

A photograph of two healthcare professionals in a clinical setting. On the left, a woman with dark skin and curly hair, wearing a white lab coat and a blue lanyard, is looking at a piece of medical equipment. On the right, a man with light skin, wearing blue scrubs, a blue surgical cap with white stars, glasses, and a yellow surgical mask, is also looking at the equipment. The background shows a hospital room with colorful balloons (yellow, pink, blue, green) hanging from the ceiling. A "Fire Exit" sign is visible on a door in the background. A person is sitting on a gurney in the distance. The text "HEALTH & TECHNOLOGY TRAINING INSTITUTE (HTTI)" is overlaid in white on a dark blue background in the lower right portion of the image.

HEALTH & TECHNOLOGY TRAINING INSTITUTE (HTTI)

INFORMATION SESSION OBJECTIVES



- To provide a brief history of HTTI and our mission statement.
- To review the requirements to qualify for program admission.
- How to apply to the program
- Review the responsibilities of a nurse, coursework, class schedules, requirements to succeed
- Tuition, Financial Aid: How do I pay for my education?
- Miscellaneous

HEALTH & TECHNOLOGY TRAINING INSTITUTE: OUR MISSION STATEMENT

- *Mission:* It is the mission of the Health & Technology Training Institute (HTTI) – a non-profit healthcare educational institution – to help students develop the knowledge, skills and abilities they will need to access career pathways in healthcare and human services, and to provide quality care in high-performing workplaces.



PHILOSOPHY



- ❖ Practical Nursing Program Faculty beliefs
 - Humankind has worth & dignity.
 - Nursing profession has an obligation to society to prepare and license safe effective nursing services.
 - Nursing is an art and a science.
 - Learning is facilitated when material is presented from simple to complex and proceeds from the unknown to the known.
 - Nursing Practice is an autonomous profession
 - Nurses are accountable for their actions

BRIEF HISTORY & SBON APPROVAL



- ❖ Established in 1999 as the 1199c Training & Upgrading Fund
 - Goal: to provide educational opportunities for working & unemployed Philadelphia area residents
- ❖ The first class was admitted in February 2000 after being granted full approval by the State Board of Nursing.
- ❖ Council of Occupation Education 2017(COE)Accreditation.

INSTRUCTIONAL AND ADMINISTRATIVE STAFF



**All faculty members
are Practicing
Registered Nurses.**



**Theory faculty have a
Master's Degree in
Nursing.**



**Clinical Faculty have a
Masters Degree or
higher.**

ACCREDITATION

THE HEALTH & TECHNOLOGY TRAINING INSTITUTE RECEIVED ACCREDITATION FROM THE COUNCIL ON OCCUPATIONAL EDUCATION (COE) IN 2017.

WHAT DO LPNS DO?

LPN stands for Licensed Practical Nurse. The role of an LPN is determined by the state's "scope of practice" laws, outlined in the Pennsylvania Nurse Practice Act. These laws specify the tasks LPNs are allowed to perform.

In general, LPNs offer patient care in different clinical settings and specialties. They can work in various healthcare environments. Additionally, LPNs have the authority to instruct home health aides and nursing assistant courses.

GENERAL RESPONSIBILITIES



Administer oral and intravenous medications.

Record information in the patient's medical chart.

Monitor and document the patient's vital signs.

Change wound dressings.

Collect various specimens, including blood, urine, and sputum.

Insert and manage urinary catheters.

Provide care for patients with tracheostomy tubes and ventilators.

Initiate and cease peripheral intravenous fluid treatments.

Insert and manage nasogastric tubes for patients requiring them.

Administer feedings through nasogastric or gastrostomy tubes.

Provide care for patients with ostomies.

Monitor patients for any changes in their clinical condition.

Contact the physician if necessary.

Perform CPR in emergency situations.

Work under the supervision of a registered nurse (RN).

