

Admittance Information

Students enrolled at AM Training Institute must meet general minimum requirements. AM Training offers post-secondary education aimed at providing training in healthcare careers. AM Training also provides training to High School seniors who are waiting to complete their secondary education. Students aged below 18 years of age shall have a parent or their legal guardian present during enrollment to sign the required enrollment documents.

Admission Requirements:

1. Ability to read, write, and comprehend English.
2. Complete application.
3. Submit two forms of identification. One must be the current government-issued photo ID, and the other ID must be a copy of the original Social Security Card.
4. Criminal Background check.
5. Affidavit of lawful presence stating citizenship or alien status.
6. Black scrubs bottoms and yellow scrub top is needed to attend classes, skills and clinical
7. Negative TB Skin Screen Test. If the TB skin screen test is positive, a negative TB Chest X-Ray is required.
8. Current BLS/CPR card.
9. Students below 18 years of age must have a parent or legal guardian physically present to sign the student's enrollment paperwork. The parent or legal guardian must submit 2 forms of ID. (One must be a current government-issued photo ID, and the other ID must be a copy of the Original Social Security Card.)
10. Drug test screening may be required for some courses.
11. Physical and mental capability to safely perform duties.
12. The student must demonstrate that he/she has made adequate arrangements on how to pay for the training and testing cost. e.g., self-paid or sponsored.
13. During flu season, flu shot records may be required depending on the facility that the student will be attending clinical training.
14. Some courses may require specific immunization shot records or Titters. Please check with our Admissions or Registration office during enrollment.

Program Prerequisites:

Each program offered at AM Training Institute may have specific Prerequisites for enrollment. Every program is unique and may have different requirements from another.

Check with the Admissions Office to familiarize yourself with the prerequisite requirement. All courses require the ability to read and comprehend in English. By applying to any of our programs, you acknowledge that you can read and write in English. AM Training does not require the Ability as a prerequisite for any program.

Admission Procedure:

The prospective student must complete and apply for admission and select one or more programs he/she intends to study and train. An application can be submitted through an online application on the AM Training Institute website.

- Email: info@amtraininginstitute.org
- Phone: 515-316-3464
- Web: amtraininginstitute.org

The prospective student who has met all the minimum requirements for a specific course of study shall be admitted and required to complete and sign the Enrollment Agreement, Financial Agreement Forms, and all other forms that are required for admission and enrollment into a specific program.

Enrollment:

The student, accepted for admission into any program of study at AM Training Institute, shall be deemed to have enrolled in the program/course if the student has completed the following documents:

1. Enrollment Agreement Form.
2. Financial Agreement Form.
3. Students younger than 18 years of age must have a parent or legal guardian present to sign EA and FA forms.
4. A student, who is sponsored by another party, must complete and sign a Waiver of Release of Student Information to allow AM Training to share academic progress with the sponsoring party.
5. *Note: Self-sponsored students are not required to sign a Waiver of Release Form that allows AM Training to share academic information.*

Readmission

- A student, who was enrolled in any program at AM Training Institute but did not complete the training program due to documented unavoidable circumstances, is eligible for readmission into the upcoming or subsequent classes.
- To be eligible for readmission, the student must provide documentation showing extreme and unavoidable circumstances that led to the inability to complete the training. A new application, enrollment agreement, other required forms, and fees must be submitted.
- The student must have been in good academic standing before he/she stopped attending the class to qualify for readmission. Students who drop or are withdrawn from a program due to documented discipline issues are not eligible for readmission.
- Those students who fail the Iowa Certification or National Certification examinations, exceeding the number of times allowed to retest without further training, may reapply and enroll back into their previous program at AM Training Institute or apply and enroll in a different program. If the student is reapplying in a program, he/she was previously enrolled must wait for a minimum of 30 days from the day the student last tested. The student wishing to apply and obtain a different program does not have to wait for 30 days. However, the student must meet with the Lead-Instructor for academic advice before being permitted to enroll.
- The student whose enrollment and continuance of training was discontinued due to unsatisfactory academic progress may reapply and enroll back into the same program or a different program. The student must, however, wait for 30 days and meet with the Lead-Instructor for academic advising before being permitted to enroll.
- The student who was terminated from any program due to unsatisfactory academic performance or failed the certification exams several times exceeding the allowed attempts must submit the following:
 1. New Application.
 2. New Enrollment Agreement.
 3. New Financial Agreement.
 - The student must pay new tuition and fees to be permitted to enroll back into any program.
 - The School Director must approve all readmission.
 - The student returning from an authorized leave of absence is not required to reapply for readmission or submit new fees if the return date from the Leave of Absence meets all the policy guidelines as stipulated on the Leave of Absence Policy.
 - Students returning from authorized Leave of Absence are not required to submit a new payment.

Background Check:

The student enrolled in a program that has 40 or more clock hours in length has clinical components, or both are required to have AM Training Institute conduct a Criminal Background Check. A Criminal Background Check that is older than three months (90 Days) from the day the student began classes shall not be accepted. The fee for each Criminal Background check conducted is \$25.00. The initial background check is covered in the tuition fees. A student who has not had a criminal background check before the clinical date shall not be allowed to attend clinical training. Students who are attending a course that has 40 clock hours or more with no clinical component must have AM Training Institute run a background check through DCI the 3rd day of class. Failure to do so, the student shall be sent home.

TB Screening:

AM Training Institute requires a Negative TB Skin Screen Test conducted within the last six months from the date the student begins attending clinical. The student must have a Negative TB test result before being permitted to participate in clinical studies. The average cost to have a TB Skin Screen Test is \$25.00. The Admissions Office has more information on how to obtain a TB Skin Test. Students with positive TB Skin Screen Test must have a Negative Chest X-Ray with results interpreted by a physician. AM Training Institute shall only accept a Chest X-Ray conducted within the last 12 months from the date the students begin the clinical. A student who fails to submit a record of a Negative TB shall not be allowed to attend the clinical.

