institutional Payment Plan			Monthly Installment Plan		
			Program Cost	Admin Fee	Tuition	No of Months	Monthly Payment	Final Payment
EKG/PHL	Day/Eve	160	\$2,700.00	\$125.00	\$2,575.00	1	\$1,290.00	\$1,285.00
	W/E	160	\$2,700.00	\$125.00	\$2,575.00	4	\$525.00	\$475.00
PHL TECH	Day/Eve	80	\$1,800.00	\$125.00	\$1,675.00	1	\$1,675.00	\$0.00
	W/E	80	\$1,800.00	\$125.00	\$1,675.00	1	\$840.00	\$835.00
CMT	Day/Eve	200	\$2,700.00	\$125.00	\$2,575.00	1	\$1,290.00	\$1,285.00
	W/E	200	\$2,700.00	\$125.00	\$2,575.00	3	\$650.00	\$625.00
EKG/PHL/CMT	Day/Eve	280	\$2,700.00	\$125.00	\$2,575.00	1	\$1,290.00	\$1,285.00
	Day/Eve		\$900.00		\$900.00	1	\$900.00	
	W/E	280	\$2,700.00	\$125.00	\$2,575.00	5	\$515.00	\$0.00
	W/E		\$900.00		\$900.00	2	\$450.00	\$0.00
MBC SP	Day/Eve	300	\$4,100.00	\$125.00	\$3,975.00	3	\$1,325.00	\$0.00
	W/E	300	\$4,100.00	\$125.00	\$3,975.00	8	\$445.00	\$415.00
Patient Care Tech	Day/Eve	650	\$6,500.00	\$125.00	\$6,375.00	8	\$700.00	\$775.00

The chart above is provided for reference purposes only. Please refer to the payment plan you received at the time of enrollment for your exact payment terms.

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STUDENT SERVICES AND PROGRAMS

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Career Services

Objective

AIMS Education Career Services Department is committed to supporting and assisting the career development of our attending students and graduates. The ultimate goal of our Career Services staff is to prepare every AIMS student for a long, successful career in their chosen field. We provide career-related counseling and programs to help our students in resume writing, job-search techniques, networking, interview skills, and interview follow-up.

Overview

We are wholly independent, offering objective and impartial advice and information, free of any commercial relationship with employers. We maintain and develop links with the range of organizations providing appropriate hiring opportunities for graduates, including hospitals, healthcare and staffing companies. We assist in the provision and dissemination of information about the destinations of those who have completed their studies at AIMS. We continue to be the main provider of choice of careers education, information and guidance within AIMS.

Process

When students register to complete a program at AIMS Education, they attend an orientation. During the orientation students are provided a brief overview of the Career Services procedures and the assistance AIMS offers.

In addition to the initial general orientation students meet with the Career Services department prior to beginning their clinical internships. At this meeting students are asked to complete the Employment Consent Form. The completed form contains the contact information of the student (email and phone), grants permission to our Career Services department to forward the student's resume to potential employers (after we confirm a student's interest in a specific opportunity), and is used by our Career Service department to contact the student/graduate as opportunities arise.

As students graduate, our Career Service department meets with the students to review their individual career expectations in addition to the student's desired work location(s). Our Career Services department encourages all graduates to register to take their national exams. While on campus for the Career Service meeting students are introduced to our Registry Guidance Counselor who assists the student to set up and complete their national exams.

Career Services next step is to follow-up with students through phone and email contacts. As we receive job requisitions from our network we reach out to graduates to discuss their availability and possible interest in each specific position. In addition to our network contacts we also set up "Job Alerts" on several job board sites and receive alerts we can forward to available candidates for their review and application. A chart is maintained by the department to monitor graduate success and/or current availability/interest in pursuing opportunities. AIMS Education maintains affiliations with staffing agencies, job placement, and recruiting agents who assist and forward possible job openings to our graduate students.

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Once a student is hired our Career Services department will reach out to the graduate's new company and send an "Employer Survey" and "Employment Verification" to be completed by the employer. AIMS Education has an affiliation with an employment verification agency to enhance the process of employment verification and collection of survey reports for the students who have not responded to our Career Service department in a timely manner. The survey is one of the important ways for our school to review our student's and the school's success and to help evaluate the student's training received through AIMS Education.

Services Offered

Having the proper resources to conduct a successful job search can make a big difference. AIMS Education offers a variety of career resources and tools to our students and graduates. Although appointments are not required, students are encouraged to make an appointment with a Career Services counselor to ensure all students may avail themselves of the services we offer. Some of the assistance and services students can expect to receive:

- Counseling
- Career Orientation
- Job Search Techniques
- Resume Preparation Assistance
- Interview Preparation and Follow-up
- Employer Relationships
- Career Development Seminars
- Placement Referrals
- Access to Handshake Tools
- Campus Recruiting Events
- Career Fairs – on campus and external
- Job Research and Job Posting Board (on Campus)
- "Earn While You Learn" Program

Career Development Workshops

As an additional service for our students, we provide regular career development workshops. During these workshops our career services team presents information that will assist students with their job search. These workshops cover a variety of topics including job search techniques, resume writing, interview skills, professionalism, LinkedIn, and Handshake.

What Career Services Does Not Offer

Students are informed that job hunting, whether still in school or after graduation, is ultimately their responsibility, but the AIMS career services department remains committed to assisting our students in their efforts. The role of career services is not to act as an employment agency. Procuring a position depends on the student's performance and the will of the hiring site. Employers consider a graduate's attitude, grades, interview performance, work background, educational background, and other intangible factors when determining employment. No representative of AIMS promises employment or a specific starting salary.

*** AIMS Education does not warrant or guarantee that successful completion of a program offered at AIMS will result in a graduate obtaining employment in any field or profession.

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Transcripts

To request your official transcript, please visit the Transcript Request page on the AIMS website.

<https://aimseducation.edu/transcript-request>

All AIMS Education graduates are entitled to one official transcript upon graduation. Each additional copy, or transcripts requested more than 6 months after graduation, will be charged a fee of \$12 per transcript. Transcript requests from graduates, who have not met all program completion requirements, may be denied.

Non-graduates (current and former students) may also request official transcripts for \$12 each. Unofficial transcripts can be requested from the academics department at no charge.

The transcript provides detailed information of the courses taken and grades achieved. For repeated courses, only the highest grade is considered. All official and unofficial transcripts requested by non-graduates will have a weighted average that only reflects the courses completed by the student.

Transcript requests typically take at least 10 business days to process. Official transcripts will not be processed until clearance is granted from all relevant departments. Below are some common reasons a transcript will not be processed:

- A balance remains on the student's financial account
- The student has not completed all required program requirements (e.g., exams, clinical hours, makeup hours, etc.)
- Incomplete documentation (e.g., missing signatures on attendance sheets or grade cards).

If your transcript request is denied, please complete any pending requirements and resubmit your request. If you have any questions or concerns, contact academics@aimseducation.edu for assistance.



AIMS Education Student Library

Overview

The AIMS Library offers a diverse collection of print material, educational media, and electronic resources that are designed to support and enhance the learning experience students receive at AIMS. The library will give students the opportunity to expand on the knowledge they learn in class, and it will serve as an important resource for all current and future AIMS students. It will also be a great resource for students who are preparing to take registry/certification examinations.

Mission

The mission of the AIMS Education Library is to identify, organize, and preserve valuable resources for the benefit of our students, faculty, and staff. In addition to creating a balanced collection of resources, it is also the mission of the library to provide an educational environment designed for reading, learning, and research.

Objectives

- To enhance the knowledge base of students
- To promote and strengthen the literacy skills of students
- To establish a collection of resources that can be used to support the educational endeavors of students
- To provide resources to faculty which will assist in their teaching, planning and development of curricula.
- To provide resources to staff which will assist them with their departmental responsibilities

Library Collections

The AIMS Library provides access to a variety of print material and electronic resources including textbooks, reference books, journals, study guides, CDs, DVDs, and videos. The collection, which includes approximately 600 print resources, is designed to support all of the programs currently offered by AIMS.

Students, faculty, and staff are also given access to a wealth of online resources through the Library and Information Resources Network (LIRN). LIRN is a consortium of educational institutions which share access to information resources. LIRN serves as an online library that can be accessed both on campus and remotely. Some of the available LIRN resources include peer-reviewed and full-text journal articles, magazines, newspapers, eBooks, podcasts, audio files, and videos.

The following LIRN resources are currently available to AIMS students:

- ProQuest Central Database
- Ebook Central
- Primal's 3D Human Anatomy & Physiology

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- Primal's 3D CT & MRI: Thorax, Abdomen, and Pelvis

Through the subscription packages listed above, AIMS students have access to approximately 25,000 resources in the ProQuest Central database and 278,000 eBooks from Ebook Central. In addition, students will have access to Primal's 3D Human Anatomy & Physiology and Primal's 3D CT & MRI: Thorax, Abdomen, and Pelvis.

Library Access

The AIMS Education library is located in the PE Building at the main campus. Library hours are Monday through Friday from 9:30 p.m. to 6:00 p.m. Students have access to all print material and multimedia at this location. Computer and internet access is available on site. Students are able to access all of the LIRN resources on campus or remotely via the Brightspace LMS or this [link](#). Login information will be provided during the new student orientation. The LIRN online library is available seven days a week, 24 hours a day.

Librarian Assistance

AIMS Education is supported by a team of master's level librarians through the LIRN Librarian Service. For research and reference assistance, students and faculty can contact a team of LIRN Librarians by submitting a help ticket. This form can be accessed by clicking on the "Ask a Librarian" button in the bottom right corner of the LIRNPortal page. Librarians will follow up via email, phone call, or screen share as applicable during the hours listed below. Students and faculty can also email the librarian team directly at aimseducation@lirn.net.

Day	Time
Monday-Friday	8am to 10pm
Saturday-Sunday	12pm to 7pm

LIRN Consortium Librarians have master's degrees in library and information studies from ALA-accredited programs. They also have extensive experience working with students and faculty in a number of different subject areas.

In addition to the LIRN librarian service, AIMS Education has support staff on site at the library to assist students with locating resources, borrowing library materials, and accessing electronic resources via LIRN.

Library Rules

The AIMS Student Library is only available to students who are currently enrolled and attending classes. Access to the library is no longer available once a student graduates. Graduates who would like to continue to use the library's resources will be required to pay a \$75 refundable deposit.

Borrowing Physical Resources

Students are required to sign items out of the library at the time of borrowing and sign them back in when being returned. Students are not allowed to mark or deface the books/media in any way.

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All items should be returned in the same condition as when they were borrowed. Any items that are returned damaged will result in damaged book/media fees. This charge will depend on the extent of the damage and will be determined by the school administration. Additional consequences may be necessary depending on the circumstances. Students should not circulate books or media amongst their friends without explicit permission from the school administration. All books and media borrowed from the library are the sole responsibility of the student who signed them out.

Late/Damage Fees

Students are only permitted to borrow two books at a time. Media items cannot be taken off the school premises. Most items from the library can be borrowed for a maximum of seven days. Certain items (e.g. exam review guides) may have shorter loan periods. Students who fail to return borrowed items on time will be subject to late fees. There will be a late fee of \$5 per day for the first seven days, and then \$10 per day for each additional day. The late fees will continue to accrue until the cost to replace the missing item (including administrative fees) has been covered. Students who fail to return items from the library or pay the required late fees will not be allowed to graduate. A Certificate of Program Completion will only be issued to students who have clearance of all library transactions.

Library Hours

Monday - Friday
9:30am to 6:00pm

*The LIRN online library is available seven days a week, 24 hours a day.

Location

The library is located in the PE Building at the main campus. There is also a resource center available at the Edison Center. The LIRN online library can be accessed on campus or remotely using a computer or mobile device (internet required).

Contact

Library Administrator - Nisha Khanijow
908-222-0002, Ext. 202
nisha@aimseducation.edu

LIRN Librarian Team
aimseducation@lirn.net



Student Representative Program

Overview

Student representatives are typically appointed for major programs of study that are 300 clock hours or more. The role of the student representative is to act as a liaison between the administration and the students in their class. The role is discussed with each representative prior to their appointment. Their responsibilities are as follows:

1. Listen to all major suggestions/concerns/feedback from their classmates.
2. Report all major issues to the administration during monthly meetings.
3. Relay the administration's response back to their class.

The student representative is selected based on a recommendation from the instructor/program director and approval from the school administration. It is something that is valued, as they are the voice of our students. New student representatives are typically selected when there is a vacancy in the role due to graduation or internship.

A school administrator will inform students when a new student representative is selected and explain the benefits of the student representative program. The goal of this program is to encourage open dialogue between the student body and school administration regarding the quality of education and learning environment provided by AIMS.



Registry/Certification Exam Assistance

Benefits of Certification

Certification offers numerous benefits to healthcare professionals. Employers will have more confidence in individuals who are certified. You can gain industry recognition in your chosen profession. And certified healthcare professionals may have higher earning potential and see greater career advancement opportunities.

The majority of the programs at AIMS do not have state licensing requirements in New Jersey (Some states do require a state license to be employed). Therefore, employment eligibility is usually determined by the hiring employer. Some employers in New Jersey require or prefer certification, while others may hire employees with the expectation that the employee will seek certification in the future.

AIMS encourages all students and graduates to attempt certification for their profession when eligible. Passing the appropriate registry examination and getting certified is a great way to make yourself a more marketable job candidate. For young healthcare techs just getting started with their careers, certification is a way to show employers that their knowledge and skills meet industry standards.

Registry Exam Assistance

Preparing for a registry exam can sometimes be challenging. This is why AIMS has created a support structure to help you. The key is that you take advantage of the resources that are available to you.

AIMS Library

If you feel that you need additional preparation and study time before taking a certification exam, the library is a great source of review material. In addition to a large collection of reference books and educational media, there are also registry exam study guides available for certain programs. Students are free to borrow this material whenever it's available.

The AIMS Library is located on the 3rd floor of the main building. There is also a study room available on the 2nd floor for self-studying and/or study groups.

Course/Program Reviews

Before the completion of most programs (based on registry/certification requirement), instructors will conduct general review sessions for students. These review sessions are designed to help students begin their preparation for the various registry examinations that they may be eligible to sit for. These review sessions may or may not be tailored toward specific certification exams. This will depend on the program and which exams graduates are eligible to sit for.

Registry Exam Review Courses

For certain programs, AIMS will offer special registry exam review courses in addition to any reviews offered during scheduled classroom hours. These classes are typically held on Saturdays and will often focus on one specific certification examination.

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Some of the certification exams that AIMS has offered special review courses for include the MRI registry exam offered by the American Registry of Magnetic Resonance Imaging Technologists (ARMRIT), the Certified Billing & Coding Specialist certification exam offered by the National Healthcareer Association, the EEG registry exam offered by ABRET, and the Sonography Principles and Instrumentation (SPI), Abdomen specialty, and OB/GYN specialty exams offered by the American Registry for Diagnostic Medical Sonography (ARDMS).

Registration Assistance

The Registry Exam Assistance Department is available to all students and graduates who are planning to sit for a certification exam. Our knowledgeable staff will provide you with guidance and support throughout the certification process. First, a counselor will help you determine which exams you are eligible for and which ones may benefit you the most. Once you have decided which registry examination you plan to take, your counselor will discuss the requirements and explain what steps you need to take to register for the exam.

To contact the Registry Exam Assistance Department please call 908-222-0002 ext. 202 or email registryexam@aimseducation.edu.

How to Register

Before registering for an exam, students should contact the Registry Exam Assistance Department or Career Services for guidance. Each exam may have a different registration process. When a student is ready to register for an exam, he/she will need to go to the website of the certifying body that administers the certification exam and follow the provided directions. For specific questions regarding the exam or the eligibility requirements, you should contact that organization directly.

*If a student is taking a certification exam at the testing center located at the main campus in Piscataway, he/she should first contact the Registry Exam Assistance Department to select a date and time for the exam. After selecting the date and time, he/she can go to the certifying body's website to register and pay for the exam.

When to Register

Students and graduates should register for certification exams as soon as they become eligible. This will depend on the rules and requirements of the certifying body. Some exams can be taken while you are still enrolled in school while others can only be taken after graduation. Regardless, you want to take the exams as soon as you are eligible to do so. Immediately after you graduate is when your knowledge and training is still fresh in your mind.

* Phlebotomy students must wait 1 to 2 weeks after completing PHL 120 before taking the certification exam.

Registry Exam Eligibility Disclaimer

AIMS Education does not promise eligibility for any registry exam. It is the responsibility of each student/graduate to determine his or her own eligibility, and, if eligible, it is his or her

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responsibility to register for the examination(s). Success on any particular registry exam is not guaranteed.

The certifying bodies that offer registry/certification exams are independent organizations. Hence, the rules and requirements regarding exam eligibility are subject to change without advance notification to AIMS. Current eligibility does not guarantee future eligibility.

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Scholarship Programs

AIMS Education offers two scholarship programs to assist students with unmet financial need and to promote academic excellence amongst students.

AIMS Education Academic Excellence Scholarship

The AIMS Education Academic Excellence Scholarship is awarded to current AIMS students who demonstrate academic excellence in the classroom. Applicants will be judged based on their academic performance, attitude in class, and attendance.

Scholarship applications are available on the AIMS Education website. Eligible candidates are required to submit the completed application package, including all required documentation, to the Finance Department.

Academic Excellence Scholarship applications are due by the deadlines set by the Scholarship Committee for each academic year. Award amounts may vary based on the program and/or academic merit. Scholarship award winners will be notified within 30 days of the application deadline.

AIMS Education Need-Based Scholarship

The AIMS Education Need-Based Scholarship has been established to assist students from low-income families. The scholarship program is designed to help bridge the financial gap that often prevents students from pursuing their dreams of higher education. This scholarship is awarded based on financial need and is only offered to incoming AIMS students who are pursuing a career in the healthcare field. Current students are not eligible to apply for this program.

Scholarship applications are available on the AIMS Education website. Eligible candidates are required to submit the completed application package, including all required documentation, to the Finance Department. Need-Based Scholarship applications are due at the time of enrollment. Award amounts may vary based on the program and/or financial need. Scholarship award winners will be notified within 30 days of the application deadline.

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National Technical Honor Society

Overview

AIMS Education has established a chapter in the National Technical Honor Society for outstanding student effort, achievement and academic merit. The AIMS Chapter of NTHS and our students will strive to uphold the ideals of dedication, knowledge, honesty and leadership in the healthcare field, give incentive for educational achievement in our institute, support society members in their educational and career objectives, sustain a strong, positive image for our current and future AIMS students, practice high standards of excellence both personally and professionally and always try to improve our growth standards of the Society not only here but throughout the United States.

Process and Services offered by NTHS

In order to qualify for enrollment in NTHS, students must have a minimum GPA of 3.2 and be enrolled in a program that is 300 hours or more. Once a student qualifies, he/she can apply for membership and pay a one-time fee. Upon qualifying and becoming a member, an induction ceremony will be held for all accepted members. From that day forward, they are officially a member of NTHS and will attend and be fully committed to the society at AIMS.

Meetings for the members, advisory board for the Chapter and advisor will be held monthly/bi-monthly to discuss and plan future meetings, community events and maintain a long lasting relationship with each other and the school.

As students graduate, they are then asked to become an Alumni of NTHS. As an Alumni you are given letters of recommendation from the society for your resume and future jobs, alumni scholarships are also offered as well as an online career center for future employment assistance.

Scholarship opportunities are offered two times per year for student members. Alumni scholarships are also offered once the student graduates and becomes an Alumni of NTHS.

This opportunity for our students and graduates is something that will not only give them the spotlight but carry them through their entire career as someone who gained academic achievement and success.

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Alumni Association

AIMS Education has formed an official alumni association for all AIMS graduates. The purpose of this organization is to support and promote the interests of all AIMS students and graduates. Some of the benefits include professional networking, career development, mentoring, and leadership opportunities. All graduates are encouraged to join the alumni association. Alumni events will be held semi-annually for all participating alumni.

Health services

Currently the school does not offer in-house medical services or on-campus security. In case of emergencies, including health or safety, the student should inform a school official immediately and/or call emergency services at 911 or contact nearby Urgent Care. The emergency phone numbers are posted in each classroom. If a student needs medical attention due to illness or accident during assigned clinical hours, the hospital will provide initial medical care. The student must pay any bills from the hospital and/or physicians for this treatment. AIMS requires all students to complete a physical and have up-to-date immunization records.

AIM for Wellness! Program

AIMS Education is committed to providing resources that promote and foster optimal emotional and mental health. "AIM for Wellness!" is a holistic initiative designed to nurture the many dimensions of human wellness. Through a comprehensive suite of programming and services, students are provided with compassionate and proactive support and equipped with practical strategies, tips, and resources that assist in cultivating "aware and insightful minds."

How to Get Support

For personal support and/or additional information regarding AIM for Wellness! support services, please email: wellness@aimseducation.edu or call 908-222-0002, Ext. 403.

To learn more about the AIM for Wellness! program, please visit the AIMS website link below.

www.aimseducation.edu/aim-for-wellness

Dining and food services

Both locations at AIMS provide a cafeteria for students. Hot food is not served at either campus. Vending services are available.

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ACADEMIC SERVICES



Academic Success Skills and Tutoring

Academic success skills classes are provided to students in their pre-diagnostic courses. Academic coaching can also be provided to students on an individual or group basis upon request. Students are encouraged to use study rooms, laboratories, and library resources after class hours. Students can bring volunteers to practice in the labs; the volunteers will have to complete a waiver form at the front desk. Tutoring and academic assistance can be provided to students at an additional cost.

Academic Assistance and Advising

Students seeking help and assistance during their program can contact the Academics Department. Tutorials and academic assistance will and can be provided to the requesting students at an additional cost (if necessary). AIMS faculty may also provide students with extra project work and/or study material to help them overcome any academic issues.

Academic Advising Committee

The Academic Advising Committee is comprised of a representative from the Academics Department and a representative from the Scheduling Department. The committee's primary purpose is to assist and guide students who are struggling academically. Advisors will offer advice as well as help the student set goals and develop an individualized action plan.

A meeting between the Academic Advising Committee and a student can be initiated in one of two ways. If an instructor feels that a student is not performing at a satisfactory academic level, then he or she will recommend a meeting between the advising committee and the student. In most cases, the instructor will be required to attend the meeting as well.

If a student is struggling or in need of additional guidance, then he or she can contact the Academics Department to request a meeting with the Academic Advising Committee. Depending on the circumstances surround the student's request, his or her current instructor may be asked to join the meeting as well.

Academic Plan

An academic plan is provided to students if upon review it is determined that he/she is struggling with passing the course exams. An Academic Plan may consist of taking in-school personal tutoring as per the intention of the student and/or recommendation from the Program Director and/or Program Instructor, to aide improvement of academic performance, for an additional fee.

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Peer Mentoring

Major Diagnostic Courses (Core Courses)

In coordination with the faculty and administrators, peer mentors provide a classroom question and answer session and preparatory review when students begin certain major diagnostic courses. When class schedules allow, students in major diagnostic courses participate in a peer mentorship program with students who have successfully completed the course.

Instructor Office Hours

Weekly office hours are available by schedule or upon request. During office hours, instructors will answer questions, review test material, and provide guidance to students. For non-core courses, students can attend the office hours of most program directors or instructors. For core courses, it is recommended that students attend the office hours for their respective program director or instructor. Students who have questions about which office hours to attend should contact the Academics Department for assistance.

Office hours are typically available from 2pm to 3pm, but the schedule is subject to change. The current office hours and location are posted outside the instructors' room. Students can attend office hours at either AIMS location. Students must sign in for office hours.

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ACADEMIC POLICIES AND PROCEDURES



Grading Policy

The grading policy below, unless otherwise stated, is standard throughout all programs at AIMS Education. Grades and grade points represent the final measure of a student's performance in a course. A grade is issued for each course attempted. For all programs offered at AIMS Education the grading system is as follows:

Letter Grade	Grade Value	Description	Percentage
A+	4.0	Excellent	98-100%
A	4.0	Excellent	94-97%
A-	3.7	Very Good	90-93%
B+	3.3	Very Good	87-89%
B	3.0	Good	83-86%
B-	2.5	Above Average	80-82%
C	2.0	Satisfactory	75-79%
F	0.0	Failing	Below 75%

**Grading requirements for the clinical internship are different. Students must achieve a minimum passing grade of 80%.*

Special Requirements for DMS, MRI, CVT, DCS, and ST Students

Students enrolled in the DMS, MRI, CVT, and DCS programs are required to complete all pre-diagnostic courses with a cumulative GPA (CGPA) of 3.0 in order to progress to the major diagnostic course track of the program.

Students enrolled in the ST program are required to complete the courses listed below with a 3.0 cumulative GPA (CGPA) in order to progress in the program.

ALH 101 – Medical Terminology
 BIO 104 – Anatomy & Physiology
 BIO 202 – Applied Surgical Anatomy
 SRG 220 – Surgical Technology I

Students who fail to achieve the required CGPA of 3.0 in required courses, will be asked to withdraw from their respective program. Those students who are asked to withdraw have the right to appeal the decision with the program director. During the appeal process, the student may continue in the program. The appeal process and final determination by the Academic Committee will not exceed 14 days from the end of the last pre-diagnostic module, or the end of SRG 220 for Surgical Technologist students. The Academic Committee will take into consideration the student's overall performance, transfer coursework, and any extenuating circumstances. Students will also be given the option of transferring or enrolling in a new program.

Special Requirements for CVT 240

CVT and DCS students in the CVT 240 course will be graded on their comprehensive clinical skills through a clinical exit exam. Students will reproduce their practical skills to ensure clinical readiness for the clinical environment. The overall grade for CVT 240 will be based solely on the clinical exit exam.

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Theory Grade

The theory grade will be calculated as follows:

Quiz	10%
Midterm	35%
Final Exam	50%
Performance	5%
Total Theory	100%

Students will be graded based on the following guidelines for quizzes, midterms, final exams, and overall performance.

Quizzes:

- 10% of your total theory grade will be based on your quizzes.
- There are no retakes for quizzes.
- The number of quizzes in a course is at the discretion of the instructor.

Midterm:

- 35% of your total theory grade will be based on your midterm exam.
- There are no retakes for midterms.

Final Exam:

- 50% of your total theory grade will be based on your final exam.
- Upon failing or non-appearance, students must retake the final exam within a week of the results. Retakes will be given if you failed the original test or you were absent for the test for any reason. Please notify the instructor and the Academics Department in advance if you are unable to appear for the final exam on the announced date. The maximum grade a student can earn on a retake is 75%. The retake exam grade is used to determine the final course grade.
- If a student fails the retake, he/she may have to withdraw from the program. In the case of withdrawal, any refunds will be based on the school's tuition refund policy. Repetition of the course, for an extra fee, may be permitted by the academics department and program director. Only one repetition of a course is allowed during the enrollment period. Please consult the Academic Standing Policy for more information.

Overall Performance:

- 5% of your total theory grade will be based on your overall performance in the class.
- Your performance grade is based on your behavior, professionalism (e.g. wearing a clean uniform), participating in class activities (e.g. volunteering for other students), and your attitude towards instructors, school administrators, and other students.

Practical Grade

The practical grade will be calculated as follows:

Practical Quiz	10%
Practical Final Exam	90%
Total Practical	100%

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Quizzes:

- 10% of your total practical grade will be based on your practical quizzes.
- There are no retakes for quizzes.
- The number of quizzes in a course is at the discretion of the instructor.

Final Exam:

- 90% of your total practical grade will be based on your practical final exam.
- Upon failing or non-appearance, students must retake the final exam within a week of the results. Retakes will be given if you failed the original test or you were absent for the test for any reason. Please notify the instructor and the Academics Department in advance if you are unable to appear for the final exam on the announced date. The maximum grade a student can earn on a retake is 75%. The retake exam grade is used to determine the final course grade.
- If a student fails the retake, he/she may have to withdraw from the program. In the case of withdrawal, any refunds will be based on the school's tuition refund policy. Repetition of the course, for an extra fee, may be permitted by the Academics Department and the Program Director on a case-by-case basis. **Only one repetition of a course is allowed during the entire program period. Please consult the Academic Standing Policy for more information.**

Final Course Grade

The theory grade will count for 100% of the final course grade unless there is a lab component. For courses that have a lab component, the final course grade will be based on the following grade distribution for theory and practical grades.

Program	Course Code	Course	Theory	Practical
DMS	DMS 220	Ultrasound Physics & Instrumentation	80%	20%
CVT	DMS 220	Ultrasound Physics & Instrumentation	80%	20%
DCS	DMS 220	Ultrasound Physics & Instrumentation	80%	20%
MA	CMA 230	General Practice	80%	20%
NDT	NDT 231	NDT II - Other Neurodiagnostic Techniques	80%	20%
MRI	MRI 261	MRI II	80%	20%
MRI	MRI 262	MRI III	80%	20%
CVT	CVT 240	Clinical Practice and Career Orientation	0%	100%
DCS	CVT 240	Clinical Practice and Career Orientation	0%	100%
All other courses with lab component			40%	60%

**The final grade for courses with no lab component will be calculated based on 100% of the theory grade. Grade cards will display grades up to two decimal points.*

General Policies for all Programs:

- Failure to appear for a quiz, midterm, or final exam (either didactic, practical, or clinical) on the scheduled date will result in a grade of zero.
- All retake exams will be different from the original exam.
- If you are caught cheating you will receive a zero on that particular exam.

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- A minimum grade of 75% (Equivalent to the letter grade C or a 2.0) is required to pass each course (excluding the internship); a grade of 80% is required to pass the internship component.
- In order to receive a passing grade on the final exam for a course, students must pass both the theory and practical final exams.
- Students must pass the final exam to pass the course.
- Practical or clinical exam retakes are subject to the standard exam retake policy. The maximum grade a student can earn on a clinical/practical exam retake is 75%.
- A failed repeat course may result in the student's termination from their program of study.

*** Notes:** If a student misses a quiz, midterm, or final exam due to a medical emergency, military obligation, religious holiday, or loss of a family member, he/she may be eligible to take the exam without being subject to the standard retake policy. In addition, on a case-by-case basis, extra preparation time may be provided beyond one week. The student must submit a written appeal, including evidence, to the Academics Department. A decision will be made based on the reason for the absence and the evidence provided. All decisions by the Academics Department are final.

In consultation with the instructor, program director, and the Academics Department, students who are failing a course, but pass the final exam, may pass the course if all other course work has been completed satisfactorily.