WORK SETTINGS



- **Hospital**
- **Rehabilitation**
- **Nursing Home**
- **Home Care**
- **Medical Office or Clinics**
- **Traveling Nurse**
- **Teachers**

THE FUTURE: LPN JOB OUTLOOK



- Licensed Practical Nurses (LPNs) work under the direct supervision of RNs and physicians but are capable of performing most patient related healthcare tasks.
- Number of Jobs, 2023/2024 - **105,405**
- Job Outlook, 2023-24 - 40% (Much faster than average)
- Employment Change, 2023-24 - 182,900

ADMISSION REQUIREMENTS



Provide a sealed High School Transcript or a sealed GED certificate. For foreign transcripts, ensure they are notarized.



Achieve a minimum average score of 59% on the TEAS® (Test of Essential Academic Skills).



Maintain good physical and mental health.



Demonstrate immunity to MMR, Varicella, and Hepatitis B.



Have received the Tdap vaccine within the past 10 years.



Undergo TB testing, with a chest X-ray if the TB test result is positive.

- **Clear Criminal History Record:** No prohibited offenses allowed; documentation required.

- **FBI Clearance**

- **Pennsylvania Background Check**

- **Child Abuse History Clearance**

- **COVID Vaccination**

- **Drug Clearance**

- **CPR Certification**

- **Valid State ID**

- **References:** One professional and one personal reference, both signed and dated.

PA CRIMINAL BACKGROUND :: PROHIBITIVE OFFENSES FOR NO HIRING OF MOST HEALTHCARE FACILITY

- Acquisition of controlled substance by fraud
- Aggravated assault
- Aggravated indecent assault
- Arson and related offenses
- Burglary
- Causing or aiding suicide
- Concealing death of a child
- Corruption of minors
- Criminal homicide
- Dealing in infant children
- Delivery by practitioner
- Designer drugs
- Drug delivery resulting in death
- Endangering welfare of a child
- Forgery
- Illegal sale of non-controlled substance
- Incest
- Indecent assault
- Indecent exposure
- Intimidation of witnesses or victims
- Involuntary deviate sexual intercourse
- Involuntary manslaughter
- Kidnapping
- Library theft
- Murder 1
- Murder 2
- Murder 3

PA CRIMINAL BACKGROUND :PROHIBITIVE OFFENSES FOR NO HIRING OF MOST HEALTHCARE FACILITY.

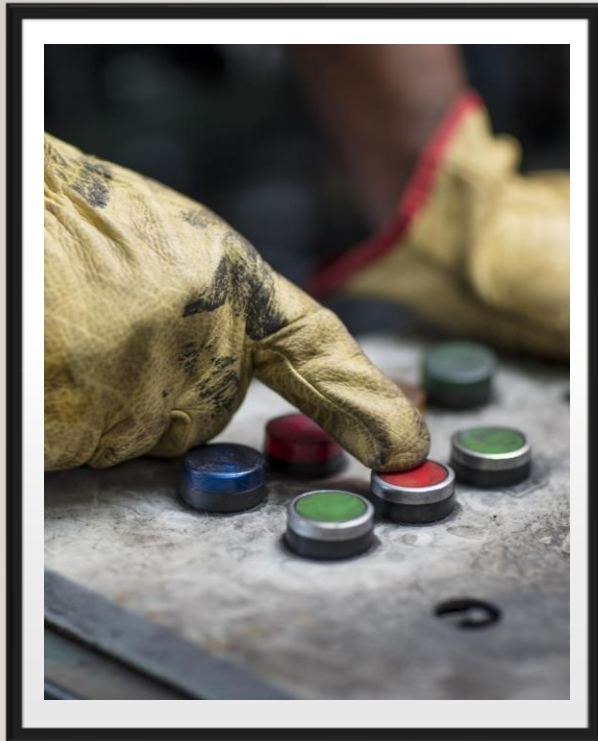
- Receiving stolen property
- Retail theft
- Retaliation against witness or victim
- Robbery
- Securing execution of document by deception
- Sexual abuse of children
- Sexual assault
- Statutory sexual assault
- Theft
- Theft by deception
- Theft by extortion
- Theft by failure to deposit
- Obscene and other sexual materials
- Obscene and other sexual materials to minors

