

BLUE HAVEN HEALTH ACADEMY

649 East Madison Ave

Bastrop, LA 71220

Catalog – Volume I

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SCHOOL OF KNOWLEDGE HEALTH
LEADERS OF TOMORROW

TABLE OF CONTENTS

.....	3
SECTION 1: HISTORICAL ACCOUNT OF THE ACADEMY	3
BLUE HAVEN HEALTH ACADEMY’S MISSION IS TO:.....	3
STATEMENT OF PHILOSOPHY	4
STRATEGIC GOALS AND PROGRAM OUTCOMES (BY 2031):	4
SECTION 2: STATEMENT OF APPROVAL FROM LOUISIANA BOARD OF REGENTS	5
DESCRIPTION OF AVAILABLE SPACE AND FACILITY	5
SECTION 3: BLUE HAVEN HEALTH ACADEMY’S ADMINISTRATION	6
SECTION 4: TUITION AND FEES	6
PHLEBOTOMY TECHNICIAN PROGRAM TUITION AND FEES.....	6
SECTION 5: PROGRAM DESCRIPTION.....	7
Program Information.....	7
Phlebotomy Technician Syllabus /Course Curriculum	8
Entrance Requirements.....	8
Graduation Requirements.....	8
National Healthcare Association Testing Requirements	9
Quiz and Exam grading.....	9
SECTION 6: CURRICULUM TOPICS OUTLINE	10
COURSE TOPIC & LEARNING OBJECTIVES	11
SECTION 7 : CLASS SCHEDULES	14
CLASS SCHEDULES.....	14
Phlebotomy Tech – Weekend Day Program.....	14
SECTION 8: GRADING POLICY.....	15
BASIS OF GRADES.....	15
SECTION 9: CANCELLATION AND REFUND POLICY.....	17
SECTION 10: PHLEBOTOMY OUTLINE.....	18
PHLEBOTOMY TECHNICIAN PROGRAM.....	18

NATURE OF WORK.....	18
SECTION 11: ACADEMIC PROGRESS.....	19
SECTION 12: STUDENT CONDUCT POLICY.....	20
SECTION 13: HARASSMENT AND DISCRIMINATION	22
SECTION 14: CELL PHONE USAGE.....	23
SECTION 15: SCOPE OF PRACTICE	24
SECTION 16: HIPAA	24
SECTION 17: INCLEMENT WEATHER.....	25
SECTION 18: COVID-19 PRECAUTIONS.....	25
SECTION 19: TERMINATION	26
SECTION 20: RE-ENTRY.....	28
SECTION 21: JOB PLACEMENT ASSISTANCE.....	28
SECTION 22: STUDENT GRIEVANCES.....	29
APPENDIX A: LOUISIANA PROPRIETARY ENROLLMENT AGREEMENT.....	30

SECTION 1: HISTORICAL ACCOUNT OF THE ACADEMY

Founded in October 2015, Blue Haven Health Academy is recognized as one of the city’s distinguished allied health career schools. The school’s resources constitute an invaluable asset for the intellectual, scientific, and economic advancement of healthcare in Texas.

BLUE HAVEN HEALTH ACADEMY’S MISSION IS TO:

- Provide high-quality education across all entry-level allied health programs;
- Develop and sustain superior healthcare programs that respond to community and workforce needs within Texas;

- Engage in research and scholarly activities that advance learning and expand the frontiers of knowledge in healthcare;
- Collaborate with healthcare, governmental, and related institutions to transfer knowledge in the health sciences;
- Offer continuing education programs tailored to the professional development and career advancement interests and needs of allied health professionals in Texas.

STATEMENT OF PHILOSOPHY

The central purpose of the Blue Haven Health Academy is to provide a unique educational experience for adult learners who are self-motivated, goal-oriented, and who regard the program's learning opportunities as a pathway of achieving their goals and becoming leaders of health care.

Learning is a lifelong, interactive process that builds on prior experience and ideally results in changes in attitudes, beliefs, and behaviors. Learning occurs in diverse environments and encompasses the cognitive, affective, and psychomotor domains. Professional allied health education is built on an integrated study of the natural sciences, social sciences, and humanities in order to promote critical thinking, caring, respect, and concern for individuals, families, communities, and societies. This integrated program of health science and general education is designed to develop an appreciation for the arts and sciences. It enhances an individual's understanding of, and engagement in, society as a whole.

The faculty serves as exemplary role models, mentors, and educators who provide a supportive environment that encourages students to explore and develop personally, professionally, and intellectually. The Academy provides a comprehensive range of activities within the multiple contexts of legal and ethical boundaries, political and economic forces, socio-cultural influences, and spiritual and historical factors.

