Larock healthcare Academy

2026 - 2027 SCHOOL CATALOG

Changing lives, one student at a time.

/LarockAcademy

Revised: March 2026

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ABOUT LAROCK HEALTHCARE ACADEMY

Our Purpose

We exist to help our students achieve their goal of a new career choice by understanding their individual needs and delivering quality education.

Our Mission

To be a dynamic career school dedicated to meeting and exceeding the educational and workforce training needs of individuals and businesses in the Greater Columbus, Cleveland, Canton Ohio and Florence Kentucky metropolitans.

Non-Discrimination Statement

"Larock Healthcare Academy is committed to the principle of equal opportunity in education and employment. The Academy does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity or expression, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, admissions policies, employment policies, and other Academy administered programs and activities, but may favor US citizens or residents in admissions."

- Statement may be posted in a conspicuous place at all Larock locations.
- All staff, instructors, students and Larock personnel shall uphold the tenets of this statement at all times and through all correspondences and interactions.
- Appropriate disciplinary action will be taken for those who violate this policy.

Governing Body, Officials & Faculty

Larock Healthcare Academy is owned by Beckfield College, LLC, a Delaware corporation, which is located at 16 Spiral Drive, Florence, KY 41042, USA. Beckfield College is owned by MCC Holdings, LLC.

Beckfield College is governed by the following board of managers:
Chief Executive Officer……Diana Lawrence

List of Faculty & Administration

Larock Healthcare Academy Columbus Staff

- Ms. Kristen Bishop Academy Director
- Ms. Alyssa Geier Director of Operations
- Ms. Tonya Roland Director of Education
- Ms. Mary Martin Instructor,
- Mr. Edmund Brown Instructor,
- Ms. Stephanie Whitehead Instructor
- Ms. Alasia Ellis Instructor
- Ms. Toi Mccormick Instructor

Larock Healthcare Academy Cleveland Staff

- Ms. Kristen Bishop Academy Director
- Ms. Alyssa Geier Director of Operations
- Ms. Tonya Roland Director of Education
- Ms. Kaitlin Von Der Vellen Admissions Representative
- Mr. Willie Bowman Instructor
- Ms. Erika Jones Instructor

Larock Healthcare Academy Canton Staff

- Ms. Kristen Bishop Academy Director
- Ms. Alyssa Geier. Director of Operations
- Ms. Tonya Roland Director of Education
- Ms. Kim Ady Senior Admissions Representative
- Maia Weir Instructor

Larock Healthcare Academy Florence Kentucky Staff

- Ms. Kristen Bishop, Academy Director
- Ms. Alyssa Geier. Director of Operations
- Ms. Tonya Roland Director of Education
- Ms. Eurethea Len Harris Instructor

Contact Information

Columbus Academy
2780 Airport Drive, Ste. 150
Columbus, OH 43219
Tel: (614) 733-9542 or (800) 951-3757
E-mail: admissions.cmh@larockacademy.com

Florence Academy
16 Spiral Dr.
Florence, KY 41042
Tel: (937) 818-5164 or (800) 951-3757
E-mail: admissions@larockacademy.com

Cleveland Academy
7261 Engle Road Ste. 400
Middleburg Heights, OH 44130
Telephone: (440)772-1110 or (800) 951-3757
E-mail: admissions.cle@larockacademy.com

Canton Academy
4960 Higbee Ave NW, Suite 200
Canton, OH 44718
Tel: (330) 818-7244 or (800) 951-3757
Email: admissions.ctn@larockacademy.com

PLEASE NOTE: Calling any other number than the ones listed above may not yield a timely response.

Operating Hours & School Calendar

Academy staff is available by telephone at their respective extension. General operating hours vary by Academy. Please contact your desired Academy for more information on hours of operation. Appointments are preferred.

- The following are holidays officially recognized by Larock. Classes may not be held on these days and our offices will be closed.

- New Year's Day
- Martin Luther King, JR Day *(Odd numbered years)*
- President's Day *(Even numbered years)*
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Licensure

Larock Healthcare Academy is licensed and registered with the State of Ohio Board of Career College and Schools (OBCCS) and the Kentucky Commission on Proprietary Education (KCPE):

- Columbus registration number: #13-05-2018T
- Parma Heights registration number: #13-05-2019T
- Canton registration number: #13-07-2022T
- Florence license number: #KY-R-0489

SAFETY AND EMERGENCY SITUATIONS

Larock Healthcare Academy places the safety and security of its students, faculty members and staff as a top priority. If a problem could cause immediate damage to the property or appears to be life threatening, please contact the police or fire department immediately by dialing 911 and report the incident to the Academy Director immediately. In the event of an emergency, students are expected to fully cooperate with faculty members, staff and Directors of Larock.

Building Safety

When not in use, the building must be always locked and should only be accessed by authorized personnel. In the event of an emergency or need to evacuate the premises, people will evacuate the building in a quick and orderly manner. Re-entry will not be permitted until Directors, or emergency personnel give explicit permission to do so.

Weather Emergencies

In the event of a tornado warning, all persons must proceed to the designated areas. Please refer to the posted tornado procedures for bathroom locations for safety.

Personal Safety

Do not leave your personal belongings in an unsecured place. During clinicals or while at the Academy, keep all valuables safely secured in the trunk of your car or out of sight in the car. In the event of any accident, theft, or injury a student is required to complete an incident report. Larock Healthcare Academy is not responsible for theft or damage to vehicles or their contents.

Student Injury or Illness

Any expenses incurred by injury, accident, or illness that occurs at either the Academy or clinical area, is the sole responsibility of the student; Larock Healthcare Academy is not responsible for any medical expenses. If a student becomes ill while at Larock Academy and the instructor determines that it is not in the best interest of the student to remain in the classroom, they will be authorized to leave the class session to seek medical treatment. Instructors reserve the right to request appropriate documentation to indicate the sought-after medical treatment.