- Rape
- Theft by property lost
- Theft by unlawful taking
- Theft of leased properties
- Theft of services
- Theft of trade secrets
- Theft of unpublished dramas or musicals
- Unauthorized use of a motor vehicle
- Unlawful restraint
- Unlawful use of a computer
- Possession with intent to deliver
- Promoting prostitution
- Voluntary manslaughter

ESSENTIAL FUNCTIONAL ABILITIES

- **Students must also meet and be able to demonstrate essential functional abilities while participating in the Practical Nursing Program.**
- **Examples but not limited to activities that students will be expected to perform include the following:**
- **Being able to stand for at least two hours**
- **Being able to walk for at least a total of six hours (not all at once)**
- **Be flexible and strong enough to bend down, rotate and crouch for at least thirty minutes repeatedly**
- **Be able to lift a 50-pound person or help adults of all sizes to move around, including transfers from one place to another**


ESSENTIAL FUNCTIONAL ABILITIES



- **Be able to complete motor related activities like using gloves, tying gowns and operating buttons on machines**
- **Be able to touch and define hot/cold, wet/dry, hard/soft**
- **Be able to speak, think and write in both oral and written language (includes signs and symbols)**
- **Be able to find, organize and analyze data to make decisions**
- **Be able to hear spoken commands and bells and respond appropriately**
- **Be able to read and analyze signs from vitals equipment**
- **Be able to recognize actions and situations that could put a person's life in danger and be able to work clearly in a crisis towards a solution**



ESSENTIAL FUNCTIONAL ABILITIES

1. **Maintain Composure and Decision-Making Skills:** Ability to remain composed, make decisions, and maintain control under various circumstances.
 2. **Exhibit Professionalism in Social Settings:** Capability to maintain professional conduct in all social interactions.
 3. **Maintain Hygiene and Appearance:** Ability to uphold a clean and groomed appearance.
 4. **Students with Disabilities:** Applicants who meet program prerequisites and provide documentation of an Essential Functional Abilities evaluation (at their own expense) signed by a qualified health professional, affirming their ability to perform as a practical nurse in clinical settings, are eligible for admission. Reasonable accommodations will be provided as necessary.
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ADMISSION PROCEDURES- HOW DO I APPLY FOR THE PRACTICAL NURSING PROGRAM?

Order of the application process:

1. Register for & attend PN Program Information Session
2. Submit \$50.00 **Non-Refundable application fee with initial application.** You must submit an essay with the application. Applications will no longer be accepted without essays.
3. Register (\$65) for, take and pass TEAS® entrance examination with an overall score of 59% or above in order to be **considered** for interview & admission. **DONE AT LEAST 1 WEEK PRIOR TO TESTING.**
 - **Minimum 55% or above in Reading Comprehension, Math, Science and English. These students will be considered before those who score lower.**
 - **Use TEAS prep books and/or online resources (such as websites with free practice TEAS exams)**
 - **ATI has online prep course & study guides**

ADMISSION PROCEDURES

Order of the application process:

4. Interview with admissions and the Director.
5. You will receive an Acceptance/Denial letter via email. If accepted, you will receive a packet with forms and instructions.
6. Complete & submit all required forms and documents associated with pre-admission requirements (references, physical, immunizations, **blood titers**, clearances, and CPR certification.
7. Pay tuition by requested date.