Clinical Exit Exam

The DMS, NDT, ST, and MA programs require students to take a comprehensive clinical exit exam. The purpose of the exam is to measure the student's overall skills in their chosen profession. This exam is mandatory and will be given prior to students entering the clinical internship phase of the program. A passing grade on the exit exam, as per clinical standards, is a mandatory requirement for a student to start the internship.

If a student fails the exit exam on the first attempt, the student will be given a review by their instructor followed by a second attempt on the exit exam. If a student fails the second attempt of the exit exam, the student will be provided an academic plan that may include up to 15 hours of tutoring (at his/her own expense) followed by another retake. If the student fails the third attempt, the student will not be able to continue further in the program.

CVT and DCS students will also be required to complete a clinical exit exam as part of the CVT 240 course.

Cumulative GPA (cGPA) Calculation

For students starting on or after May 1 2016, the cGPA calculation will use a weighted average based on the course hours attended by the student. The cGPA will display two decimal points.

The formula below demonstrates how a cGPA is calculated.

Grade Points = Grade Value x Course Hours

cGPA = Total Grade Points / Total Course Hours

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Sample cGPA calculation:

Course Name	Course Hours	Course Grade	Corresponding Grade Value	Grade Points	Cumulative Grade Points	Cumulative Hours	Weighted cGPA
ALH 101	50	90	3.7	185	185	50	3.70
BIO 104	75	76	2.0	150	335	125	2.68
ALH 130	50	84	3.0	150	485	175	2.77
ALH 110	50	90	3.7	185	670	225	2.98

Clock Hours

A clock hour is defined as a period of time consisting of a 50- to 60-minute class, lecture, faculty-supervised laboratory, or internship in a 60-minute period.

Semester Credit Equivalent

37.5 total hours of instruction = 1 credit hour

* All courses offered at AIMS are non-credit courses. The credit equivalency listed above is for informational purposes only. For further details please contact the Academics Department.



Academic Standing Policy

Purpose/Objective

The goal of the Academic Standing Policy is to provide overall guidance and clarity to students who face academic issues. The policy applies to all students at any time in their course of study at AIMS Education.

If a student receives three warnings and/or probation during their course of study, for any reason, their academic record may be reviewed by the Academics Department and can lead to termination.

Grades

Academic Warning (Policy A)

Applicable for non-major courses in MRI, DMS, CVT, DCS, NDT, ST, AT, and MA; and all courses in ENDO, SPT, PCT, PhT, MBC, CMT, EKG/PHL, and PHL.

Academic Warning

A minimum of 75% is required to pass a course.* At the discretion of the instructor, students who fail a quiz or quizzes and/or the midterm, must meet with the Academics Department (program director/academic affairs administrator).

In the applicable courses, tutoring is not provided. Students are encouraged to have their questions answered during, before, and after class or during breaks. Instructors are available before and after class to meet with the students to answer any of their questions. Additionally, information regarding instructor office hours is posted outside the Instructors Room.

*Certain programs require students to maintain a 3.0 GPA in order to progress in the program (see Grading Policy for details). Students, in these programs, who do not maintain a 3.0 GPA, may be counseled to transfer to a less strenuous program.

Academic Probation

If a student fails the course or the final exam retake, they are placed on academic probation.

On academic probation, students are given the following options:

- Receive counseling about options to transfer to a new program.
- Repeat the course when it is next available. Additional costs may apply.
- Receive an academic plan while continuing progression in the program. At the discretion of the program director and academics department, academic plans may be given for emergency, family, or medical situations, as well as other extenuating circumstances.

If a student transfers to another program, successfully repeats the course, or completes an academic plan, he or she is removed from academic probation.

Academic Warning (Policy B)

Applicable for major courses in MRI, DMS, CVT, DCS, NDT, ST, AT, and MA. All academic warnings are per course.

First Academic Warning – Quiz or Exam

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Students who fail an exam (quiz or test) must meet with the Academics Department (program director/academic affairs administrator). Study plans issued to students must be completed in a certain period and must detail the work accomplished.

Second Academic Warning – Quiz/Exam and Midterm Exam

Students who fail an exam or quiz, and the midterm, are placed on academic probation and may have to complete an academic improvement plan and/or a statement of purpose. Also, students must meet with the Academics Department to review their academic record.*

Third Academic Warning – Quiz/Exam, Midterm Exam, and Final Exam

Students on academic probation who fail the final exam are eligible for an exam review. Students are provided an exam review before the final exam retake. If the student fails the final retake, at the end of the course, the student is eligible to:

- Receive counseling about options to transfer to a new program.
- Repeat the course when it is next available. Additional costs may apply.

Final Exam

Students, who are not on academic probation and fail the final exam, are allowed a final exam retake. Students are provided an exam review before the final exam retake. If the student fails the final retake, at the end of the course, the student must complete prepaid academic tutoring of up to 10% of the course.* Students will be given a second chance to retake the final exam at the end of the academic tutoring. The tutoring and the retake must be completed within 30 days of the date of the failed exam. The maximum grade a student can earn on a retake is 75%. If a student fails the final retake, the options are as follows:

- Receive counseling about options to transfer to a new program.
- Repeat the course when it is next available. Additional costs may apply.

** The academics department and program director determine if tutoring is required upon review of the student's academic record. Tutoring will be provided based on the availability of instructors. Any required tutoring will be at the student's expense. Financial aid is not available to pay for academic tutoring.*

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Criteria for Continuation in Program of Study

Students are required to maintain the following standards of performance throughout their enrollment at AIMS Education. Failure to meet any of the standards listed below may jeopardize their ability to continue normal progression in their program of study.

- a. Maintain a professional appearance and positive attitude at all times.
- b. Abide by all of the policies and procedures of AIMS.
- c. Maintain open lines of communication with the faculty and school administration.
- d. Remain in good financial standing throughout the duration of enrollment.
- e. Demonstrate a strong understanding of all theory.
- f. Demonstrate competence in all practical skills.
- g. Maintain 90% attendance in each course.
- h. Maintain 100% attendance throughout the clinical internship.
- i. Pass all program courses, including the clinical internship.



Performance Standing Policy

Purpose / Objective

The goal of the Performance Standing Policy is to provide overall guidance and clarity to students who face academic and/or non-academic issues while attending AIMS Education. The policy applies to all students at any time in their course of study at AIMS, and it covers the following areas:

- Attendance
- Grades
- Code of Conduct
- Dress Code and Personal Hygiene

If a student receives three warnings and/or probation during his/her course of study, for any reason (attendance, grades, code of conduct, dress code, or personal hygiene), the student's academic record will be reviewed by the program director and an academic administrator and may lead to termination.

Attendance

The overall attendance requirement in class is 90% per course. A maximum of up to 10% may be excused at the discretion of the instructor. For any unexcused absences, the students are required to complete makeup hours. A makeup hour sheet will be provided by their instructors. For continuity in the course, the students have to maintain a minimum of 75% attendance. Students are monitored periodically for their attendance in school. Students who miss three consecutive days of class will be contacted by a school administrator. Students are required to abide by the school attendance policy.

Academic staff is available to assist students with Leave of Absence requests. This includes explaining LOA requirements, providing upcoming course start dates, and providing guidance regarding any required makeup hours that result from an approved LOA. Instructors will provide guidance for any missed coursework as well.

Grades

A minimum of 75% is required to pass a course. During the clinical internship, students must achieve a minimum passing grade of 80% for monthly professional growth and clinical competencies. The DMS program has additional requirements for students during the pre-diagnostic courses.

Please see the Grading Policy and the Academic Standing Policy for more information regarding grades.

Code of Conduct

Students are required to abide by the Code of Conduct policy provided in this catalog. Failure to do so can negatively impact a student's academic progress. Periodic classroom visits are made by the administration to ensure that the proper code of conduct is being maintained. Students

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who violate the Code of Conduct policy will be subject to disciplinary procedures. Please see the Code of Conduct Disciplinary Procedures for more information.

Dress Code and Personal Hygiene

Students are required to abide by the Dress Code and Personal Hygiene policy provided in this catalog. Failure to do so can negatively impact a student's academic progress. Violations of this policy will result in verbal and/or written warnings and possible probation or suspension.

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Academic Probation and Course Repetition

AIMS Education encourages students to attain academic success to the best of their ability. Students are required to abide by the Grading Policy and the Academic Standing Policy in order to meet graduation requirements. A failed course must be repeated at an additional cost. A student who fails a course is placed on academic probation. Students who fail the final exam during a repeat course may be subject to termination from the program. All courses must be successfully completed before the student is permitted to start his/her clinical internship. The period of academic probation ends when the course is successfully completed. Failure to complete the course with a passing grade may result in termination from the program.

Probation For Below Average Grades

If a student does not achieve the minimum grades required for continuation in a program, he/she may be put on academic probation. In such cases, the student may be provided an academic plan by the Academics Department and/or Program Director. Please see the Academic Standing Policy for more information regarding academic probation.

Course Repetition

Only the highest grade for a repeated course is counted in the Program GPA. All attempted courses are counted toward the Course Completion Rate and the Maximum Timeframe for program completion.



Registry/Certification Exam Requirements

Certification exams (also known as registry exams) are examinations offered by independent organizations that result in professional certification. The certification exam requirements for each program are listed below.

Attempting a certification exam is a mandatory requirement for most programs.

Registry Exam Requirements for Cardiac Monitor Technician

CCI Certification Exams:

CMT students are encouraged to attempt the CCT or CRAT certification exam offered by CCI. AIMS Education will reimburse the fee for the student's first attempt provided the student takes the exam within 45 days of program completion. Eligible students will be reimbursed after completing all program requirements. The cost for all subsequent attempts will be the student's responsibility.

Students enrolled in the EKG/PHL program with CMT as an add-on are only eligible for reimbursement of one exam.

Registry Exam Requirements for Cardiovascular Technologist

Sonography Principles & Instrumentation (SPI) Exam:

The SPI exam, which is required for ARDMS certification, is a mandatory requirement for all CVT students. CVT students must attempt the SPI exam no more than 30 days after completing the Physics module. Failure to take the SPI exam within the specified time period will result in termination from the program. Students who fail the SPI exam on their first attempt must retake the exam prior to completing their first specialty module (Adult Echocardiography or Vascular). Failure to pass the SPI exam on the second attempt may result in termination from the program.

Students who are terminated from the program, and then pass the SPI exam, are welcome to reapply for the CVT program. If they are accepted, they will receive transfer credit for all successfully completed modules. Partial credit transfers are not permitted.

AIMS Education will reimburse the exam fee for the SPI exam for each student's first attempt. The cost for all subsequent attempts will be the student's responsibility. To help prepare students for the SPI exam, AIMS will provide review courses, review videos, sample tests, and registration assistance.

ARDMS and CCI Certification Exams:

It is a mandatory requirement that all CVT students attempt the Registered Cardiac Sonographer exam from CCI no more than 45 days after completing their internship. Students who have an associate degree or higher, have the option of taking the Adult Echocardiography specialty exam from ARDMS in place of the CCI exam. Students who choose not to take the required certification

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exam will not receive a certificate for completing the CVT program. Passing the exam is not a requirement.

To help prepare students for the certification exams, AIMS will provide review courses, review videos, sample tests, and registration assistance. AIMS Education will reimburse the fee for the student's first attempt of the required certification exam provided the student attends all mandatory review classes and takes the exam within 45 days of program completion. Eligible students will be reimbursed after completing all program requirements. The cost for all subsequent attempts will be the student's responsibility. Eligible CVT students can take the ARDMS specialty exam 60 days prior to the completion of their internship.

Registry Exam Requirements for Diagnostic Cardiac Sonography**Sonography Principles & Instrumentation (SPI) Exam:**

The SPI exam, which is required for ARDMS certification, is a mandatory requirement for all DCS students. DCS students must attempt the SPI exam no more than 30 days after completing the Physics module. Failure to take the SPI exam within the specified time period will result in termination from the program. Students who fail the SPI exam on their first attempt must retake the exam prior to completing the Adult Echocardiography module. Failure to pass the SPI exam on the second attempt may result in termination from the program.

Students who are terminated from the program, and then pass the SPI exam, are welcome to reapply for the DCS program. If they are accepted, they will receive transfer credit for all successfully completed modules. Partial credit transfers are not permitted.

AIMS Education will reimburse the exam fee for the SPI exam for each student's first attempt. The cost for all subsequent attempts will be the student's responsibility. To help prepare students for the SPI exam, AIMS will provide review courses, review videos, sample tests, and registration assistance.

ARDMS and CCI Certification Exams:

It is a mandatory requirement that all DCS students attempt the Adult Echocardiography specialty exam from ARDMS, or the Registered Cardiac Sonographer exam from CCI, no more than 45 days after completing their internship. Students who choose not to take the required certification exam will not receive a certificate for completing the DCS program. Passing the exam is not a requirement.

To help prepare students for the certification exams, AIMS will provide review courses, review videos, sample tests, and registration assistance. AIMS Education will reimburse the fee for the student's first attempt of the required certification exam provided the student attends all mandatory review classes and takes the exam within 45 days of program completion. Eligible students will be reimbursed after completing all program requirements. The cost for all subsequent attempts will be the student's responsibility. DCS students are eligible to take the ARDMS specialty exam 60 days prior to the completion of their internship.

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Registry Exam Requirements for Diagnostic Medical Sonography**Sonography Principles & Instrumentation (SPI) Exam:**

The SPI exam, which is required for ARDMS certification, is a mandatory requirement for all DMS students. DMS students must attempt the SPI exam no more than 30 days after completing the Physics course. Failure to take the SPI exam within the specified time period will result in termination from the program. Students who fail the SPI exam on their first attempt must retake the exam prior to completing their first specialty course (Abdomen, OB/GYN, or Vascular). Failure to pass the SPI exam on the second attempt may result in termination from the program.

Please note that students who are terminated from the program and then pass the SPI exam are welcome to reapply for the DMS program. If they are accepted, they will receive transfer credit for all successfully completed courses. Partial credit transfers are not permitted.

AIMS Education will reimburse the exam fee for the SPI exam for each student's first attempt. The cost for all subsequent attempts will be the student's responsibility. To help prepare students for the SPI exam, AIMS will provide review courses, review videos, sample tests, and registration assistance.

ARDMS Specialty Exams:

It is a mandatory requirement that all DMS students attempt at least one ARDMS specialty exam no more than 45 days after completing their internship. Students who choose not to take the specialty exam will not receive a certificate for completing the DMS program. Passing the exam is not a requirement.

To help prepare students for the Abdomen and/or OB/GYN specialty exams, AIMS will provide review courses, review videos, sample tests, and registration assistance. AIMS Education will reimburse the fee for the student's first attempt of one ARDMS specialty exam provided the student attends all mandatory review classes and takes the exam within 45 days of program completion. Eligible students will be reimbursed after completing all program requirements. The cost for all subsequent attempts will be the student's responsibility. DMS students are eligible to take the ARDMS specialty exams 60 days prior to the completion of their internship.

Registry Exam Requirements for EKG/Phlebotomy Technician**NHA and NCCT Certification Exams:**

EKG/PHL students are encouraged to attempt the CPT or CET certification exam offered by NHA, or the NCPT or NCET exam offered by NCCT. AIMS Education will reimburse the fee for the student's first attempt of the NHA or NCCT exam provided the student takes the exam within 45 days of program completion. Eligible students will be reimbursed after completing all program requirements. The cost for all subsequent attempts will be the student's responsibility.

Students enrolled in the EKG/PHL program with CMT as an add-on are only eligible for reimbursement of one exam.



Registry Exam Requirements for Endoscopy Technician

HSPA Certification Exam – Certified Endoscope Reprocessor (CER):

It is mandatory that all Endoscopy Technician students attempt the Certified Endoscope Reprocessor (CER) exam, offered by HSPA, no more than 45 days after completing their internship. Students who choose not to take the HSPA certification exam will not receive a certificate for completing the Endoscopy Technician program. Passing the exam is not a requirement.

To help prepare students for the CER exam, AIMS will provide review courses and registration assistance. AIMS Education will reimburse the fee for the student's first attempt of the HSPA exam provided the student attends all mandatory review classes and takes the exam within 45 days of program completion. Eligible students will be reimbursed after completing all program requirements. The cost for all subsequent attempts will be the student's responsibility.

Registry Exam Requirements for Medical Assistant

AAMA, AMT, and NHA Certification Exams:

It is mandatory that all MA students attempt the CMA (AAMA) exam, the RMA (AMT) exam, or the CCMA (NHA) exam no more than 45 days after completing their internship. Students who choose not to take one of the required certification exams will not receive a certificate for completing the Medical Assistant program. Passing the exam is not a requirement.

To help prepare students for the MA certification exams, AIMS will provide review classes and registration assistance. AIMS Education will reimburse the fee for the student's first attempt of the AAMA, AMT, or NHA exam provided the student attends all mandatory review classes and takes the exam within 45 days of program completion. Eligible students will be reimbursed after completing all program requirements. The cost for all subsequent attempts will be the student's responsibility.

Registry Exam Requirements for Medical Billing & Coding

NHA and NCCT Certification Exams:

MBC students are encouraged to attempt the CBCS exam offered by NHA or the NCICS exam offered by NCCT. AIMS Education will reimburse the fee for the student's first attempt provided the student takes the exam within 45 days of program completion. Eligible students will be reimbursed after completing all program requirements. The cost for all subsequent attempts will be the student's responsibility. To help prepare students for the MBC certification exams, AIMS will provide review courses and registration assistance.

Registry Exam Requirements for MRI Technologist

ARMRIT Certification Exam

It is mandatory that all MRI students attempt the Magnetic Resonance Imaging Technologist (MRI) Certification Exam, offered by ARMRIT, prior to completing the program. Students who

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choose not to take the ARMRIT certification exam will not receive a certificate for completing the MRI Technologist program. Passing the exam is not a requirement.

To help prepare students for the MRI certification exam, AIMS will provide review classes, sample tests, and registration assistance. AIMS Education will reimburse the fee for the student's first attempt of the ARMRIT exam provided the student attends all mandatory review classes and takes the exam prior to completing the program. Eligible students will be reimbursed after completing all program requirements. The cost for all subsequent attempts will be the student's responsibility.

Registry Exam Requirements for Neurodiagnostic Technologist**ABRET Certification Exam – Registered EEG Technologist (R. EEG T.):**

It is mandatory that all NDT students attempt the EEG certification examination, offered by ABRET, no more than 45 days after completing their internship. Students who choose not to attempt the ABRET certification exam will not receive a certificate for completing the Neurodiagnostic Technologist program. Passing the exam is not a requirement.

To help prepare students for the ABRET certification exam, AIMS will provide review courses, sample tests, and registration assistance. AIMS Education will reimburse the exam fee for the student's first attempt of the EEG certification exam (ABRET) provided the student attends all mandatory review classes and takes the exam within 45 days of program completion. Eligible students will be reimbursed after completing all program requirements. The cost for all subsequent attempts will be the student's responsibility.

Registry Exam Requirements for Patient Care Technician**NHA Certification Exam – Certified Patient Care Technician/Assistant (CPCT/A):**

It is mandatory that all PCT students attempt the CPCT/A exam, offered by NHA, no more than 45 days after completing their program. Students who choose not to take the NHA exam will not receive a certificate for completing the Patient Care Technician program. Passing the exam is not a requirement.

AIMS Education will reimburse the fee for the student's first attempt of the NHA exam provided the student takes the exam within 45 days of program completion. Eligible students will be reimbursed after completing all program requirements. The cost for all subsequent attempts will be the student's responsibility.

Registry Exam Requirements for Pharmacy Technician**PTCB Certification Exam – Pharmacy Technician Certification Exam (PTCE):**

It is mandatory that all PhT students attempt the Pharmacy Technician Certification Exam, offered by PTCB, no more than 45 days after completing their internship. Students who choose not to take the PTCB certification exam will not receive a certificate for completing the Pharmacy Technician program. Passing the exam is not a requirement.



To help prepare students for the PTCB certification exam, AIMS will provide review classes and registration assistance. AIMS Education will reimburse the fee for the student's first attempt of the PTCB exam provided the student attends all mandatory review classes and takes the exam within 45 days of program completion. Eligible students will be reimbursed after completing all program requirements. The cost for all subsequent attempts will be the student's responsibility.

Registry Exam Requirements for Phlebotomy Technician

NHA and NCCT Certification Exams:

PHL students are encouraged to attempt the CPT exam offered by NHA or the NCPT exam offered by NCCT. AIMS Education will reimburse the fee for the student's first attempt provided the student takes the exam within 45 days of program completion. Eligible students will be reimbursed after completing all program requirements. The cost for all subsequent attempts will be the student's responsibility.

Registry Exam Requirements for Sterile Processing Technician

HSPA Certification Exam – Certified Registered Central Service Technician (CRCST):

It is mandatory that all SPT students attempt the Certified Registered Central Service Technician (CRCST) exam, offered by HSPA, no more than 45 days after completing their internship. Students who choose not to take the HSPA certification exam will not receive a certificate for completing the Sterile Processing Technician program. Passing the exam is not a requirement.

To help prepare students for the CRCST exam, AIMS will provide review courses and registration assistance. AIMS Education will reimburse the fee for the student's first attempt of the HSPA exam provided the student attends all mandatory review classes and takes the exam within 45 days of program completion. Eligible students will be reimbursed after completing all program requirements. The cost for all subsequent attempts will be the student's responsibility.

Registry Exam Requirements for Surgical Technologist

NBSTSA and NCCT Certification Exams:

It is mandatory that all ST students attempt the Certified Surgical Technologist (CST) exam offered by NBSTSA, or the Tech in Surgery – Certified exam offered by NCCT, no more than 45 days after completing their internship. Students who choose not to take the required certification exam will not receive a certificate for completing the Surgical Technologist program. Passing the exam is not a requirement.

To help prepare students for the ST certification exams, AIMS will provide review courses, sample tests, and registration assistance. AIMS Education will reimburse the fee for the student's first attempt of the NBSTSA or NCCT exam provided the student attends all mandatory review classes and takes the exam within 45 days of program completion. Eligible students will be reimbursed after completing all program requirements. The cost for all subsequent attempts will be the student's responsibility.



Termination and Withdrawal

Termination

Students may be terminated from the school for the following reasons:

1. Misconduct or not adhering to school rules, regulations, policies and code of conduct as set forth herein, or as amended.
2. Nonadherence to the attendance policies and requirements of the school.
3. Failure to maintain satisfactory academic progress.
4. Not meeting the financial requirements.
5. If the student is unable to continue due to medical grounds (both physically and mentally).
6. Failure to maintain proper lines of communication with the school.

A school administrator will notify the student in writing if he/she is being terminated. The official letter will contain the date and reason for the termination. The student may appeal the decision to the school administration.

For those students receiving financial aid or assistance, it is the responsibility of the student to notify the appropriate institution overseeing their student loan. Prepaid tuition will be refunded according to the school refund policy. Please check the enrollment contract for the current refund policy.

Students deferring fee payment for three consecutive months may be subject to suspension from AIMS Education for a period of time which the school finance department considers fit or until further payment is received. After a period of nine to twelve months of non-payment, the suspended student is automatically removed from rolls and shall be considered dismissed or terminated on financial grounds.

However, in all cases of non-payment, the student will be notified, counseled, and issued verbal and/or written warnings before a decision to terminate the student's enrollment is made.

Withdrawal

Official Withdrawal

An official withdrawal occurs when a student provides formal notification stating his/her intent to withdraw. Students who wish to withdraw can contact the Academics Department located on the 3rd floor of the main campus. Acceptable forms of notification include in-person notification by the student or notification via phone, fax, or email when in-person notification is not possible for the student.

Withdrawal Procedure

Students who wish to withdraw voluntarily from a program will be asked to complete a modification of enrollment contract in the Academics Department. The Academics Department

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will review the student's attendance records, determine the coursework completed, establish the last date of attendance, determine the withdrawal date, and prepare a withdrawal letter.

The official withdrawal letter will be sent to the student via email and postal mail, and a copy will be forwarded to Student Records and the Financial Aid Department.

The Financial Aid Department will assist students in the completion of required Exit Counseling. Exit counseling is required for all students who have received Title IV Direct Loans. If the student is unable to complete the Exit Counseling on campus, the Financial Aid Department will mail the Exit Counseling materials along with the withdrawal letter.

Unofficial Withdrawal

An unofficial withdrawal is one where the school has not received formal notification from a student of his/her intent to withdraw but the student has not attended class for 14 calendar days. If a student does not return to class upon the completion of an approved leave of absence, it will also be treated as an unofficial withdrawal. The administrative procedure mentioned above will be followed to process the withdrawal letter.

Date of Determination

AIMS Education will consider the date of notification as the Date of Determination (DOD) in the case of official withdrawals. In the case of an unofficial withdrawal, the DOD will be the 14th calendar day if the withdrawal is due to unapproved absences of 14 calendar days. In the case of an unofficial withdrawal due to a student's failure to return from a Leave of Absence, the DOD will be the date the student was expected to return.

Date of Withdrawal

The date of withdrawal is the last date of the student's academic attendance (LDA) as determined by the school from any available attendance records.

Termination and Withdrawal Classifications

1. Personal (P) – Withdrawal from a program due to personal reasons.
2. Financial (F) – Withdrawal or termination from a program due to financial reasons.
3. Behavioral (B) – Termination from a program due to violations of institutional policies.
4. Academic Withdrawal (W) – Withdrawal from a program due to academic reasons (request by student)
5. Academic Dismissal (D) – Termination from a program due to academic reasons (qualitative and/or quantitative standards)
6. Other (O) – Withdrawal or termination not covered by other grounds.

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INTERNSHIP POLICIES AND PROCEDURES

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Clinical Internships

The majority of programs at AIMS Education include a clinical internship. Clinical internships provide students with practical experience in a real work environment. Students do not receive payment, either by the school or the clinical site, for work done during scheduled clinical hours, and students are not entitled to paid employment at the completion of the internship.

Students are not required to find their own clinical sites. They will be placed at a clinical site that is affiliated with the school. The school has affiliation agreements with a variety of clinical sites including hospitals, diagnostic imaging centers, outpatient medical facilities, laboratories, medical clinics, and doctors' offices.

Before receiving an assignment to a clinical site, each student must attend a mandatory clinical orientation provided by the internship department. Each program has an assigned clinical coordinator who is responsible for monitoring students and clinical sites. The clinical coordinator will make regular site visits to obtain feedback on individual student performance. The feedback is then provided to the program director and academic department to ensure that students are receiving the support they need.



Clinical Internship Orientation

Students are presented with an internship orientation prior to starting their internship. During this orientation, students are informed of the documentation they are required to submit. Depending on the program, this may include an updated background check, drug screening, physical examination, and updated vaccination records. In addition, they must submit a clinical prerequisite form, resume, and an emergency contact form. The clinical internship placement process will not begin until all required documentation has been submitted. Students are given a timeline of 2 to 3 weeks to complete and submit all paperwork. Prior to the start of a student's clinical internship rotation, the student may go through an interview process or an orientation, if required by the clinical site. The student must be academically cleared, financially cleared, must complete any/all makeup and pre-clinical hours, and all of their clinical internship prerequisite paperwork must be in place prior to the start of their clinical rotation.

Assignment of clinical sites is typically made at the end of a students' final course as long as the student has completed all of their makeup and/or pre-clinical hours, is financially cleared and has submitted all necessary paperwork. Students must be prepared to travel to their clinical internship assignments. The school will attempt to assign sites that are within a 60-mile radius of the school and that are convenient for the students; however, this may not always be possible. Based on clinical site availability, students may be required to complete their clinical internship at more than one clinical site. Students who decline two clinical sites may be required to withdraw from the program. In such an event, the school makes no assurance as to when or if other sites will be available.

The school is open to investigating new clinical affiliates recommended by students. However, the recommended sites must be willing to sign an affiliation agreement with the school. There are no guarantees of placement at requested clinical internship sites.

The placement procedure for the internship is required to be completed within 14 days of completion of the didactic portion of each program. Students who are unable to begin their clinical internship within the 14-day timeframe must request a Leave of Absence.

Regardless of the normal classroom schedule (day, evening, or weekend), internship hours are usually only available Monday through Friday during regular business hours. Evening or weekend hours may be available on a case-by-case basis and can only be provided if the school is able to find a clinical site that offers evening/weekend hours. Evening and/or weekend hours cannot total more than 25% of a student's total clinical internship hours. Students are required to complete the internship hours whenever the sites are available. Flexibility of schedule is mandatory for all students. If a student is unwilling to complete the internship hours during the scheduled times, the student may be terminated from his/her program. The student must begin their internship hours within 14 calendar days from their last day of class. If a student is academically inactive for 14 calendar days, the student will be terminated from his/her program.

Students who have their own internship sites must inform the school well in advance (at least 3 months before the end of their last didactic course or the day of their first clinical orientation in

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their last didactic course) for the school to have enough time to complete the clinical affiliation process. If the clinical site is not affiliated by the time the student completes the end of their final course at school, he/she will have to go the site allocated by the school.

Before beginning their clinical internship assignments, students in most programs must have a current CPR certification that is valid for the entire length of the clinical rotation. An updated physical examination, immunization record, background check, and drug screening may be required as well. Clinical sites may also require additional medical information and/or immunizations for the student to acquire prior to the start of their clinical rotation. The student is responsible for any cost associated with these additional requirements.

In cases where students are unable to meet the expected standards of a clinical site, the student may request tutoring to help reinforcement their theoretical knowledge and practical skills. All tutoring sessions will be charged at the standard rate for major courses. Students who withdraw from their program during the internship will not be eligible to graduate, and must abide by the standard refund policy of the school.



Clinical Internship Attendance Requirements

Internship hours require 100% attendance and must be completed as scheduled and approved by the AIMS Education Internship Department. Makeup hours or compensation hours are not permitted for Internship Rotations. Students are required to attend 100% of their clinical hours.

In the event that a student needs to be absent from the clinical site for one or two days, the student must call the clinical site and the school in advance. A doctor's note must be submitted for absences related to illness of three days or more. If a student is absent from their clinical site for more than three days, a Student Request Form, with appropriate documentation, must be completed by the student and approved by the Academics Department. The Academics Department will determine if a Leave of Absence is necessary.

No vacations are permitted during clinical internships. Additionally, during clinical internship, students follow their clinical internship schedule not the AIMS Education academic calendar including all holidays and break periods. If a clinical site permits absences during holidays or break periods, students must provide AIMS three documents: (1) a completed student request form for the missed time, (2) an action plan summary for completing the missed clinical hours, and (3) approval from the internship site for the absences.