In case of injury or exposure to infection, the student must follow academy protocols. If emergency medical treatment is required, the student may elect to go to the emergency room for treatment or to their own healthcare provider.

Children at the Academy

Larock Healthcare Academy locations are intended to be distraction-free learning environments. Therefore, children are not permitted to attend classes unless previously signed off by the Director. No one under 18 yrs. old is permitted in the classrooms or on Campus at any time.

PROGRAM INFORMATION

Programs

Phlebotomy Technician Plus+ Certificate Program
Clock Hours: 58.00

EKG/Cardiac Monitor Technician Certificate Program
Clock Hours: 58.00

Patient Care/Multi-Skilled Technician Certificate Program
Clock Hours: 156.00

Medical Billing & Coding Specialist Certificate Program
Clock Hours: 225.00

Medical Office Administration
Clock Hours: 180.00

Clinical Lab Assistant
Clock Hours: 48.00

Blood Lab Specialist
Clock Hours: 114.00

Medical Assistant
Clock Hours: 196.00

Program Descriptions & Content Outlines

Phlebotomy Technician Plus+ Program
Larock offers options for individuals to become Phlebotomy Plus+ Technicians. Phlebotomists work directly with patients to obtain the specimens necessary to perform testing for diagnosis, treatment and prevention of disease. Larock's program will teach students the industry knowledge and skills necessary to become successful phlebotomists. Program content areas include (1) infection control, universal precautions, and safety; (2) anatomy and physiology of circulatory & other major body systems and medical terms; (3) identification, accuracy, ramifications to patients; (4) preparation and site selection; (5) equipment and additives; (6) disposal; (7) infectious disease and biohazards; (8) the coagulation process; (9) sources of error; (10) risk factors and complications; (11) corrective actions; (12) application of professional topics (communication, stress management, ethics, legal); and (13) quality assurance. Upon successful completion of this Program, students will receive a certificate of completion and will be eligible for National Certification through the National healthcare Association (NHA).

Program Objectives:
1. To introduce students to the use of specimen collection equipment, to collection procedures, and to acceptable standards of work in the industry.
2. To introduce students to the basics in anatomy, physiology, medical terminology, infection control, safety and best practices in the healthcare field.
3. To introduce students to time and quality phlebotomy practice requirements and laboratory skills.
4. To orient students to the range of specimen collection methods, topics, and occupations which characterize the field.
5. To provide students with opportunities to develop basic phlebotomy skills.

EKG/Cardiac Monitor Technician Program
This Program will provide you with an overview of basic cardiovascular terminology, anatomy and physiology with a focus on the proper placement of electrocardiogram (EKG) leads and maintenance of equipment to obtain an accurate 12-Lead EKG. Students will learn to recognize cardiac arrhythmia and the responsibilities of ECG\EKG / Cardiac Monitor Technicians. The Program provides laboratory opportunities to develop entry level skills. Upon successful completion of this Program, students will receive a certificate of completion and will be eligible for National Certification through the National healthcare Association (NHA).

Program Objectives:
1. To introduce students to EKG interpretations and the cardiac cycle.
2. To instruct students to recognize normal and abnormal EKG's.
3. To introduce students to cardiac disorders and emergencies.
4. To instruct students in Cardiopulmonary Resuscitation.
5. To instruct students in Electrocardiography (ECGs).

Patient Care/Multi-Skilled Technician Program
This program will prepare the student for an entry-level position as a Patient Care Technician. Emphasis is on technical skills necessary to perform personal care to complex patients, implementation of selected portions of care plans, including respiratory services, cardiac services, specimen collection, and rehabilitation services under the supervision of registered nurses. Upon successful completion of this Program, students will receive a certificate of completion and will be eligible for National Certification through the National healthcare Association (NHA).

Program Objectives:
1. To introduce students to the health care environment and profession.
2. To introduce students to the basics in anatomy, physiology, medical terminology, infection control, safety and best practices in the healthcare field.

3. To introduce students to the various physical and mental health and social service needs of patients.
4. To orient students to the skills necessary to assist patients with basic activities of daily living (ADLs) as well as more complex personal care.

Medical Billing & Coding Specialist Program

The Medical Billing & Coding Specialist can find a rewarding position as a health insurance claims processor or coder in a medical office practice. The content areas include medical billing procedures, insurance claims processing, medical terminology, anatomy and physiology, CPT coding, Coding, ICD-10-CM Coding, HCPCS Level II coding, CCI edits, learning strategies and job search skills. Upon successful completion of this Program, students will receive a certificate of completion and will be eligible for National Certification through the National HealthCare Association (NHA).

Program Objectives:

1. To introduce students to the medical office environment.
2. To introduce students to the basics in anatomy, physiology, medical terminology, and best practices in the health care field.
3. To introduce students to CPT, ICD-10 and HCPCS Level II Coding.
4. To orient students to the range of CCI Edits which are vital to the profession.
5. To provide students with opportunities to develop basic job search skills.

Medical Office Administration

The Medical Office Administrator can find a rewarding position as an essential part of a physician's office or medical clinic. Job growth is expected to increase by 36% between 2012 and 2022 according to the Bureau of Labor Statistics. Those who are skilled and knowledgeable in technology and computer software are in particularly high demand. A MOA must be able to handle multiple priorities at one time, have great customer service skills and a gracious phone manner. MOAs should also have an understanding of medical terminology and general medical procedures which will be taught during the program here at Larock. Upon successful completion of this program, students will receive a certificate of completion and will be eligible to take the National HealthCare Association's (NHA) Certified Medical Administrative Assistant (CMAA) certification examination.

