

CENTUREON INSTITUTE

The School of the People®

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Teach Out Plan for Centurion Institute

Phlebotomy Program

Home Health Aide Program

Medical Assistant Program

In the event that Centureon Institute's Phlebotomy Program, Home Health Aide Program, or Medical Assistant Program needs to discontinue, the following protocols will be implemented:

Administration and Organization

- Centureon Institute's administration, relevant deans, program directors, and faculty members will remain accountable for compliance with accreditation standards throughout the teach-out period.
- Direct support will be provided to program directors to ensure responsibilities are fulfilled until all enrolled students have completed their studies.
- Adequate resources, including financial, personnel, equipment, facilities, and organizational support, will be provided to facilitate the completion of studies for currently enrolled students. The institute will maintain a sufficient number of qualified faculty members.

Currently Enrolled Students

- Open communication channels will be maintained with all currently enrolled students to keep them informed about program status and to address any concerns they may have. Students can reach out to designated administrators or faculty members.
- The programs will not admit additional students, and currently enrolled students will continue under the existing curriculum plan.

Transfer and Enforcement of Policies

- Program directors will discuss the possibility of transferring to nearby programs with interested students and facilitate the transfer process if desired. However, students will be informed that acceptance of completed coursework by other institutions is subject to their rules.

- Program-specific policies, including dismissal, progression, and graduation requirements, will continue to be enforced, with students involved in policy development and evaluation.

Faculty

- A sufficient number of qualified faculty members will be maintained to meet instructional needs, with documentation of qualifications, licensure, and evaluations.
- Faculty organization will function with written bylaws, updated as needed, and minutes of meetings will be filed and available for review.
- Evaluation methods will be implemented to measure students' achievement and progression.

Program of Study

- Each program will continue to provide didactic and practical learning experiences aligned with current industry standards and regulations.
- Clinical or practical experiences will be maintained through agreements with relevant healthcare facilities, ensuring appropriate supervision and facilities.

Maintenance of Records and Reports

- All records will be securely maintained and accessible to authorized personnel, including student application documents, faculty records, and program evaluations.
- Records will be kept in accordance with institutional guidelines and regulatory requirements.

Total Program Evaluation

- Regular review and assessment of each program's teach-out plan will be conducted, with revisions made as necessary.
- The plan will be integrated with institutional planning and budgeting cycles, with support staff participating in the review process.
- Technological tools will be utilized to enhance the assessment of program outcomes.

By following this Teach Out Plan, Centurion Institute will ensure a smooth transition for students and uphold accreditation standards until the completion of the Phlebotomy Program, Home Health Aide Program, or Medical Assistant Program.