Students must progress through their clinical internship rotation based on the schedule provided to them by the clinical internship department. Any deviation from the above requirements must be preapproved by the school administration in writing.

It is the responsibility of the student to provide the school with a monthly/bi-weekly timesheet and monthly graded evaluation sheets approved and signed by the clinical site supervisor; the monthly graded evaluation documents any/all clinical hours completed for the respective time periods. If a student has missed any clinical time, arrangements for makeup time must be made in advance with the clinical site supervisor and approved by the clinical internship department at AIMS. Students will not be considered to have completed their clinical internship until the clinical internship department has all the required attendance hours and completed paperwork.

Students must attend clinical Internship on the days and hours designated by the Clinical Site Supervisor. Days or times of clinical Internship may not be arranged without permission from the school's Clinical Coordinator and the Clinical Site Supervisor. In the event that the student should be absent from their clinical site for any reason, the student must call the clinical site and the school in advance of their absence. If the school and the clinical site decide that the student is not reliable for any reason, including absences, the student may be removed from the clinical site and may be terminated from the program. In any case, if a student misses three or more unexcused, consecutive days of clinical, the student will be dismissed from clinical site. If a student is a chronic abuser of internship attendance standards, the student will be immediately called to school for an administrative meeting.

If a student does not complete their clinical hours within 1 week of the given end date, he/she may be pulled from the clinical site. Excess clinical hours completed by a student will be defined

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as “clinical Practice” or “volunteer work.” Excess and/or unauthorized clinical hours may incur additional charges for the students.



Clinical Internship Performance Standards

A qualified supervisor from the clinical site will monitor and evaluate the student's progress throughout his/her internship. The supervisor is required to complete monthly evaluations and a final evaluation for the student. These evaluations will be given to the student for submission to the school. During site visits from a clinical education coordinator, the supervisor will be asked to complete another evaluation of the student. This evaluation will be submitted directly to the clinical education coordinator. During the site visit, the student will also be required to complete an evaluation of the clinical site.

The student's professional growth during the clinical internship will be evaluated on a monthly basis. These monthly evaluations will include a numerical or letter grade by the clinical site supervisor. At the end of each month, the student must submit the completed and signed monthly evaluations to the clinical education coordinator within three business days. Monthly grades will be included in the student's cumulative GPA calculation.

Minimum Expectation: Students must achieve a passing grade of 80% (C)

Evaluation Key and Rating/Grading Scale:

- 5 (Grade A) = Outstanding Performances (93 – 100%)
- 4 (Grade B) = Good Performance (86 – 92%)
- 3 (Grade C) = Fair Performance (80 – 85%)
- 2 (Grade F) = Unsatisfactory (Below 80%)

(A)=Outstanding Performances: No prompting required. Shows mastery of skills; Student demonstrates stability and integrity. No absences or tardiness. Student represents high degree of professionalism.

(B)=Good Performance: Good attitude towards learning Interacts with staff; Slight hesitation to perform tasks, but performs skills correctly.

(C)= Fair Performance: Minor errors noted. Some prompting or intervention required.

(F)=Failure: Significant errors noted. Much prompting required. / Student was unable to perform without intervention by the instructor or the preceptor

Earning a passing grade in all essential competencies is a mandatory requirement for graduation. If a student fails to progress in the clinical Internship, the student may be subject to an extension of the program or termination from the school.

Where applicable, the student is responsible for submitting all time sheets, case studies, and procedure logs to the clinical site supervisor for approval. Upon approval, the student will then submit all documentation to the school. Intentionally submitting inaccurate data to the school regarding clinical attendance and/or performance is grounds for termination.

A final evaluation is conducted at the completion of the student's clinical internship. The final evaluation and all other required documentation must be submitted to the Internship Department no more than seven days after the student's last date of attendance.

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Upon completion of the clinical internship, the student must meet immediately, but no later than 7 calendar days with the Internship Department to confirm the receipt of all required documentation. Once the clinical internship is complete and all documentation has been submitted, the student must initiate the Verification Process by filling out a Verification Request Form for obtaining their certificate.

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Clinical Internship Conduct

The Internship site is a professional medical environment that involves both direct and in-direct patient care. Students must conduct themselves in a professional manner deemed appropriate for the workplace including arriving on time, leaving on time and acting in a reliable and responsible manner.

Students must demonstrate a professional image, demeanor and possess appropriate personal hygiene at all times during the Internship. Dress code must meet site standards and where directed, lab coats must be clean and neatly pressed at all times.

Students must adhere to site protocols and complete any and all assignments assigned by Internship instructors. The student is never to reveal any confidential medical information regarding patients as they are required to sign HIPAA documentation prior to the start of the clinical rotation.

The student's ability to complete the internship at a clinical site is at the sole discretion of the Clinical Site Supervisor. Therefore, students should make every effort to ensure that their internship experiences are successful. Students are expected to demonstrate the utmost integrity and honesty while on Internship.

Students who do not complete their clinical rotation hours by the "Tentative End Date" presented to them on their student contract prior to the start of their clinical rotation, will be allowed to continue only with valid reason for extension in time at the same or another site as per site availability.

More details about internship policies and procedures are in the clinical handbook which will be discussed during the clinical orientation in the last didactic course.

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ATTENDANCE REQUIREMENTS



Attendance Policy

One of the criteria for graduation at AIMS is regular attendance to class. The faculty and school administration will strictly monitor each student's attendance. Students who do not maintain regular attendance will be unable to continue in their program of study. Any hours and/or coursework missed during unexcused absences must be made up by the student.

The attendance policy for all programs is as follows:

- A) Students are required to attend a minimum of 90% of the scheduled hours per course (excluding internship).
- B) Instructors, at their discretion, are permitted to excuse absences. Instructors may require documentation prior to excusing an absence. No more than 10% of the scheduled hours per course can be excused.
- C) Arriving to class late will be treated as a partial absence and may require makeup hours. Time is deducted in 15-minute increments.
- D) Any unexcused absences will require the student to complete makeup hours on an hour-for-hour basis. It is the student's responsibility to meet with his/her instructor to discuss what coursework was missed. The instructor will provide the student with detailed instructions regarding the theory/practical assignments that need to be completed. A makeup hour assignment sheet which includes the assignment(s) and number of required makeup hours will be provided to the student.
- E) All makeup hours must be completed by the date the instructor provides. Students who do not complete makeup hours by the given deadline may receive a warning, probation, suspension, or dismissal.
- F) Students who miss more than 25% of the hours in a course may be required to retake the entire course. An administrative and/or academic review of the student's performance will be conducted before making a final decision.

* Excused absences are not permitted during the clinical internship. Students must complete 100% of the scheduled hours.



Student Makeup Hour Policy

The opportunity to make up hours will only be permitted outside of the student's normal classroom schedule. A maximum of 10% of the scheduled course hours can be made up during supervised makeup hour sessions. Any additional makeup hours (over 10%) will require the student to pay for personal tutoring sessions.

**Personal tutoring sessions are not required for students in courses that are less than 50 hours. All makeup hours can be completed during supervised makeup hour sessions.*

- **Deadline:** The student must make up any missed hours and assignments by the deadline provided by his/her instructor, up to a maximum of 30 calendar days.
- **Coursework:** Students must meet with their instructor prior to completing any makeup hours. All missed coursework and hours will be assigned by the instructor accordingly. The class instructor has full and final authority to decide what coursework the student is required to complete. If a student has missed a component of the course (e.g., small group discussion, in-class participation) that cannot be made up in exactly the same manner, the instructor may substitute other work for the missed components. The course instructor may determine that the nature of the makeup hour work will differ from the original coursework.
- **Schedule:** Please refer to the school's makeup schedule for days and times available. The maximum number of hours a student can make up in one day is 5 hours and the minimum is 30 minutes. The schedule for personal tutoring will be based on instructor availability.
- **Cost:** There is no cost to attend the supervised makeup hour sessions. Students who are required to attend personal tutoring sessions will pay the standard course rate for tutoring.
- **Synopsis / Assignment:** Upon completion of all hours listed on a makeup hour assignment sheet, the student must submit a synopsis of the work and/or any assignments that he/she completed. The synopsis can be in the form of a 2 to 3 paragraph summary or a detailed outline. The makeup hours will be considered incomplete until the synopsis and/or assignments are submitted, and the makeup hour assignment sheet is reviewed and approved by an instructor.

Students may be offered alternatives to making up missed work, such as private instruction, additional clinical hours, retaking a course, or taking additional time in a program and finishing at a later date. All of these options must be approved by the academic department and may incur additional fees. Retaking a course or allowing the student additional time in a program will change the completion date.

Makeup Hour Schedule

Monday-Friday, 2:15 p.m. to 5:15 p.m.
Saturday, 9:00 a.m. to 2:00 p.m.



Leave of Absence Policy

A Leave of Absence (LOA) is a temporary interruption in a student's program of study with a reasonable expectation the student will return to their program. Students following the approved procedures will be granted a Leave of Absence upon request.

Leave of Absence Conditions:

Following may be considered with supporting documents:

1. Required military service;
2. Legal reasons (Jury duty; to serve as a subpoenaed witness);
3. Medical (including maternity)
4. Family Care (childcare issues)
5. Loss of a family member or unexpected medical care of family
6. Additional circumstances (not listed above) to be considered by Administration

Planned LOA

Student must submit the written request of a LOA at least 1 week advance of the start of the LOA as follows:

- a) Directly to an administrator in person:
 - i. Request must be written and include start and anticipated end date of LOA.
 - ii. Required signatures include student, instructor (or program director) and administrator.
- b) Request will be reviewed by administration and FA department (when applicable), approved and signed only if the student will not place themselves in jeopardy of losing their FA approval.

Unplanned or Emergency LOA

- LOA request must be submitted in writing, including start date and anticipated end date. Acceptable forms of communication with administrator (in the event a student cannot meet face to face with an administrator) include: by FAX (including the student's signature), email (must be from the student's personal email account), or USPS (postal service)
- Students must inform the school administration within 48 hours of the start of their emergency LOA and all written documentation required must be received by the school administration within seven (7) business days. If the student does not submit the required paperwork in the time frame allotted the student may be placed on attendance probation for an additional one (1) week period. If at the end of the probation period, (the additional one (1) week), the student will be considered to have withdrawn from the program or face possible termination from the program.

Possible Effects of Leave Of Absence

- Students returning from a LOA are not guaranteed that the course required to maintain normal progress in their training program will be available at the time of re-entry.

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- They may have to wait for the appropriate course to be offered or may have to withdraw from the program and re-enroll into the program at the time of availability of the course.
- The student may return at any appropriate course, not only the course from which the student withdrew.
- Depending on the duration of the leave of absence, the graduation date may vary
- Any missed quizzes will be awarded a zero (0) grade. A missed mid-term or final exam must be completed upon the student's return. The mid-term and/or final exam taken upon return will be treated as a retake and graded according to AIMS established grading policy.
- If a financial aid student exceeds the 180 day threshold in a 12-month period, the student will have to re-enroll in the program. Based on the student's return date, financial aid grants for the period the student was away may be forfeited. In such cases the student's grace period will start from their LDA (last date of attendance).

Failure to Return From a Leave Of Absence

- A student who fails to return from a LOA on or before the date indicated in the written request will be terminated from the program, and the institution will invoke the refund policy.
- As required by federal statute and regulations, the student's last date of attendance prior to the approved LOA will be used in order to determine the amount of funds the institution earned and make any refunds that may be required under federal, state, or institutional policy.
- Failure to return from an approved leave of absence may have an impact on loan repayment, including exhaustion of some or all of the grace period.

LOA for Internship

- **Before Internship begins:**

If a student requests a leave of more than 3 days and up to 2 weeks, the student must get approval from the Internship Department. The approval will be granted based on the circumstances and site availability. The student has to request the leave at least 1 week in advance. For a leave of more than 2 weeks, the student must submit a written request and meet with a school administrator.

- **During Internship:**

Students requesting a leave of less than 3 days must obtain written approval from their site preceptor. The student must make up any missed hours at the internship site. LOA's

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will not be granted during internship unless the school administration deems it an emergency circumstance.

Notes:

- Administrative review of students missing 25% or more of a course may result in one of the following:
 - b) Student will be required to make up any missed hours, classwork, and/or exams.
 - c) Student will be required to repeat the entire course.
- All Leave of Absences will be handled on an individual basis. The school will make every effort to assist the students in meeting their educational goals. As tuition costs and syllabi are subject to increment costs with each new semester, it will be necessary to make an appointment with the administration staff before returning to AIMS Education.
- If a student must extend an LOA (should not exceed 180 days), a written request stating the reason, and supporting documents for the extension, must be provided one week prior to the end of the previously approved leave.

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STUDENT RIGHTS AND RESPONSIBILITIES



FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that gives students in higher education various rights with respect to their education records. An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age. Rights afforded to you under FERPA include the right to inspect and review your education records, the right to request amendment of records you believe are inaccurate or misleading, the right to file a complaint with the U.S. Department of Education concerning FERPA violations, the right to restrict the disclosure of directory information, and the right to prevent the disclosure of personally identifiable information from your education records without your prior consent, subject to some specific exceptions.

AIMS Education observes and is guided by all laws and regulations regarding disclosures of information about students by an institution of higher learning. Nothing in this policy shall be construed to supersede any provision of federal and/or state laws governing such disclosures.

Consent to Disclose Education Records

If a student chooses to disclose any of their education records to parents, family members, or other third parties, written consent for disclosure of education records must be signed and dated, specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the records will be disclosed.

Disclosure of Education Records to Relevant Authorities

Relevant information from a student's education records which includes but is not limited to the student's name, major field of study, grades, attendance, address, telephone number, date and place of birth, and attendance period can be forwarded from the school's education records to relevant authorities including but not limited to the following:

- Authorized school officials
- Parties connected to Financial Aid
- Accrediting agencies
- Federal, state, and local authorities
- Appropriate officials in case of health and safety emergencies
- Other transferring schools
- Auditing agencies

Parental/guardian/spousal access to the student's records may be allowed, even without prior authorization from the student, in cases of health and safety emergencies.

Directory Information

FERPA permits disclosure of "directory information" without a student's prior consent, for any purpose, unless the student specifically requests that it be kept confidential. Directory

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information is defined as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. AIMS Education considers the following to be directory information: student's name, address, phone number, email address, student ID number, major field of study, dates of attendance, enrollment status (full-time or part-time), degrees and awards received, and photographs.

***AIMS may disclose directory information without consent unless the student requests it to be kept confidential.**

All students have the right to restrict the disclosure of directory information. If a student does not want the school to share directory information with third parties, they must submit a student request form to the Office of the Registrar requesting that all directory information from their education record be kept confidential. Once the request is received, the disclosure of the information will be restricted within 10 business days.

Inspection and Review of Education Records

Students wishing to exercise their rights to inspect and review their education records should submit a student request form to the Office of the Registrar stating the records they wish to review. A school official will make arrangements for access and then notify the student of the time and place where the records may be inspected within 10 business days of the written request.

If the student wishes for any amendment of information which they believe is inaccurate or misleading, the student will need to write a formal request asking the school to correct the inaccurate information. If the school decides not to amend the records, the school will inform the student about its decision and the student, if still not convinced, may submit an appeal.

Additional Exceptions

FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the student, if the disclosure meets certain conditions found in FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations require the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose personally identifiable information from the education records without obtaining prior written consent of the student in the following cases:

- To other school officials, including teachers, within AIMS whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State

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postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as "directory information."
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against them.
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

*For further information regarding FERPA, please contact the U.S. Department of Education's Student Privacy Policy Office.

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202
1-855-249-3072

<https://studentprivacy.ed.gov/>

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Students with Disabilities

AIMS Education is committed to ensuring that each qualified individual with a disability has an equal opportunity to take part in the educational and employment related programs and services offered by the school. AIMS Education prides itself in extending reasonable accommodations to students with documented disabilities as defined by all federal and state laws relating to the Americans with Disabilities Act (ADA). The process by which a student with disabilities can request an accommodation is detailed below. It is the responsibility of each student with a disability to make his or her needs known to the school administration.

Students who are seeking an accommodation must have a verified disability with supporting medical documentation. The school has the right to request additional medical records if necessary. Please contact the academic department at 908-222-0002, Ext. 352 or academics@aimseducation.edu for instructions on submitting an accommodation request.

Depending on the program, students requesting accommodations may need to present current documentation and meet with the academic department up to 30 days prior to starting class. This meeting is important, as each eligible student's accommodation is prepared on an individual and flexible basis, to provide accommodations in a timely and cost-effective manner. Accordingly, AIMS Education will adhere to all applicable federal and state laws, regulations, and guidelines with respect to providing reasonable physical and academic accommodations for affording equal access and opportunity to qualified individuals with a documented disability.

Students seeking an accommodation for the admissions entrance exam must follow the same process listed above. It is recommended that students contact the academic department immediately to avoid delays in the enrollment process.

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Notice of Non-Discrimination

AIMS Education does not discriminate against any individuals on the basis of race, religion, color, sex, gender identity, age, sexual orientation, ethnicity, national origin, disability, marital status, veteran status, or any other federal or state protected classes. AIMS provides equal opportunities in education and employment for all qualified individuals.

Title IX of the Education Amendments of 1972 ("Title IX"), is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All public and private schools receiving any federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

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Statement on Diversity, Equity & Inclusion

The American Institute of Medical Sciences & Education (AIMS) fosters an inclusive environment where our students, staff, and faculty - of all backgrounds and experiences - can work, learn and serve. We value diversity, equity and inclusion and promote a culture that establishes a sense of belonging for all. As conscientious citizens, in a multicultural world, it is our goal to ensure that each graduate enters the workforce educated with a mindful approach to human dignity. We create an environment that empowers our faculty and staff with the tools necessary for developing enlightened and globally minded healthcare professionals. We also embolden them to flourish personally and professionally.

We commit to collaboratively and purposefully implementing policies and practices that address barriers and facilitate a welcoming environment -- where every member of our campus community, as well as our constituents and allies, feel valued and appreciated. We further commit to creating a "safe-space" that embraces and celebrates our commonalities and differences. As a multifaceted institution comprised of individuals representing a myriad of ethnicities, religions and beliefs, ages, perspectives, and journeys - diversity, equity and inclusion are our building blocks for success.

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Statement on Supporting Preferred/Chosen Names

AIMS Education values the diversity of its community and is committed to providing an equitable and safe experience for students whose birth name and/or legal name does not reflect their gender identity and/or gender expression. An AIMS student wishing to select a preferred/chosen name may request to do so, provided the name change is not being used for the purpose of misrepresentation.

AIMS students who register a preferred/chosen name may request to receive two copies of their AIMS certificate: one printed with their legal name as it appears in the student records system, and one printed with their preferred name as it is registered with Academic & Student Affairs.

In an effort to increase awareness and sensitivity, AIMS administration, faculty, and staff participate in relevant in-service training sessions.

Limitations

Designating a preferred/chosen name for use at AIMS does not constitute an institutional or legal name change. A student's birth name and/or legal name will continue to be used on AIMS documents. AIMS is unable to designate a preferred surname (last name) without documents showing that the surname has been changed legally by a court or government entity.

AIMS also reserves the right to remove preferred names that are deemed harmful to the reputation or interests of the institution, derogatory or obscene in nature, convey an offensive message, or otherwise inappropriate.

For additional information regarding Preferred/Chosen Names, please contact Academic & Student Affairs at studentaffairs@aimseducation.edu or 908.222.0002 ext. 352.

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Title IX Coordinator

The following individuals have been designated as Title IX Coordinators for AIMS Education. The role of the Title IX coordinator is to oversee all complaints of sex or gender-based discrimination and manage the institution's compliance with Title IX regulations.

Title IX Coordinator

GINELLE GUTIERREZ

Clinical Coordinator

4500 New Brunswick Avenue

Piscataway, New Jersey 08854

908-222-0002, Ext. 351

titleix@aimseducation.edu

Title IX Coordinator

RISHIKESH SHARMA

Compliance Administrator

4500 New Brunswick Avenue

Piscataway, New Jersey 08854

908-222-0002, Ext. 347

titleix@aimseducation.edu

Any student, employee, or applicant for employment or admission to AIMS who believes that they have been discriminated against on the basis of sex, may file a complaint with the designated Title IX Coordinator.

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Student Complaint / Grievance Procedure

All appeals related to academic issues or attendance must be submitted to the academics department. This policy applies to all other student complaints or grievances. Students have the right to file a complaint at any time during their enrollment. However, it is recommended that students first attempt to resolve the issue with the other party before filing a formal complaint.

The academics & student affairs administrators are responsible for overseeing the student complaint process. All formal complaints must be submitted to the student affairs department in writing via email or in person. A complaint form can be requested directly from the student affairs department or downloaded from the AIMS website. Once a formal complaint is submitted, the student affairs committee will have 7-10 business days to investigate the complaint and render a decision.

The complainant will be informed when a decision has been rendered. The outcome of the decision will be made available to the complainant only if doing so will not violate the privacy rights of the other party. Students who are unsatisfied with the decision have the right to appeal. The appeal process mirrors the initial complaint process. All appeals must be submitted in writing within 7 calendar days of the initial decision.

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Student Records and Access

The school will maintain student records for a period of seven years. Transcripts will be maintained indefinitely. Upon graduation, students will be given a copy of their student transcript. The student records that the school will maintain are as follows:

1. Enrollment Records
2. Medical Records (if applicable)
3. Attendance Records
4. Academic Records
5. Financial Records
6. Placement Data
7. Record of meetings, appeals, disciplinary actions, and dismissals
8. Graduation certificate
9. Student transcript

Student records are maintained by the administration and are available for review by the student, in the presence of an administrator, by filing a request form. A request to view student records is typically processed within 10 business days. Students are encouraged to submit updates to their records, such as, address changes or changes in financial status, as soon as possible. All school records are considered private and confidential.

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Professional Licensure Disclosure

The programs offered at AIMS Education are designed to meet the educational requirements to work in New Jersey. Licensure requirements and laws regulating specific professions vary from state to state and are subject to change.

AIMS has determined that each of its programs meet the educational requirements for licensure or certification in New Jersey and New York. AIMS has not made a determination that its programs meet the educational requirements for licensure or certification in any other states.

If you live in a state other than New Jersey or New York at the time of enrollment, please speak with the admissions team regarding licensure/certification eligibility.

Relocation

Each student's state of residence is collected at the time of enrollment. The state of residence is determined by the student's government issued identification or other documentation proving physical location.

Students are required to notify the school in writing if their home address changes. Notification must be provided within 14 days of moving.

Relocating to a state other than New Jersey or New York may impact a student's ability to complete their program, obtain licensure, or gain employment. Students who are planning to move to a new state should contact their program director to discuss the potential impact of relocating.



Information Security Program

Overview

The Gramm-Leach-Bliley Act (GLBA) addresses the safeguarding and confidentiality of customer information held in the possession of financial institutions such as banks and investment companies. GLBA contains no exemption for postsecondary educational institutions. As a result, educational institutions that engage in financial activities, such as processing student loans, are required to comply. GLBA and other emerging legislation could result in standards of care for information security across all areas of data management practices both electronic and physical (employee, student, customer, alumni, etc.). Therefore, AIMS Education has adopted the following Information Security Program for all student and/or third-party records containing nonpublic personal information.

Federal regulations state that any institution of higher education that complies with the Family Educational Rights and Privacy Act (FERPA), and that is also a financial institution subject to the requirements of GLBA, shall be deemed to be in compliance with the Privacy Rule of GLBA. All institutions of higher education are still subject to the Safeguards Rule.

Purpose and Scope

This security program applies to customer financial information that AIMS receives in the course of business as required by GLBA, as well as other confidential financial information the Institution has voluntarily chosen as a matter of policy to include within its scope. This program is in addition to any other institutional policies and procedures that may be required pursuant to other federal and state laws and regulations, including FERPA.

The purposes of this document are to:

- Establish a comprehensive information security program for AIMS Education with policies designed to safeguard sensitive data that is maintained by the Institution, in compliance with federal and state laws and regulations.
- Establish employee responsibilities in safeguarding data according to its classification level; and
- Establish administrative, technical, and physical safeguards to ensure the security of sensitive data.

Roles and Responsibilities

- Designating A qualified individual to oversee and implement the ISP.
- Data stewards of respective departments are designated to oversee the approval process of access to PII data.
- The department head along with its team members as authorized, shares joint responsibility for securing the data.

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- All employees of AIMS Education is responsible for maintaining the privacy and integrity of all sensitive data and must protect the data from unauthorized use, access, disclosure, or alteration.
- All employees of AIMS Education are required to access, store, and maintain records containing sensitive data in compliance with this Program.
- All concerned parties within AIMS Education including third parties wherein there would be an exchange of PII data for taking any financial services as defined under GLB Act and FERPA policy should sign a written consent or agreement.
- Any change in employee's status such as termination, leaves of absence, significant changes in position responsibilities, transfer to another department, or any other change that might affect an employee's access to the PII data should be promptly communicated by HR to the concerned parties.
- The Security Team oversees maintaining, updating, and implementing this Program.

Definitions

Data

Data refers to any information stored, accessed, or collected at the Institution about students and employees of AIMS Education.

Data Steward

A data steward acts as a liaison between the IT and other departments within AIMS Education and is responsible for the data content and authorizing access to the data.

PII data

All information that must be protected under GLBA. This includes the financial information that the Institution has included within the scope of this Information Security Program. PII data also includes any information collected from a student in the course of offering a financial product or service (e.g. student loans), or such information provided from another institution. Examples include mailing addresses, phone numbers, bank and credit card account numbers, and social security numbers. PII data consists of both paper and electronic records that are handled by the Institution or its affiliates.

Nonpublic personal information (NPI)

Any "personally identifiable financial information" that the Institution collects about an individual in connection with providing a financial product or service, unless that information is otherwise "publicly available." Examples of NPI include name, address, income, social security number, or other information on an application.

Information Security Program Coordinator

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In order to comply with GLBA, AIMS Education has designated an Information Security Program Coordinator. This individual must work closely with the President's Office, the Information Security Committee, the Information Technology team, and all relevant academic and administrative departments throughout the Institution.

The Coordinator is responsible for assisting all department supervisors in identifying internal and external risks to the security, confidentiality, and integrity of covered/ PII data; evaluate the effectiveness of current safeguards; design and implement a safeguards program, and regularly monitor and test the program.

Risk Assessment

The Information Security Program will identify internal and external risks to the security, confidentiality, and integrity of PII data that could result in the unauthorized disclosure, misuse, alteration, destruction, or otherwise compromise such information, and assess the sufficiency of any safeguards in place to control these risks. Risk assessments will include consideration of risks in each area that has access to PII data. Risk assessments will include, but not be limited to, consideration of employee training and management; information systems, including network and software design, as well as information processing, storage, transmission and disposal; and systems for detecting, preventing, and responding to attacks, intrusions, or other system failures.

The Coordinator will work with the Information Security Committee, and all department supervisors, to carry out comprehensive risk assessments. Risk assessments will include institution-wide risks, as well as risks unique to each department with PII data. The Coordinator will ensure that risk assessments are conducted at least annually, and more frequently where required. The Coordinator may identify a responsible party from the Information Technology team to conduct a system-wide risk assessment. The Coordinator may identify a responsible party in each department with access to PII data to conduct the risk assessment considering the factors set forth above, or employ other reasonable means to identify risks to the security, confidentiality and integrity of PII data in each area of the Institution with PII data.

The Coordinator will provide copies of complete and current risk assessments for institution-wide and department-specific risks at least annually with the Coordinator's report to the President's Office.

Information Safeguards and Monitoring

The Information Security Program will verify that safeguards are in place to control the risks identified in the risk assessments. The Coordinator will ensure that reasonable safeguards and monitoring are implemented and cover each department that has access to PII data.

These safeguards will include the following:

Employee Awareness, Management and Training

Safeguards for security will include the management and training of all employees with authorized access to PII data. The Coordinator will, work with the Information Security Committee, identify which employees have access to PII data. The Coordinator will ensure that

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appropriate training and education is provided to all employees who have access to PII data. The training will include education on relevant policies and procedures, and other safeguards used to protect PII data.

Additional safeguards will include the following:

- Background checks before hiring employees who will have access to PII data.
- Requiring new employees to sign an agreement that they will abide by the institution's security and confidentiality standards.
- Job-specific training on maintaining security and confidentiality.
- Periodic training on security awareness, phishing emails and FERPA to be conducted.
- Requiring "strong" user-specific passwords that must be changed every 90 days.
- Passwords, if compromised should be promptly changed and any incident should be reported to IT Support Team.
- Limiting access to PII data to employees with a legitimate business need to see it.
- Preventing former employees from accessing customer information by deactivating their usernames and passwords.
- Other measures that provide reasonable safeguards based upon the risks identified.

Vulnerability Management

A vulnerability is a security weakness in one of the Information technology (IT) servers that hackers can exploit. It may result in a denial of service or another kind of cyberattack, injection of malware into the servers, a data breach that steals valuable personal data, or a ransomware attack. The vulnerability management process is a continuous cycle of detection, remediation, and verification. This continuous process is called the vulnerability management lifecycle.

Financial Records Management

IT department Asset Management (ITAM) enables organizations to manage their IT assets on an ongoing basis. It enables businesses to establish controls, gain visibility into their environment, optimize costs and maintain license compliance. ITAM joins the financial, inventory, contractual and risk management responsibilities to manage the overall lifecycle of these assets including tactical and strategic decision making. ITAM encompasses Hardware Asset Management (HAM), Software Asset Management (SAM) and Software as a Service (SaaS) management. This is something related to the management of all the assets whether it is physical, software or anything else. It includes everything from their use, renewal on time, updating, control to use it etc.

Information Systems

Information systems include network and software design, as well as information processing, storage, transmission, retrieval, and disposal.

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Network and software systems will be designed to limit the risk of unauthorized access to PII data. This may include designing limitations to access and maintaining appropriate screening programs to detect computer hackers and viruses and implementing security patches.