Program Objectives:

1. To introduce students to the health care environment and profession
2. To introduce students to the basics in medical terminology, insurance billing and basic coding
3. To introduce students to quality customer service and satisfaction, scheduling appointments and documentation of patient information

Clinical Lab Assistant

As a clinical laboratory assistant, you will work under the supervision of a physician or a lab technician or technologist to gather, prepare, and help them with their examination of specimens. Generally, the main job tasks include performing lab and administrative tasks as necessary such as preparing slides or cultures, examining blood samples and counting white and red blood cells, collecting specimens and ensuring that the lab complies with all regulations and laws

Program Objectives:

1. To introduce students to the healthcare profession.
2. To introduce students to the basics in Anatomy & Physiology, Medical Terminology and infection control and safety.
3. To Introduce students to time and quality clinical lab assistant requirements.
4. To prepare students to work in the clinical lab assistant field.

Blood Lab Specialist

The Blood Lab Specialist Program gives graduates the opportunity to fill various positions within a laboratory, doctor's office, hospital, and various other healthcare facilities while having all the necessary skills to work as an independent contractor in the mobile health exam field. Larock's Blood Lab Specialist Program will provide you with multiple certificates in areas of: Phlebotomy Plus+ Technician, Clinical Lab Assistant, and a workshop certificate in Paramedical Examiner.

Program Objectives:

1. To introduce students to the healthcare profession.

2. To introduce students to the use of specimen collection equipment, to collection procedures, and to acceptable standards of work in the industry.
3. To introduce students to the basics in anatomy, physiology, medical terminology, infection control, safety and best practices in the healthcare field.
4. To introduce students to time and quality phlebotomy practice requirements.
5. To orient students to the range of specimen collection methods, topics, and occupations which characterize the field.
6. To Introduce students to time and quality clinical lab assistant requirements.

Medical Assistant

Larock Healthcare Academy's Medical Assistant program prepares graduates to work in the healthcare industry to assist Doctors, Nurse Practitioners, and Physician Assistants. Medical Assistants perform both clinical and administrative duties in hospitals, doctor's offices, clinics, urgent care centers, specialty medicine and general practices.

Program Objectives:

1. To introduce students to the healthcare profession
2. Students will have four separate certificates: Phlebotomy Plus+ EKG/Cardiac Monitor, Patient Care, Technicians and Clinical Medical Assistant, with the objective for the graduate to be a multi-skilled, Super Technician.
3. Access for 6 months to an Electronic Health Records software program.

Class, Clinical & Externship Hours

Class, clinical and externship hours (if applicable) vary per program and type of program in which the student is enrolled. Each student is given a Daily Student Schedule and/or a Program Syllabus. These should be referenced for class days and times.

New programs begin every month. Programs may be canceled or pushed back if class size requirements are not met. Should a class be cancelled for any reason, students will be given appropriate notice when possible. The class will be made up at the end of the program, or during the most convenient time. During times of inclement weather, students are encouraged to monitor the local television stations for school closings. If not closed, students are expected to be in class and on time during all scheduled class sessions.

PLEASE NOTE: Class hours and days are subject to change. Appropriate notice will be given when can.

ADMISSIONS INFORMATION

Entrance Requirements

Phlebotomy Technician Plus+

- 18+ years of age or High School Graduate (if under 18)
- High School Diploma or GED *(if taking NHA exam)*
- Current, government-issued photo I.D.

EKG/Cardiac Monitor Technician

- 18+ years of age or High School Graduate (if under 18)
- High School Diploma or GED *(if taking NHA exam)*
- Current, government-issued photo I.D.

Patient Care/Multi-Skilled Technician

- 18+ years of age or High School Graduate (if under 18)
- High School Diploma or GED (if taking NHA exam)
- Current, government-issued photo I.D.

Medical Billing & Coding Specialist

- 18+ years of age or High School Graduate (if under 18)

- High school diploma or GED *(if taking NHA exam)*
- Current, government-issued photo I.D.

Medical Office Administration
- 18+ years of age or High School Graduate (if under 18)
- High School Diploma or GED *(if taking NHA exam)*
- Must be computer efficient

Clinical Lab Assistant
- 18+ years of age or High School Graduate (if under 18)
- Current, government-issued photo I.D.

Blood Lab Specialist
- 18+ years of age or High School Graduate (if under 18)
- Current, government-issued photo I.D.

Medical Assistant
- 18 + years of age or High School Graduate (if under 18)
- Current, government-issued photo I.D.

Enrollment Dates

Students may enroll in any program prior to the start of the first class if the class is not already full and can even begin on the second day of class, should late enrollment be approved.

Transfer of Credits to Larock from another Institution

Credits earned from other schools are not accepted by Larock Healthcare Academy unless approved by the Director and the Admissions Department.

Transfer of Credits from Larock to another Institution

Larock does not guarantee the transfer of credits from Larock to another educational institution. Acceptance of credits earned through Larock is up to the receiving institution. Transcripts can be furnished upon request. Additional fees may apply.

TUITION AND FEES

Financial Obligations

(See page 22 for tuition and fees)

Enrollment fees are due with the application prior to the start of class. Prior to admission into a program, students are required to review and sign an Enrollment Agreement. All tenets of this Agreement must be adhered to; otherwise, a student will not be permitted to continue with the program, unless agreed upon in writing by the Director. Additional costs such as student health screenings and immunizations, background checks, externship requirements and other financial obligations not specified in the School Catalog or Enrollment Agreement are the responsibility of the student. Payments can be mailed, phoned in, paid online, or delivered in person to Larock Healthcare Academy. Please see the contact information listed on page 3 for your Academy's mailing address.

Payment Methods:
- Cash
- Check
- Money Order or Cashier's Check
- VISA, MasterCard, Discover & American Express
- Workforce Investment Act (WIA)
- Bureau of Vocational Rehabilitation (BVR) & Office of Vocational Rehabilitation (OVR)
- Military Spouse Career Advancement Account (MyCAA)
- Bureau of Workers Compensation (BWC)

Scholarship Opportunities

Larock Healthcare Academy is committed to helping students achieve their educational and career goals by offering scholarship opportunities to eligible students.