TIMELINE FOR TEAS TESTING AND APPLICATION SUBMISSION CLASS OF 2025



**Application
Deadline- November
30, 2023**



**Teas Testing
Deadline: November
30,2023**



**Return deadline for
documents
requested January 8
,2024**



**Class starts January
29,2024**



**Two-week
Orientation start
January 15, 2024**



**Payment for level
one due in full by
June 2024**

THE ENROLLMENT EXAM: ASSESSMENT TECHNOLOGIES INSTITUTE (ATI): TEAS TEST

Assessment Technologies Institute (ATI) created the TEAS test as a placement exam for nurses. ATI also provides curriculum and testing for Nurses used at the Health and Technology Training Institute.

ATI offers a Comprehensive Assessment and Review Program (CARP) designed to increase student pass rates on the nursing licensing exam and to lower program attrition. CARP is required and is used in all levels (1, 2, 3 & 4) in the nursing program.

ATI tools can help students prepare more efficiently, as well as increase confidence and familiarity with content and computerized NCLEX-PN® testing.

CARP includes on-line tutorials, content review modules, NCLEX-PN® style practice and proctored examinations, remediation templates, individualized exam reports and study plan for review.

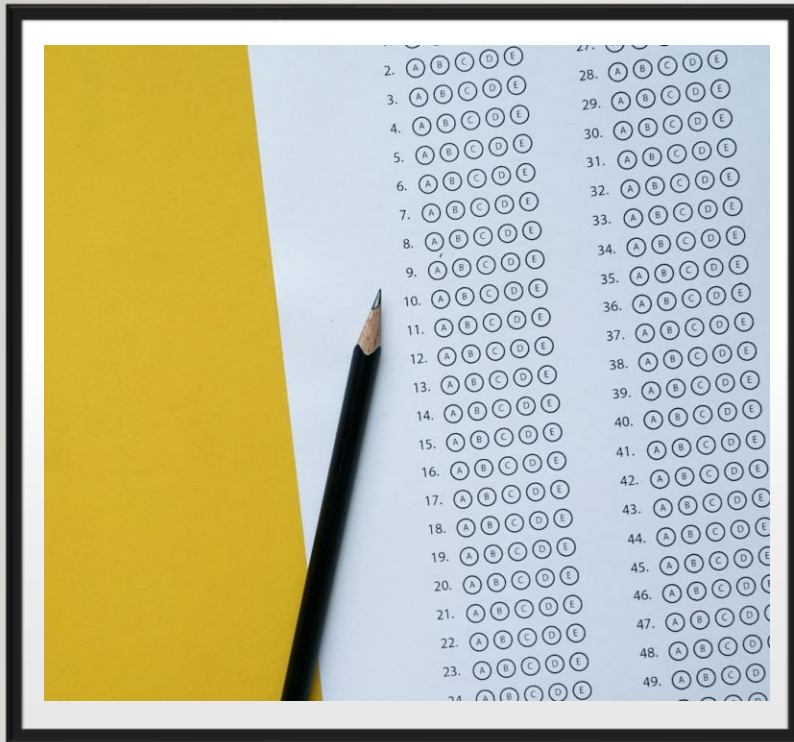
❏ <https://www.atitesting.com/login>

THE TEAS EXAM IS A 4-HOUR ENTRANCE EXAM.