Safeguards for information processing, storage, transmission, retrieval, and disposal may include the following:

- Requiring electronic PII data to be entered into a secure, password-protected system.
- Using secure connections to transmit data outside the Institution by the process of Encryption.
- Using secure servers.
- Ensuring PII data is not stored on transportable media (USB drives, portable hard drives, etc.).
- Permanently erase PII data from computers, hard drives, or other electronic media before transferring, recycling, or disposing of them.
- Storing physical records in a secure area and limiting access to that area.
- Providing safeguards to protect PII data and systems from physical hazards such as fire or water damage.
- Shredding confidential paper records before disposal.
- Maintaining an inventory of servers or computers with PII data.
- Enable multi-factor authentication in applicable softwares.
- Mandating creation of passwords by following the below guidelines:
 - Has at least 8 characters
 - Contains a combination of at least three of the four character types: uppercase and lowercase letters, numbers, and special characters (e.g., @ \$ # !)
 - Does not contain words in any language, slang, dialect, jargon, etc., even if they are separated by numbers or special character (e.g., Wel67come)
 - Does not contain repeated characters or a sequence of keyboard letters (e.g., qwerty, 12345, or yyy99)
 - Does not contain any part of the user's name, username, birthday, or social security or those of friends and family (e.g., Miss1030)
 - For password resets, the new password cannot be the one of the last three passwords as a best practice.
 - Do not use the same / similar password as used in Social Media Apps
- Other reasonable measures to secure PII data

Access to student record policies

Access to student record policy refers to a data that prevents unauthorized physical or remote access to student data. This technique aims to minimize the security risks to the physical and logical systems of an organization. Physical access control enables organizations to secure their physical file, while logical access control helps protect the software.



Managing System Failures

The Institution will maintain effective systems to prevent, detect, and respond to attacks, intrusions, and other system failures. Such systems may include the following:

- Maintaining and implementing current anti-virus software
- Monitoring the websites of software vendors for news of software vulnerabilities and available security patches
- Maintaining appropriate firewall technologies
- Alerting those with access to PII data of threats to security
- Backing up data regularly and storing back up information off site
- Other reasonable measures to protect the integrity and safety of information systems

Business Continuity and Disaster recovery

A continuity plan details how we will continue operating and serving our student body, during a dramatic event like a natural disaster, major IT failure, or a cyberattack. The end goal is to preserve student and or company's financial records viability, position, reputation, and future enrollments, even in the face of a crisis.

Disaster recovery will focus on how to bring systems back online after a disaster, and to develop a proactive process that would keep the school operating even in the face of a major crisis. Accordingly, a disaster recovery plan is limited to ensuring data protection, preventing damage to systems, and recovering them as quickly as possible, while a continuity plan covers all aspects of the processes.

Disaster recovery plans are mandatory to overcome a difficult situation after any natural or cyberattack. With proper plans we can continue our day to day operations, and recover from the loss that happened due to that attack. For. Eg. Student payments, student ledgers, attendance. Etc.

Monitoring and Testing

The Coordinator, working with other designated personnel, will regularly test and monitor the effectiveness of information security safeguards. Monitoring will be conducted to reasonably ensure that safeguards are being followed, and to swiftly detect and correct breakdowns in security. The level of monitoring will be appropriate based upon the potential impact and probability of the risks identified, as well as the sensitivity of the information provided. Monitoring may include system checks, reports of access to systems, reviews of logs, audits, and any other reasonable measures to verify that the Information Security Program's controls, systems, and procedures are working.

Service Providers

In the course of business, the Institution may share PII data with third parties. Such activities may include collection activities, transmission of documents, destruction of documents or equipment,

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or other similar services. This Information Security Program will ensure that reasonable steps are taken to select and retain service providers that are capable of maintaining appropriate safeguards for the PII data at issue and requiring service providers by contract to implement and maintain such safeguards.

The coordinator will identify service providers who are provided access to PII data. The coordinator will work with the President's Office, and other departments as appropriate, to make certain that service provider contracts contain appropriate terms to protect the security of PII data. Our third party servicer has a comprehensive internal and an external security team in place to govern cyber security concerns to include GLBA guidelines, incident response, risk assessment and penetration testing. Multifactor is implemented in the application and network resources.

Program Maintenance

The coordinator, working with the Information Security Committee, will evaluate and adjust the Information Security Program based on the results from regular monitoring and testing, as well as any material changes to operations or business arrangements, and any other circumstances which may reasonably have an impact on the Information Security Program. Our institution currently does not meet the criteria for student count to report the findings on a regular basis. However, we will do so to assure that the proper protocols are in place and resolved in a timely manner.

Reporting Attempted or Actual Breaches of Security

The coordinator should be immediately informed of any incident of a breach or attempted breach of the information safeguards adopted under this Program. Appropriate actions in their response will be taken upon discussion with the ISC. All incidents and its responses are to be documented by the ISC.

Enforcement

Any willful accesses, discloses, misuses, alters, destroys, or otherwise compromise of PII data without authorization by any employee of AIMS Education or student, or who fails to comply with this Program in any other respect, will be subject to disciplinary action. The ISC will discuss and determine the course of action.

Audit and Log Management

Audit logging is the process of documenting activity within the software systems used across AIMS. Audit logs will document all occurrences of an event, time at which it occurred, responsible user or service, and the impacted area. All the devices in our network, cloud services, and applications to generate logs that may be used for auditing purposes. Whenever anyone opens, edit, save or do any alteration to any data it will be captured there and continue to follow the trail of the accessed file can and will be audited and documented. This is to eliminate any exposure from future occurrences and to re-train the responsible parties from making changes or alterations to any data.



Campus Security and Crime Awareness Policies

AIMS EDUCATION IS IN COMPLIANCE WITH THE JEANNE CLERY ACT

AIMS Education Annual Security Report

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act) requires that postsecondary schools participating in Title IV student financial aid programs publish a statistical report of crimes occurring on or near the institution's campus and provide information about security policies, procedures and programs. The intent of the report is to inform you of the extent of reported crimes occurring in the previous calendar year. Data is collected from a variety of sources including local law enforcement, internal departments such as academics, Human Resources.

Please visit the link below to get the annual security report.

www.aimseducation.edu/notifications

Complaints, concerns, and/or questions related to this document can be directed to the AIMS Education Title IX coordinator.

Sexual Harassment and/or Solicitation

It is against the policy of AIMS Education for any member of the AIMS Education community, male or female, to sexually harass any employee, student or other person having dealings with AIMS Education. AIMS Education is committed to providing a working, living, and learning environment that is free from all forms of sexually abusive, harassing, or coercive conduct. This policy seeks to protect the rights of all members of the educational community (faculty, administrators, staff, and students) and other person(s) dealing with AIMS Education, to be treated with respect and dignity.

Sexual Harassment is a form of behavior, which fundamentally undermines the integrity of academic relationships. It is a particular concern within the educational framework of AIMS Education where all members of the community, but especially students, instructors, administrators and staff, are connected by strong bonds of intellectual interdependence and trust. Both the Federal and State Courts and the Equal Employment Opportunity Commission have ruled that sexual harassment constitutes sex discrimination as defined under Title VII of the Civil Rights Act of 1964.

A. DEFINITION

1. Sexual harassment consists of unwelcome verbal, nonverbal and/or physical behavior of a sexual nature which has the effect of interfering with student, employment, academic, or other status, or of creating a sexually intimidating environment. Sexual harassment incidents can involve a male/female harasser and a female/male victim, or same gender harassment.



2. The definition applies to any individual of either sex who participates in the educational community as a student, faculty member, administrator staff member or other person dealing with AIMS Education.
3. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment.
 - a) Submission to such conduct is made either explicitly or implicitly a term or condition of individual's employment or education.
 - b) Submission to, or rejection of, such conduct by an individual is used as a basis for academic or employment decisions affecting that individual.
 - c) Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating a sexually intimidating, hostile or offensive employment, educational or living environment.

B. CONSENSUAL RELATIONSHIPS

1. Under this policy, consenting romantic and /or sexual relationships between faculty and student, staff and student, or administrator and student, are deemed unprofessional. Because such relationships interfere with or impair required professional responsibilities and relationships, they are looked upon with disfavor and are strongly discouraged under this policy.
2. Codes of ethics for most professional associations forbid professional/client sexual relationships. Many elements of the administrator/student, staff member/student, are similar to those of the Instructor/Student relationship because of a similar need for trust. For purposes of this policy, therefore, these relationships are also discouraged and looked upon with disfavor.

C. MEASURES TO CONFRONT SEXUAL HARASSMENT

Whenever it will be properly determined that sexual harassment has occurred, AIMS Education administration will take prompt and corrective action including appropriate disciplinary action. In determining whether the alleged conduct constitutes sexual harassment, AIMS Education administration will look at the entire record and the circumstances, such as the nature of the sexual conduct and the context in which the alleged incidents occurred and will make a decision on a case-by-case basis. The administration is committed to promoting, to the greatest degree possible, an environment free from sexual harassment.

D. COMPLAINT PROCEDURES

AIMS Education complaint procedure will serve as a system of review and resolution for both informal claims and formal complaints of sexual harassment. Any member of the AIMS Education community who believes he/she has been a victim of sexual harassment may initiate the formal complaint procedure by contacting the management.

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Student Health & Safety

AIMS Education encourages all students to live a healthy lifestyle. Proper nutrition, regular exercise, and adequate rest are all important factors in one's health. In addition to providing a drug and alcohol free campus, the school also promotes drug and alcohol abuse prevention.

AIMS requires all students to complete a physical and have up-to-date immunization records. Students who have not turned in all required medical documentation within the first month of class may be suspended or terminated from their program.

On Campus Emergencies

Currently the school does not offer in-house medical services or on-campus security. In case of emergencies, including health or safety, the student should inform a school official immediately and/or call emergency services at 911 or contact nearby Urgent Care clinical at 732-985-2552. The emergency phone numbers are posted in each classroom. The school does not offer medical insurance to any students. All fees and/or charges incurred from emergency medical treatment will be the sole responsibility of the student.

Off campus Emergencies

If a student needs medical attention due to illness or accident during assigned clinical hours, the hospital will provide initial medical care. The student must pay any bills from the hospital and/or physicians for this treatment.

If a student might have an illness that could jeopardize a patient's health, he/she must be seen by a doctor at the clinical site (or the student's personal physician) immediately for medical clearance (in writing) in order to continue clinical. If the student must miss clinical days due to the illness, the Program Director will determine when the missed time will be made up.

Incident Report

If a student is involved in an accident/incident while on school premises, the student must report the incident to his/her instructor or a school administrator as soon as possible. The school official who handles the incident is required to fill out an incident report. The report will include an account of the incident in the student's own words. It should include the following information:

- a) Student's name
- b) Date, time and place of the incident
- c) Names of others involved
- d) Names of witnesses to the incident
- e) Brief description of the incident.

The incident report will be added to the student's permanent file for future reference.

Video Surveillance

The main campus in Piscataway and the Edison Center are monitored by video surveillance. Only authorized personnel is permitted to access the surveillance system.

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Weapons Policy

No members of AIMS Education or students are allowed to carry weapons of any type into the campus. AIMS Education wishes to provide a threat-free learning environment. Violation of this policy may result in immediate termination from the program and school and complaint with the local law enforcement authority.

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Dress Code and Personal Hygiene

Dress Code

Students must maintain a clean and professional appearance at all times. All students are expected to adhere to the following dress code:

1. AIMS Education scrubs (light blue only)*
2. Closed toe shoes
3. White socks or hoses
4. ID card (if applicable)

* Students are permitted to wear long sleeve shirts under their scrubs, or jackets over the scrubs, during cold weather.

Personal Hygiene

1. Maintain a high level of personal hygiene.
2. Maintain short nails and properly groomed hair.
3. Jewelry and visible piercings should be kept to a minimum. In some healthcare settings, jewelry and/or piercings may be considered inappropriate or even hazardous. Students will be required to remove such items during classroom and/or lab time.
4. Tattoos that may be considered offensive to others must be covered.



Drug and Alcohol Policy for Students

The American Institute of Medical Sciences & Education is a Drug & Alcohol Free Campus and has adopted and implemented programs and policies to prevent the unlawful possession, use, sale, manufacturing, or distribution of controlled and illicit drugs by students and employees. This includes the unlawful sale, distribution, dispensation, possession, or illegal/misuse of any prescription drug.

Standards of Conduct

The policy includes the following:

- Prohibition against the unlawful presence of controlled substances on campus, during AIMS sponsored or affiliated off-campus events and programs (meetings, etc.), and during off-campus educational experiences (clinical internships, Earn While You Learn, etc.).
- Prohibition against the unauthorized presence of alcoholic beverages on-campus, during AIMS sponsored or affiliated off-campus events and programs (meetings, etc.) and during off-campus educational experiences (clinical internships, Earn While You Learn, etc.).
- Prohibition against being under the influence of any controlled substance and/or alcoholic beverage on-campus, during AIMS sponsored or affiliated off-campus events and programs (meetings, etc.) and during off-campus educational experiences (clinical internships, Earn While You Learn, etc.).

Consequences of Violation of Policy

All members of the AIMS community are expected to comply with applicable local, state and federal laws regarding the possession, use or sale of alcohol or other drugs, whether on or off-campus, and the AIMS Drug & Alcohol Policy. Any student who violates policies or applicable law may be subject to disciplinary actions. Disciplinary actions for students may include, but are not limited to, sanctions by the Student Conduct Committee as well as other formal institutional sanctions (up to expulsion). The severity of the sanctions will depend, in part, on whether there have been repeated violations and on the seriousness of the misconduct. In addition to the internal consequences for violation of policy, students may be subject to external civil and criminal penalties.

Random Drug Screening

Any AIMS student who demonstrates behavior suspected consistent with the use of drugs or alcohol may be subject to drug testing. Students testing positive will be required to meet with the Student Affairs Coordinator and be subject to discipline or mandatory therapeutic and/or educational intervention.

Medical Amnesty

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AIMS seeks to promote a community of care through providing Medical Amnesty for students who seek medical attention related to medical emergencies for alcohol and drugs. To ensure that a student obtains the help they need for these potential life-threatening emergencies, AIMS seeks to reduce barriers to seeking assistance.

- No student seeking emergency medical treatment for themselves or for whom medical treatment was sought - due to the effects of drug or alcohol use - will be subject to discipline for violations pertaining to drug or alcohol possession/use as outlined in the AIMS Drug & Alcohol Policy.
- No student seeking assistance for someone else in need of emergency medical treatment will be subject to violations pertaining to alcohol possession/use as outlined in the AIMS Drug & Alcohol Policy.

AIMS Medical Amnesty:

- 1. Eliminates judicial consequences for:**
 - a. student seeking assistance (individual seeking emergency medical assistance)
 - b. the assisted student (individual for whom emergency medical assistance was sought)
 - c. others involved (individual/s seeking medical assistance for someone else)
- 2. Applies when the allegations under the Drug & Alcohol Policy involve:**
 - a. underage consumption of alcohol
 - b. use of drugs
 - c. disorderly conduct
- 3. Does not preclude disciplinary action regarding other violations, such as:**
 - a. causing or threatening physical harm
 - b. sexual violence
 - c. damage to property
 - d. fake identification
 - e. unlawful provision of alcohol or other drugs
 - f. harassment

Limitations:

- In order for this protocol to apply, the assisted student and/or involved parties (if mandated) must comply with stipulations and interventions (examples: administrative meeting, counseling, education, etc.), as assigned by the Institution.
*Stipulations/interventions are dependent on the level of concern for student health and safety.
- Failure to complete mandated and/or recommended stipulations/interventions (within the designated period) will normally result in revocation of judicial amnesty.
- In cases of repeated Drug & Alcohol Policy violations, the Institution reserves the right to take disciplinary action on a case-by-case basis - regardless of the manner in which the incident is reported. Further, the Institution reserves the right to adjudicate any case in which the violations are determined egregious.

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- AIMS reserves the right to report truthfully to licensing bodies.

Support & Education Resources

Along with disciplinary consequences, AIMS is committed to providing resources and education - as appropriate - to assist members of the community. The school maintains Drug & Alcohol education information which can be obtained from the Student Affairs Coordinator. Students may also self-report drug & alcohol issues/concerns and/or voluntarily request confidential professional assistance without stigma or penalty by scheduling an appointment with the Student Affairs Coordinator or designee. The Institution also offers educational workshops/events through the campus wellness initiative - Aim for Wellness! (wellness@aimseducation.edu).

Drug and Alcohol Counseling and Rehabilitation are available through www.drugfreenj.org or by calling 973-467-2100. The school's goal is to provide all students with effective and compassionate assistance before irreversible harm is done to their health, educational process, eligibility for licensure, or ability to function competently upon graduation.

Student Conduct Process

Students in violation of the AIMS Drug & Alcohol Policy are subject to disciplinary action as determined by the Student Conduct Committee. The student conduct process is intended to protect the interests of the AIMS community as well as its clinical partners/affiliates and address behavior inconsistent with the code of conduct. Interventions and sanctions are intended to assist the student in developing effective decision-making in accordance with community standards.

Note: Violations applicable to the AIMS Drug & Alcohol Policy will be adjudicated in accordance with the outlined potential consequences listed below. Drug & Alcohol Policy violations that involve additional Institutional Student Code of Conduct violations may also be subject to applicable Student Code of Conduct Policy sanctions.

Levels of Potential Consequences

Please Note: The summary of violations captures the more common alcohol and other drug offenses, but not all possible offenses.

First Offense

- Verbal warning with a written summary of discussion, recommended interventions, potential sanctions for recurring violations.
- Intervention Meeting with Student Affairs Coordinator or designee
- Follow-up meeting with Student Affairs Coordinator

Summary of violations:

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- Underage possession and/or consumption of alcohol, possession of alcohol on campus, at an AIMS affiliated activity, etc.
- Possession and/or use of drugs, controlled substances, and/or paraphernalia; misuse/abuse of prescription drugs on campus, at an AIMS affiliated activity, etc.

Recurring or Severe Offense

Level 1

- Written warning. *Warning remains on file indefinitely unless otherwise noted.
- Intervention Meeting with the Student Affairs Coordinator or designee
- Satisfactory completion of a defined drug or alcohol education program.

Level 2

- Written warning. *Warning remains on file indefinitely unless otherwise noted.
- Satisfactory completion of a recommended alcohol or drug counseling program.
- Periodic intervention meetings with Student Affairs Coordinator or designee
- **Disciplinary Probation** for an appropriately defined period of time, after which the student is eligible to return to normal status.

Level 3

Based on the severity of misconduct:

- **Temporary Suspension** – separation for a period not exceeding 5 days. Student is not allowed on campus during this period.

OR

- **Institutional Suspension** – separation for an appropriately defined period, after which the student is eligible to resume coursework.
- Satisfactory completion of a recommended alcohol or drug counseling program.
- Periodic intervention meetings with Student Affairs Coordinator or designee

Level 4

- **Expulsion** - academic separation from AIMS with no consideration for readmission.

Summary of violations:

- Drug Possession of controlled substance with an intention to distribute or deliver
- Distribution or delivery of controlled substance
- Distribution or delivery of prescription drug or inhalant
- DUI/DWI (drug or alcohol-related)
- Manufacture/growing controlled substance
- Supplying/providing/purchasing alcohol for underage students
- Public intoxication/disorderly conduct

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- Possession of common containers and kegs
- Drinking games; possession of rapid consumption devices

Drug and Alcohol Abuse Prevention Program

The Drug-Free Schools and Communities Act requires institutions of higher education to develop a drug and alcohol abuse prevention program.

AIMS Education is a drug and smoke free campus for students, and employees, and has adopted and implemented programs and policies to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and staff. More information about this program is available on our website and through our administrative offices.

The Anti-Drug Abuse Act of 1988 includes provisions that authorize federal and state judges to deny certain federal benefits, including student aid, to persons convicted of drug trafficking or possession. A federal or state drug conviction can disqualify a student for FSA funds and render him/her ineligible for the funds until the Federal and State standards are again met by the individual.

Health Risks Associated with the Use and Abuse of Illicit Drugs and/or Alcohol

- The use of illegal drugs, and the misuse of prescription and other drugs, poses a serious threat to health.
- The use of marijuana may cause impairment of short-term memory, comprehension, and ability to perform tasks requiring concentration. Additionally, the use of marijuana also may cause lung damage, paranoia, and possible psychosis.
- The use of narcotics, depressants, stimulants, and hallucinogens may cause nervous system disorders and possible death as the result of an overdose. Illicit inhalants can cause liver damage.
- Alcohol consumption causes a number of marked changes in behavior. Even low doses of alcohol significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident.
- The use of even small amounts of alcohol by a pregnant woman can damage the fetus. Low to moderate doses of alcohol also increases the likelihood of a variety of aggressive acts.
- Moderate to high doses of alcohol cause marked impairment in higher mental functions, severely altering a person's ability to learn and remember information. Heavy use may result in chronic depression and suicide and may also be associated with the abuse of other drugs.
- Very high doses can cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce effects described above for very high doses.
- Long-term, heavy alcohol use can cause digestive disorders, cirrhosis of the liver, circulatory system disorders and impairment of the central nervous system, all of which may lead to early death.



- Repeated use of alcohol can lead to dependence, and at least 15-20 percent of heavy users eventually will become problem drinkers or alcoholics if they continue drinking.
- Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions, which can be life threatening.
- There are significant risks associated with the use of alcohol and drugs. Risks include and are not limited to - impaired academic or work performance; lost potential; financial problems; poor concentration; blackouts; conflicts with friend and others; vandalism; theft; murder; sexual assault and other unplanned sexual relationships; spouse and child abuse; sexually transmitted diseases; and unusual or inappropriate risk-taking which may result in physical or emotional injury or death.

Drug and Alcohol Programs - Counseling, Treatment, and Rehabilitation

Here is a list of drug and alcohol programs available in New Jersey.

- Partnership for a Drug Free New Jersey
<http://www.drugfreenj.org/>
- Central Jersey Intergroup (Alcoholics Anonymous for Central Jersey)
<http://centraljerseyintergroup.org/>
- Alcoholics Anonymous
<https://www.aa.org/>
- Narcotics Anonymous
<https://www.nanj.org/>
- Substance Abuse Facilities in NJ
<https://www.addicted.org/new-jersey-long-term-drug-rehab.html>
- Advanced Recovery Systems
<https://www.drugrehab.com/>

Notice of Federal Student Financial Aid Penalties for Drug Law Violations

Convictions for the use or sale of drugs no longer affect a student's eligibility for federal student aid.

Notification of Drug and Alcohol Abuse Prevention Program

AIMS Education abides by The Drug-Free Schools and Communities Act. Students and employees of AIMS Education have received this policy which explains the following:

- Dangers of drug and alcohol abuse in the school/workplace
- Policy maintaining a drug-free environment
- List of available drug and alcohol counseling, treatment, rehabilitation programs
- Penalties that may be imposed for drug and alcohol abuse violations occurring in the school

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Smoke Free Environment

In order to provide a healthy environment for all members of the school community, AIMS Education does not permit smoking in or around any of its premises. This also includes the use of e-cigarettes. Designated areas for smoking have been assigned outside or away from campus buildings. Any student found smoking outside of designated areas may be subject to disciplinary actions.



Code of Conduct

Students are required to abide by a code of conduct while attending AIMS Education. The behavior listed below will not be tolerated. Violation of the code of conduct may result in suspension or possible termination from the school.

1. Physical or verbal abuse, intimidation or harassment of another person or group of persons, including any harassment based on race, religion, color, age, sex, sexual orientation, national origin, disability, gender, gender identity, or any other protected status.
2. Any and all forms of sexual harassment, including, without limitation, creating a hostile environment and quid pro quo (forcing an individual to perform sexual favors in return for something).
3. Any and all types of dishonesty, including, without limitation, cheating, plagiarism, knowingly furnishing false information to the institution, forgery and/or alteration. Falsification of any information on his or her enrollment agreement or any other documentation that the student provides to the school, including, without limitation, his or her educational status. The use of institution documents for identification with intent to defraud is strictly prohibited.
4. Improper use of cell phones during scheduled class hours. Cell phones are to be turned off or put in silent mode during class hours. Persistent use of cell phones for any purpose can lead to confiscation of cell phones during class hours.
5. Obstruction or disruption of any regular school activities, including, without limitation, teaching, research, administration, student services, organized events, and operation and maintenance of facilities; interference with the free speech and movement of academic community members; refusal to identify oneself upon request or to obey any other lawful instruction from a school official or faculty member to discontinue or modify any action which is judged disruptive.
6. Physical, mental, or emotional abuse of any person on school premises or at functions sponsored or supervised by the school.
7. Theft, abuse, or unauthorized use of school property, the personal property of others, or public property, including, without limitation, unauthorized entrance into the school facilities or information technology systems, possession of stolen property and littering.
8. Failure to comply with the lawful directions of any school official, staff member, or faculty member who is acting in the performance of their duties or is explicitly assuming responsibility on behalf of the school in the absence of a particular official. (Emergency orders may supersede some written regulations).
9. Failure to respond to written or verbal communication from school officials.
10. Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives, including, without limitation, the illegal use, distribution, or possession of stimulants, intoxicants, or drugs, and/or the use, distribution, or possession of alcoholic beverages on school premises or at organized school activities or events.
11. The unlawful possession, use, sale, manufacturing, or distribution of controlled and illicit drugs.



12. Failure to behave in a manner that reflects favorably upon the student's association with the school, including, without limitation, intent to cause issues to arise impeding the school's ability to impart knowledge to its students, instigating fellow students to act in a non-professional manner, or any additional actions that may be deemed harmful to the peaceful execution of the school's primary responsibility.
13. Deliberate or careless endangerment of others; tampering with safety alarms or equipment; violation of safety regulations; failure to render reasonable cooperation in any emergency; possession or use on school premises or at organized school activities of any firearm (except for law enforcement officers who are required to carry a firearm at all times and who have notified the school president of, and documented, that requirement), explosive, or fireworks. No weapons of any type are allowed on campus.
14. Obscene, indecent, or insubordinate behavior towards any faculty member or school official; exposure of others to offensive conditions; disregard for the privacy of self and others.
15. Gambling on school premises or at organized school events.
16. Violation of any federal, state, or local law.
17. Intentional or careless destruction, damage, or defacement of school property. The school may, in addition to imposing disciplinary actions, hold any student who is responsible for any such destruction, damage, or defacement liable for the repair or replacement of the property.
18. Failure to strictly adhere to any term, provision, requirement, policy, or procedure stated in this catalog/handbook or the student's enrollment agreement.
19. Breach of any term of the student's enrollment agreement or any other agreement between the student and the school.
20. Failure to exhibit good citizenship and respect for the community and other persons.
21. Hazing, defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, as determined by the school, for the purpose of initiation or admission into an affiliation with any organization within the school.
22. Incitement of others to commit any of the acts prohibited above; providing assistance or encouragement to others to engage or be engaged in prohibited acts; or failure to separate oneself clearly from a group which others are so engaged.
23. Unauthorized use of technological devices during classroom instruction. Use of audio or video recording equipment in the classroom, on school premises, at a clinical site, or any school sponsored events without prior consent.



Code of Conduct Disciplinary Procedures

Improper conduct by any student is strictly prohibited. Non-cooperation, disobedience of the rules and regulations, disrespectful and abusive language, and repeated temper tantrums, substance abuse and sexual harassment are viewed seriously by the AIMS Education administration and could entail the following procedures before penalty, or termination. Based upon the severity of the offense, (which could require immediate staff intervention), the following procedures are followed:

Stage One – Formal Verbal Warning

The Director of Education and / or Administration are empowered to issue formal verbal warnings. The formal warning will advise the student of the reasons for the warning, of the seriousness of the issue and the possible consequences if there is no improvement or if an offense is repeated.

A disciplinary warning will be considered to have expired after the time limit imposed has passed provided that the behavior has been satisfactory and no further warnings have been issued and no disciplinary action has been taken against the student during that period.

The student will be notified in writing, when the warning is given, of the time limit imposed, which will be in effect immediately, other than in exceptional circumstances. A review period may be established during which the behavior will be monitored.

Stage Two – Formal Written Warning

If the offense is considered to be more serious, or if there has been further failure to conform to the required standards following two verbal warnings, the Director of Education and / or the Administration are empowered to issue a formal written warning. The formal warning will advise the student of the reasons for the warning, of the seriousness of the issue and the possible consequences if there is no improvement or if an offense is repeated.

In this warning the student will be notified, the date the warning is given, the time limit imposed, which will not exceed one year other than in exceptional circumstances. A review period may be established during which the behavior will be monitored.

Stage Three – Final Written Warning

If the offense is considered to be more serious, or if there has been further failure to conform to the required standards following first two written warnings, the Director of Education and / or the Director of Administration will empower the final written warning. The final written warning will advise the student of the reasons for the warning, of the gravity of the situation and the appropriate disciplinary action (for example, suspension or expulsion) if there is no improvement or if an offense is repeated.

In this warning the student will be notified, the date the warning is given, the time limit imposed, which will not exceed one year other than in exceptional circumstances. A review period may be established during which the behavior will be monitored.

**Stage Four – Probation/Suspension**

If the student continues the offence, in spite of the final written warnings, in the duration of their program, the student will be either placed on probation or given a temporary suspension period. During this period, the student will be forbidden from attending any classes or Internship site and will not be compensated for any missed lectures or material. While on probation, the attitude of the student and magnitude of the offence will be taken into consideration and the final decision will be based on the facts of the review period.

In cases where the alleged misconduct is serious and/or it may be detrimental to the smooth running of the course and/or school for the student to remain on site, suspension may need to be considered while the case is being investigated. In such cases the student will be informed, in writing, of the reasons for the student's suspension. The period of suspension will be kept to a minimum, but will be no longer than four weeks (unless the school is awaiting the outcome of criminal proceedings).

The student will be given in writing the date the suspension comes in effect, the period of suspension and what is expected from the students during this period.

Stage Five – Expulsion (Dismissal)

If the student continues with not following the school policies and procedures during probation or after suspension, the school may terminate the student. Gross misconduct is misconduct of such a nature that the institution is justified in no longer tolerating the continued presence of the student at the school who commits an offence of gross misconduct. In consideration of the gravity of the gross misconduct and the safety of the AIMS Education community, AIMS Education will not issue any verbal or written warnings prior to taking immediate disciplinary action, which may include suspension and/or expulsion. Examples of offences of gross misconduct which may lead to the expulsion of students and which, if committed by students of the Institute, will be regarded as breaches of disciplinary rules, include:

- a) Stealing from the school, members of staff or the public, and other offences of dishonesty.
- b) Sexual offences, sexual misconduct and/or sexual harassment
- c) Fighting or physical assault
- d) Malicious damage to the school's property
- e) Serious breaches of safety regulations endangering other people, including deliberate damage to, neglect of, or misappropriation of fire and other safety equipment.
- f) Drug related offences
- g) Criminal behavior adversely affecting the Institute's reputation and verbal and behavioral threats to the school or its officials
- h) Repeated and unacceptable disruption in classes or on school campus
- i) Unacceptable attendance level at formal classes without prior arrangement or justification
- j) Failure to adhere to the policies of the school or disobedience in observing the procedures required in both academic and financial aspects can lead to termination

This list is neither exclusive nor exhaustive, and in addition there may be other offences of a similar gravity that would constitute gross misconduct.