The Academy awards two (2) scholarships per calendar year at each of its four campus locations, for a total of eight (8) scholarships annually.

Students interested in applying for a scholarship are required to complete and submit a scholarship essay for consideration. Scholarship recipients are selected based on a review of their essays and approval by Academy administration.

Scholarship amounts, application deadlines, and additional eligibility requirements will be communicated by the Admissions Department.

Scholarships are not guaranteed and are subject to the Academy's selection and approval process.

Refund Policy

For Ohio students, all enrollment fees, tuition and other fees paid may be refunded provided the student notifies Larock in writing within five (5) calendar days of signing the Enrollment Agreement. Larock will refund, in-full, all tuition and fees paid pursuant to the Enrollment Agreement. Such refund *will be made no later than thirty (30) days after the notification is received. This provision shall not apply if the student has already started academic classes. In the case of a documented student illness or accident, death in the family or other circumstances beyond the control of the student, the student shall be entitled to special considerations and Larock may settle the account for an amount which is less than that called for by the school's established policy.*

Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code section 3332-1-10:

1. A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
2. A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
3. A student who starts class and withdraws after the academic term is15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
4. A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
5. A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

For Kentucky students, all enrollment fees, tuition and other fees paid may be refunded provided the student notifies Larock in writing within five (5) calendar days of signing the Enrollment Agreement. Larock will refund, in-full, all tuition and fees paid pursuant to the Enrollment Agreement. *Such refund will be made no later than thirty (30) days after the notification is received. This provision shall not apply if the student has already started academic classes. In the case of a documented student illness or accident, death in the family or other circumstances beyond the control of the student, the student shall be entitled to special considerations and Larock may settle the account for an amount which is less than that called for by the Academy's established policy.*

Refunds for tuition and refundable fees shall be made in accordance with the following provisions:

1. A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
2. A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
3. A student who starts class and withdraws after the academic term is15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
4. A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
5. A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The Academy shall make the appropriate refund within thirty days of the date the Academy is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic activity.

Cancellations and withdrawals must be in writing through one of the following means:

- Email or Standard USPS Mail: (See *Contact Information* for addresses)

Any student who violates the Attendance Policy and does not notify Larock within (5) business days of their willingness to continue the program may be dismissed from the program. The refund policy in the Enrollment Agreement shall apply. For more information on absences and missed days, see the Attendance Policy.

Penalty for Late Tuition Payment

All fees must be paid in full by the predetermined date for each specific Program. If a tuition payment is late, the student's account will incur a $50.00 fee for the first day and will accumulate a $5.00 per day fee thereafter until the payment, including the late fees, are paid in full. Additionally, if tuition is not received in full by the 40% completion date, students are no longer allowed to attend classes at Larock unless otherwise approved by the Director. Any missed days will incur penalties as described in the Attendance Policy.

Default Statement of Account

A *Default Statement of* Account occurs when a student does not comply with the terms of the Enrollment Agreement by failing to make the scheduled payments on the specified due date(s). Students, who miss the due date of more than two (2) payments, as agreed upon in their Enrollment Agreement, may be subject to dismissal from the program. Additionally, outstanding fees and tuition still owed by the student must be satisfied to remove the *Default* status of the account. Failure to satisfy outstanding fees and tuition within thirty (30) days will result in the submission of the student's account to a collections agency.

Students, who previously had a default statement of account and wish to return to Larock, are responsible for any outstanding fees and tuition owed. Returning students do not qualify for Larock's payment plan; all tuition and fees must be paid in-full prior to the first scheduled class day, unless approved by the Director.

Final Practical Exam Re-take Fee

For classes that require a final practical exam, students will be given the materials to successfully pass the final practical during the first day of class. Should a student fail to pass the first attempt at the final exam, he/she may re-take the exam, but may incur a $75.00 charge as a result. Students must pay this amount in full prior to gaining access to a second attempt. The second attempt must be scheduled within 48 hours of the first attempt, or at the instructor's discretion.

Non-Sufficient Funds Penalty

Any check that is written without sufficient funds to cover the written amount will incur a fee penalty of $30.00. This fee will be in addition to any fees charged by your bank or financial institution.

ACADEMIC INFORMATION

Grading System

Grading Scale

A	90% and above.
B	80% – 89%
C	70% – 79%
D	60% – 69%
F	59% or less.

Incomplete
Withdrawn

Benchmarks for acceptable grades are determined separately for each method of evaluation in each program. Please refer to the program and/or Program syllabus for additional details.

Graduation Requirements

Students of Larock are held to high standards to ensure students graduate with a high level of knowledge in their respective fields. The following are graduation requirements for Larock:

1. Obtain an aggregated grade of a “C” or better and pass the final exam(s)
2. Complete all make-up work required.
3. Demonstrate proficiency in all skills.
4. Demonstrate proficiency and accuracy in drawing specimens *(Phlebotomy Only).*
5. Satisfy externship and/or clinical rotation requirements.
6. Satisfy all financial obligations with Larock.

Appealing a Grade

It is within the student’s rights to appeal their final grade. Formal requests for a grade appeal must be submitted to the instructor in writing within three (3) business days of the class completion. All appeals must include the rationale for changing a final grade. If the student is dissatisfied with the final decision by the faculty member, they may contest the final grade, in writing, with the Academy’s Director. All decisions made by the Director are final.

Transcript Request

Requests for transcripts must be submitted in writing to Larock. There is a $6.00 fee per issued transcript. Rush transcripts are available for an additional $4.00. Transcripts can be requested in person or can be submitted online via the form on the Alumni page. A transcript request will not be processed should a student have an outstanding balance on their account. Any outstanding balances must be paid in full prior to a transcript being authorized for release.