STRATEGIC GOALS AND PROGRAM OUTCOMES (BY 2031):

- BHHA will rank among the top ten allied health schools in the community;
- We will be recognized for delivering quality, entry-level allied health education;
- Our graduates will meet or exceed the national average pass rate on all certification and licensure examinations;
- At least 85% of graduates will gain employment within two years of completing their program at BHHA;
- 85% of responding graduates will agree that they are satisfied with Blue Haven Health Academy on the Graduate Employment and Follow-Up Survey;
- 85% of students will complete their program within thirty (30) days of the projected completion date.

Values

1. Respect and honor
2. Relationships and collaboration
3. Recognition and celebration
4. Excellence

SECTION 2: STATEMENT OF APPROVAL FROM LOUISIANA BOARD OF REGENTS

Blue Haven Health Academy is licensed by the Louisiana Board of Regents and adheres to the rules and regulations of the Louisiana Proprietary Schools Advisory Commission

DESCRIPTION OF AVAILABLE SPACE AND FACILITY

Blue Haven Health Academy is located at 649 East Madison Ave., Bastrop, LA 71220. The facility includes a 1,650 sq ft classroom equipped with rectangular folding tables, chairs, a whiteboard,

a projector, and computers. The laboratory area contains two phlebotomy chairs, supplies for skills practice, and a sink with both hot and cold running water. The school has a reception area for prospective students and visitors, as well as a restroom. Class sizes are limited to ensure the safe delivery of in-person instruction and to help prevent the transmission of COVID-19.

SECTION 3: BLUE HAVEN HEALTH ACADEMY'S ADMINISTRATION

URSEL BROWN, RN, BSN Owner and Chief Executive Officer (CEO)

- Associate of Applied Science in Nursing, Baptist Health College, Little Rock
- Bachelor of Science in Nursing, Aspen University
- Active Certifications: BLS, ACLS, NIH, and Teach-the-Teacher Certification
- BLS Instructor

LASHAMIA BROWN, MHA Chief Financial Officer (CFO)

- Bachelor of Arts in Sociology, University of Louisiana at Monroe
- Master of Healthcare Administration, Louisiana State University at Shreveport

BLUE HAVEN HEALTH ACADEMY FACULTY AND STAFF

- **Ursel Brown, RN, BSN** – Instructor / Float Instructor
- **Dianne Hilliard** – Registered Office Coordinator

SECTION 4: TUITION AND FEES

PHLEBOTOMY TECHNICIAN PROGRAM TUITION AND FEES

TUITION & FEES BROKEN DOWN	COST	EXPLANATION OF TUITION & FEES
Registration Fee	\$150.00	The registration fee holds your spot and is applied to your overall tuition
Tuition Fee	\$1300.00	40 hours of theory and laboratory combined
Books and Supplies	\$185.00	Textbook: \$60 Laboratory Supplies/Use: \$125
Miscellaneous Expenses	\$165.00	ID Badge: \$5.00 BLS/CPR: \$60.00 Graduation Fee: \$100
Total cost of Tuition and Fees	\$1800.00	BHHA PHLEBOTOMY TECHNICIAN PROGRAM

SECTION 5: PROGRAM DESCRIPTION

Program Information

- Hours: 40 Hours
- Course Length: 5 Weekend Days

Phlebotomy Technician Syllabus /Course Curriculum

A Phlebotomy Technician is a skilled professional responsible for collecting blood specimens and performing venipuncture on patients. The Phlebotomy Technician Program provides both theoretical and hands-on instruction. Students will learn key concepts of phlebotomy, including infection control, legal and ethical issues in healthcare, human anatomy and physiology, phlebotomy equipment and supplies, and essential phlebotomy procedures and fundamentals.

Those who assume the responsibilities of a Phlebotomy Technician recognize that their role in healthcare is vital to the implementation of quality care. This course prepares students for 40 hours of approved phlebotomy experience, which must be completed in an authorized healthcare facility. Upon successful completion of all required phlebotomy courses, students will be eligible to sit for the NHA certification exam.

Entrance Requirements

- Must be at least 18 years of age;
- Completed and signed admission application and enrollment agreement;
- Must submit an official high school diploma or G.E.D. certificate;
- Must be able to read, write, and understand English;
- Must obtain proof of immunization record;
- Payment of \$150 registration fee (Non-Refundable) and arrangement to pay tuition

Graduation Requirements

Students who successfully complete any program at Blue Haven Health Academy will be awarded a certificate of achievement in their respective field of study. Upon completion of Phlebotomy training, Blue Haven Health Academy students may sit for NHA accreditation testing.