Hearing

In cases of gross misconduct, where the student faces possible expulsion, the Director of Education and / or the Administration will hold a disciplinary hearing. The student will be given at least five days' notice in writing of the date, time and place of any disciplinary hearing. When given this notice, the student will:

- a) Be informed of the nature and details of the alleged misconduct;
- b) Be supplied with a copy of any written report which is to be considered.

For the hearing, the student may submit a written statement if they wish, either personally or through a representative. The student will be informed who will conduct the hearing and the names of any witness to be called. The student, who is appealing, can bring one person, of their choice, to the hearing. If a student fails to attend a disciplinary hearing, without good cause, the hearing will be held and a decision will be made in their absence.

At the hearing, the student may address the Director of Education and the Director of Administration. The student may be questioned on the statement made by or on behalf of the student and the member of staff presenting the case may be questioned by the student on any relevant aspect of the case. Witnesses may be called by either party and opportunity will be given for them to be questioned on their statements. However, if witnesses are called by either side, every effort will be made to limit numbers to the minimum necessary for fair hearing of the case.

In cases where the decision is not notified at the end of the hearing, it will be given in writing within five days of the hearing. If a decision is reached at the end of the hearing, it will be confirmed in writing within five days. In either event, the letter will state the grounds for decision, confirm that the student has a right of appeal and state how this may be exercised.

If, following a disciplinary hearing, it is substantiated that the student has committed an offence of gross misconduct, gross negligence or gross incompetence; the student may be summarily expelled. If the student fails to attend a disciplinary hearing without substantiated grounds, the student may be expelled.

Appeals

The student has a right at any stage to appeal a decision imposed as part of the student disciplinary procedure set forth herein. Application for appeal should be made in writing to the Board of Directors within 30 business days from the date of decision.

The student's written appeal must explain in detail the circumstances affecting the student's behavior that may give rise to the school changing its determination to discipline or terminate the student from his or her program of study at the school, dispute the student's failure to adhere to the school's rules, regulations, policies and code of conduct as set forth herein, or as amended. The Board of Directors will review the student's written appeal to determine whether, because of the special circumstances explained in the student's written appeal, the school will reevaluate the reprimand. The student, who is appealing, can bring one person, of their choice, to the hearing if any. The determination of the student's written appeal will be made by the Board of Directors,

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with consult from the panel as provided. The determination made by the Board of Directors will be final and binding on the student.

Condition for Dismissal

Student may be dismissed from the school for the following reasons:

1. Misconduct or not adhering to school's rules, regulations, policies and code of conduct as set forth herein, or as amended
2. Non-adherence to attendance policy or requirements of school. If at any time it is determined by the school that it is impossible for the student to meet with the minimum required number of days of presence in school student is likely to be dismissed from the program.
3. Failure to maintain satisfactory academic progress.
4. Not meeting with the financial requirements.
5. If the student is unable to continue on medical grounds (both physically and mentally)
6. Student must maintain contact with the school at all times. Failure to do so will lead to suspension / termination.

AIMS Education Director of School will notify the student in writing, should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal and students may appeal to the Board of Directors.

For those students receiving financial aid or assistance, it is the responsibility of the dismissed student to notify the appropriate institution overseeing their student loan. Prepaid tuition will be refunded according to the school refund policy. Please check the enrollment contract for refund policy of the school.

Students deferring fee payment for three consecutive months could be subjected to suspension from AIMS Education for a period of time which the school finance department considers fit or until further payment. After a period of nine to twelve months of non-payment, the suspended student is automatically removed from rolls and shall be considered dismissed or terminated on financial grounds.

However, in all cases of non-payment, the student would be notified of such, counseled and issued verbal and written warnings before a decision to terminate the student's enrollment is made.

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Copyright Infringement Policy

1. It is the policy of AIMS Education to comply with all copyright laws. This includes but is not limited to copying textbooks, manuals, periodicals, as well as peer-to-peer file sharing.
2. All students and staff are expected to be aware of and follow these laws.
3. Any faculty, students, or staff practicing unauthorized use or distribution of copyrighted material will be subject to disciplinary procedures, up to and including dismissal from the school.
4. Individuals will also be subject to federal criminal offenses for copyright law violations.

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ACADEMIC PROGRAMS

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Programs

All programs at AIMS Education are approved by the NJ Department of Education and are offered using a hybrid learning environment.

Mode of instruction for all programs: Hybrid / Blended

Lectures may be offered on campus or remotely via a Learning Management System (LMS). Most laboratory classes will be held on campus or at clinical site.

Below is a list of the programs approved by the NJ Department of Education under Section J. Program length, in months and weeks, may vary depending on holidays, vacations, state emergencies, emergency closings, etc. The total hours per program are as follows:

ACADEMIC PROGRAMS	HOURS
DIAGNOSTIC MEDICAL SONOGRAPHY (Abdomen, OB/GYN, Vascular)	2660 HRS
CARDIOVASCULAR TECHNOLOGIST	2240 HRS
MRI TECHNOLOGIST	1980 HRS
DIAGNOSTIC CARDIAC SONOGRAPHY	1740 HRS
NEURODIAGNOSTIC TECHNOLOGIST	1225 HRS
SURGICAL TECHNOLOGIST	1225 HRS
ANESTHESIA TECHNICIAN	900 HRS
MEDICAL ASSISTANT	835 HRS
ENDOSCOPY TECHNICIAN	750 HRS
STERILE PROCESSING TECHNICIAN	650 HRS
PATIENT CARE TECHNICIAN	650 HRS
PHARMACY TECHNICIAN	650 HRS
MEDICAL BILLING & CODING SPECIALIST	300 HRS
CARDIAC MONITOR TECHNICIAN	200 HRS
EKG / PHLEBOTOMY TECHNICIAN	160 HRS
PHLEBOTOMY TECHNICIAN	80 HRS

Course Delivery Mode Definitions

Residential (R) - All instruction within a course is delivered at an approved on-ground location.

Blended/Hybrid (B) - Instruction within a course is provided in on-ground and distance education formats.

Full Distance (F) - All instruction within a course is provided through distance education.

Clinical Experience (C) - A supervised practical experience where students demonstrate knowledge and skills acquired that includes specific learning objectives and evaluation criteria. This experience may be campus-based or field-based and may be actual or simulated.

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Course Code Explanation

The letters created reflect the “core” subject of that program. If it is a “general education course” “ALH” was created to describe it as an Allied Health course.

The school has used the following method to choose course codes:

First Digit - All groundwork and shared courses (foundational courses and/or general educational courses begin with “1”. All core courses pertaining to each program that requires acceptance into that specialty begins with “2”

Second Digit - Course type - Selected by the course hours breakdown

“0” or “1” *Didactic only*

“2” OR “3” *Didactic and lab combined*

“4” *Lab only*

“5” *Didactic, lab, and clinical combined*

“6” *Didactic and clinical combined*

Clinical hours only is broken down by the number of hours for that core course.

0 - 200 = “1”

200 - 400 = “2”

400 - 600 = “3”

Third Digit - Sequential to the course subject content (DOES NOT REFLECT PREREQUISITE REQUIREMENT). For instance, Surgical Technology I is SRG 220 and Surgical Technology II is SRG 221. Clinical Internship and I, II, and III course names are sequential.



Diagnostic Medical Sonography (DMS)

CAAHEP Accredited Program

CIP#510910

2660 Clock Hours

(1760 Didactic/Lab & 900 Clinical Internship)

29 months (Day) | 36 months (Evening)

107 weeks (Day) | 133 weeks (Evening)

Objectives

- **To develop psychomotor skills** - Prepare students scanning skills to be successful in meeting the challenges of being a Sonographer.
- **To develop cognitive skills** - Provide training to all students to help ensure their success in the program. Prepare graduates to successfully challenge the ARDMS boards through didactic education and clinical experience. Encourage students to use critical thinking to analyze clinical data and current literature as a basis for decision making in Sonography
- **To develop affective skills (behavioral)** - Sonographers to practice Sonography within an ethical and legal framework.

Program Description

The Diagnostic Medical Sonography (DMS) program is programmatically accredited by CAAHEP. This program prepares students for an entry-level career as a diagnostic medical sonographer. Graduates will be able to work in hospitals, imaging centers, and other healthcare related facilities. The DMS program is taught using a hybrid/blended learning environment.

Students will learn to competently perform ultrasound scans on the abdomen, organs, pelvic area, and vascular system. They will learn to schedule and coordinate tests, record test results, and prepare and maintain operational logs. DMS graduates will demonstrate behaviors consistent with professional standards and will meet employer expectations for an entry-level position.

Upon successful completion of this program, they will be prepared to take the Sonography Principles and Instrumentation (SPI), Abdomen, and Ob/Gyn exams offered by the American Registry for Diagnostic Medical Sonography (ARDMS).

After completing the program and attempting the certification exam, graduates will be awarded a Diagnostic Medical Sonography Certificate.

Program Goals of the Diagnostic Medical Sonography Program

- To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the Abdominal - Extended and Obstetrics & Gynecology sonography concentrations.
- To provide education designed to prepare our students for an entry-level career as a

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diagnostic medical sonographer according to the criteria set by ACR.

- To prepare students to successfully pass the registry examinations offered by ARDMS.
- To provide the medical community with individuals qualified to perform ultrasound procedures.
- To instill in students to achieve professional and academic excellence throughout their career.
- To exhibit professional and ethical behaviors, which are recognized and contained in the Professional code of ethics and scope of practice as set by the society of diagnostic medical sonographers.
- To administer competency examinations that measure theoretical knowledge and clinical skills necessary to competently perform the tasks of a diagnostic medical sonographer.

Accreditation Disclosure

The Diagnostic Medical Sonography program offered at AIMS Education is programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) for the Abdominal – Extended and Obstetrics and Gynecology concentrations.

Prerequisites (postsecondary or college-level)

1. Communications or English course (or equivalent).
2. Algebra, statistics, or higher level math course.
3. General physics or radiographic physics course.
4. Human anatomy and physiology course or courses that cover all body systems.

The English course (or equivalent) must be completed by the first day of class. The Anatomy & Physiology course(s) must be completed prior to starting BIO 107 (Cross-Sectional Anatomy and Pathophysiology). All other prerequisite courses must be completed prior to starting DMS 220 (Ultrasound Physics & Instrumentation).

Graduation Requirements

- Complete a minimum of 90% of the scheduled hours per course.
- Complete 100% of the scheduled hours for the clinical internship.
- Pass each course with a minimum grade of 75%.
- Complete the pre-diagnostic courses with a minimum cGPA of 3.0.
- Pass the SPI exam offered by ARDMS.
- Pass the clinical exit exam.
- Pass the clinical internship course with a minimum grade of 80%.

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**Diagnostic Medical Sonography
 Program Layout**

Course No.	Course Name	Clock Hours	Delivery Mode
Pre-Diagnostic Modules*			
ALH 101	Medical Terminology	50	B
DMS 122	Introduction to Sonography	100	B
BIO 107	Cross-Sectional Anatomy and Pathophysiology	100	B
Major Diagnostic Modules			
DMS 220	Ultrasound Physics and Instrumentation	320	B
DMS 222	Vascular Ultrasound	400	B
DMS 224	Abdomen and Small Parts Sonography	400	B
DMS 256	Ultrasound of Obstetrics and Gynecology	400 (80 clinical)	B
DMS 240	Clinical Practice and Career Orientation	70	R
DMS 232	Clinical Internship	820	C
Total Program Hours		2660	

Delivery Mode**R - Residential****B - Blended/Hybrid****F - Full Distance****C - Clinical Experience**

*Students who complete the pre-diagnostic modules with a cumulative GPA (CGPA) of 3.0 or higher will be allowed to continue to the major diagnostic modules of the program.

**This program will be delivered using hybrid learning. All hybrid programs include online learning and in-person instruction.



Cardiovascular Technologist (CVT)

(Cardiovascular Sonography)

CIP# 510901

2240 Clock Hours

(1440 Didactic/Lab & 800 Clinical Internship)

24 months (Day) | 30 months (Evening)

90 weeks (Day) | 112 weeks (Evening)

Objectives

- **To develop psychomotor skills** - Prepare students with scanning skills so they successfully meet the challenges of being a cardiovascular technologist.
- **To develop cognitive skills** - Provide training to all students to help ensure their success in the program. Prepare graduates to successfully challenge the required registry exams through didactic education and clinical experience. Encourage students to use critical thinking to analyze clinical data and current literature as a basis for decision making in sonography
- **To develop affective skills (behavioral)** - Technologists have to practice sonography within an ethical and legal framework.

Program Description

The Cardiovascular Technologist (CVT) program prepares students to become entry-level cardiovascular technologists. Graduates will be able to find employment in hospitals, diagnostic imaging centers, and other healthcare related facilities. The CVT program is taught using a hybrid/blended learning environment.

Students will learn to perform cardiac and vascular examinations utilizing ultrasound equipment. During these examinations students will learn to locate, evaluate, and record critical, functional, pathological, and anatomical data. Upon completion of the program, graduates will be proficient in non-invasive cardiac sonography and peripheral vascular sonography. CVT graduates will demonstrate behaviors consistent with professional standards and will meet employer expectations for an entry-level position.

Upon satisfactory completion of this program, graduates will be prepared to take the Registered Cardiac Sonographer (RCS) certification exam offered by Cardiovascular Credentialing International (CCI).

After completing the program and attempting the certification exam, graduates will be awarded a Cardiovascular Technologist Certificate.

Program Goals of the Cardiovascular Technologist Program

- To prepare competent entry-level cardiovascular technologists in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains for adult echocardiography and noninvasive vascular study.
- Student will demonstrate behaviors consistent with professional and employer expectations as an entry-level cardiovascular technologist.

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- Proficiency in normal and abnormal cardiovascular imaging and invasive techniques.

Graduation Requirements

- Complete a minimum of 90% of the scheduled hours per course.
- Complete 100% of the scheduled hours for the clinical internship.
- Pass each course with a minimum grade of 75%.
- Complete the pre-diagnostic courses with a minimum cGPA of 3.0.
- Pass the SPI exam offered by ARDMS.
- Pass the clinical internship course with a minimum grade of 80%.

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**Cardiovascular Technologist
 (Cardiovascular Sonography)
 Program Layout**

Course No.	Course Name	Clock Hours	Delivery Mode
Pre-Diagnostic Modules			
ALH 101	Medical Terminology	50	B
BIO 104	Anatomy & Physiology	75	B
EKG 120	Electrocardiography	80	B
DCS 120	Introduction to Echocardiography	75	B
Major Diagnostic Modules			
DMS 220	Ultrasound Physics and Instrumentation	320	B
DCS 220	Adult Echocardiography	470 (80 clinical)	B
DMS 222	Vascular Ultrasound	400	B
CVT 240	Clinical Practice and Career Orientation	50	R
CVT 230	Clinical Internship	720	C
Total Program Hours		2240	

Delivery Mode

R - Residential

B - Blended/Hybrid

F - Full Distance

C - Clinical Experience

*Students who complete the pre-diagnostic modules with a cumulative GPA (CGPA) of 3.0 or higher will be allowed to continue to the major diagnostic modules of the program.

**This program will be delivered using hybrid learning. All hybrid programs include online learning and in-person instruction.

**MRI Technologist (MRI)**

ARMRIT Accredited Program

CIP# 510920

1980 Clock Hours

(935 Didactic, 90 Lab, and 955 Clinical)

26 months | 99 weeks

Objectives

- **To develop psychomotor skills** - Prepare students so they can scan effectively and meet the challenges of being an MRI technologist.
- **To develop cognitive skills** - Provide training to all students to help ensure their success in the program. Prepare graduates to pass the ARRT and ARMRIT certification exams through didactic education and clinical experience. Encourage students to use critical thinking to analyze clinical data and current literature as a basis for decision making in MRI.
- **To develop affective skills (behavioral)** - Ensure students practice MRI within an ethical and legal framework.

Program Description

The MRI Technologist program is programmatically accredited by ARMRIT. This program prepares students for entry-level employment as an MRI technologist. Graduates will be able to seek employment opportunities in hospitals, imaging centers, and other healthcare related facilities. The MRI program is taught using a hybrid/blended learning environment.

Graduates will have the basic skills and knowledge required for a career in Magnetic Resonance Imaging. They will be able to perform MRI procedures competently and safely on patients, and they will be capable of explaining procedures, preparing patients for scans, and monitoring and adjusting scans. MRI graduates will demonstrate behaviors consistent with professional standards and will meet employer expectations for an entry-level position.

Upon successful completion of the program, graduates will be prepared to take the MRI certification exams offered by the American Registry of Magnetic Resonance Imaging Technologists (ARMRIT) and the American Registry of Radiologic Technologists (ARRT).

After completing the program and attempting the certification exam, graduates will be awarded an MRI Technologist Certificate.

Program Goals of the MRI Technologist Program

- To prepare competent entry-level MRI technologists in the cognitive (knowledge), psychomotor, and affective (behavior) learning domains.
- To provide education designed to prepare our graduates for an entry-level career as an MRI technologist.
- To provide quality education for the preparation of MRI technologists for entry-level positions according to the criteria set by ACR.

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- To equip students with the knowledge and motivation to successfully pass the registry examination.
- To instill in students the desire to achieve professional and academic excellence throughout their career.
- To exhibit professional and ethical behaviors, which are recognized and contained in the Professional Code of Ethics and Scope of Practice as set by the Society of MRI technologists
- To administer competency examinations that measure the theoretical knowledge and clinical skills necessary to competently perform the tasks of an MRI technologist.

Working Conditions

MRI Technologists work in clean, well-lit and comfortable environments. They are required to use a keyboard, mouse and monitor for long periods of time, and it is vital that their attention be focused on the tasks at hand. They will be exposed to noise (from the equipment), strong magnetic fields and radiofrequency. They may also, at times be exposed to communicable diseases, unpleasant odors, sights and materials. Some MRI Technologists work a regular 40-hour week. However, 10 and 12 hour days and night and weekend rotation is not uncommon; they may also work part-time schedules.

Graduation Requirements

- Complete a minimum of 90% of the scheduled hours per course.
- Complete 100% of the scheduled hours for the clinical internship.
- Pass each course with a minimum grade of 75%.
- Complete the pre-diagnostic courses with a minimum cGPA of 3.0.
- Pass the clinical internship course with a minimum grade of 80%.

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**MRI Technologist
 Program Layout**

Course No.	Course Name	Clock Hours	Delivery Mode
Pre-Diagnostic Modules			
ALH 101	Medical Terminology	50	B
BIO 104	Anatomy & Physiology	75	B
BIO 108	Understanding MRI Pathophysiology	150	B
MRI 260	MRI I Patient Care, Venipuncture and IV Administration	100 (45 lab)	B
Major Diagnostic Modules			
MRI 261	MRI II Introduction to Magnetic Resonance Imaging and MRI Principles & Physics MRI Clinical I (Instrumentation & Safety)	320 (80 clinical)	B
MRI 212	MRI III Cross-Sectional Anatomy and Physiology	240 (45 ScanLabMR Simulation Lab)	B
MRI 262	MRI IV MRI Applications: Procedures & Techniques, MRI Advanced Safety MRI Clinical II (Applications)	445 (275 clinical)	B
MRI 234	MRI Clinical III (Internship)	600 (Clinical)	C
Total Program Hours		1980	

Delivery Mode

R - Residential

B - Blended/Hybrid

F - Full Distance

C - Clinical Experience

*Students who complete the pre-diagnostic modules with a cumulative GPA (CGPA) of 3.0 or higher will be allowed to continue to the major diagnostic modules of the program.

**This program will be delivered using hybrid learning. All hybrid programs include online learning and in-person instruction.



Diagnostic Cardiac Sonography (DCS)

CAAHEP Accredited Program

CIP# 510915

1740 Clock Hours

(1040 Didactic/Lab & 700 Clinical Internship)

19 months (Day) | 23 months (Evening)

70 weeks (Day) | 87 weeks (Evening)

Objectives

- **To develop psychomotor skills** - Prepare students with scanning skills so they successfully meet the challenges of being a Diagnostic Cardiac Sonographer.
- **To develop cognitive skills** - Provide training to all students to help ensure their success in the program. Prepare graduates to successfully challenge the ARDMS boards through didactic education and clinical experience. Encourage students to use critical thinking to analyze clinical data and current literature as a basis for decision making in Sonography
- **To develop affective skills (behavioral)** - Technologists have to practice Sonography within an ethical and legal framework.

Program Description

The Diagnostic Cardiac Sonography (DCS) program is programmatically accredited by CAAHEP. This program prepares students to become entry-level cardiac sonographers. Graduates will be able to find employment in hospitals, diagnostic imaging centers, and other healthcare related facilities. The DCS program is taught using a hybrid/blended learning environment.

Students learn to perform cardiac examinations utilizing ultrasound equipment. During these examinations students will learn to locate, evaluate, and record critical, functional, pathological, and anatomical data. Upon completion of the program, graduates will be proficient in non-invasive cardiac sonography. DCS Graduates will demonstrate behaviors consistent with professional standards and will meet employer expectations for an entry-level position.

Upon satisfactory completion of this program graduates will be eligible to take the Sonography Principles and Instrumentation (SPI) and Adult Echocardiography exams offered by the American Registry for Diagnostic Medical Sonography (ARDMS). Graduates will also be eligible to take the Registered Cardiac Sonographer (RCS) certification exam offered by Cardiovascular Credentialing International (CCI).

After completing the program and attempting the certification exam, graduates will be awarded a Diagnostic Cardiac Sonography Certificate.

Program Goals of the Diagnostic Cardiac Sonography Program

- Perform competent entry level cardiac sonographer in the cognitive (knowledge), psychomotor (clinical) skills, and affective (behavior) learning domains.

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- Develop an appreciation of human anatomy and physiology as it relates to the cardiac system, wellness of the body and the quality of life.
- Develop an understanding of the ultrasound equipment and utilize appropriate ALARA principles to avoid bioeffects.
- Demonstrate adequate patient care skills, utilize appropriate protective equipment.
- Develop communication skills interacting with patients, public and health care personnel.
- Perform Electrocardiogram (EKG), Stress test and Holter monitoring without any supervision.
- Demonstrate a basic knowledge of the healthcare industry with specific attention to noninvasive cardiac environment to include legal and ethical guidelines.
- Conduct pre-procedural, intra-procedural and post-procedural activities while performing ECHO.
- Demonstrate an understanding of invasive procedures to include Stress ECHO, TEE, and Contrast ECHO.

Graduation Requirements

- Complete a minimum of 90% of the scheduled hours per course.
- Complete 100% of the scheduled hours for the clinical internship.
- Pass each course with a minimum grade of 75%.
- Complete the pre-diagnostic courses with a minimum cGPA of 3.0.
- Pass the SPI exam offered by ARDMS.
- Pass the clinical internship course with a minimum grade of 80%.

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Diagnostic Cardiac Sonography Program Layout

Course No.	Course Name	Clock Hours	Delivery Mode
Pre-Diagnostic Modules			
ALH 101	Medical Terminology	50	B
BIO 104	Anatomy & Physiology	75	B
EKG 120	Electrocardiography	80	B
DCS 120	Introduction to Echocardiography	75	B
Major Diagnostic Modules			
DMS 220	Ultrasound Physics & Instrumentation	320	B
DCS 220	Adult Echocardiography	470 (80 clinical)	B
CVT 240	Clinical Practice & Career Orientation	50	R
DCS 231	Clinical Internship	620	C
Total Program Hours		1740	

Delivery Mode

R - Residential

B - Blended/Hybrid

F - Full Distance

C - Clinical Experience

*Students who complete the pre-diagnostic modules with a cumulative GPA (CGPA) of 3.0 or higher will be allowed to continue to the major diagnostic modules of the program.

**This program will be delivered using hybrid learning. All hybrid programs include online learning and in-person instruction.



Neurodiagnostic Technologist (NDT)

CAAHEP Accredited Program

CIP# 510903

1225 Clock Hours

(725 Didactic/Lab & 500 Clinical Internship)

17 months | 62 weeks

Objectives

- **To develop psychomotor skills** - The student must be able to analyze data during recordings to ensure the information obtained is valid and interpretable.
- **To develop cognitive skills** - Provide training to all students to help ensure their success in the program. Prepare graduates to successfully challenge the Registered EEG Technologist (R. EEG T.) exam offered by the American Board of Registration of Electroencephalographic and Evoked Potential Technologists (ABRET).
- **To develop affective skills (behavioral)** - Exhibit professional and ethical behaviors, which are recognized and contained in the Professional Code of Ethics and Scope of Practice as set by ASET – The Neurodiagnostic Society.

Program Description

The Neurodiagnostic Technologist (NDT) program is programmatically accredited by CAAHEP. This program prepares students for entry-level employment as an EEG technologist. Graduates will be able to seek employment opportunities in hospitals, surgical centers, outpatient clinics, and physicians' offices. The NDT program is taught using a hybrid/blended learning environment.

Students will learn to use a variety of techniques and instruments to record electrical activity from the brain, spinal cord, peripheral nerves, somatosensory, and motor nerve systems. They will become proficient in performing EEG procedures and understanding EEG pattern recognition. They will also gain basic knowledge in intraoperative neuromonitoring, long-term monitoring, polysomnography, evoked potential studies, and nerve conduction studies. NDT Graduates will demonstrate behaviors consistent with professional standards and will meet employer expectations for an entry-level position.

Upon satisfactory completion of the program, graduates will be prepared to take the EEG certification exam offered by ABRET.

After completing the program and attempting the certification exam, graduates will be awarded a Neurodiagnostic Technologist Certificate.

Program Goals of the Neurodiagnostic Technologist Program

- To prepare competent entry-level neurodiagnostic technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- Describe the principles behind EEG studies to enable students to demonstrate an understanding of interrelated procedures and concepts.

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- Students are able to know machine operation and instrumentation and EEG pattern recognition and morphology.
- Demonstrate photic stimulation, hyper ventilation.
- Exhibit professional and ethical behavior, which is recognized and contained in the Professional Code of Ethics and Scope of Practice as set by the American Clinical Neurophysiology Society, American Academy of Neurology, and ASET – The Neurodiagnostic Society.

Graduation Requirements

- Complete a minimum of 90% of the scheduled hours per course.
- Complete 100% of the scheduled hours for the clinical internship.
- Pass each course with a minimum grade of 75%.
- Pass the clinical exit exam.
- Pass the clinical internship course with a minimum grade of 80%.

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**Neurodiagnostic Technologist
Program Layout**

Course No.	Course Name	Clock Hours	Delivery Mode
Pre-Diagnostic Modules			
ALH 101	Medical Terminology	50	B
BIO 104	Anatomy & Physiology	75	B
ALH 131	Healthcare Practical Skills	50	B
BIO 200	Neuro Anatomy and Pathophysiology	50	B
Major Diagnostic Modules			
NDT 230	NDT I - Electroencephalogram (EEG)	300	B
NDT 231	NDT II - Other Neurodiagnostic Techniques	200	B
NDT 233	Clinical Internship	500	C
Total Program Hours		1225	

Delivery Mode

R - Residential

B - Blended/Hybrid

F - Full Distance

C - Clinical Experience

*Students who complete the pre-diagnostic modules with a cumulative GPA (CGPA) of 3.0 or higher will be allowed to continue to the major diagnostic modules of the program.

**This program will be delivered using hybrid learning. All hybrid programs include online learning and in-person instruction.

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Surgical Technologist (ST)

ABHES Accredited

CIP#510909

1225 Clock Hours

(725 Didactic/Lab & 500 Clinical Internship)

17 months (Day) | 17 months (Evening)

62 weeks (Day) | 62 weeks (Evening)

Objectives

- **To develop psychomotor skills** - Prepare students to participate with the knowledge and skills required to enter the field of Surgical Technology in accordance with the American Medical Association and the Association of Surgical Technologist guidelines.
- **To develop cognitive skills** - Provide training to all students to help ensure their success in the program. Prepare graduates to successfully challenge the NBSTSA exam through didactic education and clinical experience. Encourage students to use critical thinking to analyze clinical data and current literature as a basis for decision making in Surgery
- **To develop affective skills (behavioral)** - Ensure students practice surgical technology within an ethical and legal framework.

Program Description

The Surgical Technologist (ST) program is programmatically accredited by ABHES. This program prepares students to become skilled entry-level surgical technologists. Graduates will be able to work in hospitals, surgical centers, and outpatient clinics. The ST program is taught using a hybrid/blended learning environment.

Graduates will understand the vital principles and instrumentation of surgical technology. They will be capable of preparing an operating room for surgery, maintaining a sterile environment, and distributing surgical instruments during surgical procedures. Graduates will be able to assist with preoperative and postoperative patient care, and they will be able to communicate clearly and effectively with patients, physicians, and coworkers. ST graduates will demonstrate behaviors consistent with professional standards and will meet employer expectations for an entry-level position.

Upon satisfactory completion of the program graduates will be prepared to take the Certified Surgical Technologist (CST) exam offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

After completing the program and attempting the certification exam, graduates will be awarded a Surgical Technologist Certificate.

Program Goals of the Surgical Technologist Program

- To prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

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- Apply knowledge and skills from the biological sciences to safely perform during the pre-operative, intra-operative, and post-operative phases of patient care.
- Utilize appropriate medical terminology to communicate clearly and effectively with patients, physicians, and co-workers and provide for accurate documentation.
- Employ appropriate ethical, professional, and respectful values while providing care to diverse populations within the healthcare system.
- Demonstrate a strong surgical conscience, accountability, and legal implications of an individual's actions as a member of the surgical team.

Graduation Requirements

- Complete a minimum of 90% of the scheduled hours per course.
- Complete 100% of the scheduled hours for the clinical internship.
- Pass each course with a minimum grade of 75%.
- Complete the pre-surgical courses with a minimum cGPA of 3.0.
- Pass the clinical exit exam.
- Pass the clinical internship course with a minimum grade of 80%.
- Attempt the TS-C (NCCT) exam.