Record Request and Access

Upon completion of a Program, students shall have ten (10) business days to access all educational Program records. A request must be procured in writing to the attention of "Educational Program Records" and contain the following:

1) Full Student Name
2) Last four (4) digits of SSN
3) The Program's educational records which the student wishes to review

Larock shall determine the date, time and method in which the records can be reviewed. No copies will be given of any educational Program records. The student may request an unofficial and/or official transcript, if preferred.

Family Educational Rights and Privacy Act (FERPA)

From www.ed.gov:

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;

- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.
- Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education 400 Maryland
Avenue, SW Washington, D.C. 20202-8520

STANDARDS OF ACADEMIC PROGRESS

Conditions for Academic Probation

Students who do not maintain attendance, grades, or laboratory performance acceptable to the standards of Larock may be placed on Academic Probation. Should this occur, the student must complete an Academic Conference with the academy Director to define goals the student must meet in order to reach the expected level of satisfactory performance. If at any time, grade averages fall to the point of not being able to graduate with a "C" or better, this will immediately be reviewed with the student by the Instructor and the Director and if there is no possibility of improvement, the student will be on Academic Probation.

Conditions for Re-entrance

Students who have been dismissed, dropped out, or placed on Academic Probation from a program may be readmitted at the discretion of the academy Director. A student may be required to complete an essay on how they will modify behaviors to reach the expected level of satisfactory performance.
Depending on the circumstances and program, a student may be required to re-pay part or all tuition and fees.

Leave of Absence (LOA)

Larock Healthcare Academy understands that life events may require a student to modify class enrollment and schedules. The leave of absence policy is designed to allow the student flexibility in his/her program enrollment to adjust to these life events. The leave of absence policy also extends to students the ability to make up any Programs missed during the approved leave. The following information shall assist the student in determining whether a leave of absence status is correct for their situation:

1. Requests for a leave of absence will be considered individually by the Director.
    a. A leave of absence ordinarily will be granted to students in good standing.
    b. A leave of absence may be granted for a maximum period of six (6) weeks. Any request exceeding six (6) weeks must receive prior approval from the Academy Director. When a leave of absence is granted during the Program of an academic period, all Program work in the period during which the leave begins must be completed.
    c. If a student has a grade less than a “C” in any Program, he/she will not be considered in good standing.
    d. A request for a leave by a student who is not in good standing is subject to review by the Director and Instructor.
    e. At the time the student initiates the request for a leave, the Program Coordinator and Instructor will ascertain the student's academic performance to that point in each Program underway and grade the student's performance to date. This information will be used to determine whether the student is in good standing and what conditions should be imposed on the leave.
    f. In the event conditions are imposed on the leave, the Director will review the student's record before he or she is permitted to return from the leave.
2. Students may appeal to the Director in writing to request a waiver of these policies or re-consideration of

denials of leave of absence.
3. Any unpaid tuition must be paid while on leave.

STUDENT CONDUCT & ACADEMY POLICIES

Student Responsibilities

Larock Healthcare Academy expects students to:

- Be prepared and ready to learn for each class.
- Respect others and embrace diversity.
- Participate and stay alert in class.
- Be respectful of the instructors and academy staff.
- Study and complete assignments on time.
- Attend every class session and be ready to start on time.
- Follow directions, policies and procedures during classroom and clinical time.
- Conduct themselves with appropriate behavior.
- Maintain a harassment -free, violence- free, and a substance abuse- free classroom environment.
- Refrain from eating or drinking during instruction. This should be done during break time(s).

Disability Policy

Larock Healthcare Academy is committed to making accommodations to serve students with disabilities in compliance with the Americans with Disabilities Act of 1990, as amended by the ADA Amendments Act of 2008, Section 504 of the Rehabilitation Act. Additionally, Larock recognizes and upholds the state and local requirements regarding students and applicants with disabilities. Therefore, no qualified individual will be denied participation rights in the programs of Larock once the disability has been sufficiently documented.

Larock Healthcare Academy recognizes disabilities including mobility, sensory, health, psychological, and learning disabilities. It is the responsibility of the student to submit a request for accommodations to the administrative office. Once approved, every effort will be made to offer reasonable accommodation to students with disabilities. As per the Department of Education, Larock will provide accommodations to ensure qualifying students receive an equal opportunity to participate in Larock's programs but is unable to guarantee accommodations that are unduly burdensome or that alter the nature or curriculum of the program.

Career Assistance

Larock is dedicated to assisting students with learning the necessary skills to obtain employment after graduation by offering a cover letter and resume development, and interview tips seminar for every program. Larock also maintains a Job Board with employment opportunities relevant to the programs offered at Larock and attainable for students who graduate with the skill level learned at Larock. When possible, Larock representatives provide tips for employment too. Larock does not guarantee employment.

Printer and Photocopy Machines

Printers and Photocopy machines are available for use while at the Academy. Students are subjected to a small fee to gain access to these machines.

Student Housing

The locations of Larock Healthcare Academy are commuter campuses. Academy housing is not offered to students of Larock.

Student Parking

Parking is offered at no additional cost for all students of Larock Healthcare Academy. All items must be secured within student vehicles; Larock is not responsible for any lost or stolen items. Students attending clinical sessions must adhere to parking standards on site and may be required to carpool to clinical sites. Any parking expenses or fees incurred while attending Larock Healthcare Academy, either on or off-site during Program activities, are the responsibility of the student.