National Healthcare Association Testing Requirements

Students must complete a minimum of 30 Venipunctures and 10 Capillary sticks. They are responsible for all testing fees associated with the NHA exam to become a Certified Phlebotomy Technician. As of July 1, 2025, the exam fee is \$125.

Textbook: Complete Guide for the Phlebotomy Technician

Author: Hartman Publishing

ISBN: 978-1-60425-165-4

Edition: 2nd Edition

Quiz and Exam grading

Module 1: 40-point Exam

Module 2: 40-point Exam

Module 3: 40-point Exam

Module 4: 40-point Exam

Module 5: 40-point Exam

Final Exam: 60-point Exam

Total points: 260 points

Theory Points

Module 1: 4 points

Module 2: 2 points

Module 3: 8 points

Module 4: 8 points

Module 5: 3 points

Total: 25 points

Grading Schedule

Exam: 60 points

Quizzes: 200 points

Theory: 25 points

Total: 285 points

SECTION 6: CURRICULUM TOPICS OUTLINE

Module #	Module Title	Clock Hours	Lab Hours
Module 1	Introduction to Phlebotomy and Infection Control	5 clock Hours	3 lab hours
Module 2	Legal Issues in Healthcare and Medical Terminology	4 clock hours	4 lab hours
Module 3	Introduction to Anatomy, Physiology, and The Circulatory System	5 clock hours	3 lab hours

Module 4	Preparing for Specimen Collection and Collecting Blood Specimens for Venipuncture	6 clock hours	2 lab hours
Module 5	Collecting Blood Specimens by Capillary Puncture and Non-Blood Specimen	4 clock hours	4 lab hours
Total hours		24 clock hours	16 lab hours

COURSE TOPIC & LEARNING OBJECTIVES

Module 1
Phlebotomy 101 – Lecture: 5 hours – Laboratory: 3 hours
Topic: Introduction to Phlebotomy (Lecture may include Infection Control)

Learning Objectives:

- Role of Phlebotomy Technician
- Healthcare settings
- Discuss certificates, licenses, training, and professionalism
- Discuss types and chains of infections
- Describe modes of transmission and the OSHA standard
- Hand hygiene
- Types and use of PPE
- OSHA bloodborne pathogens and needlestick safety

- Discuss the guidelines for handling equipment

Module 2

Phlebotomy 102 – Lecture: 4 hours – Laboratory: 4 hours

Topic: Legal Issues and Healthcare (Lecture may include Medical Terminology)

Learning Objectives:

- Law and Ethics
- Discuss HIPAA
- Discuss civil law, negligence, and abuse
- Criminal law, Torts, and consents
- Discuss patients' rights
- Advance directive and living will
- Discuss medical terminology and abbreviations
- Discuss the Integumentary System

Module 3

Phlebotomy 103 – Lecture: 5 hours – Laboratory: 3 hours

Topic: Introduction to Human Anatomy and Physiology (Lecture may include the Circulation System)

Learning Objectives:

- Discuss the Musculoskeletal System
- Discuss the Nervous System
- Discuss the Respiratory System
- Discuss the Urinary System
- Discuss the Digestive System
- Discuss the Endocrine System

- Body Planes
- Discuss Directional and locational terms
- Discuss the Circulatory System
- Discuss the Function of the Heart
- Discuss Blood composition, cells, and platelets
- Discuss the major arteries and veins of the body
- Discuss the components of blood, ABO blood group &RH factor
- Discuss venous and capillary blood
- Discuss coagulation and hemostasis

Module 4

Phlebotomy 104 – Lecture: 6 hours – Laboratory: 2 hours

Topic: Preparing Specimen Collections (Lecture may include Collecting Blood Specimen by Venipuncture)

Learning Objectives:

- Discuss venipuncture and capillary puncture
- Identify different types of specimens
- Avoiding areas before and during the collection of specimens
- Identify equipment and supplies
- Identify additives to blood specimens
- Color coding of collection tubes
- Order of draw
- Timing of blood draws
- Tourniquet use
- Identify sites for venipuncture, and clean the site of venipuncture
- Identify techniques for needle placement and insertion
- Processing and transport of blood specimens

- Describe special collections

Module 5

Phlebotomy 105 – Lecture: 4 hours – Laboratory: 4 hours

Topic: Collecting of blood Specimens by Capillary Puncture (Lecture may include Non-Blood Specimen)