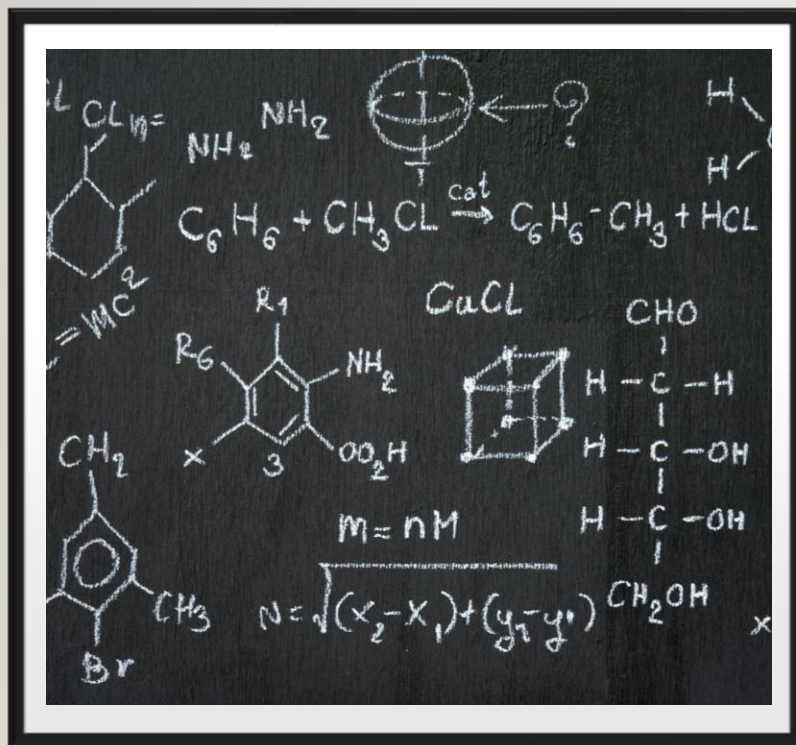
- When you take the TEAS exam you must be on time. If you are running late, call us before the test time to see if we can delay the exam.
- Once the exam starts, we cannot admit additional people to the testing area.
- If you must cancel your scheduled TEAS appointment, please give us 24 hours advance notice.

TEASTEST



- The Math portion of the test covers whole numbers, metric conversion, fractions and decimals, algebraic equations, percentages, and ration/proportion.
- The Reading portion of the test covers paragraph comprehension and passage comprehension.
- The English portion of the test covers grammar, sentence structure, spelling and punctuation.
- The Science portion of the test covers general science, biology, chemistry, physical principles, anatomy and physiology.

TEAS TEST



- The Test of Essential Academic Skills (T.E.A.S.)
- The T.E.A.S. consists of four areas of content: Math, Reading, English and Science
- Measures your reading comprehension, English skills (i.e. Grammar, punctuation & the rate at which you read), basic math skills and knowledge of science.
- Must score a 55% or better in each section, with an average of all 4 sections to be 59% or higher.

You must wait 1 week before retesting.

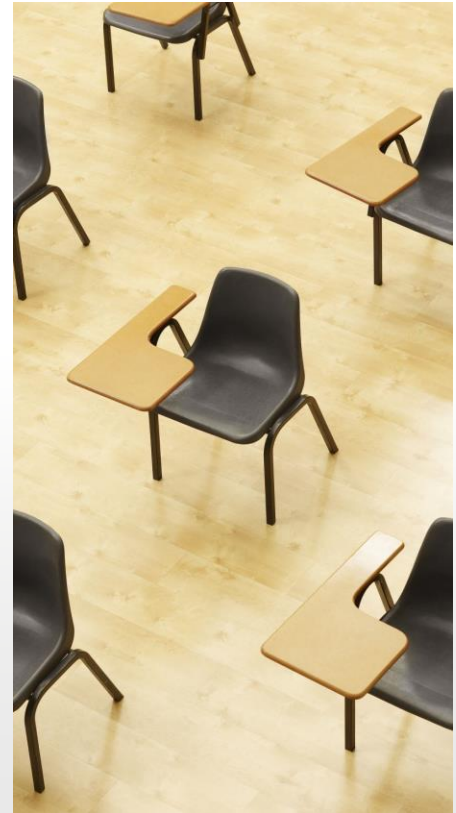
You can register to take the TEAS test here at this facility. You must have an application on file to take the TEAS test at this facility.