Attendance Policy

Due to the duration and intensity of the programs offered at Larock Healthcare Academy, absences are strongly

discouraged. Should you miss a class due to unforeseen circumstances, you must contact your instructor immediately to determine the appropriate method for make-up work. Issuance of make-up work and the way it must be completed is at the instructor's discretion. Make-up work can include, but is not limited to:

- Additional time outside of the classroom dedicated to curriculum review
- Administered written assignments or exercises of equal value to the missed Program work.
- Attending additional class days corresponding with missed material
- Private make-up session with the instructor
    - Make-up sessions with the instructor will require an additional fee. The fee shall be set at a rate of $38.22 per hour. Make-up dates and times must be approved by the instructor.

A student cannot miss more than 15% of their regularly scheduled class days for Programs up to 100 clock hours, or more than 10% for Programs between 101 and 300 clock hours. Students who miss more than their allotted number of total regularly scheduled class days may be dismissed from the program. There are no absences permitted during externships. Should a student be marked absent for more than the allotted missed days of their registered program, the following may occur:

- The student may be placed on academic probation, barring them from any additional participation in lab sessions until the missed days have been made up as per the instructor's discretion.
    - Students must strictly adhere to the policies set forth within their probation agreement. Absences, tardies, missed assignments, or disruptive behavior will not be tolerated and will result in the student's dismissal from the program.
- The student may be asked to re-enroll in a new class session and will be responsible for any additional tuition or fees owed.
    - Before re-enrollment, students may have to submit a program transfer/re-entry form with a letter of intent detailing how their behaviors will change if allowed to return to a Larock program. This form and letter of intent shall be reviewed by the Director and will be subject to either approval or disapproval for the intended Program change.
- The student may be barred from attending any further programs at Larock Healthcare Academy. This Program of action is only taken after careful consideration by the school Director and program coordinator.

In the event any of these instances should occur, students are required to submit a program transfer/re-entry form with a letter of intent detailing how their behaviors will change if allowed to return to a Larock program. This form and letter of intent shall be reviewed by the Director and will be subject to either approval or disapproval for the intended Program change.

Dress Code & Uniform Standards

Students must wear uniforms of the designated scrub color and white tennis shoes for each lecture, lab, and clinical assignment. During the winter months, students can wear a long- sleeved white shirt under their scrub top. Shoes must have a closed-toe and heel for the safety of the students. No crocs, flip-flops, sandals, or high heels are permitted. Any student who arrives at a lecture, lab, or clinicals in the incorrect uniform, will be sent home and is responsible for making up any missed classwork or time.

<u>Uniform Standards</u>

Scrubs are required during all class and clinical sessions. **Please note the color requirement for your program**:

- Patient Care/Multi Skilled Technician: Cool/Light Grey
- Phlebotomy Technician Plus+: Burgundy
- EKG / Cardiac Monitor Technician: Burgundy
- Medical Billing & Coding Specialist: N/A
- Medical Office Administration: N/A
- Clinical Lab Assistant: White scrub pants and white lab coat
- Blood Lab Specialist: White scrub pants and white lab coat
- Medical Assistant: Purple

<u>Shoe Standards</u>

Tennis shoe type only. **Color must be predominantly white.** NO CLOGS, OR OPEN TOE ALLOWED, INCLUDING CROCS.

<u>Grooming & Dress Code Standards</u>

The grooming and dress code standards described within are set forth to uphold safety, infection control, and professional standards in and outside of the classroom. They are as follows:

1. Daily hygiene practices are essential and should include cleansing the skin and using a deodorant. Hair should be neatly groomed and reflect high personal care standards. Beards and/or mustaches should be

neatly groomed and short in length.
2. Perfumes, colognes, and scented lotions are to be used in moderation, keeping in mind that many healthcare facilities prohibit using these fragrances. Make-up should be applied in moderation.
3. Hands must be clean and well cared for with nails shortened to an appropriate length.

Exposure Incident Procedure

If a needle stick injury occurs during a phlebotomy procedure and a student is exposed to another individual's blood or bodily fluid, certain actions must be taken. In the event of any exposure, current CDC guidelines will be followed at the student's expense. The source is not required to disclose their HIV or HBV status; however, according to Ohio law, the source must submit to blood testing. It is strongly encouraged and recommended all students carry health insurance to help cover these costs.

Larock Healthcare Academy maintains records of incidents including, but not limited to, needle sticks. The student is also required to complete the Exposure Incident Form. This applies to incidents which occur in the classroom and at the externship facility.

If necessary, the emergency squad will be contacted. For life threatening emergencies, contact emergency services by dialing 911 from any Academy phone. During clinical experiences, the same procedures should be followed, or if placed in a hospital setting, students shall admit themselves to the Emergency Room. If any injuries do occur during class, students must report this to his/her instructor, and an Exposure Incident Form will be filed. The student is financially responsible for any costs associated with services provided; therefore, all students are strongly advised to carry their own health insurance.

Health Insurance

Situations which would require students go to the emergency room (ex.: needle stick injury) can become quite costly; therefore, students are strongly encouraged to carry health insurance. It is the student's responsibility to obtain coverage as Larock does not provide this benefit. Also, you may be required to show proof of health insurance.

Student Identification

Students participating in an externship or clinical will be issued a photo identification card with his/her name. It is required that students possess their ID cards during all clinical and externship sessions.

Should a student *forget or misplace the ID card and not possess it during class and/or clinical, Larock reserves the right to dismiss the student to obtain the ID card. Any missed class time and/or days will be at the student's expense.*

ID cards that are lost or stolen should be reported to the instructor and/or program coordinator. A replacement fee of $10.00 will be charged for each ID card that must be issued.

Appropriate action will be taken for any student who lends, steals, or falsifies a Larock Student ID card.

Lost & Stolen Items

School books, equipment, or clothing items checked out to a student that are lost or stolen are the responsibility of the student and his/her parent/guardian and must be replaced or purchased at the current replacement cost.

LHCA, its staff members and affiliates, are not responsible for personal items that are lost or stolen on school grounds or at clinical rotations.