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**Surgical Technologist
Program Layout**

Course #	Course Name	Clock Hours	Delivery Mode
Pre-Surgical Modules			
ALH 101	Medical Terminology	50	B
BIO 104	Anatomy & Physiology	75	B
BIO 202	Applied Surgical Anatomy	50	B
SRG 220	Surgical Technology I	50	B
Major Surgical Modules			
SRG 221	Surgical Technology II	150	B
SRG 222	Surgical Technology III	200	B
SRG 236	Surgical Technology IV	150	B
SRG 224	Clinical Internship	500	C
Total Program Hours		1225	

Delivery Mode

R - Residential

B - Blended/Hybrid

F - Full Distance

C - Clinical Experience

*Students who complete the pre-surgical modules with a cumulative GPA (CGPA) of 3.0 or higher will be allowed to continue to the major surgical modules of the program.

**This program will be delivered using hybrid learning. All hybrid programs include online learning and in-person instruction.

**Anesthesia Technician (AT)**

CIP#510809

900 Clock Hours

(485 Didactic/Lab & 415 Clinical Internship)

12 months | 45 weeks

Objectives

- Recognize the professional importance of allied health standards and becoming an integral part of the anesthesia care team.
- Describe basic medical terminology as it relates to the anesthesia profession.
- Correlate lab training and clinical experiences to provide the highest educational standards as it is related to the anesthesia technician profession.
- Perform technical skills effectively in monitoring basic operations and cross check any malfunctions noted.
- Apply ethical and interpersonal skills to the anesthesia team, patient care, and the community of interest.

Program Description

The Anesthesia Technician certificate program prepares students to work as entry-level anesthesia technicians in hospitals and outpatient surgical centers. Anesthesia technicians are primarily responsible for setting up the operating room by cleaning, sterilizing, and preparing the equipment and instruments needed for anesthesia. They also assist anesthesiologists and nurse anesthetists throughout surgical procedures.

The Anesthesia Technician program at AIMS Education is taught through a combination of lecture, lab, and clinical hours. Hands-on training in our on-campus surgical lab will help students develop the skills needed to work in this field. Anesthesia tech students will also gain practical experience during a mandatory clinical internship.

Students in the Anesthesia Technician program will learn the basic principles of anesthesia practice, which includes patient positioning, airway management, IV therapy, blood transfusion, emergent perioperative medications, and sterilization techniques. By the end of the program, students will also have a firm understanding of how anesthesia machines function.

Other important topics covered in this program include neurophysiological monitoring, gas analyzers, infusion pumps, ventilators, local and regional anesthesia methods, assisting with intubation and extubation, and diagnostic, interventional, and emergency procedures.

After completing the program, and all graduation requirements, graduates will be awarded an Anesthesia Technician Certificate.

Program Goals of the Anesthesia Technician Program

- To provide foundational knowledge in medical terminology and anatomy & physiology.
- To introduce anesthesia resources and different types of medication used.
- To prepare students to analyze issues related to emergency operational procedure.

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- To prepare students with an understanding of didactic & practical knowledge and its adaptation to new technologies.
- To graduate students with the ability to promote the welfare of the anesthesia technician profession and practice in an ethical manner, and the skill to enhance its contribution to the community.

Graduation Requirements

- Complete a minimum of 90% of the scheduled hours per course.
- Complete 100% of the scheduled hours for the clinical internship.
- Pass each course with a minimum grade of 75%.
- Pass the clinical internship course with a minimum grade of 80%.

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**Anesthesia Technician
 Program Layout**

Course No.	Course Name	Clock Hours	Delivery Mode
ALH 101	Medical Terminology	50	B
BIO 109	Understanding Anatomy, Physiology & Pathophysiology	75	B
AT 201	Introduction to Anesthesia Technology	75	B
AT 220	Anesthesia Practice	120 (30 clinical)	B
AT 221	Anesthesia Equipment & Risk Management	260 (65 clinical)	B
AT 223	Clinical Internship	320	C
Total Program Hours		900	

Delivery Mode

R - Residential

B - Blended/Hybrid

F - Full Distance

C - Clinical Experience

***This program will be delivered using hybrid learning. All hybrid programs include online learning and in-person instruction.**

**Medical Assistant (MA)**

(Clinical & Administrative)

CIP#510801

835 Clock Hours

(635 Didactic/Lab & 200 Clinical Internship)

10 months (Day) | 12 months (Evening)

34 weeks (Day) | 42 weeks (Evening)

Objectives

- **To develop psychomotor skills** - Prepare students to be successful in meeting the challenges of being a medical assistant.
- **To develop cognitive skills** - Provide training to all students to help ensure their success in the program. Prepare graduates to successfully challenge the AAMA, AMT, and NHA certification exams through didactic education and clinical experience. Encourage students to use critical thinking to analyze clinical data and current literature as a basis for decision making.
- **To develop affective skills (behavioral)** - Ensure students practice medical assisting within an ethical and legal framework.

Program Description

The Medical Assistant (MA) program will prepare students for entry-level employment as a medical assistant. Graduates will be able to find employment in outpatient clinics, physicians' offices, and a variety of other healthcare related facilities. The MA program is taught using a hybrid/blended learning environment.

Graduates will have a broad understanding of healthcare including knowledge in medical terminology, anatomy and physiology, patient care, and HIPAA. They will be capable of taking a patient's medical history, taking patient vitals, performing blood and specimen collections, preparing blood and specimen collections for testing, and maintaining lab supplies and equipment.

Graduates will also be able to perform 12-lead and 15-lead EKG tests, monitor EKG machines, and prepare EKG study reports, and they will have a basic understanding of medical insurance, medical billing, and electronic medical records. MA graduates will demonstrate behaviors consistent with professional standards and will meet employer expectations for an entry-level position.

Upon satisfactory completion of the program, graduates will be prepared to take the medical assistant certification exams offered by the American Association of Medical Assistants (AAMA), American Medical Technologists (AMT), and National Healthcareer Association (NHA).

After completing the program and attempting the certification exam, graduates will be awarded a Medical Assistant Certificate.

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Program Goals of the Medical Assistant Program

- The Core Curriculum for Medical Assistants is utilized to prepare graduates for a career in an ambulatory health care setting that requires a multi-skilled health professional, performing both clinical and administrative duties
- Medical Assisting Program educating students enabling them to graduate as professional practitioners proficient in all entry level competencies. The curriculum is designed to instruct and assess students in achievement of cognitive, psychomotor and affective domain learning objectives to meet the educational goals
- As a professional medical assistant, can develop meaningful relationships and link between patients and doctors allowing the daily functions of Healthcare Facility running smoothly.
- The Medical Assisting Program assessing the needs of the local community through the local advisory board and other various avenues and providing an educational program for Medical Assistants to meet their needs and respond to changes giving graduates the best possible opportunity for local employment.
- To prepare students to become nationally credentialed healthcare professionals who will be viewed by doctors as vital partners in providing medical care

Graduation Requirements

- Complete a minimum of 90% of the scheduled hours per course.
- Complete 100% of the scheduled hours for the clinical internship.
- Pass each course with a minimum grade of 75%.
- Complete a minimum of 30 venipunctures in the PHL 120 course.
- Complete a minimum of 10 fingersticks in the PHL 120 course.
- Complete a minimum of 10 EKG procedures in the EKG 120 course.
- Pass the clinical exit exam.
- Pass the clinical internship course with a minimum grade of 80%.

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**Medical Assistant
 Program Layout**

Course No.	Course Name	Clock Hours	Delivery Mode
ALH 101	Medical Terminology	50	B
BIO 104	Anatomy & Physiology	75	B
PHL 120	Phlebotomy	80	B
EKG 120	Electrocardiography	80	B
CMA 230	General Practice	175	B
CMA 231	Ob/Gyn and Pediatric Practice	50	B
CMA 232	Wound Care Practice	50	B
CMA 233	Medical Insurance, Billing, and EMR	75	B
CMA 221	Clinical Internship	200	C
Total Program Hours		835	

Delivery Mode

R - Residential

B - Blended/Hybrid

F - Full Distance

C - Clinical Experience

***This program will be delivered using hybrid learning. All hybrid programs include online learning and in-person instruction.**

**Endoscopy Technician (ENDO)**

CIP#511012

750 Clock Hours

(450 Didactic/Lab & 300 Clinical Internship)

10 months (Day) | 13 months (Evening)

38 weeks (Day) | 47 weeks (Evening)

Objectives

- Build a foundation of medical knowledge through the instruction of medical terminology and basic anatomy related to the endoscopy program.
- Provide training in sterile techniques for endoscopy, endoscopic instruments, and endoscopic procedures.
- Prepare students for successful completion of the Certified Endoscope Reprocessor (CER) exam administered by the Healthcare Sterile Processing Association (HSPA).

Program Description

The Endoscopy Technician (ENDO) program provides students with the knowledge and skills required to work as an entry-level endoscopy technician (also known as a GI technician or a GI endoscopy technician). Endoscopy technicians assist physicians and nurses with endoscopy procedures and other minimally invasive procedures. They are also responsible for maintaining and cleaning medical instrumentation and equipment, including endoscopes and accessories. The ENDO program is taught using a hybrid/blended learning environment.

Students enrolled in this program will learn how to assist in a variety of endoscopic procedures. The training will also cover sterilization techniques, including the proper method for decontaminating and sterilizing medical instrumentation and equipment. Students will gain a solid understanding of microbiology and infection control. The training includes a combination of didactic and lab hours, as well as a 300-hour clinical internship.

AIMS Education has a dedicated surgical lab that provides the perfect environment to train students and allow them to practice their psychomotor skills. The practical experience gained during the clinical internship will help reinforce those skills. Graduates of this program will demonstrate behaviors consistent with professional standards and will meet employer expectations for an entry-level position.

Upon satisfactory completion of the program, graduates will be prepared to take the Certified Endoscope Reprocessor (CER) exam offered by HSPA.

After completing the program and attempting the certification exam, graduates will be awarded an Endoscopy Technician Certificate.

Program Goals of the Endoscopy Technician Program

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- To prepare students to become a competent entry-level endoscopy technician in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- To provide consistent, in-class support, knowledge, and competence in endoscopy technician training.
- To establish and maintain effective communication with health care team members in the field.
- To prepare students for the National Certified Endoscope Reprocessor (CER) exam offered through the Healthcare Sterile Processing Association (HSPA).

Graduation Requirements

- Complete a minimum of 90% of the scheduled hours per course.
- Complete 100% of the scheduled hours for the clinical internship.
- Pass each course with a minimum grade of 75%.
- Pass the clinical internship course with a minimum grade of 80%.

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**Endoscopy Technician
 Program Layout**

Course #	Course Name	Clock Hours	Delivery Mode
SPT 101	Fundamentals of Sterile Processing	60	B
SPT 230	Aseptic Techniques and Surgical Instrumentation	80	B
SPT 231	Sterile Processing Environment	110	B
ENDO 103	Introduction to Endoscopes and Endoscopy Environment	150	B
ENDO 201	Endoscopic Procedures	50	B
ENDO 203	Clinical Internship	300	C
Total Program Hours		750	

Delivery Mode

R - Residential

B - Blended/Hybrid

F - Full Distance

C - Clinical Experience

***This program will be delivered using hybrid learning. All hybrid programs include online learning and in-person instruction.**

**Sterile Processing Technician (SPT)**

CIP#511012

650 Clock Hours

(250 Didactic/Lab & 400 Clinical Internship)

9 months (Day) | 11 months (Evening)

33 weeks (Day) | 41 weeks (Evening)

Objectives

- Build a foundation of medical knowledge through the instruction of medical terminology and basic anatomy.
- Ensure that each student recognizes the duties and requirements of a sterile processing technician in a healthcare setting.
- Train students in the proper methods for decontaminating and sterilizing surgical instruments and equipment.
- Instill the importance of ethical, legal, and professional practices in the sterile processing field.
- Prepare students for successful completion of the Certified Registered Central Service Technician (CRCST) Exam, administered by the Healthcare Sterile Processing Association (HSPA).

Program Description

The Sterile Processing Technician (SPT) program provides students with the knowledge and skills required to work as an entry-level sterile processing technician. The primary responsibility of a sterile processing tech is to ensure that a clean and sterile healthcare environment is maintained at all times. This is primarily achieved through the process of decontaminating and sterilizing all surgical instrumentation and equipment. The SPT program is taught using a hybrid/blended learning environment.

Students enrolled in this program will learn various sterilization techniques, including the proper method for decontaminating and sterilizing surgical instruments and equipment. They will also gain a solid understanding of microbiology and infection control. The training includes a combination of didactic and lab hours, as well as a 400-hour clinical internship.

AIMS Education has a dedicated surgical lab that provides the perfect environment to train students and allow them to practice their psychomotor skills. The practical experience gained during the clinical internship will help reinforce those skills. Graduates of this program will demonstrate behaviors consistent with professional standards and will meet employer expectations for an entry-level position.

Upon satisfactory completion of the program, graduates will be prepared to take the Certified Registered Central Service Technician (CRCST) exam offered by HSPA.

After completing the program and attempting the certification exam, graduates will be awarded a Sterile Processing Technician Certificate.

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Program Goals of the Sterile Processing Technician Program

- To prepare students to become a competent entry-level sterile processing technician in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- To provide foundational knowledge, advance sterile processing techniques and procedures required as a sterile processing technician.
- To prepare students to achieve the certified registered central service technician (CRCST) national certification exam offered through the Healthcare Sterile Processing Association (HSPA).

Graduation Requirements

- Complete a minimum of 90% of the scheduled hours per course.
- Complete 100% of the scheduled hours for the clinical internship.
- Pass each course with a minimum grade of 75%.
- Pass the clinical internship course with a minimum grade of 80%.

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**Sterile Processing Technician
Program Layout**

Course #	Course Name	Clock Hours	Delivery Mode
SPT 101	Fundamentals of Sterile Processing	60	B
SPT 230	Aseptic Techniques and Surgical Instrumentation	80	B
SPT 231	Sterile Processing Environment	110	B
SPT 232	Clinical Internship	400	C
Total Program Hours		650	

Delivery Mode

R - Residential

B - Blended/Hybrid

F - Full Distance

C - Clinical Experience

*This program will be delivered using hybrid learning. All hybrid programs include online learning and in-person instruction.

**Patient Care Technician (PCT)**

CIP#513902

650 Clock Hours

(450 Didactic/Lab & 200 Clinical Internship)

7 months (Day) | 9 months (Evening)

26 weeks (Day) | 33 weeks (Evening)

Objectives

- Define basic medical knowledge as it relates to the patient care technician profession.
- Demonstrate patient care techniques through simulation and patient interaction.
- Apply patient care competencies in a clinical setting.
- Develop professionalism as a patient care technician.
- Provide curriculum reviews to achieve certification success.

Program Description

The Patient Care Technician certificate program prepares students to work as entry-level patient care technicians in hospitals or outpatient facilities. A Patient Care Technician (PCT), also known as a patient care assistant, provides patient care and support under the direction of a registered nurse.

The PCT program utilizes a hybrid/blended learning environment, and is taught through a combination of lecture, lab, and clinical hours. Hands-on training in our on-campus medical labs will help students develop essential skills, and practical experience during the clinical internship will reinforce those skills and prepare students for entry-level employment in a healthcare environment.

The program provides foundational knowledge in medical terminology, anatomy, and physiology, and students will gain specialized skills in phlebotomy, EKG, and patient care techniques. The major courses of the Patient Care Technician program will provide advanced training to students in a variety of patient care skills including measuring vital signs, collecting specimens, and providing basic nursing care. Basic nursing care may include assisting patients with feeding, dressing, daily hygiene and bathing, urinary and bowel needs, mobility, and other activities related to daily living.

Students in the PCT program will also gain a basic understanding of patient nutritional, oxygen, and exercise needs, and they will learn the importance of proper communication with patients and other healthcare team members.

Upon satisfactory completion of the program, graduates will be prepared to take the Certified Patient Care Technician/Assistant (CPCT/A) exam offered by the National Healthcareer Association (NHA).

After completing the program and attempting the certification exam, graduates will be awarded a Patient Care Technician Certificate.

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Program Goals of the Patient Care Technician Program

- Students will develop professional patient care technician standards.
- Students will achieve high levels of lab and clinical proficiencies.
- The program structure and curriculum will be achieved.
- The students will be prepared to achieve certification success through the National Healthcareer Association (NHA) in obtaining the CPCT/A credential.

Graduation Requirements

- Complete a minimum of 90% of the scheduled hours per course.
- Complete 100% of the scheduled hours for the clinical internship.
- Pass each course with a minimum grade of 75%.
- Complete a minimum of 30 venipunctures in the PHL 120 course.
- Complete a minimum of 10 fingersticks in the PHL 120 course.
- Complete a minimum of 10 EKG procedures in the EKG 120 course.
- Pass the clinical internship course with a minimum grade of 80%.

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**Patient Care Technician
Program Layout**

Course No.	Course Name	Clock Hours	Delivery Mode
ALH 101	Medical Terminology	50	B
BIO 104	Anatomy & Physiology	75	B
PHL 120	Phlebotomy	80	B
EKG 120	Electrocardiography	80	B
PCT 130	Patient Care Techniques	75	B
PCT 230	Home Health Care and Nursing Assistance	90	B
PCT 231	Clinical Internship	200	C
Total Program Hours		650	

Delivery Mode

R - Residential

B - Blended/Hybrid

F - Full Distance

C - Clinical Experience

*This program will be delivered using hybrid learning. All hybrid programs include online learning and in-person instruction.



Medical Billing & Coding Specialist (MBC)

CIP#510713

300 Clock Hours

(220 Didactic/Lab & 80 Clinical Internship)

4 months (Day) | 5 months (Evening) | 9 months (Weekend)

15 weeks (Day) | 19 weeks (Evening) | 36 weeks (Weekend)

Objectives

- **To develop psychomotor skills** - Prepare students to be successful in meeting the challenges of working in the field of medical billing and coding.
- **To develop cognitive skills** - Provide training to all students to help ensure their success in the program. Prepare graduates to successfully challenge the NHA and NCCT certification exams through didactic education and clinical experience. Motivate students to use critical thinking to analyze clinical data and current literature as a basis for decision making.
- **To develop affective skills (behavioral)** - Ensure students practice medical billing and coding within an ethical and legal framework.

Program Description

The Medical Billing and Coding (MBC) program will prepare students to work on the administrative side of healthcare. Graduates will be able to work in hospitals, physicians' offices, and medical billing companies. The MBC program is taught using a hybrid/blended learning environment.

Students will learn how to file claims, complete insurance forms, solve insurance billing problems, appeal denied claims, and utilize a variety of generic billing forms. They will also learn how to assign diagnostic and procedural codes using the ICD-10-CM, CPT, and HCPCS Level II coding systems. MBC Graduates will demonstrate behaviors consistent with professional standards and will meet employer expectations for an entry-level position.

Upon satisfactory completion of the program, graduates will be prepared to take the Certified Billing & Coding Specialist (CBCS) exam offered by the National Healthcareer Association (NHA) and the Insurance & Coding (NCICS) certification exam offered by the National Center for Competency Testing (NCCT).

After completing the program, graduates will be awarded a Medical Billing and Coding Certificate.

Program Goals of the Medical Billing and Coding Program

- To prepare competent medical billing and coding specialists in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains for Medical Insurance and Coding.

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- Students develop skills needed to, file electronic or manual claims by gaining knowledge to work with common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures (using CPT, ICD-10 CM, and HCPCS manuals).
- Students will utilize medical billing software to sample 'hands-on' physician billing by creating and updating patient accounts, entering transactions, and completing forms using the computer.
- A certification review will be given during the internship to prepare individuals to sit for the CBCS (NHA) and NCICS (NCCT) exams.
- Prepares individuals for employment as entry-level medical billers in health care facilities such as hospitals, clinics, physician practice groups, surgery centers, long-term care facilities, and home health care agencies.

Graduation Requirements

- Complete a minimum of 90% of the scheduled hours per course.
- Complete 100% of the scheduled hours for the clinical internship.
- Pass each course with a minimum grade of 75%.
- Pass the clinical internship course with a minimum grade of 80%.

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**Medical Billing & Coding Specialist
Program Layout**

Course No.	Course Name	Clock Hours	Delivery Mode
MBC 200	Medical Terminology	25	B
BIO 103	Basic Anatomy and Physiology	35	B
MBC 211	Medical Insurance	75	B
MBC 212	Medical Coding	50	B
MBC 213	Medical Billing, Computer Applications, and EHR Training	35	B
MBC 210	Clinical Internship	80	C
Total Program Hours		300	

Delivery Mode

R - Residential

B - Blended/Hybrid

F - Full Distance

C - Clinical Experience

***This program will be delivered using hybrid learning. All hybrid programs include online learning and in-person instruction.**

**Pharmacy Technician (PhT)**

CIP#510805

650 Clock Hours

(450 Didactic/Lab & 200 Clinical Internship)

9 months | 33 weeks

Objectives

- **To develop psychomotor skills** - Prepare students to be successful in meeting the challenges of being a pharmacy technician.
- **To develop cognitive skills** - Prepare graduates to successfully pass the PTCB certification exam through didactic education and clinical experience. Prepare students to use critical thinking to analyze clinical data and current literature as a basis for decision making.
- **To develop affective skills (behavioral)** - Ensure students work as pharmacy technicians within an ethical and legal framework.

Program description

The Pharmacy Technician (PhT) program will provide students with the basic competencies needed for employment as a pharmacy technician in retail and hospital settings. The PhT program is taught using a hybrid/blended learning environment.

Graduates will be capable of filling prescriptions, packing doses, compounding drugs, recognizing various drug names, performing inventory control, and keeping accurate records. Graduates will demonstrate behaviors consistent with professional standards and will meet employer expectations for an entry-level position.

Upon satisfactory completion of the program graduates will be prepared to take the Pharmacy Technician Certification Exam (PTCE) offered by the Pharmacy Technician Certification Board (PTCB). Pharmacy technicians in New Jersey are required to register with the State of New Jersey Board of Pharmacy.

After completing the program and attempting the certification exam, graduates will be awarded a Pharmacy Technician Certificate.

Program Goals of the Pharmacy Technician Program

- To prepare competent entry-level pharmacy technician in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains"
- Assist pharmacists in collecting, organizing, and recording demographic and clinical information for direct patient care and medication-use review.
- To provide medical community with individuals qualified to perform tasks such as filling prescriptions, packing doses, compounding medicines, performing inventory control, and keeping records.

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-
- To instill in students to achieve professional and academic excellence throughout their career
 - Exhibit professional and ethical behaviors, which are recognized and contained in the Professional Code of Ethics and Scope of Practice as set by the American Association of Pharmacy Technicians.

Graduation Requirements

- Complete a minimum of 90% of the scheduled hours per course.
- Complete 100% of the scheduled hours for the clinical internship.
- Pass each course with a minimum grade of 75%.
- Pass the clinical internship course with a minimum grade of 80%.

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**Pharmacy Technician
Program Layout**

Course No.	Course Name	Clock Hours	Delivery Mode
PHT 201	Introduction to Pharmacy & Healthcare	100	B
PHT 222	Drug Administration	125	B
PHT 223	Sterile and Nonsterile Compounding	100	B
PHT 224	Working Environment and Pharmacy Management	125	B
PHT 213	Clinical Internship	200	C
Total Program Hours		650	

Delivery Mode

R - Residential

B - Blended/Hybrid

F - Full Distance

C - Clinical Experience

***If you started your program prior to September 1, 2021, please refer to the program layout you received during your orientation. To request a copy of the program layout for your start date, please contact the academics department.**

***This program will be delivered using hybrid learning. All hybrid programs include online learning and in-person instruction.**

**Cardiac Monitor Technician (CMT)**

CIP# 510902

200 Clock Hours

(120 Didactic/Lab & 80 Clinical Internship)

3 months (Day) | 4 months (Evening) | 6 months (Weekend)

8 weeks (Day) | 10 weeks (Evening) | 22 weeks (Weekend)

Objectives

- Demonstrate knowledge about stress EKGs, Holter monitoring, and cardiac medications.
- Develop technical skills for assisting patients and physicians with stress electrocardiography.
- Define the critical management skills practiced by a cardiac monitor technician.
- Demonstrate rhythm strip interpretation and sinus dysrhythmias.
- Define clinical presentation and management of cardiac patients.

Program Description

The Cardiac Monitor Technician (CMT) program will prepare students for entry-level employment as a cardiac monitor technician. Graduates will be able to work in hospitals, outpatient clinics, and physicians' offices. The CMT program is taught using a hybrid/blended learning environment.

Students will learn to conduct 12-lead and 15-lead EKG tests, monitor EKG machines, interpret EKG/ECG readouts, and prepare EKG study reports. They will also learn to perform stress tests, ambulatory monitoring, and rhythm analysis. CMT Graduates will demonstrate behaviors consistent with professional standards and will meet employer expectations for an entry-level position.

Upon satisfactory completion of the program, graduates will be prepared to take the Certified Cardiographic Technician (CCT) and Certified Rhythm Analysis Technician (CRAT) exams offered by Cardiovascular Credentialing International (CCI).

After completing the program, graduates will be awarded a Cardiac Monitor Technician Certificate.

Program Goals of the Cardiac Monitor Technician Program

- To prepare students in cardiac monitoring technology in the cognitive (knowledge), psychomotor (skills) and affective (behaviour) learning domains.
- To provide broad and general knowledge in cardiac monitoring technology.
- To foster the development of knowledge and competence in cardiac monitoring technology.
- To prepare students for the CCT and CRAT certification exams offered through Cardiovascular Credentialing International (CCI).

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Graduation Requirements

- Complete a minimum of 90% of the scheduled hours per course.
- Complete 100% of the scheduled hours for the clinical internship.
- Pass each course with a minimum grade of 75%.
- Pass the clinical internship course with a minimum grade of 80%.
- Complete a minimum of 10 EKG procedures in the EKG 120 course.

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**Cardiac Monitor Technician (CMT)
Program Layout**

Course No.	Course Name	Clock Hours	Delivery Mode
EKG 120	Electrocardiography	80	B
CMT 220	Stress Test, Holter Monitoring, and Telemetry	40	B
CMT 210	Clinical Internship	80	C
Total Program Hours		200	

Delivery Mode

R - Residential

B - Blended/Hybrid

F - Full Distance

C - Clinical Experience

***This program will be delivered using hybrid learning. All hybrid programs include online learning and in-person instruction.**

**EKG / Phlebotomy Technician (EKG/PHL)**

CIP#511009

160 Clock Hours

2 months (Day or Evening) | 6 months (Weekend)

7 weeks (Day) | 8 weeks (Evening) | 24 weeks (Weekend)

Objectives

- Understand the history of phlebotomy, medical terms and abbreviations, body systems, and related laboratory tests.
- Explain the methods for collecting blood and other specimens.
- Explain specimen processing and demonstrate procedures to provide accurate data.
- State the regulatory agencies and infection control techniques.
- Describe patient and personal safety.
- Describe the normal anatomy and physiology of the heart.
- Develop knowledge and technical skills to perform EKGs.
- Demonstrate rhythm strip interpretation and sinus dysrhythmias.
- Demonstrate knowledge about stress EKGs and Holter monitoring.
- Define clinical presentation and management of cardiac patients.

Program Description

The EKG/Phlebotomy (EKG/PHL) program will prepare students for entry-level employment in the healthcare field. Graduates will be able to obtain employment as phlebotomy technicians, specimen processing technicians, or EKG technicians in hospitals, diagnostic labs, and physicians' offices. The EKG/PHL program is taught using a hybrid/blended learning environment.

Graduates will be capable of taking a patient's medical history, performing blood and specimen collections, preparing blood and specimen collections for testing, processing lab specimens, and maintaining lab supplies and equipment. They will also be able to perform 12-lead and 15-lead EKG tests, monitor EKG machines, and prepare EKG study reports. Graduates will demonstrate behaviors consistent with professional standards and will meet employer expectations for an entry-level position.

Upon satisfactory completion of the program, graduates will be prepared to take the EKG and phlebotomy certification exams offered by the National Healthcareer Association (NHA) and the National Center for Competency Testing (NCCT).

After completing the program, graduates will be awarded an EKG/Phlebotomy Certificate.

Program Goals of the EKG/Phlebotomy Technician Program

- To prepare students in EKG/Phlebotomy training in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.
- To prepare students for the EKG and Phlebotomy certification exams offered by the National Healthcareer Association (NHA) and/or National Center for Competency Testing (NCCT).
- Students will learn key knowledge in EKG and phlebotomy training.

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- Students will know how to communicate in oral and written formats.
- The students will demonstrate the ability to perform EKG and phlebotomy procedures.

Graduation Requirements

- Complete a minimum of 90% of the scheduled hours per course.
- Pass each course with a minimum grade of 75%.
- Complete a minimum of 30 venipunctures in the PHL 120 course.
- Complete a minimum of 10 fingersticks in the PHL 120 course.
- Complete a minimum of 10 EKG procedures in the EKG 120 course.

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**EKG / Phlebotomy Technician
Program Layout**

Course No.	Course Name	Clock Hours	Delivery Mode
PHL 120	Phlebotomy	80	B
EKG 120	Electrocardiography	80	B
Total Program Hours		160	

Delivery Mode

R - Residential

B - Blended/Hybrid

F - Full Distance

C - Clinical Experience

***This program will be delivered using hybrid learning. All hybrid programs include online learning and in-person instruction.**



Phlebotomy Technician (PHL)

CIP#511009

80 Clock Hours

1 month (Day or Evening) | 3 months (Weekend)

4 weeks (Day or Evening) | 12 weeks (Weekend)

Objectives

- Understand the history of phlebotomy, medical terms and abbreviations, body systems, and related laboratory tests.
- Explain the methods for collecting blood and other specimens.
- State the regulatory agencies and infection control techniques.
- Describe patient and personal safety.
- Explain specimen processing and demonstrate procedures to provide accurate data.

Program Description

The Phlebotomy (PHL) program will prepare students for entry-level employment in the healthcare field. Graduates will be able to obtain employment as a phlebotomy technician or specimen processing technician in hospitals, diagnostic labs, and physicians' offices. The PHL program is taught using a hybrid/blended learning environment.