Learning Objectives:

- Identify the selection site for capillary puncture
- Describe the proper cleaning site for capillary puncture
- Identify techniques, preparation, and puncture skin
- Describe capillary puncture in the finger and the heel
- Describe guidelines for performing point-of-care tests on capillary blood
- Identify guidelines
- Identify a non-blood specimen
- Describe the types of urine specimens
- How to catch a clean urine specimen
- Describe the test performed on the stool
- How to handle stool specimens
- Discuss the swabbing procedure
- How to obtain a throat and nasal swab

SECTION 7 : CLASS SCHEDULES

CLASS SCHEDULES

Phlebotomy Tech – Weekend Day Program

8:00 AM-9:30 AM	LEARNING BLOCK INTRO
9:30AM-10:30AM	LEARNING BLOCK
10:30AM-11:30AM	LEARNING BLOCK
11:30AM-12:30PM	LEARNING BLOCK
12:30PM-1:00PM	LUNCH BREAK
1:00 PM-1:30 PM	LEARNING BLOCK, LAB, AND CLOSE OUT/DISMISSAL
1:30 pm-4:30 PM	LABORATORY, AND CLOSE OUT/DISMISSAL

Students participating in the Weekend Day segment of the Phlebotomy Tech program will convene on Saturdays for a duration of five weeks. Following this, the Clinical Laboratory component will take place after the lecture hours for the course have been completed. Please note that lecture and laboratory hours may vary slightly from those listed above to guarantee you receive the necessary hours for both lecture and lab.

SECTION 8: GRADING POLICY

BASIS OF GRADES

Definition of Materials Graded	Description of Grading Component	Percentage of Overall Grade
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Interpretation	Grades
90-100	A
80-89	B
70-79	C
60-69	D
59- Less	F
Laboratory: Must have 30 successful venipunctures and 10 successful capillary sticks	Pass / Fail

Any exam score below 70% will not be accepted. Students are allowed one (1) retake attempt for any module exam score below 70%. No retakes are allowed on the final exam. If the exam is retaken, the higher of the two scores will be used in the final calculations of the overall grade.

SECTION 9: CANCELLATION AND REFUND POLICY

REFUND POLICY

1. Three-Business-Day Cancellation. All monies paid by a student shall be refunded if requested within three business days after signing the enrollment agreement and making initial payment.
2. Cancellation after the Three-Business-Day Period but before Commencement of Classes by the Student. If tuition or fees are collected in advance of enrollment, and the student does not begin classes, the institution shall retain no more than a \$150 registration fee. Appropriate refunds shall be made within 30 days of the start of the quarter, term, or semester.
3. For programs less than 300 clock hours, the refund policy for withdrawal after the commencement of classes shall be as follows:
 - i. If a student has completed less than 15 percent of the program, the institution shall refund at least 80 percent of the tuition, minus the registration fee.
 - ii. If a student withdraws after completing less than one-fourth of the program, the institution shall refund at least 70 percent of tuition, less the registration fee, thereafter.
 - iii. If a student withdraws after completing at least one-fourth but less than one-half of the program, the institution shall refund at least 45 percent of the tuition, less the registration fee, thereafter:
 - iv. After a student has completed one-half or more of the program, the institution may retain 100 percent of the stated program price.

Any unused portion of the book fee will be refunded.

SECTION 10: PHLEBOTOMY OUTLINE

PHLEBOTOMY TECHNICIAN PROGRAM

Program Title: Phlebotomy Technician

Program Description: The Phlebotomy Technician Program is a non-credit, non-degree program delivered through lectures and hands-on laboratory experiences. Students will be trained to perform a variety of blood collection methods using proper techniques and precautions, including: vacuum collection devices, syringes, capillary (skin) puncture, butterfly needles, and blood culture specimen collection on adults, children, and infants. Emphasis will be placed on infection prevention, proper patient identification, specimen labeling, and quality assurance. Students will be taught specimen handling, processing, and accessioning. Additionally, students will learn the theory and principles of CLIA-waived laboratory tests and perform the test in the student laboratory.

The tests performed will include: manual hematocrits, Urinalysis dipsticks, fecal occult blood, erythrocyte sedimentation rate, and pregnancy test. This course prepares students for the National Healthcare Association (NHA) certification examination and for employment as a Certified Phlebotomy Technician.