Appropriate disciplinary action will be taken for any and all violations and must be reported to the Director.

CODE OF STUDENT CONDUCT

All students of Larock Healthcare Academy are expected to uphold the highest standards of integrity, professionalism, compassion, and respect for all peers, faculty, and staff. The following Code of Conduct demonstrates this elevated level of standards. Any violation of this Code of Conduct will result in appropriate disciplinary action, up to and including dismissal from Larock.

Academic Misconduct

1. Actively participating in plagiarism: to put forth as original to oneself the ideas or words of another (from the *American Heritage Dictionary*).
    - It is important to note that whether the incident is unintentional or intentional, plagiarism is still plagiarism. Larock does not tolerate any level of plagiarism and will enforce appropriate consequences for those who are guilty of plagiarizing. It is expected that students understand Larock's stance on plagiarism and are compliant with the parameters set forth, including the consequences of plagiarizing.
2. Cheating
    - Intentionally using or attempting to use unauthorized materials, information, or study aids in an academic exercise.
    - Copying from another student's examination, homework, papers, or projects.
    - Larock Healthcare Academy students are expected to submit work that is their own including homework, quizzes, essays, projects, and exams. If a student is being investigated on plagiarism or cheating charges, they may not withdraw from Larock Healthcare Academy. Larock also reserves the right to skip any of the aforementioned steps should an instance of plagiarism deem such actions.
3. Providing false information to school officials or clinical agencies.
4. Participating in forgery.
5. Knowingly supply the school false or altered documentation or information.
6. Omission of information required by the school, such as medical records.

Harassment

1. Physically or verbally abusing, assaulting, threatening, endangering, or harassing any person connected with the school or clinical agency.
2. Engaging in harassment based on race, ethnicity, gender, sexual orientation, ability, or religious affiliation.
3. Engaging in sexual assault, sexual exploitation, sexual harassment, non-consensual contact, and/or stalking as defined by the Ohio Revised Code.

Disruptive Actions

1. Improper verbal or physical conduct in any classroom, lab, clinical location, or while on Larock property.
2. Threatening or actual physically harming another person or person's property.
3. Intentional disruption while in the classroom, lab, or clinical facility.
4. Filing excessive and unfounded grievances.
5. Use of cellular phone while in class, lab, or at clinical facilities including texting and internet usage.
6. Sleeping during class, lab, or at clinical facilities.
7. Class tardies more than 5 minutes from the beginning of class.
8. Leaving clinical class or clinical facility before the end of the scheduled time without faculty permission.
9. Theft or damage to the school or school property.
10. Possession, use, distribution, and/or sale of any illicit/illegal substance.
11. Use of or under the influence of alcohol while on Larock property and/or any clinical location.
12. Carrying a firearm, deadly weapon, or dangerous ordinance anywhere on Larock property and/or clinical location.
13. Failing to abide by Larock policies.

Disciplinary Action

Students are held accountable throughout the program for fulfilling program requirements and abiding by Larock Healthcare Academy policies. The student, upon enrollment in their program, recognizes and accepts this responsibility. Larock administration has the right to discipline any student whose behavior violates the student code of conduct. Students with infractions are subject to the following disciplinary actions of which the student will receive written notification.

Depending upon the severity of the violation, school administration may:

1. Issue a verbal warning to the student
2. Issue a written warning to the student. The warning will be placed in the student record and be referenced should any further violations occur.
3. Place the student on Academic Probation after agreeing upon the terms and conditions in a student/instructor/Director contract.
4. Immediately dismiss the student from the school. Students who are dismissed due to a violation of the Code of Conduct are prohibited from being on Larock property.

Computer & Internet Use
Use of the internet and computers shall be efficient, task-oriented, ethical, and legal. Students shall not use the Internet or computers for personal use. If a student violates any of these guidelines, their eligibility for using the computer will be terminated and future access to the Internet and computers will be denied. Violation of these guidelines may also result in further disciplinary action.

Smoking
Smoking is prohibited in all Larock Healthcare Academy facilities. Each Academy has a designated area specifically for smoking. Please check with the Academy staff to identify these areas. Students who attend a clinical site are always prohibited from smoking during clinical hours, regardless of clinical site policies.

Substance Abuse
Any drug and/or alcohol use will not be tolerated. Students and staff members should report any knowledge of such activities to the appropriate school personnel. Should a staff member report a suspicion of drug or alcohol use to the school Director, students will be required to submit a saliva, blood, or urine sample for alcohol and/or drug testing to stay enrolled in their program.

Profanity
Students shall refrain from using any form of profanity (verbal or written) at all times. Warnings will be given to students if improper language is an ongoing problem. If an agreement cannot be reached, the student may be asked to leave the class. It will then be the student's responsibility to make up any missed class time. All other policies remain in effect.

Sexual Harassment
Any unwelcome sexual advances, request for sexual favors, and any other verbal, written or physical conduct of any sexual nature by a student to another student, or by a student to a staff member will not be tolerated. If a violation occurs, no warnings will be given, and the student will be dismissed from the program permanently. No reimbursements will be given.

Weapons
A student shall not knowingly, intentionally, or recklessly go onto school grounds with a firearm, explosive, knife, or any other weapon (real or fake) without written authorization by the Director. Violators are subject to required withdrawal and may be referred to the appropriate law enforcement authority.

Complaint & Grievance Procedure
Students of Larock Healthcare Academy are encouraged to approach the appropriate staff when concerns arise. Larock instructors, staff, and the Director are available to discuss any comments or complaints the student may have. All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the Director of the school.

Filing a Complaint with the State of Ohio Board of Career Colleges & Schools
Complaints may be directed to the Executive Director of the State Board of Career Colleges and Schools 30 East Broad Street, 24th Floor, Suite 2481 Columbus, OH 43215.