FREE PRACTICAL NURSING BRIDGE-PROGRAM

- This program is a "refresher" course available at least twice each year, a chance to brush up on English and Math.
- To use this service, you must take the placement exam (CASAS)
- **Depending on scores**, candidate will be placed in Nursing Bridge or referred for courses in content areas to match student needs. This course is not TEAS-test specific, but will help you gain a foundation in critical skills needed for the TEAS
- Please reach out to **Michael Vincent Boesz, MSW**
- **mboesz@l199ctraining.org** (email only)

ACADEMIC POLICIES

- ❑ Students must achieve a minimum academic grade average of **80%** at the completion of all courses, at the completion of each Level, and on all examinations and maintain a satisfactory clinical performance rating in order to progress in the program. Each course grade is determined according to the individual course syllabus.



CLASS SCHEDULES

- Level I and Level II classes will take place on Monday & Wednesday from 4:00 pm to 10:00 pm, and every other weekend there will be Saturday and Sunday classes from about 6:30 am to 3:00 pm.
- Level III and Level IV classes will maintain the above schedule; at about the 12th week of Level III and continuing in Level IV, there will also be classes scheduled on Thursday from 4:00 pm to 10:00 pm.

ATTENDANCE POLICIES

- As a Technical School, HTTI is a "clock hour" program. We are required to provide each student with 1546 hours of educational training.
- Absences and late arrivals deduct time from the required 1546 hours and therefore must be made up.
- Excessive absences or late arrivals will be grounds for termination from the program.

PRE-ADMISSION FEES

✓ Pre-Admission Expenses

- ✓ Application Fee (with application submission).....\$50.00
- ✓ Admission Testing Fees (T.E.A.S.)\$65.00
- ✓ (T.E.A.S. retake fee is \$ 65.00)

OUT OF POCKET EXPENSES

CRIMINAL BACKGROUND CHECK (DONE ONLINE BY STUDENT)	\$22.00
FBI Background Check (done online by student)	\$22.60
Child Abuse Clearance (done online by student)	\$13.00
CPR Certification	\$65.00
20 Panel Drug Screening (paid directly to the lab)	\$120.00
Medical Exams with Labwork	Varies
Total	\$242.00

Admissions Expenses:

*This is an example of the Admission expenses and are subject to change.

TUITION AND FEES

- **Program Cost Breakdown:**
- **Estimated Total Program Cost:** \$25,000*
- *Please note: The estimated total does not cover NCLEX & licensure fees.
- **Fee Adjustments:** All fees are subject to change based on vendor prices at the beginning of each program level.
- **Payment Deadline:** All expenses for each program level must be paid by the first day of class for that level.
- **Tuition Structure:**
 - **Quarterly Payments:** The total tuition will be divided into four quarters/levels based on the program duration. Payments will be due approximately every five to six months.

CURICULM PLAN CHART/ TUITION LEVEL EXPENSES

LEVEL	THEORY HOURS	CLINICAL/LAB HOURS	TOTAL HOURS	TUITION
LEVEL I				Level I Expense
ANATOMY & PHYSIOLOGY I	45		45	\$6254.46
PSYCHOLOGY	35		35	TUITION: \$5884.46
FUNDAMENTALS OF NURSING	90	100	190	UNIFORMS: \$156.00
NURSING ISSUES	15		15	TEXTBOOKS: \$214.00
PRINCIPLES OF PHARMACOLOGY	35	10	45	
TOTAL	220	110	330	
LEVEL II				LEVEL II EXPENSE
ANATOMY & PHYSIOLOGY I	45		45	\$6098.46
MEDICAL SURGICAL NURSING I	105	210	315	TEXTBOOKS: \$214.00
PHARMACOLOGY I	30	30	60	TUITION: \$5884.46
SOCIOLOGY	25		25	
NUTRITION ESSENTIALS	25		25	
TOTAL	230	240	470	
LEVEL III				LEVEL III EXPENSE
MEDICAL SURGICAL NURSING II	60	210	270	\$6111.46
MENTAL HEALTH NURSING	35	70	105	TUITION: \$5884.46
PHARMACOLOGY II	15	15	30	TEXTBOOKS: \$214.00
TOTAL	110	295	405	Child Abuse Clearance: \$13.00
LEVEL IV				LEVEL IV EXPENSE
GERONTOLOGY	25	156	181	\$6240.02
NURSING CARE OF CHILDBEARING FAMILIES	40	40	80	TUITION: \$5884.46
NURSING OF CHILDREN	15	20	35	TEXTBOOKS: \$214.00
NURSING MANAGEMENT	10	35	45	NCLEX PREP: \$141.56
TOTAL	90	251	341	
TOTAL PROGRAM HOURS	650	896	1546	

Practical Nursing Program Costs: The costs for the Practical Nursing Program total \$25,000.00 and are detailed below.