Graduates will be capable of taking a patient's medical history, performing blood and specimen collections, preparing blood and specimen collections for testing, processing lab specimens, and maintaining lab supplies and equipment. PHL Graduates will demonstrate behaviors consistent with professional standards and will meet employer expectations for an entry-level position.

Upon satisfactory completion of the program graduates will be prepared to take the phlebotomy certification exams offered by the National Healthcareer Association (NHA) and the National Center for Competency Testing (NCCT).

After completing the program, graduates will be awarded a Phlebotomy Certificate.

Program Goals of the Phlebotomy Technician Program

- To prepare students in Phlebotomy training in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.
- To foster students' development of competence in phlebotomy procedures.
- To prepare students for the phlebotomy certification exams offered by the National Healthcareer Association (NHA) and/or National Center for Competency Testing (NCCT).

Graduation Requirements

- Complete a minimum of 90% of the scheduled hours per course.
- Pass each course with a minimum grade of 75%.
- Complete a minimum of 30 venipunctures.
- Complete a minimum of 10 fingersticks.

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**Phlebotomy Technician
Program Layout**

Course No.	Course Name	Clock Hours	Delivery Mode
PHL 120	Phlebotomy	80	B
Total Program Hours		80	

Delivery Mode

R - Residential

B - Blended/Hybrid

F - Full Distance

C - Clinical Experience

***This program will be delivered using hybrid learning. All hybrid programs include online learning and in-person instruction.**

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COURSE DESCRIPTIONS

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ALH 101 Medical Terminology

This course provides a detailed study of the language of medicine. The most common medical roots, prefixes, and suffixes are covered. The course will describe how medical language is used in the medical field. Basic diagnostic tests and procedures will be discussed.

Prerequisite(s): none

ALH 110 Understanding Healthcare

This course explores different modalities in a healthcare setting. Office administration, billing & coding, PACS technologies, and the DICOM standard will be discussed. Other topics will include statistical terminology, disinfection techniques, and future trends in ultrasound imaging.

Prerequisite(s): none

Corequisite(s): ALH 130

(Administrative authority may have final discretion.)

ALH 130 Patient Care, Law, Ethics, and Safety

This course provides an understanding of patient care, ethics, and safety. Basic transfer techniques and medical emergency procedures will be covered. Ergonomic practice and its correlation to musculoskeletal injury is emphasized.

Prerequisite(s): none

ALH 131 Healthcare Practical Skills

This course demonstrates the responsibilities and duties of the neurodiagnostic student. Effective communication skills, including verbal and non-verbal communication, is addressed. The importance of effective communication and the need to build and maintain quality relationships with patients will be highlighted. Students also learn about the different methods of infection control and how they should be applied in a healthcare environment.

Prerequisite(s): BIO 201

(Administrative authority may have final discretion.)

AT 201 Introduction to Anesthesia Technology

This introductory course provides content in patient care techniques, professional law and ethics, and medical emergency procedures. Respiratory pharmacology will be covered.

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Sterilization techniques and operating room procedures with an overview of the hospital environment will be discussed.

Prerequisite(s): BIO 109

(Administrative authority may have final discretion.)

AT 220 Anesthesia Practice

This course provides the basic principles of Anesthesia Practice. This includes patient positioning, general and regional anesthesia methods, and airway management. IV therapy, blood transfusion, and emergent perioperative medications will be covered. Sterilization techniques will also be addressed.

Prerequisite(s): BIO 109, AT 201

(Administrative authority may have final discretion.)

AT 221 Anesthesia Equipment & Risk Management

This course provides an understanding of the usage of the anesthesia machine and its complexity. The topics will include neurophysiological monitoring, gas analyzer, infusion pumps, and ventilators. Diagnostic interventional procedures to include ultrasound and transesophageal echo (TEE). Routine and emergency procedures will be discussed and how to manage the workroom environment in various situations.

Prerequisite(s): AT 220

(Administrative authority may have final discretion.)

AT 223 Clinical Internship

The clinical internship course is designed to prepare students to become skilled healthcare professionals. Students will have the opportunity to assist staff and work closely with key personnel. Students will perform appropriate practical skills and obtain proficiency as an entry-level anesthesia technician.

*All core respective major courses need to be completed prior to this course.

BIO 102 Medical Terminology & Basic Anatomy

This course provides a study of medical terminology used in medicine. The most common medical roots, prefixes, and suffixes are covered. This course also provides an overview of the human body including the respiratory, digestive, cardiovascular, urinary, reproductive, and skeletal systems.

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Prerequisite(s): none

(Administrative authority may have final discretion.)

BIO 103 Basic Anatomy and Physiology

This course provides an overview of the human body. It is designed for students who are preparing for a non-clinical healthcare career like medical billing and coding. The organs covered include the skin, skeletal, respiratory, digestive, cardiovascular, urinary, and reproductive systems. The muscular, endocrine, and sensory organ systems will be addressed briefly as well.

Prerequisite(s): MBC 200

(Administrative authority may have final discretion.)

BIO 104 Anatomy & Physiology

This course is a study of the anatomy and physiology of the human body. The structure and function of the human body is covered. Structure, functions, and terminology of the body systems are focused on.

Prerequisite(s): ALH 101

(Administrative authority may have final discretion.)

BIO 107 Cross-Sectional Anatomy and Pathophysiology

This course provides a comprehensive review of the cross-sectional anatomy of the gastrointestinal and gynecologic systems. An understanding of normal and abnormal anatomy of the abdomen and pelvic system will be discussed. Body planes as it relates to cross-sectional imaging will be covered.

Prerequisite(s): ALH 101

(Administrative authority may have final discretion.)

BIO 108 Understanding MRI Pathophysiology

This course focuses on many of the pathophysiological changes that may affect the human body. Etiology, development, and outcome of various pathologies are discussed. Associated pathological MRI images will be provided.

Prerequisite(s): BIO 104

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BIO 109 Understanding Anatomy, Physiology & Pathophysiology

This course provides a basic knowledge of the organ systems and the pathological process. All organ systems are discussed to include cardiovascular, respiratory, and the nervous system. Students will understand the normal and abnormal anatomy associated with specific organs as it relates to the profession.

Prerequisite(s): ALH 101

(Administrative authority may have final discretion.)

BIO 200 Neuro Anatomy and Pathophysiology

This course provides detailed anatomy and pathophysiology of the central and peripheral nervous system. Students will be taught the applied principles of nerve conduction.

Prerequisite(s): ALH 131

(Administrative authority may have final discretion.)

BIO 202 Applied Surgical Anatomy

This is a foundational course that offers an understanding of anatomy specific to surgical practice. The purpose of this course is to provide sound knowledge of applied anatomy that will be required for a surgical career and a comprehensive understanding of the operative environment.

Prerequisite(s): BIO 104

(Administrative authority may have final discretion.)

CMA 221 Clinical Internship

The clinical internship of the medical assistant program is designed to prepare students to become skilled clinical and administrative healthcare professionals. It will provide students the opportunity to assist staff with daily duties in the front and back office while under direct supervision.

*All core respective major courses need to be completed prior to this course.

CMA 230 General Practice

This course provides detailed knowledge of clinical examination room procedures. This includes patient education, vital signs, physical examination, and ear and eye assessments.

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Basic office procedure will be addressed. Students will understand common pharmacologic agents, their usage, and how to properly prepare and administer medication.

Prerequisite(s): ALH 101

(Administrative authority may have final discretion.)

CMA 231 Ob/Gyn and Pediatric Practice

This course describes the basic structure and tests needed for reproductive and pediatric practice. Aspects of the well-child visit is included. Students will learn how to assist the physician in various tests and procedures from newborns to pediatric care.

Prerequisite(s): CMA 230

(Administrative authority may have final discretion.)

CMA 232 Wound Care Practice

This course explains the various routes of infection and hazard control procedures. An introduction to microbiology, including aseptic technique and its application for minor surgical procedures, is covered. Students learn about the importance of infection control and prevention. The use of personal protective equipment in accordance with OSHA guidelines is also covered.

Prerequisite(s): CMA 231

(Administrative authority may have final discretion.)

CMA 233 Medical Insurance, Billing, and EMR

This course provides a general understanding of managing medical practice finances. Topics include coding procedure, billing, collection, and office reimbursement.

Prerequisite(s): CMA 232

(Administrative authority may have final discretion.)

CMT 210 Clinical Internship

Students must complete 80 clinical hours in a facility that performs cardiac monitoring. The clinical experience may include performing resting EKGs, stress EKGs, monitoring vital signs, and interpreting abnormal arrhythmias.

*All core respective major courses need to be completed prior to this course.

CMT 220 Stress Test, Holter Monitoring, and Telemetry

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This course discusses exercise electrocardiography in detail. The course emphasizes ambulatory monitoring, clinical presentation, and management of a cardiac patient. Students also learn the critical management of cardiac patients and basic 12-lead ECG interpretation. Students will be given an in-depth review for the Certified Cardiographic Technician (CCT) and Certified Rhythm Analysis Technician (CRAT) exams offered by Cardiovascular Credentialing International (CCI).

Prerequisite(s): EKG 120

(Administrative authority may have final discretion.)

CVT 230 Clinical Internship

The clinical internship of the cardiovascular technologist program is designed for students to become proficient in scanning the heart and blood vessels. Students are assigned to a clinical site and given specific clinical objectives. These objectives will help them become clinically independent in accordance with specified clinical competencies.

*All core respective major courses need to be completed prior to this course.

CVT 240 Clinical Practice and Career Orientation

This preclinical course allows the student to practice specific views and protocols in preparation for the clinical internship. Left hand scanning in performing an echocardiogram is reinforced during this course. A career orientation is also provided by the Career Services Department.

Prerequisite(s): DMS 220, DCS 220

(Administrative authority may have final discretion.)

DCS 120 Introduction to Echocardiography

This course introduces students to the basic understanding of echocardiography and cardiovascular techniques. The course provides an understanding of patient care, ethics, and medical emergency procedures. The lab component will focus on patient care skills and demonstration of musculoskeletal exercises. Aseptic techniques will be included.

Prerequisite(s): none

(Administrative authority may have final discretion.)

DCS 220 Adult Echocardiography

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This course provides detailed knowledge of the normal and abnormal anatomy of the heart. Students will learn 2D, M-mode, spectral, and color Doppler. Standard echocardiographic views and measurements for each modality are demonstrated. Image orientation, scan techniques for each view, normal anatomical structures, and patient positioning are also covered. Clinical experience is another component of this course. Students are assigned to an acute care and outpatient facility. The clinical objective is to provide orientation in a clinical setting. Students are required to assist with EKG procedures and ambulatory monitoring, and perform a limited echocardiography study.

Prerequisite(s): DMS 220

Corequisite(s): DMS 222

(Administrative authority may have final discretion.)

*This course fulfills a requirement for the CVT and DCS programs. Please refer to specific program requisites.

DCS 231 Clinical Internship

Students are assigned to a clinical site to master their echocardiography skills. Students have the opportunity to perform noninvasive echocardiography studies with Doppler interpretation. Exposure to a TEE study is included in observing and/or assisting an invasive procedure. Students are required to complete specified clinical competencies as stated in the clinical manual. Students practice clinical skills under direct supervision of a registered cardiac sonographer.

*All core respective major courses need to be completed prior to this course.

DMS 122 Introduction to Sonography

This introductory course focuses on patient care techniques and medical emergencies. A basic understanding of the various departments in the healthcare field will be discussed. Safety measures in preventing musculoskeletal injury will be covered in detail. The importance of sterilization techniques will be emphasized. Recording devices will also be included.

Prerequisite(s): none

(Administrative authority may have final discretion.)

DMS 220 Ultrasound Physics and Instrumentation

This course provides the basic principles of diagnostic physics and instrumentation. Topics include acoustical physics as well as wave propagation and its effects on tissue characteristics. The course will cover basic Doppler principles, quality control, and image processing. In

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preparation for ARDM certification, this course includes a review of the Sonography Principles and Instrumentation (SPI) exam.

Prerequisite(s): DMS 122, BIO 107 or EKG 120, DCS 120

(Administrative authority may have final discretion.)

*This course fulfills a requirement for the DMS, CVT, and DCS programs. Please refer to specific program requisites.

DMS 222 Vascular Ultrasound

This course provides in-depth knowledge of the vascular system. Normal and abnormal anatomy of the carotids and peripheral venous and arterial vessels is demonstrated. Abdominal abnormalities as they pertain to vascular imaging is covered. Arterial testing and venous mapping, including Doppler instrumentation, is demonstrated. In the lab component, students practice scanning the carotid arteries, upper and lower arterial anatomy, and venous anatomy. Students are required to complete specific protocols for the upper and lower extremity venous system.

Prerequisite(s): DMS 220

Corequisite(s): DCS 220

(Administrative authority may have final discretion.)

DMS 224 Abdomen and Small Parts Sonography

This course covers normal and abnormal abdominal sonography and its clinical application. Structures covered include the abdominal vessels, liver, gallbladder, pancreas, spleen, and kidneys. Normal and abnormal anatomy of superficial structures, including male and female reproductive organs, is covered. Clinical correlation of pathology and diagnostic interpretation is presented. The lab component will provide basic scanning practice of the abdomen and small parts structures. Students are taught standard protocols consistent with required competencies for the clinical internship. Non-cardiac chest sonography is also discussed and demonstrated.

Prerequisite(s): DMS 222

(Administrative authority may have final discretion.)

DMS 232 Clinical Internship

Students are assigned to a clinical site to master their sonography skills. They have the opportunity to practice scanning in the areas of abdomen, small parts, vascular, and Ob/Gyn. They rotate through various departments throughout their clinical experience to master these skills. Students are required to complete specified clinical competencies as stated in the clinical



manual. They practice clinical skills under the direct supervision of a registered diagnostic medical sonographer.

*All core respective major courses need to be completed prior to this course.

DMS 240 Clinical Practice and Career Orientation

This preclinical course allows the student to practice scanning in preparation for the clinical internship. Students are guided with protocols learned in the core courses. A career orientation is provided during this course. Students are trained in the use of Trajecsyst. A practical exit exam will also be administered during this course.

Prerequisite(s): DMS 256

(Administrative authority may have final discretion.)

DMS 256 Ultrasound of Obstetrics and Gynecology

This course provides a detailed study of the pelvis and obstetrics/gynecology as related to ultrasound imaging. Sonographic techniques, which include patient history, laboratory data, transducer selection, and scanning protocols, are provided. Fetal development, including abnormal etiology and diagnostic techniques, is presented. A clinical component is included in this course. The clinical experience provides students with an opportunity to learn procedures and protocols in an ultrasound department.

Prerequisite(s): DMS 222, DMS 224

(Administrative authority may have final discretion.)

EKG 120 Electrocardiography

This course provides a detailed anatomy of the heart. The importance of performing an EKG as part of a cardiac study is emphasized. This course prepares the student with the knowledge and purpose of performing an EKG during an ECHO study. Students simulate performing an EKG in the lab, focusing on equipment set-up, patient preparation, performance of 12-lead EKG's and assisting in stress testing. Normal and abnormal twelve-lead EKG recordings will be reviewed and analyzed.

Prerequisite(s): none

ENDO 103 Introduction to Endoscopes and Endoscopy Environment

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Students will be introduced to the types of endoscopes, the procedures, and its terminology. The basics for endoscope reprocessing will be discussed. Endoscopic inspection, preparation handling, storage, and transport will be emphasized.

Prerequisite(s): SPT 231

**The course code for this course has changed from ENDO 101 to ENDO 103.*

ENDO 201 Endoscopic Procedures

Students will learn about the different types of endoscopes and endoscopic procedures. Operating room techniques will be covered including instrumentation, positioning, and utilization of endoscopes. The human factors that influence endoscope reprocessing will be discussed. Endoscope system management and regulations, standards, and resources are also covered.

Prerequisite(s): ENDO 103

ENDO 203 Clinical Internship

Students are assigned to a surgical facility to become clinically competent in endoscope reprocessing and to assist with endoscopic procedures. Upon completion of the required competencies, students will be eligible to sit for the national certification exam.

Prerequisite(s): ENDO 201

**All core respective major courses need to be completed prior to this course.*

MBC 200 Medical Terminology

This course provides a basic understanding of medical terms and a breakdown of their components. It is designed for students preparing to work as in the field of medical billing and coding. The medical terminology taught in this course will help students perform data entry and claims submissions.

Prerequisite(s): none

MBC 210 Clinical Internship

This clinical experience exposes students to the role of a medical insurance specialist. Students are assigned to a clinical site and will be able to put into practice their understanding of coding principles and guidelines. Students will be required to perform three competencies that cover

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medical insurance claims, medical coding, and the use of the electronic health systems for billing claims.

*All core respective major courses need to be completed prior to this course.

MBC 211 Medical Insurance

This course demonstrates the importance of written and oral communication when working with physicians and patients. Administrative duties and responsibilities are discussed. Medical Ethics is emphasized to include HIPAA and HITECH regulations. This course satisfies the requirement for the Medical Billing and Coding program.

Prerequisite(s): BIO 103

(Administrative authority may have final discretion.)

MBC 212 Medical Coding

This course explains the role of a medical insurance specialist. It focuses on various reimbursement methodologies used for appropriate payment of inpatient and outpatient health care services. Students will learn the classifications used for procedural coding, as well as the basic skills required to code medical services and procedures.

Prerequisite(s): MBC 211

(Administrative authority may have final discretion.)

MBC 213 Medical Billing, Computer Applications, and EHR Training

This course demonstrates the role of a medical insurance specialist. There will be a strong focus on verifying diagnosis and procedure codes, and entering them into physician reports. A basic understanding of coding principles and guidelines is stressed as an important baseline for filing accurate claims using an EHR system.

Prerequisite(s): MBC 212

(Administrative authority may have final discretion.)

MRI 212 MRI III

This course covers MRI cross-sectional anatomy & physiology of the entire human body. Students learn about the essential anatomical and physiological topics affecting image quality. Emphasis is placed on recognizing anatomy in all three planes simultaneously.

Prerequisite(s): MRI 260

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Corequisite(s): MRI 261

(Administrative authority may have final discretion.)

MRI 234 Clinical Internship

Students are assigned to a radiology imaging facility or hospital under direct supervision of a clinical supervisor. Students are required to meet the professional competencies as specified in the ARRT rules and regulations. This includes completion of quality diagnostic procedures and comprehension of MRI safety.

*All core respective major courses need to be completed prior to this course.

MRI 260 MRI I

This course is a combination of three courses: patient care, understanding healthcare, and intravenous therapy skills. It provides an understanding of each topic as they pertain to MRI imaging. Basic MRI safety will also be covered.

Prerequisite(s): BIO 108

(Administrative authority may have final discretion.)

MRI 261 MRI II

In this course, students learn about physics and the imaging techniques used in the clinical setting. Course topics include instrumentation, contrast and image formation, pulse sequences, image artifacts, advanced imaging techniques in diffusion, perfusion, and spectroscopy.

Prerequisite(s): MRI 260

Corequisite(s): MRI 212

(Administrative authority may have final discretion.)

MRI 262 MRI IV

The accepted clinical imaging techniques used in clinical practice will be covered. Recognition of pathology will be covered to include the sequences required for MRI imaging. PACS usage and advanced MRI safety will also be discussed.

Prerequisite(s): MRI 261, MRI 212

(Administrative authority may have final discretion.)

NDT 230 NDT I - Electroencephalogram (EEG)

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This introductory course is designed to explain the concepts and objectives of neurodiagnostic technology. Basic knowledge of electroencephalography is provided and students learn to apply that knowledge in the proper use of EEG instrumentation.

Prerequisite(s): ALH 131

(Administrative authority may have final discretion.)

NDT 231 NDT II – Other Neurodiagnostic Techniques

This course provides an understanding of nerve conduction studies, electromyography, and an understanding of an evoked potential or evoked response recorded from the nervous system. Basic theory is covered regarding electromyography, including the practical aspect of electrode placement. Various nerve conduction studies are discussed. Students will also be introduced to polysomnography and intraoperative neurophysiological monitoring (IONM).

Prerequisite(s): NDT 230

(Administrative authority may have final discretion.)

NDT 233 Clinical Internship

Students are assigned to a neurodiagnostic department in order to gain clinical experience. The main objective is to become clinically proficient in EEG studies. The options for site placement include hospitals, out-patient clinics, physicians' offices, and research facilities. Students will be given the opportunity to perform the required number of EEG procedures needed for registry exam eligibility.

*All core respective major courses need to be completed prior to this course.

PCT 130 Patient Care Techniques

This introductory course offers a basic functional understanding of the patient care technician. Students will be expected to demonstrate patient care skills specifically related to the duties and responsibilities required as a patient care technician professional.

Prerequisite(s): ALH 101, BIO 104, PHL 120, EKG 120

(Administrative authority may have final discretion.)

PCT 230 Home Health Care and Nursing Assistance

This course explains the common health problems that are encountered in patients that experience the inability to self-care. The patient care technician aids patients in care that ranges

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from basic dressing needs to advanced medical care. Students will learn the specific medical and emotional situations commonly encountered in various medical facilities.

Prerequisite(s): PCT 130

(Administrative authority may have final discretion.)

PCT 231 Clinical Internship

The clinical internship course is designed to prepare students to become skilled healthcare professionals. Students will have the opportunity to assist staff and work closely with key personnel. Students will perform appropriate practical skills and obtain proficiency as an entry-level patient care technician.

*All core respective major courses need to be completed prior to this course.

PHL 120 Phlebotomy

This course covers the history of phlebotomy as well as universal and standard infection control techniques. Healthcare ethics, law, and venipuncture complications are stressed. The lab component provides instruction on the proper techniques for venipuncture procedures and equipment usage. Students will also learn specimen processing. Students will have the opportunity to sit for a national certification exam upon completion.

Prerequisite(s): none

PHT 201 Introduction to Pharmacy & Healthcare

This course provides a basic introduction to the pharmacy profession and the role and responsibilities of pharmacy staff. Topics covered will include medical terminology, safety, laws, regulations, and ethics.

Prerequisite(s): none

PHT 222 Drug Administration

This course provides the essential mathematical concepts used in pharmacy calculations. Students learn how to calculate medication dosage using formulas. Special emphasis is placed on the prevention and implication of errors. Pharmaceutical names, routes of administration, contraindications, and drug interactions are also covered.

Prerequisite(s): PHT 201

(Administrative authority may have final discretion.)

**PHT 223 Sterile and Nonsterile Compounding**

Pharmacokinetics, which consists of absorption, distribution, metabolism and excretion (ADME process), is covered. Students learn about the basic procedures used in sterile and non-sterile compounding. The course will also focus on FDA laws, regulations, and quality assurance procedures.

Prerequisite(s): PHT 222

(Administrative authority may have final discretion.)

PHT 224 Working Environment and Pharmacy Management

This course introduces pharmacy operations as they relate to management. Topics include record maintenance, customer service, inventory, and insurance procedures.

Prerequisite(s): PHT 223

(Administrative authority may have final discretion.)

PHT 213 Clinical Internship

This internship provides students with clinical experience in a pharmacy setting. Students will have the opportunity to learn proper procedures regarding drug dispensing, packaging, labeling, and inventory maintenance. Students will also be exposed to the preparation of sterile products while working with controlled substances.

*All core respective major courses need to be completed prior to this course.

SPT 101 Fundamentals of Sterile Processing

Students are given an orientation to the central service department. Relevant medical terminology and anatomy pertaining to sterile processing will be covered. Students will learn regulatory standards and infection control practices that must be adhered to in the workplace.

(Administrative authority may have final discretion.)

SPT 230 Aseptic Techniques and Surgical Instrumentation

Students will study the preparation of surgical instruments including decontamination, cleaning, and disinfection. An overview of the surgical packaging process will be discussed. Surgical instrumentation and demonstration will be covered.

Prerequisite(s): SPT 101

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(Administrative authority may have final discretion.)

SPT 231 Sterile Processing Environment

Students will learn basic procedures for safety sterilization. Other topics include basic storage guidelines, importance of record keeping, components of a central service quality program, and common safety hazards. Successful communication and professional awareness will be emphasized.

Prerequisite(s): SPT 230

(Administrative authority may have final discretion.)

SPT 232 Clinical Internship

The clinical internship provides students with the opportunity to build on their knowledge and skills by demonstrating proficiency in sterilization techniques. Inventory control and monitoring of instruments will be demonstrated in the clinical setting.

Prerequisite(s): SPT 231

*All core respective major courses need to be completed prior to this course.

SRG 220 Surgical Technology I

This course provides an introduction to hospital structure with a concentration on surgical areas. Interpersonal relationships are discussed, including the importance of patient care safety and the “surgical team” concept. Students learn about infection control and the surgical technologist’s role in maintaining aseptic technique.

Prerequisite(s): BIO 202

(Administrative authority may have final discretion.)

SRG 221 Surgical Technology II

Students learn about the responsibility for enforcing and practicing uniform principles of aseptic technique as stated in the Core Curriculum for Surgical Technology. Students are taught the standards and practices used in healthcare deliver organizations (HDO). Safe medication practices in the perioperative area are also covered.

Prerequisite(s): SRG 220

(Administrative authority may have final discretion.)

SRG 222 Surgical Technology III

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This course addresses the surgical environment and the importance of environmental hazards with the objective of decreasing the risk for complications and infection. Surgical specialties including general surgery, the gastrointestinal system, gynecology, minimally invasive robotic surgery, endoscopic assisted surgery, and ophthalmology will be taught. Case preparation, including instrumentation, sutures, and surgical supplies and equipment, will be covered. Students will learn the principles of sterile technique including sterile draping methods and skin preparation. The normal progression of a surgical procedure including preparation, preoperative phase, intraoperative phase, and postoperative phase, with an emphasis on maintaining a sterile environment, will be covered.

Prerequisite(s): SRG 221

(Administrative authority may have final discretion.)

SRG 236 Surgical Technology IV

This course is an introduction to specific surgical specialties including urology, plastics, maxillofacial, ENT, orthopedics, cardiothoracic, peripheral vascular, and neurology. The instrumentation and surgical modalities of each specialty will be discussed as they relate to the practice of surgical technology. Students will practice the principles of sterile technique including sterile draping methods and skin preparation.

Prerequisite(s): SRG 222

(Administrative authority may have final discretion.)

SRG 224 Clinical Internship

The clinical internship provides students with the opportunity to build on their knowledge and skills by actively participating in select surgical procedures in a clinical environment. Students will spend 500 hours in a clinical setting. An emphasis is placed on demonstrating proficiency in basic surgical procedures. Upon completion of the required clinical hours, students will have completed the mandatory number of surgical scrubs needed for eligibility for a national certification exam.

* All core respective major courses need to be completed prior to this course.

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EMERGENCY PREPAREDNESS PLAN



Emergency Preparedness Plan

Objective

The primary purpose of this plan is to identify and respond to emergency situations that threaten the health and safety of AIMS Education students, visitors, faculty, and staff.

Responsibility

All Faculty, Staff, and Students

Evacuation Plan

Purpose: To provide a comprehensive and coordinated response to an emergency that requires the evacuation of students, staff, and visitors from the institution.

I. Evacuation Procedures

Triggers: The need for an evacuation may arise from a variety of events, including fire, severe weather, an active shooter, or other hazardous situations.

Activation: The decision to evacuate will be made by the school's Chief Executive Officer and/or the highest ranking school official, in consultation with local emergency management officials.

Communication: The school's emergency alert system will be activated to inform students, staff, and visitors of the evacuation. The alert system may include alarms, intercom announcements, Microsoft Teams messages, and text/email alerts.

Route and Assembly Areas:

1. Evacuation routes will be posted throughout all AIMS Education buildings.
2. Evacuation routes will be designed to ensure that students, staff, and visitors can evacuate the building quickly and safely.
3. Assembly areas will be located a safe distance from the building.

Procedure:

1. Evacuate the building using closest stairway and move at least 100 feet from the building.
2. Faculty and staff will direct students and visitors to the nearest exit.
3. Once a safe distance from the building, faculty must count their students and confirm all are present. If any are missing, a school administrator must be notified.
4. A school administrator, or administrators, will be assigned the responsibility of checking the building to confirm it has been fully evacuated.

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Special Needs Evacuation: The school will make arrangements for students, staff, and visitors with special needs to evacuate safely.

Reentry: The highest ranking school official, in consultation with local authorities, will determine when it is safe to re-enter the building.

II. Training and Drills

Regular evacuation drills will be conducted to ensure that everyone is familiar with the evacuation procedures and to identify areas for improvement.

III. Conclusion

These evacuation procedures are designed to provide a safe and orderly response to emergencies that require evacuation. Regular training and drills will ensure that all faculty and staff are prepared to respond quickly and effectively in the event of an emergency.

Lockdown Procedure

An emergency lockdown of the AIMS Education campus will occur when there is an immediate threat to the school community, in or around the school. In the case of a lockdown, you must act immediately and follow the lockdown procedure listed below:

- Immediately seek shelter in the nearest secure room, and avoid any areas with direct access to the outside or open spaces.
- Block any windows or openings that could expose your location to a potential threat.
- Close the blinds or shades and turn off any sources of light to create the impression that the room is unoccupied.
- Remain hidden by crouching under desks or behind bookshelves, and avoid making any noise.
- Set your phone to silent mode, and only make calls or send texts to the police if there is specific information about the intruder's location or behavior, or if the situation changes.
- Do not respond to anyone knocking or calling out until you receive an "all clear" message or are certain that it is safe to do so (such as when police are present).
- Assist others in evacuating the area quietly and quickly if directed to do so by the police.
- Do not leave the building until instructed to do so by the authorities.
- Do not activate the fire alarm unless there is an actual fire, as it could put you and others at risk of harm during evacuation.
- Be aware of alternative escape routes in case fleeing becomes necessary.
- If caught outside during a lockdown, quickly seek shelter in a nearby building, hide behind objects, and avoid being seen or heard by the intruder.

Shelter-in-Place Procedure



The shelter-in-place plan is a crucial emergency response plan designed to protect individuals from harm during a sudden and unforeseen event such as severe weather, environmental hazards, or violent intruders. It involves finding a safe place indoors, away from potential dangers, and staying there until it is safe to leave or evacuate the area. This plan helps to keep people safe and informed during an emergency situation, and ensures that everyone knows what to do to minimize the risk of harm.