NATURE OF WORK

A Phlebotomy Technician (or Phlebotomist) works in hospitals, medical and diagnostic laboratories, blood donor centers, doctors' offices, and clinics. The primary function of a phlebotomist is to collect blood samples from patients using venipuncture or micro-collection techniques. Phlebotomists are also responsible for transporting laboratory specimens on time. They must be able to work accurately under pressure, maintain safety standards, and help keep

patients calm. Students will have the opportunity to work with all walks of life, from infants to geriatric patients. The shifts vary according to the facility and departmental needs.

The student must have satisfactorily completed a minimum of 40 clock hours of training, with a pass rate of at least 70%, including:

1. A minimum of 24 clock hours of classroom instruction that does not involve patient care.
2. A minimum of 16 clock hours of hands-on clinical or clinical laboratory experience.
3. A minimum of 10 successful, unassisted with self-interpretation on live individuals.
4. Fulfillment of all financial obligations.
5. Maximum student-to-instructor ratios: Didactic – 20:1; Clinical/Laboratory – 10:1.

SECTION 11: ACADEMIC PROGRESS

Academic Progress

Students must reach and maintain grades of at least a 70% (“C”) or higher in all allied health programs. Grades will be monitored, and a written warning is issued to a student if their average falls below 70% in the program. A faculty member will counsel the student, and a written plan for improvement will be formulated and placed in the student’s file. Students who fail to maintain at least a 70% (“C”) or higher are at risk of failing the program. Clinical (externship or clinical laboratory) components of theoretical courses are an integrated requirement for that specific program and must be mastered in order to pass the corresponding course. Clinical evaluations will be completed regularly and available for review. A student may be subject to termination if clinical requirements are not met.

Blue Haven Health Academy has implemented the BLUE MID-DECISION, also referred to as midterm evaluations, for all allied health programs. Depending on the length of the program, students will have a one-on-one conference via phone, on-campus meeting, or virtual meeting

during the second and a half or third week of the program. This brief 15-to 30-minute evaluation is conducted on behalf of the instructor to provide feedback to students and to gather feedback regarding the course experience.

The student is responsible for maintaining his/her own grade averages and test scores. Students are strongly encouraged to request appropriate faculty guidance and assistance with any curriculum material and/or clinical objectives that they are having difficulty mastering.

Failure to master theoretical material or clinical objectives will require remediation. Faculty member(s) responsible for the subject matter or clinical specialty will assist the student to formulate a plan and will monitor the student's progress along with the timeline for demonstrating mastery of the material or clinical skill(s). Students who do not pass an exam must complete a remediation plan according to the timeline determined by the faculty and before the next scheduled examination for that course. The remediation plan must be successfully met.

Failure to demonstrate mastery of the clinical or course objectives may result in the student's withdrawal or termination from the program.

SECTION 12: STUDENT CONDUCT POLICY

The Student Conduct Policy

The Student Code of Conduct is the professional standards of behavior, attitude, performance, and ethics expected of students while enrolled in a program at Blue Haven Health Academy.

The dress code policy has been developed in accordance with safety regulations as well as guidelines recommended by professional standards established to maintain a professional image and comply with safety and infection control guidelines.

Uniforms – Scrubs are required to be worn during all theory, laboratory, and clinical sessions. Students will be informed of their scrub colors **on or before the 1st day of class**. All uniforms

must be clean, neat, properly pressured, and in properly fitting condition. Students have the option to wear a white, gray, or black short or long-sleeved shirt underneath the scrub top. The undershirt should not have any words or graphics on it.

Shoes – Students must wear closed-toe, closed-heel shoes (no slingbacks) with non-skid soles. Shoes should be clean, well maintained, and appropriate for all patient care areas. Safety, comfort, and appearance are the main considerations for acceptable footwear. For safety reasons, you are not permitted to wear clogs/crocs, flip flops, or high heels/platform shoes. Cloth or canvas shoes do not provide adequate protection and are considered inappropriate. Your shoes must be impervious to fluids.

Jewelry – Jewelry and piercings should be discreet, appropriate, kept to a minimum, without posing a health, safety, or infection control risk. Any jewelry and piercings that present a risk of injury or entanglement (e.g., large hoops) must be removed during class hours or when working within a clinical setting. This may include certain necklaces, dangling or large earrings, rings, and/or bracelets. Earrings should be limited to no more than two (2) per ear. Earrings are recommended to be small studded only. Facial or tongue piercings are not permitted. Wedding bands/rings are permitted.

Hair – Student hairstyles are expected to be conservative, clean, in good taste, and well-kept. Students with long hair must keep their hair pulled back and off the face to avoid interference or hazards while providing patient care. Mustaches, beards, and sideburns must be clean and neatly trimmed at all times.

