



2175 ONEIDA STREET, JOLIET, IL 60435  
 TEL: (815) 254-3738, FAX: (815) 556-0665  
[www.healthcaretrainingschool.com](http://www.healthcaretrainingschool.com)

## REGISTRATION FORM

### STUDENT INFORMATION

Name:		Program: <input type="checkbox"/> CNA <input type="checkbox"/> EKG <input type="checkbox"/> Phlebotomy	
Date of birth:	SSN:	Phone:	
Current address:			
City:	State:	ZIP Code:	
Cell Phone:	Email:	Gender:    Male    Female	

### EDUCATION INFORMATION

Are you a high school student?	Yes    No	College Student?	Yes    No
Did you graduate high school?	Yes    No	College Major (If applicable):	

### PROGRAM INFORMATION:

PROGRAM START DATE	PROGRAM END DATE	CLOCK HOURS:
DURATION (WEEKS):	DAYS OFFERED:	
	Monday    Tuesday    Wednesday    Thursday    Friday    Saturday    Sunday	

### EMERGENCY CONTACT *(Person to contact in case of an emergency)*

Name:		Relationship:
Home Phone:	Cell:	Work:
Address:		Email:
City:	State:	ZIP Code:

### SIGNATURE

By signing below I certify that all information provided on this form is true to the best of my knowledge and understanding.

Signature of applicant:	Date:
Signature HTI Representative:	Date:



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## ENROLLMENT AGREEMENT

### STUDENT INFORMATION

STUDENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE NUMBERS: (H) \_\_\_\_\_ (C) \_\_\_\_\_ (W) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_ STUDENT ID#: \_\_\_\_\_

### PROGRAM INFORMATION

	BNATP	EKG Technician	Phlebotomy Technician
<b>Description</b>	The Basic Nursing Assistant Training Program Certified Nursing Assistant Program (BNATP) or CNA program at Healthcare Training Institute is a 120 clock hour course comprised of 80 hours of theory/lab and 40 hours of hands-on clinical experience designed to prepare students to provide patient care in hospitals, long-term care facilities and home health under the supervision of a registered nurse.	The Electrocardiograph (EKG) Technician Program at Healthcare Training Institute is a certification program designed to prepare the student for the role and responsibility of the EKG technician. Students will learn EKG procedures such as patient preparation, performing and mounting of 12 lead and how to monitor telemetry units among other procedures.	The Phlebotomy training program at Healthcare Training Institute is a 90 hour course designed to provide students with the requisite skills to function as Phlebotomy technician in a healthcare setting. Students enrolled in this certification program will learn through lecture, demonstration and clinical experience among other procedures: <ul style="list-style-type: none"> <li>• Specimen collection, documentation and transportation</li> <li>• Basic anatomy and physiology</li> <li>• Use of laboratory test equipment and laboratory test requirements and policies.</li> </ul>
Your initial below the appropriate program description indicates that you have read and understood the objectives for this program.			
	x	x	x

	BNATP	EKG Technician	Phlebotomy Technician
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<b>Program Objectives</b>	The objective of the CNA program is to prepare students to be able to provide care to patients in various clinical settings while preparing them for the state licensing exam.	To prepare students to be able to know the following among others: <ul style="list-style-type: none"> <li>• Demonstrate knowledge of the anatomy and physiology of the Cardiovascular System</li> <li>• Demonstrate knowledge of medical terminology related to EKG.</li> <li>• Identify the phases of the cardiac cycle.</li> <li>• Demonstrate basic understanding of EKG interpretations</li> </ul>	To prepare students to be able to know the following among others: <ul style="list-style-type: none"> <li>• Demonstrate knowledge of the health care delivery system and medical terminology.</li> <li>• Demonstrate knowledge of infection control and safety.</li> <li>• Demonstrate basic understanding of the anatomy and physiology of body systems.</li> <li>• Associate the major areas / departments of the clinical laboratory with the laboratory tests ordered to evaluate a patient's pathologic condition / illness.</li> </ul>
	Your initial below the appropriate program objectives indicates that you have read and understood the objectives for this program.		
		x	x

	BNATP	EKG Technician	Phlebotomy Technician
<b>Prerequisites</b>	<ul style="list-style-type: none"> <li>• No prerequisite courses</li> <li>• Applicant must be at least 16 years of age with a valid Social Security Number</li> <li>• No High School Diploma</li> <li>• Additional requirements may have to be met</li> </ul>	<ul style="list-style-type: none"> <li>• Must be at least 18 years of age with a valid Social Security card</li> <li>• Must have a high school diploma or GED</li> </ul>	<ul style="list-style-type: none"> <li>• Must be at least 18 years of age with a valid Social Security card</li> <li>• Must have a high school diploma or GED</li> </ul>
Your initial below the appropriate prerequisites indicates that you have read and understood the prerequisites and that you meet the set requirements for admission to this program.			
	x	x	x



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DATE OF ADMISSION: \_\_\_\_/\_\_\_\_/\_\_\_\_

PROGRAM START DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ SCHEDULED END DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

FULL TIME  PART-TIME  DAY  EVENING

CLASS MEETS: (CIRCLE) M T W Th F Sa Su

TIME CLASS BEGINS: \_\_\_\_\_ TIME CLASS ENDS: \_\_\_\_\_

NUMBER OF WEEKS: \_\_\_\_\_ TOTAL CREDIT or CLOCK HOURS: \_\_\_\_\_

### **TUITION & FEES**

NON-REFUNDABLE REGISTRATION FEE: \$ \_\_\_\_\_

TUITION: \$ \_\_\_\_\_

BOOKS & SUPPLIES: \$ \_\_\_\_\_

MISC. EXPENSES: \$ \_\_\_\_\_

OTHER: \$ \_\_\_\_\_

*Other Includes:* \_\_\_\_\_

TOTAL COST FOR \_\_\_\_\_ PROGRAM / COURSE: \$ \_\_\_\_\_

### **FINANCIAL AID**

Healthcare Training Institute does not provide any financial aid assistance or federal financial aid. Students are encouraged to check with the business office on financial aid resources available in the local area.

### **PAYMENT OPTIONS**

Tuition payment can be made by cash payment or a major credit card. Students who cannot make full payment upon registration can make arrangements to pay tuition weekly, bi-weekly or monthly. All tuition payments are due by the fourth week of class.

### **WORKFORCE INVESTMENT ACT OF ILLINOIS (“WIA”):**

WIA Approved classes:

- Basic Nursing Assistant Training Program
- Phlebotomy Technician Program
- Electrocardiograph Technician Program (EKG)



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### **NOTICE TO STUDENT**

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument and is only binding when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. **READ ALL THE PAGES OF THIS DOCUMENT BEFORE SIGNING.**
3. You are entitled to an exact copy of the agreement and any disclosure pages you sign.
4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. Any changes in this agreement must be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by the authorized official of the school and by the student or the student's parent or guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.
6. The school does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.
7. You must pass a criminal background check before being eligible to participate in clinicals. Certain applicants who do not pass a criminal background check may apply for a Healthcare Worker waiver. Please contact the Illinois Department of Public Health for more information.

### **STUDENT'S RIGHT TO CANCEL**

The student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within thirty (30) days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

**Requests for refund shall be in writing to:**

**Attn: Program Director  
Healthcare Training Institute  
2175 Oneida Street, Suite 100  
Joliet, IL 60435  
Telephone: (815) 254-3738  
Fax: (815) 556-0665**