- Immediately seek shelter indoors and move away from any potential outside dangers, such as severe weather or environmental hazards.
- Find a safe area inside the building to shelter in place, away from any hazards such as chemicals or loose materials.
- If possible, warn anyone outside the building to seek shelter immediately.
- Determine if there is a threat of violence and lock internal and access doors accordingly.
- Follow any directions provided by authorities to shelter-in-place in your immediate location. Do not attempt to move to another location by driving or walking outdoors.
- Ensure that there is at least one telephone available in the designated shelter area, with a designated person to answer calls and provide information to concerned parents.
- If sheltering due to severe weather, move to the lowest level of the building, stay in interior hallways, and away from glass doors and windows.
- If sheltering due to an outside chemical or hazardous material, move everyone to the 2nd or 3rd floors of the building. Close all exterior doors and windows, and shut down the building's air system.
- Continue to monitor the news and follow instructions from authorities until it is safe to leave or evacuate the area.

Communications

I. Emergency Notification

Activation: In case of an emergency, the designated person in charge will activate the emergency notification system to alert students and employees.

Methods: The emergency notification system will use a combination of the following methods to reach students and employees:

- a. Institution-wide intercom system
- b. Microsoft Teams Messenger
- c. 911 text feature in STARS student information system

Content: The emergency notification will include information on the type of emergency, location, and any necessary instructions.

Responsibility: The following employees are responsible for sending emergency notifications.

- a. HR Director – Institution-wide intercom system and Microsoft Teams Messenger

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- b. Academics and Student Affairs Administrator – STARS 911 text (Piscataway campus emergency)
- c. Edison Center Director – STARS 911 text (Edison Center emergency)
- d. Senior-level administrators – Any emergency notification when the designated person is not available or able to send the notification.

II. Post-Emergency Communication with Emergency Contacts

Method: The school will communicate with the emergency contacts of students through phone calls, text messages, and/or email.

Content: The communication will provide information on the student's safety and well-being, as well as any necessary instructions or updates on the emergency situation.

Responsibility: The Academics and Student Affairs Administrators, for each respective location, will be responsible for coordinating and managing the communication with emergency contacts.

Note: It is important for all students to provide updated emergency contact information to the school.

III. Media Communications Policy

Spokesperson: The HR Director will act as the official spokesperson for AIMS Education in all media communications related to the emergency. No other employees are authorized to speak with any media personnel.

Information Release: Only verified and approved information will be released to the media to ensure accuracy and prevent misinformation.

Timing: Media communications will be released as soon as practical after the emergency situation has stabilized, but no later than 48 hours after the emergency has ended.

Content: The content of media communications will include information on the type of emergency, location, and any necessary instructions or updates on the situation.

Contact: Media inquiries should be directed to the HR Director.

Note: The media communications policy is subject to change based on the evolving nature of the emergency situation.

Tracking Students and Employees

- 1. All faculty, students, and staff will be provided with identification badges that include their name, photo, and other relevant information.
- 2. In the event of an emergency:



- a. Faculty members will lead their classes to a safe location away from the building. They will then conduct a role call to ensure all students are accounted for.
 - b. The HR Director will utilize a variety of tools to track employees during and after an emergency. These tools may include email, mobile text messages, and Microsoft Teams messages.
 - c. School officials will establish a designated assembly area where faculty, students, and staff will report to ensure accountability and safety. A log of all individuals present in the designated assembly area will be maintained.
3. In the event of a crisis situation, school officials will coordinate with local first responders to establish a unified command center to track the location and status of all individuals.
 4. The school will conduct regular drills and training sessions to ensure that faculty, students, and staff are familiar with the tracking procedures and understand their role in reporting their whereabouts during an emergency.

Emergency Procedures

A. Fire

I. Fire Prevention

- i. Keep the fire and exit doors closed and unobstructed
- ii. Keep doorways and corridors unobstructed.
- iii. Report immediately all fire hazards that come to your attention.
- iv. Keep your working area safe for you and the students.
- v. Take 10 seconds at the beginning of your shift and think:
 - a. Do I know the location of fire alarms and fire extinguishers in my area?
 - b. Do I know what to do if a fire occurs?

II. Upon discovery of smoke and/or fire:

RACE system to be followed:

- i. (R) Rescue - remove all Students from area of immediate danger of fire. Assign personnel to stay with the Students to keep them calm.
- ii. (A) Alarm - Pull alarm on the nearest fire alarm box.
- iii. (C) Contain - Close doors and/or windows of fire room to isolate and contain the spread of smoke and flames.
- iv. (E) Extinguish - Attempt to extinguish the fire and if needed, enlist the aid of the nearest person.



- III. Upon start of fire alarm:** When a fire alarm box or smoke detector is activated, an alarm will be sounded throughout the building. Start evacuations while designated personnel go to the fire alarm panel to identify the source of the alarm.

Evacuation Procedures:

Upon sounding of the alarm, evacuation procedures should commence as follows:

- i. Evacuate all students and visitors to protected area.
- ii. Instruct students and visitors to follow a staff member to a protected area.
- iii. Assign one person to count the students and visitors as they leave the building, and then to recount the students and visitors in the refuge area.
- iv. Carry small children (up to three years old) to a protected area.
- v. Students/visitors in wheelchairs should also be assisted in relocating to the refuge area.
- vi. Assign one person to check each room in the facility, including the storage room, etc., for verification of a complete evacuation.

Instructions for use of the fire alarms and extinguishers:

- i. Fire alarm box: follow procedures clearly marked on each box. "Pull handle all the way down and release."
- ii. Types and uses of extinguishers: When you report to work, make a mental note of the location of each fire extinguisher in your work area and determine the type of extinguisher that it is. Each type of fire extinguisher has a specific use and the use of the wrong kind of extinguisher may do harm. Become familiar with the proper use of each type.

Class A extinguishers are for ordinary combustible materials such as paper, wood, cardboard, and most plastics. The numerical rating on these types of extinguishers indicates the amount of water it holds and the amount of fire it can extinguish. Geometric symbol (green triangle)

Class B fire extinguishers are for flammable or combustible liquids such as gasoline, kerosene, grease and oil. The numerical rating for class B extinguishers indicates the approximate number of square feet of fire it can extinguish. Geometric symbol (red square)

Class C fire extinguishers are for electrical equipment, such as appliances, wiring, circuit breakers and outlets. Never use water to extinguish class C fires - the risk of electrical shock is far too great! Class C extinguishers do not have a numerical rating. The C classification means the extinguishing agent is non-conductive. Geometric symbol (blue circle)



Class D fire extinguishers are commonly found in a chemical laboratory. They are for fires that involve combustible metals, such as magnesium, titanium, potassium and sodium. These types of extinguishers also have no numerical rating, nor are they given a multi-purpose rating - they are designed for class D fires only. Geometric symbol (Yellow Decagon)

- IV. Fire emergency when alarm system is inoperable:** The following procedures to be followed in the event of a fire emergency when the alarm system is inoperable:
- If the smell of smoke is present or heat is felt or there is a remote suspicion of fire and there is no person in immediate danger, report it to the Administrative Director. If there is a person in immediate danger, evacuate that person before reporting to the Administrative Director.
 - The Administrative Director will respond by telephoning the Emergency/Police/Fire Dispatcher at 911 and reporting exact details.
 - The remainder of the evacuation procedures will be as stated in the normal fire procedure.

Notes:

- In the event AIMS Education cannot function, the facility will be closed.
- The authorities will determine when reentry into the school is allowed.
- The removal and return of records, medications, supplies, and equipment after evacuation will be determined by the school administration.
- Students will receive necessary services during the evacuation or other emergency.
- A written evacuation diagram that includes evacuation procedure, location of fire exits, alarm boxes, and fire extinguishers is conspicuously posted throughout the facility.
- Safety officers are trained in procedures to be followed in the event of a fire and instructed in the use of fire-fighting equipment and student evacuation at least annually.

Drills, tests and inspections

- Fire drills are conducted on each shift at least semi-annually. These drills are documented indicating the date, hour, and description of the drill, participating staff and signature of the person in charge.
- The facility performs annual tests of the building's manual pull stations and maintains documentation of test dates, locations of manual pull alarms tested, person testing the alarms and results of the test
- Fire extinguishers are examined annually by the service agency, and maintained in accordance with manufacturer's requirements, National Fire Protection Association and the New Jersey Uniform Fire Code
- AIMS Education requests, annually, that a fire inspection be performed by the local fire code authority and requests that they be documented. The date



of inspection, the results, and the inspector or agent conducting the inspection will be documented.

5. The school has service contracts for heating and cooling systems. Approved vendors perform this service/inspection a minimum of two times per year. Any repairs and modifications are exercised immediately.

B. Emergency Medical Services

- i. In case of medical emergencies dial 911.
- ii. Provide CPR if needed
- iii. Defibrillator is located on the 3rd floor of the main campus opposite the restrooms. The defibrillator at the Edison Center is located across from the restrooms.
- iv. Students are provided information about nearby emergency clinics by campus posting at various locations.

C. Bomb Threat

In the event of a bomb threat, faculty, students, and staff may be required to evacuate the building. Follow the standard evacuation plan provided in this document. After the emergency incident is resolved, a report should be created that documents the details of the incident.

Procedure:

- i. If a bomb threat is received by mail, the individual receiving the communication is to notify the Chief Executive Officer immediately. The letter should be handled as little as possible and discussed only with the Chief Executive Officer, and persons immediately involved in the facility's emergency preparedness plan.
- ii. If a bomb threat is received by email, notify the Chief Executive Officer. Do not delete the message.
- iii. If a bomb threat is received by phone, the person receiving the call should remain calm and make every effort to keep the caller on the phone and, if possible, have another employee listen in and take notes. **DO NOT HANG UP.** Ask the caller:
 - a. Where is the bomb?
 - b. When will it go off?
 - c. What does it look like?
 - d. What will make it explode?
 - e. Note the exact words of threat.
 - f. What kind of bomb is it?
 - g. Did you place the bomb?
 - h. Why?
 - i. What is your name?
- iv. Try to ascertain the caller's voice:
 - calm
 - normal
 - clearing throat



- angry
- excited
- slow
- rapid
- soft
- loud
- laughter
- crying
- distinct
- blurred
- nasal
- stutter
- lisp
- raspy
- deep
- ragged
- deep breathing
- cracking voice
- discussed
- accent
- familiar
- whispered

v. Listen to background noises:

- street noises
- crockery
- voices
- PA system
- music
- house noises
- motor
- office
- machinery
- clear
- static
- factory machinery
- local
- booth
- animal noises
- long distance

vi. Listen to the threat language:

- well spoken (educated)
- incoherent
- profane
- message read by threat maker
- irrational
- taped

vii. Other information:

- Gender of caller - Male/Female
- Estimated age
- Date
- Time
- Length of call
- Telephone number where call was received

viii. The Chief Executive Officer, or highest-ranking school official, will notify the police/bomb squad.

ix. The Chief Executive Officer, or highest-ranking school official, will notify all other supervisors.



- x. Administrators are to quietly notify staff of the possibility of evacuation.

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

D. Active Shooter

- i. Be aware of your environment and any possible dangers.
- ii. Take note of the two nearest exits in the facilities you work or visit. If there is an accessible path, evacuate the premises.
- iii. If you are in an office and evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Stay there and secure the door.
- iv. If you are in a hallway, get into a room and secure the door.
- v. CALL 911 WHEN IT IS SAFE TO DO SO! If you cannot speak, leave the line open and allow the dispatcher to listen.
- vi. As a last resort, attempt to take the active shooter down.
- vii. When law enforcement arrives, stay calm and follow the officer's instructions.

E. Power Failure

- i. If an emergency exists, activate the building alarm.
- ii. The Chief Executive Officer, or the highest-ranking school official, will notify the power company.
- iii. Staff may instruct students to move to an area with emergency lighting.
- iv. In case the fire alarm system has been affected by the power failure, the safety officer shall call the fire department in the event of fire, and the staff will alert all building occupants of the evacuation.
- v. If an evacuation is necessary:
 - a. Walk, do not run to the nearest stairway exit. If you are disabled, yell for help to go downstairs.
 - b. Do not use the elevator. It may become inoperative, and you may become trapped.
 - c. Assist disabled persons in exiting the building. If these persons are unable to use the stairs, notify the safety officers to assist them in evacuating the building.
 - d. Evacuate to a distance of at least 100 feet from the building and out of the way of emergency personnel. Do not return to the building until instructed to do so by safety personnel.



- vi. Staff members must be alert so that matches, cigarette lighters, candles, etc., are not being used by students for light.

F. Water Emergency

1. In the event of the loss of water supply, the safety officer will notify:
 - a. Chief Executive Officer
 - b. building landlord
 - c. water department
2. The following steps will be taken immediately:
 - a. The building maintenance department will check for internal pipe bursts, leaks, etc.
 - b. Fresh water will be conserved for drinking. Fill sinks, etc.; there will be water in the line.
 - c. Do not flush toilets.

G. Heat/Cold Emergency

When one or more air conditioning or heating unit is not operable for an extended period of time during sustained heat waves or cold weather.

Procedure:

1. Preventative maintenance is provided by a contractor two times per year.
2. The Administrative Director is to be notified of loss of service.
3. Dial 911 if any student/staff is feeling extremely hot, sweating profusely, feeling drained, or shivering to the extent of collapsing.

H. Public Health Emergency

In the case of a public health emergency, AIMS Education will follow the guidance of federal, state, and local authorities, including but not limited to the NJ Department of Health and the Centers for Disease Control and Prevention (CDC). All efforts will be taken to protect the health and wellbeing of the school population, including all students, faculty, staff, and visitors.

The Chief Executive Officer of the school will be responsible for making any decisions regarding the cancellation or rescheduling of any classes. In the event of an extended school closure, the AIMS leadership team will prepare a plan to ensure the continuity of education for our students.

Notification to State Authorities

AIMS EDUCATION (Main)

4500 New Brunswick Ave
Piscataway, NJ 08854
(908) 222-0002



Excellence & Success

AIMS EDUCATION (Edison)

2672 Woodbridge Ave
Edison, NJ 08837
(908) 222-0002, Ext. 400

In the event of a fire, disaster, or death due to an accident or incident within the facility, or any other interruption or cessation of facility services, the administration shall notify the Chief Executive officer, or the highest-ranking school official, by phone immediately.

Within 72 hours a written confirmation of injuries to students and/or personnel, description of services, and the extent of incurred damages will be notified to state authorities.

Training Plan

Creating an emergency preparedness training plan for AIMS Education is an essential step in ensuring the safety of all faculty, staff, and students. Below is a comprehensive training plan that can be used to prepare all individuals in the event of an emergency:

Introduction to Emergency Preparedness:

Provide an overview of the emergency preparedness plan and its importance. This should be included in the onboarding process for new employees and as part of the orientation for new students.

Roles and Responsibilities:

Outline the roles and responsibilities of faculty, staff, and students during an emergency. This should include specific actions and procedures for each individual, such as evacuation procedures and communication protocols.

Emergency Communication:

Train all faculty, staff, and students on how to effectively communicate during an emergency. This should include the use of emergency communication tools, such as intercom systems, phones, and text messaging.

Emergency Response Procedures:

Provide detailed training on the specific emergency response procedures that are outlined in the emergency preparedness plan. This includes fire drills, lockdowns, and evacuation procedures.

Resource Management:

Train all employees on the proper use of emergency resources, such as first aid kits and fire extinguishers.

Hazard Identification and Mitigation:

Provide training on how to identify and mitigate potential hazards in the workplace or classroom environment.

Crisis Management:

Provide training on how to manage and respond to crisis situations, including natural disasters, active shooter incidents, and other types of emergencies.

Conduct Semi-Annual Drills:



Conduct semi-annual drills to ensure that all individuals are familiar with emergency response procedures and can effectively respond during an actual emergency.

Review and Update Plan:

Review and update the emergency preparedness plan annually or as needed to ensure that it remains current and effective.

By following this comprehensive training plan, AIMS Education can ensure that all faculty, staff, and students are adequately prepared for emergencies and can respond effectively in the event of an emergency.

Risk Assessment:**I. Possible Threats/Hazards:**

- a. Natural disaster
- b. Fire
- c. Power outage
- d. Active shooter
- e. Public Health Emergency
- f. Chemical or hazardous material spill
- g. Bomb threat
- h. Extreme weather conditions (such as blizzards or heatwaves)
- i. Animal attack
- j. Gas leak
- k. Structural collapse or building failure
- l. Water main break

II. Risk Assessment Chart

The final risk priority level will be determined by combining the scores for probability, impact, and warning time.

Risk Priority Score Range

0 – 4	Low Risk
5 – 6	Medium Risk
7 – 9	High Risk

Any threat/hazard that is implausible, or would have no impact, will be considered “low” in risk priority, regardless of the composite risk priority score.

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Threat/Hazard	Probability	Impact	Warning Time	Risk Priority
Natural disaster	3. High 2. Medium 1. Low 0. Implausible	3. High 2. Medium 1. Low 0. No Impact	3. Minimal 2. < 12 hours 1. < 24 hours 0. > 24 hours	3. High 2. Medium 1. Low
Fire	3. High 2. Medium 1. Low 0. Implausible	3. High 2. Medium 1. Low 0. No Impact	3. Minimal 2. < 12 hours 1. < 24 hours 0. > 24 hours	3. High 2. Medium 1. Low
Power outage	3. High 2. Medium 1. Low 0. Implausible	3. High 2. Medium 1. Low 0. No Impact	3. Minimal 2. < 12 hours 1. < 24 hours 0. > 24 hours	3. High 2. Medium 1. Low
Active shooter	3. High 2. Medium 1. Low 0. Implausible	3. High 2. Medium 1. Low 0. No Impact	3. Minimal 2. < 12 hours 1. < 24 hours 0. > 24 hours	3. High 2. Medium 1. Low
Public Health Emergency	3. High 2. Medium 1. Low 0. Implausible	3. High 2. Medium 1. Low 0. No Impact	3. Minimal 2. < 12 hours 1. < 24 hours 0. > 24 hours	3. High 2. Medium 1. Low
Chemical or hazardous material spill	3. High 2. Medium 1. Low 0. Implausible	3. High 2. Medium 1. Low 0. No Impact	3. Minimal 2. < 12 hours 1. < 24 hours 0. > 24 hours	3. High 2. Medium 1. Low
Bomb threat	3. High 2. Medium 1. Low 0. Implausible	3. High 2. Medium 1. Low 0. No Impact	3. Minimal 2. < 12 hours 1. < 24 hours 0. > 24 hours	3. High 2. Medium 1. Low
Extreme weather conditions	3. High 2. Medium 1. Low 0. Implausible	3. High 2. Medium 1. Low 0. No Impact	3. Minimal 2. < 12 hours 1. < 24 hours 0. > 24 hours	3. High 2. Medium 1. Low
Animal attack	3. High 2. Medium 1. Low 0. Implausible	3. High 2. Medium 1. Low 0. No Impact	3. Minimal 2. < 12 hours 1. < 24 hours 0. > 24 hours	3. High 2. Medium 1. Low

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Gas leak	3. High 2. Medium 1. Low 0. Implausible	3. High 2. Medium 1. Low 0. No Impact	3. Minimal 2. < 12 hours 1. < 24 hours 0. > 24 hours	3. High 2. Medium 1. Low
Structural collapse or building failure	3. High 2. Medium 1. Low 0. Implausible	3. High 2. Medium 1. Low 0. No Impact	3. Minimal 2. < 12 hours 1. < 24 hours 0. > 24 hours	3. High 2. Medium 1. Low
Water main break	3. High 2. Medium 1. Low 0. Implausible	3. High 2. Medium 1. Low 0. No Impact	3. Minimal 2. < 12 hours 1. < 24 hours 0. > 24 hours	3. High 2. Medium 1. Low

III. Outcome

Any threats/hazards that are a “high” risk priority must be addressed in the AIMS Education emergency preparedness plan. Here is a list of the threats/hazards that are considered high risk:

1. Fire
2. Power outage
3. Active shooter
4. Bomb threat

In addition to the high-risk threats/hazards, the institution has the discretion to include medium- and low-risk threats/hazards in the emergency preparedness plan.

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STAFF AND CATALOG INFORMATION

AIMS EDUCATION (Main)

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(908) 222-0002, Ext. 400

Contact Information

Front Desk

General information and student requests

908-222-0002, Ext. 300 (Main Campus)

908-222-0002, Ext. 400 (Edison Center)

908-222-0002, Ext. 202 (PE Building)

contact@aimseducation.edu

Admissions Department

Enrollment, applications, credit transfers, and re-enrollment

908-222-0002, Ext. 553

admissions@aimseducation.edu

Academics Department

Academics, grades, attendance, Leave of Absence, etc.

908-222-0002, Ext. 352

academics@aimseducation.edu

Financial Aid Department

FAFSA, student grants, student loans, scholarships, and all other financial aid

908-222-0002, Ext. 555

fsa@aimseducation.edu

Bursar Office

Student payment plans, payment processing, and late payment fees

908-222-0002, Ext. 339

accounts@aimseducation.edu

Internship Department

Clinical internships and clinical site placement

908-222-0002, Ext. 556

internship@aimseducation.edu

Student Affairs

Student support, student services, complaint resolution, etc.

908-222-0002, Ext. 352

studentaffairs@aimseducation.edu

Career Services

Career guidance, job search support, certification exam assistance, etc.

908-222-0002, Ext. 557

career@aimseducation.edu

Registry Exam Assistance

Registry/certification exam assistance

908-222-0002, Ext. 202

registryexam@aimseducation.edu

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(908) 222-0002, Ext. 400

Title IX Coordinator

Complaints, concerns, and/or questions related to discrimination, sexual harassment, violence, etc.

908-222-0002, Ext. 347

titleix@aimseducation.edu

IT Support Help Desk

Technical issues, difficulty accessing school resources, hybrid learning, general questions, etc.

908-222-0002, Ext. 550

help@aimseducation.edu



Faculty and Administrative Staff

Faculty

Full-time Faculty

Ronald Barrett, Instructor; ARMRT, R.T. (MR)(ARRT), MRSO

Sheetal Chhabra, Program Director, Diagnostic Medical Sonography; BS, Dr. B. R. Sur Medical College; RDMS (AB, OB/GYN), RVT

Sangeeta Dave, Program Director, Medical Billing and Coding; MBBS, BJ Medical College; MS, Gujarat University; CBCS, RDCS, CPT, CCT

Kalpna Mahatpure, Program Director, Cardiovascular Technologist; Program Director, Diagnostic Cardiac Sonography; BS, Pragati College; RDMS (AB, OB/GYN), RVT, RDCS

Damion Morgan, Program Director, Surgical Technologist; BAS, Siena Heights University; CST

Chandrashekhar Narechania, Program Director, Neurodiagnostic Technologist; MD, NHL Municipal Medical College; CSA, CORST, R. EEG T.

David Oldenhage, Program Director, Pharmacy Technician; BS, Montclair State College, CPhT, CHEP

Janki Parekh, Program Director, EKG/Phlebotomy; Program Director, Phlebotomy; Program Director, Cardiac Monitor Technician; Program Director, Patient Care Technician; MBBS, NHL Municipal Medical College; MPH, New York Medical College; CET

Shital Patel, Program Director, Anesthesia Technician; MBBS, Government Medical College, Surat; NCPT, RDMS, RVT

Naguib Yaacoub, Program Director, Medical Assistant; MBBS, Ain Shams University of Medicine; NCET, NCPT, NCMA

Part-time Faculty

Fira Berlin, Instructor; AS, Ukraine Mariupol College; R. EEG T.

Ibrahim Chalabi, Instructor; MB ChB, Mustansiriyah University; DM, University of Baghdad; RDCS, RCS

Sheetal Desai, Program Director, MRI Technologist; AAS, Austin Community College; ARMRT, R.T. (R)(MR)(ARRT)

Jagannath Lakhe, Instructor; MD, Pune University; CCT, CRAT

Bharat Mody, Instructor; MBBS, NHL Municipal Medical College; NCET, NCPT, NCMA

Charul Shah, Instructor; MS, Gujarat University; CPC, NCIS

Thomas Shallcross, Program Director, Endoscopy Technician; Program Director, Sterile Processing Technician; BA, East Stroudsburg University; CER, CRCST

Ramesh Sudigala, Instructor; MA, New York University; CNMT, R.T. (N)(MR)(ARRT)

Alka Vora, Instructor; Bsc, Ruia College; RDMS (AB, OB/GYN), RVT

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Executive Administration

Swati Patel, DHMS, President
Jimmy Patel, BS, Vice President of Finance and Administration
Chirag Patel, BS, Dean of Academics and Student Success
Barry Ferguson, BBA, Vice President of Strategic Initiatives

Senior Administration

Katherine Benz-Campbell, MA, Director of Academic Affairs
Sonia Bhasin, MS, HR Manager
Justine Kimler, BA, Director of Student Services
Jonathan Lopez, MM, Director of Admissions
Dimple Sandhar, B.Com, Director of Financial Aid

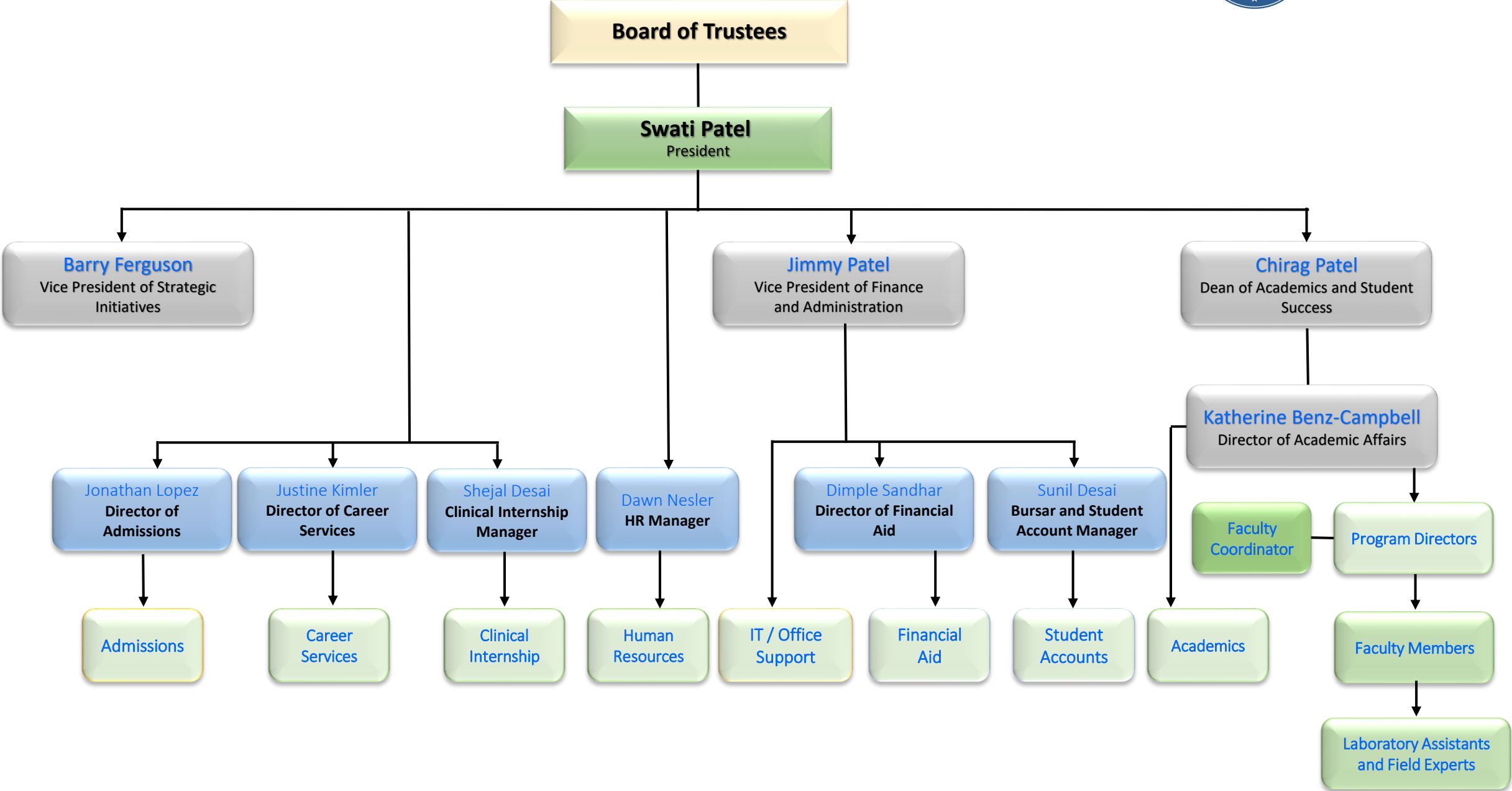
College Administration and Staff

Ron Abel, Clinical Education Coordinator
Antoinette Athill-Christmas, BS, DEI and Student Success Administrator
Dipanwita Banerjee, BA, Systems Support Analyst
Manasa Bayya, MPH, Faculty Coordinator
Andrea Becerra, BA, Administrative Assistant
Madhu Chaudhuri, BA, Sr. Admissions Analyst II
Staci DelPaoli, BS, Sr. Academic Success Coordinator & Registrar
Shejal Desai, BS, Clinical Internship Manager
Sunil N. Desai, Bursar & Student Account Manager
Hitesh Dongre, Office Support
Adora Ekeocha, BA, Sr. Admissions Specialist
Sarah Evangelista, M.Ed., Sr. Admissions Specialist
Ginelle Gutierrez, BS, Clinical Coordinator
Aditi Joshi, MCM, Senior Financial Aid Administrator
Karina Katz, Administrative Clinical Coordinator
Nisha Khanijow, MS, Library Administrator
Shilpa Lall, MHRM, Admissions Counselor
Debra Anne Leporino, AAS, Sr. Clinical Relations Administrator
Maria Martinez Gamez, AS, Front Desk Admin
Susanne Medina, Clinical Coordinator
Adamaris Navarrete, BS, Administrative Assistant
Bhumi Patel, BS, Sr. Accounts Administrator II
Bhumit Patel, BCom, Administrative Assistant
Dharman Patel, AAS, IT Support
Meet Patel, MS, Systems Engineer
Ulka Patel, BS, Financial Aid Counselor
Giselle Ruiz, BS, Sr. Admissions Specialist
Rishikesh Sharma, B.Com, Compliance Administrator
Lakshmi Suresh, MS, Enrollment Assistant

Edison Center Administration and Staff

Barry Ferguson
Madhu Chaudhuri
Sarah Evangelista
Adamaris Navarrete

AIMS Education Organizational Chart



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