Makeup – Makeup must be professional and conservative.

Tattoos/Body Art – Visible tattoos are discouraged and should be covered, if at all possible.

Perfumes/Colognes/Fragrances – All students are encouraged to minimize the use of perfumes, colognes, and other fragrances, as students, staff, visitors, and patients may have sensitivities or allergies to scented products.

Nails – All students are encouraged to keep their nails natural, short, clean, and healthy, with natural nail tips less than ¼ inch long. Nail polish, where permitted, must be in good repair, not

chipped, cracked, worn away, or peeling. The use of artificial nails is prohibited for all students providing direct and indirect patient care. Artificial nails include any substances or devices applied to natural nails except traditional polish and include, but is not limited to: artificial tips, wraps, inlays, appliques, acrylics, gels, powders, light contrast nails and shellac manicures. Students found in violation of this policy will be asked to remove their artificial nails and, at the instructor's discretion, they may be asked to leave the classroom and/or clinical session until their nails are in compliance with this policy.

Personal Hygiene – Students are expected maintain proper hygiene during school and clinical hours for the duration of their enrollment.

- Maintain personal cleanliness by bathing daily.
- Practice good oral hygiene by brushing teeth regularly.
- Use deodorant or antiperspirant to minimize body odor.
- Avoid heavily scented perfumes, colognes, or lotions.
- Keep fingernails clean and trimmed to ¼ inch or less.
- Wash hands regularly and/or use hand sanitizer.
- Ensure uniforms are clean, neat, and well-fitted.
- No food, drinks, candy, or chewing gum while in the lab or during clinical hours.

Student ID Badge – As a vital part of maintaining security on the premises, all students are required to wear an ID badge in plain view and above the waist while at the BHHA facility and/or during clinical rotations. If your ID badge is lost, damaged, or stolen, you must obtain a replacement. A replacement fee for your ID badge is \$10.00. Lost, damaged, or stolen badges must be reported to your instructor immediately. Failure to wear your ID badge can lead to disciplinary action.

SECTION 13: HARASSMENT AND DISCRIMINATION

Harassment and Discrimination – Blue Haven Health Academy is committed to providing the faculty, staff, and students with a working and learning environment that is free from harassment and discrimination based on race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, unfavorable discharge from the military, or status as a disabled veteran or a veteran of the Vietnam era. All BHHA employees must avoid the exploitation, harassment, or discrimination of their students to create a fair and optimum learning environment.

SECTION 14: CELL PHONE USAGE

Cell Phone Usage – Students are not permitted to use cell phones during class, lab, or clinical hours except during designated break times. Cell phones should be kept out of sight and set to *vibrate* or *silent* mode during class hours. Using a cell phone during a test (i.e. text messaging, on a social media application, etc.) will be considered cheating and appropriate disciplinary action will be taken. Students are prohibited from using a cell phone to take photographs or record videos during clinical rotations or on campus.

Student Disruptions – Students are expected to participate in class activities respectfully, without causing disruption or infringing on the rights of others. They are also expected to comply with the reasonable instructions given by any Blue Haven Health Academy official, including instructors. Behavior that does not meet these standards can subject the student to being terminated from the program. Instructors reserve the right to dismiss a student from class if their behavior disrupts the learning environment. Instructors who have concerns about disruptive student behavior should contact the Owner/CEO. The administration will respond directly to classroom/clinical situations at any time and should be called if an instructor believes that a class/clinical disruption might pose a risk to his or her safety, the safety of residents or to the safety of students. The administration facilitates communication and problem-solving in

situations involving distressed and disruptive students whose behavior is causing concern to the community. All students are encouraged to display professionalism and self-control at all times, when interacting with fellow students, instructors, administration, and residents.

SECTION 15: SCOPE OF PRACTICE

Scope of Practice – All students should only perform tasks and duties that are within their scope of practice. If there are students that have not mastered a certain skill (failed performance measures) or have not been trained on a particular skill, *PLEASE DO NOT PERFORM THE SKILL*. Please find your instructor for assistance at all times. Students providing services to patients and/or residents must do so under the general supervision of appropriate licensed personnel.

Safety – Practice all safety precautions taught for each lab skill. It is important that you keep in mind the safety procedures and standardized precautions with each skill that is taught and performed.