Immunization:

All students enrolled in a program that has clinical components are required to have a flu shot during flu season. If the student does not have a flu shot, he/she is required to wear a mask at the clinical site throughout. The student must also sign a waiver acknowledging that he/she does not want to have a Flu Vaccine and shall adhere to the requirement of wearing a mask at the clinical site. The student who opts to wear a mask shall provide his/her masks at a personal expense, not included as part of the total cost of the program. Other Immunization Records might be required for specific programs before the student can attend the clinical. The student must inquire with the Admissions and Registration Office during the enrollment on the Immunizations requirement.

Dress Code:

Students enrolled at AMI in a program that is more than 40 clock hours in length must have at least one pair of solid black or gray scrub bottoms and yellow scrub top. Students are required to wear solid black or gray scrub bottoms, a yellow scrub top and a name badge/tag to attend skills lab, clinical, and on the test day. AM Training Institute shall issue the name badge by the first day of class or during enrollment. If a student fails to comply with the dress code requirement, he/she must be sent home by the instructor. AM Training Institute does not issue students with black scrubs, recommend specific brands or a scrub shop. It is the responsibility of the student to buy his/her scrubs. The scrubs must be solid black or gray bottoms and yellow top with no images or writings. Students can purchase scrubs at their place of choice. Students are required to dress professionally, modestly and always in consideration of other students, instructors, potential employers, patients, and residents. No cleavage, bare midriffs, sleeveless tops, shorts, shower shoes, slippers, or flip-flops. Shoes covering toes must always be worn and no curse words or offensive writings on clothing. Students are required to be mindful of their grooming and hygiene. The student must always look neat and presentable. Students must cover and conceal tattoos by wearing a white or black long-sleeved undershirt. Excessive body piercings, fake nails, and jewelry must be removed. Wedding bands and single earrings are permitted and may be worn. The school uniform is a requirement. Students are prohibited from wearing caps/hats while at school or clinical site unless it is for religious purposes. Students may wear caps/hats with the AMI logo only in school. The cost of the school uniform (Black Scrubs) is not included in the total cost of the student tuition.

Drug Testing:

Some clinical sites may require Drug Testing before they allow students to attend clinical sites. Therefore, all students must remain drug-free to be able to participate in the clinical. Students must check their course requirements to determine if a drug test is required. For courses that require drug tests, students shall pay \$50.00 to AMI for drug test charges. Then, the Director of Admissions and Registrations shall book the appointments with the clinic to have student drug tested.

Basic Life Support:

Students enrolled in a course with 40 or more clock hours are required to have a current BLS Certification. Students shall not be allowed to attend clinical or externship without a current BLS. Students can obtain their BLS training at AM Training Institute for \$65.00.

FINANCE POLICY

Program Tuition and Fees:

Tuition and Fees must be paid in full by the first day of class unless a payment arrangement is made before the start of the program with either the Director of Admissions and Registration. A payment arrangement is a legally binding contract that requires a written Financial Agreement Form to be executed by the student and AIM.

Tuition	\$660
Administration Fee	\$35
Name Tag	\$5
Background Check	\$15
Total	\$715

Other Fees:

TB Test	\$40
BLS/CPR	\$65
Book Purchase	\$30
Scrubs	\$40
State Comp Exam	\$60
State Skills Exam	\$115
Total	\$350

Interest on Unpaid Balances: If a student owes a fee balance beyond 30 days after program completion, he/she shall be charged a ten percent (10%) interest fee on the total balance owed. The 10% interest charge shall recur every month on balance owed, including the added unpaid interest fees incurred monthly until both the fees owed and the interest fees are paid in full. A student account not paid in full including the recurring monthly fees, shall be forwarded to collection three (3) months after the completion date of the program in which the student was enrolled. If the student debt is sent to collection, the student shall be charged all the fees, including the collection cost. In the event, AMI takes legal action against the student for failure to pay; the student shall be liable for all legal fees and court costs if the judgment is rendered in favor of AMI.

A student shall be deemed to have enrolled in a program of study, on the date the student or their legal guardian signed both the Enrollment Agreement Form and Financial Agreement Form, if applicable. A student may cancel his/her enrollment or withdraw from a program may receive a refund in accordance with the Refund Policy. Likewise, if the student owes the school, he/she shall be required to pay the balance owed within thirty (30) days after terminating his/her enrollment.

The student who fails to attend the program that he/she enrolled shall be deemed as "Never Attended" and withdrawn administratively by the school after 25% of the program's clock hours have been completed. The Refund for a "Never Attended" student shall be issued per the Refund Policy. Likewise, the student shall be charged up to the date he/she was administratively withdrawn by the school.

The student whose signature appears on both the Enrollment and Financial Agreement Forms assumes the legal responsibility of financial agreement if, by the time the signature was affixed on both forms, the student was 18 years or older.

For a student who is less than eighteen (18) years of age must have a parent or the legal guardian sign their Enrollment and the Financial Agreement Forms. The parent or legal guardian whose signature appears on the Enrollment and Financial Agreement Forms assumes legal responsibility for the minor student's financial account and must pay all the fees and tuition as stipulated in the Agreements.

The student who attended and received the training shall be held legally responsible for paying his/her tuition and fees. A student of legal age shall assume the legal responsibility in the event the sponsoring entity, company, or person fails to meet the obligation to pay the tuition and fees on behalf of the student whose signature appears on the Enrollment Agreement Form and the Financial Agreement Form on behalf of the student. This situation arises when a student fails to comply with the sponsor's attendance or any other requirement, such as satisfactory academic performance.