Filing a Complaint with the Kentucky Commission on Proprietary Education –
To file a complaint with the Kentucky Commission on Proprietary Education, a complaint shall be in writing and shall be filed on Form PE-24, Form to File a Complaint, accompanied, if applicable, by Form PE-25, Authorization for Release of Student Records. The form may be mailed to the following address: The 300 Building, 300 Sower Boulevard, Frankfort, Kentucky 40601. The forms can be found on the website at www.kcpe.ky.gov.

Existence of the Kentucky Student Protection Fund.
Pursuant to KRS 165A.450 All licensed schools, resident and nonresident, shall be required to contribute to a student protection fund. The fund shall be used to reimburse

eligible Kentucky students, to pay off debts, including refunds to students enrolled or on leave of absence by not being enrolled for one (1) academic year or less from the school at the time of the closing, incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program.

Process for Filing a Claim Against the Kentucky Student Protection Fund.

To file a claim against the Kentucky Student Protection Fund, each person filing must submit a signed and completed Form for Claims Against the Student Protection Fund, Form PE-38 and provide the requested information to the following address: Kentucky Commission on Proprietary Education, 300 Sower Boulevard, Frankfort, KY 40601. The form can be found on the website at www.kcpe.ky.gov.

Program costs

	Enrollment Fee	Tuition	Textbook	Lab Fee	Total Cost
Phlebotomy Technician Plus+	$75.00	$1,290.00	E-book	$200.00	$1,565.00
Patient Care Technician	$100.00	$2,865.00	E-books	$400.00	$3,365.00
EKG Technician	$75.00	$1,090.00	E-book	$100.00	$1,265.00
Blood Lab Specialist	$100.00	$1,865.00	E-books	$200.00	$2,165.00
Medical Assistant	$100.00	$3,050.00	E-books	$515.00	$3,665.00
Medical Billing & Coding	$100.00	$1,915.00	Must purchase	$750.00	$2,765.00
Medical Office Administration	$100.00	$1,550.00	Must purchase	$115.00	$1,765.00

Graduation and Placement Data

LAROCK HEALTHCARE ACADEMY-CLEVELAND, COLUMBUS, CANTON & FLORENCE

Canton Larock Healthcare Academy Placement & Graduation Rates						Cleveland Larock Healthcare Academy Placement & Graduation Rates				
Program	Category	2023	2024	2025		Program	Category	2023	2024	2025
Phlebotomy Technician	Graduation Rate	89%	100%	91%		**Phlebotomy Technician**	Graduation Rate	81%	83%	89%
	Placement Rate	89%	95%	52%			Placement Rate	92%	95%	23%
Blood Lab Specialist	Graduation Rate	79%	100%	100%		**Blood Lab Specialist**	Graduation Rate	83%	57%	50%
	Placement Rate	75%	100%	43%			Placement Rate	60%	75%	0%
Clinical Lab Assistant	Graduation Rate	100%	NA	NA		**Clinical Lab Assistant**	Graduation Rate	100%	100%	NA
	Placement Rate	99%	NA	NA			Placement Rate	100%	50%	NA
Medical Assisting	Graduation Rate	99%	98%	100%		**Medical Assisting**	Graduation Rate	82%	92%	60%
	Placement Rate	100%	93%	45%			Placement Rate	86%	77%	21%
EKG	Graduation Rate	79%	90%	80%		**EKG**	Graduation Rate	80%	75%	100%
	Placement Rate	70%	66%	30%			Placement Rate	70%	50%	0%
Patient Care Technician	Graduation Rate	98%	100%	NA		**Patient Care Technician**	Graduation Rate	NA	NA	NA
	Placement Rate	100%	100%	NA			Placement Rate	NA	NA	NA
Medical Billing and Coding	Graduation Rate	85%	92%	41%		**Medical Billing and Coding**	Graduation Rate	100%	92%	80%
	Placement Rate	80%	81%	NA			Placement Rate	76%	77%	0
Medical Office Administration						**Medical Office Administration**				
	Graduation Rate	98%	67%	NA			Graduation Rate	100%	100%	100
	Placement Rate	80%	66%	NA			Placement Rate	83%	100%	33

Changing lives, one student at a time.

Columbus Larock Healthcare Academy Placement & Graduation Rates				
Program	Category	2023	2024	2025
Phlebotomy Technician	Graduation Rate	96%	96%	86%
	Placement Rate	93%	90%	8%
Blood Lab Specialist	Graduation Rate	100%	100%	86%
	Placement Rate	75%	86%	0%
Clinical Lab Assistant	Graduation Rate	100%	100%	100%
	Placement Rate	76%	67%	33%
Medical Assisting	Graduation Rate	90%	95%	65%
	Placement Rate	98%	97%	30%
EKG	Graduation Rate	100%	90%	77%
	Placement Rate	70%	60%	0%
Patient Care Technician	Graduation Rate	100%	100%	66
	Placement Rate	100%	100%	0
Medical Billing and Coding	Graduation Rate	100%	100%	86%
	Placement Rate	83%	82%	17%
Medical Office Administration	Graduation Rate	100%	75%	80
	Placement Rate	100%	100%	0

Florence Larock Healthcare Academy Placement & Graduation Rates				
Program	Category	2023	2024	2025
Phlebotomy Technician	Graduation Rate	99%	98%	85%
	Placement Rate	81%	78%	19%
Clinical Lab Assistant	Graduation Rate	NA	NA	75%
	Placement Rate	NA	NA	50%
Medical Assisting	Graduation Rate	98%	87%	83%
	Placement Rate	80%	80%	41%
EKG	Graduation Rate	95%	100%	100%
	Placement Rate	79%	0%	0%
Patient Care Technician	Graduation Rate	90%	NA	69%
	Placement Rate	79%	NA	19%

Changing lives, one student at a time.