SECTION 16: HIPAA

HIPAA Reminders – The Health Insurance Portability and Accountability Act (HIPAA) of 1996 was enacted to address concerns regarding access to information, transmission of information, and storage of information within the complex health care system. As a student in our allied health programs, BHHA would like to remind all students to follow all HIPAA guidelines. Protected health information is information that would reasonably be considered private. Protected health information should only be shared with appropriate people, in an appropriate way, and in an appropriate place.

SECTION 17: INCLEMENT WEATHER

Inclement Weather – In the event of inclement weather, the decision to open or close the facility will be made no later than 5:45 a.m. on the day in question and communicated as soon as possible to all students and staff by:

- Posting on official social media accounts (Facebook, Twitter, and Instagram). Each account will also have information regarding any closings or delays.
- Text messages or phone calls. All students, staff, and/or faculty will be notified via text message or phone call regarding any information in relation to any closings or delays.

SECTION 18: COVID-19 PRECAUTIONS

COVID-19 Precautions – In light of the on-going COVID-19 pandemic, Blue Haven Health Academy emphasizes the importance of using layered prevention strategies to avoid COVID-19 transmission by:

- Universal and proper wearing of masks.
- Physical distancing.
- Regular hand washing, use of hand sanitizer, and good respiratory etiquette.
- Cleaning and maintaining a healthy facility.
- Temperature checks and screening forms.

All students, staff, faculty, and/or visitors must notify Blue Haven Health Academy immediately if they have symptoms, live with someone who have developed symptoms, or in general has been exposed to COVID-19. Please stay home and consult with a healthcare provider for testing

and appropriate care. The list of symptoms, when present, generally suggest that a person may have an infectious illness when exhibiting the following:

- Fever
- Chills
- Cough (for students with a chronic cough due to certain medications or chronic conditions, a change would be noted from their usual baseline)
- Fatigue
- Muscle/Body Aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Note: Failure to follow the Code of Conduct is grounds for immediate dismissal from the program.

SECTION 19: TERMINATION

Termination

If a student commits an offense defined as *gross misconduct*, the student will be expelled from the program without prior warning. Offenses that fall into this category are:

- Possession or use of, or being under the influence of alcohol and/or illegal substances in or around the clinical sites and/or the school's campus;
- Physical, verbal, or emotional/psychological abuse of a resident, employee, visitor, or fellow student;
- Theft, attempted theft, and/or unauthorized possession of property belonging to a resident, visitor, employee, fellow student, or the facility;
- Fighting, hitting, shoving, pushing, or forcibly grabbing another student, resident, employee, or visitor;
- Sexual harassment of any resident, employee, visitor or fellow student;
- Willful behavior resulting in the damage, destruction, or loss of property belonging to residents, employees, visitors, or fellow students;
- Conviction of a felony while enrolled in one of our programs. An indictment for an alleged felony may also serve as a basis for expulsion in cases where the sensitive nature of a student's duties justifies such action;
- Unauthorized disclosure of confidential or privileged information concerning the residents, employees, fellow students, or the facility;
- Accepting bribes, kickbacks, or other gratuities from residents or visitors;
- Refusal or failure to carry out a reasonable assignment after being warned that failure to do so may result in expulsion from this program;
- Inability to pass classroom written/oral examinations with a minimum grade of 70% (after a 2nd attempt);
- Refusal or failure to carry out any part of the aforementioned agreement regarding the rules and regulations of enrollment at Blue Haven Health Academy;
- Failure to provide sufficient funds required for class attendance.

SECTION 20: RE-ENTRY

Re-Entry

Generally, the re-entry option is designed for students who previously enrolled in one of the programs at Blue Haven Health Academy. Typically, students seeking to return to BHHA have had an academic interruption of at least a few weeks to a month. If a student has been dismissed for academic or disciplinary reasons, their application will be routed to the Owner/CEO, who will make the final determination regarding readmission. The Owner/CEO reserves the right to impose terms and conditions aimed at supporting the student's success upon re-entry to BHHA. Each situation is assessed on a case-by-case basis. At a minimum, the student must meet all graduation requirements in effect at the time of his or her re-entry.

SECTION 21: JOB PLACEMENT ASSISTANCE

Placement Assistance

Job placement assistance is available to all students and graduates at Blue Haven Health Academy. Although we cannot guarantee a job, our staff is dedicated to equipping each student with the tools and guidance needed to secure a job. This includes support with searching for and applying to current job openings.