Pre-Admission Expenses

Initial Application Fee \$50.00

Admission Testing Fees (TEAS TEST) \$65.00

TUITION AND FEES

- ❖ Students notified in advance of tuition payment dates.
- ❖ Students who do not make tuition payments on time will not be able to attend class or clinical.
- ❖ Student must make sure application for Financial Aid associated with the program is submitted in a timely fashion, to determine eligibility.
- ❖ *All fees paid to the Program must be paid by Money Order **ONLY**.*
- ❖ **NO** personal checks or credit cards are accepted. A copy of all receipts will be given to the Enrollment/Records Coordinator for your file.
- ❖ You should also keep a personal file of all information submitted to the PN Program.

HOW DO I PAY???

CREATE A REALISTIC PLAN NOW!!!!

- Tuition Reimbursement Program (Employers)
- Pell Grants, PA Tipp (remember to fill out FASFA each year)
- Self-Pay (Savings, monthly payment plan)
- Personal Loan
- Career Link



1199C UNION MEMBERS

- Students who are union members and are a part of the Training Fund qualify for tuition reimbursement. Please check with the tuition reimbursement office on the 10th floor. You must submit your tuition reimbursement application at least 3 weeks prior to start of class.
- Students who are 1199c union members and work for Temple University Main Campus must contact their delegate or tuition fund representative at Temple University. You must have approval from the Temple University representative prior to starting class.
- If you are an 1199c member and unsure if you qualify for benefits, please check with your union delegate or the T&U Fund Tuition Reimbursement office on the 10th floor.
- Contact person: **Teresa Bennett/ tbennett@1199ctraining.org**
- Contact person: **Valda Xavier/ Vxavier@1199ctraining.org**

FINANCIAL AID

- We are approved to offer Financial Aid (PELL GRANT)
- PA Tipp [PA Targeted Industry Program: Prepare \(pheaa.org\)](https://pheaa.org)
- You must complete a FASA application online. The application online is free. <https://fafsa.gov/FAFSA/>
- The Financial Aid Officer is **Khalil Mack**
- **kmack@1199ctraining.org**
- Federal School Code **042750**

ACCOMADATIONS

- **District 1199C Training and Upgrading Fund, Health and Technology Learning Institute shall make reasonable modifications as required by applicable law with respect to its policies, practices, or procedures to disabled individuals with documented disabilities so long as the changes do not fundamentally alter the nature of the program offered and are otherwise in accordance with all licensure requirements. Reasonable accommodations for students with respect to religious observances, practices, or beliefs of which it is aware and which do not fundamentally alter the nature of the program offered.**
- **Please contact the agency's, Affirmative Action Officer, at (215) 568-2220 for information or questions regarding reasonable modification, educational services, activities, programs or facilities that are accessible to or usable by students with disabilities.**

AFFILIATIONS & TRANSPORTATION



Variety of clinical agencies for clinical experience

*Cooperating agencies are subject to change
Examples of current agencies (Temple University)*



Students must provide own transportation

*Class
Clinical*



Students who drive into center city must realize that parking opportunities are extremely limited and can be quite expensive.



Contact Information

- Jo-Ann Miller
- Administrative Assistant
- jmiller@I199ctraining.org

- Shona Murphy, MSN, RN
- Director of Practical Nursing, CAO of HTTI
- smurphy@I199ctraining.org