Through our job placement assistance, students receive help with:

- Career Planning
- De-stressing Your Job Search
- Interview Techniques
- Job Openings/Job Search Assistance

- Completing Job Applications
- Networking
- Interview Follow-Up
- Job Retention

SECTION 22: STUDENT GRIEVANCES

Student Grievances (Complaints)

Students are encouraged to resolve concerns directly with the individuals involved before filing a formal complaint. Any student wishing to submit a grievance must first file a formal written grievance with Ursel Brown, CEO/Owner of Blue Haven Health Academy. The written notice should clearly state the specific grievance, parties involved, witnesses (if any), and specific remedies sought. The student should also include their first and last name, student ID number, mailing address, email address, and telephone number. The written grievance must be signed and dated by the student and submitted within ten (10) business days of the alleged incident. The student should maintain a copy of their complaint letter. The CEO/Owner has ten (10) business days to provide a written response to the student. If the student is not satisfied with the decision reached, they may file a complaint with the Board of Regents, which can be contacted at the address below.

Complaints regarding the actions of school officials shall be addressed to the Louisiana Board of Regents, Proprietary Schools Section, Program Administrator, P.O. Box 3677, Baton Rouge, LA 70821-3677, or by phone at (225) 342-4253. Such complaints may be made only after the student has unsuccessfully attempted to resolve the matter with the school by having first filed a written complaint with that school officials.

Austin, Texas 78778-0001

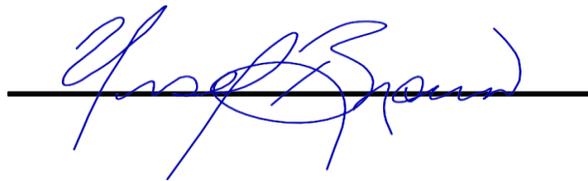
Phone: 512-936-3100

texasworkforce.org/careerschools

SECTION 23: TRUE AND CORRECT

True and Correct Statement

"This information contained in this catalog is true and correct to the best of my knowledge."



Ursel Brown, RN, BSN – OWNER/CEO

APPENDIX A: LOUISIANA PROPRIETARY ENROLLMENT AGREEMENT

LA Proprietary School Enrollment Agreement Guide Appendix A Sample Enrollment Agreement - Programs Less than 300 Clock Hours



SCHOOL OF ENROLLMENT LEADERS OF TOMORROW

BLUE HAVEN HEALTH ACADEMY

649 East Madison Ave

Bastrop, LA 71220

Date: _____

Student Information

First Name: _____ Last Name: _____ Date of Birth: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Social Security Number: _____ Parish: _____

Email Address: _____ Phone: _____ Cell / Home / work

Program Information

Program: _____ Program Length (Hours): _____ Day/Night Classes

Start Date: _____

Enrollment Agreement

In consideration of my acceptance as a student for the above program as of _____ ,

I hereby enroll and obligate myself to pay the order of the above institution, _____

dollars to be paid as follow: \$_____ with the signing of this enrollment agreement

and the balance of \$_____ to be paid as follows: _____

Three-Business-day Cancellation

I understand that if for any reason I am unable to enter, all monies paid will be refunded if requested within three business days after signing an enrollment agreement and making an initial payment.

Cancellation prior to the commencement of classes

I understand that if for any reason I am unable to enter, after three business days, but prior to attending classes all monies paid will be refunded, minus a registration fee of \$ _____ , which shall be retained by the institution.

I understand that WITHDRAWAL AFTER COMMENCEMENT OF CLASSES shall mean the following policy dictates my refund:

1. after a student has completed less than 15% of the program, the institution shall refund at least 80% of the tuition, less the registration fee, thereafter;
2. after a student has completed less than 25% of the program, the institution shall refund at least 70% of the tuition, less the registration fee, thereafter;
3. after a student has completed 25%, but less than 50% of the program, the institution shall refund at least 45% of the tuition, less the registration fee, thereafter;
4. after a student has completed one half or more of the program, the institution may retain 100% of the stated program price;

Percentages of program completion are to be computed based on clock hours. Any unused portion of the book fee will be refunded. Appropriate refunds shall be made within 30 days of the start of the quarter, term, or semester.

I certify that I have:

- received a copy of the school catalog that contains: my program outlines, schedule of all tuition and fees, the refund policy, the student compliant procedure, rules and conduct policy, grading policy, and other information required by law.
- received and read a copy of this Enrollment Agreement and understand it is subject to representation only as expressed herein. I agree to comply with these policies during my period of enrollment.

Tuition and Fees	
Tuition Cost	\$ 1300
Registration Fee	\$ 150
Books and supplies Fee	\$ 185
Miscellaneous Expenses	\$ 165
Total Cost	\$ 1800

Student Signature: _____ Date: _____

School Representative: _____

Signature: _____ Date: _____