

Policies & Procedures

January, 2020



145 W 30th Street, 8th Floor, NYC 10001

Tel: 212-947-7940 Fax: 212-947-7949

<https://NewAgeTraining.com>

The New Age Training school admits students of any race, color, and national or ethnic origin.

New Age Training

New Age Training is a **New York State licensed** proprietary school that is dedicated towards to providing qualified applicants with the education which will equip each student with skill specific expertise, a firm academic foundation, and the professional standards required for employment in today's rapidly changing business world.

OUR MISSION

To provide the training, opportunity, and support needed for you to reach your highest standards of excellence that will enable New Age Training to launch your career.

Accomplishing Our Mission

We accept the challenge posed by our mission, and satisfy our own high standards, by providing you with:

- A proven curriculum approved by NYS Education Department
- Instructors who have a history of employment licensed by NYS
- Instructors who are licensed by NYS Department of Education
- The opportunity to develop a portfolio of professional skills and training
- The opportunity to qualify for professional job placement services



Non-Discrimination and Crime Policies:

- The NEW AGE TRAINING school admits students of any race, color, and national or ethnic origin. NEW AGE TRAINING is an equal opportunity educational institution. It does not discriminate on the basis of race, color, religion, age, sex, physical handicap, marital status, sexual preference, national or ethnic origin, or handicap in administration of its admissions policies, administrative policies, or hiring policies.
- The NEW AGE TRAINING school does not tolerate violence or other threatening conduct against any members of the school community. This includes criminal acts against persons or property, as well as harassment based on sex, race, ethnicity, or disability. The school will impose strict disciplinary actions and appropriately involve law enforcement officials should any acts of violence or threatening conduct occur on school facilities or at school- sponsored events. This includes acts of violence against women.
- The NEW AGE TRAINING school prohibits the crime of dating violence, domestic violence, sexual assault and stalking.
- Please report to the School Director's Office about any type of crime or any type of dating violence, domestic violence, sexual assault.
- Please refer for more details about the Crime Policies to Campus Security manual received during a registration.

What We Ask In Return

- Set aside the time and make a commitment to do all you can to excel during your training
- Trust and follow the curriculum & do the same for our instructors
- Embrace the professional and personal growth that comes with learning new material and entering a new professional field.

A Final Note

Make yourself aware of, and utilize all we have to offer including:

- Our Review Classes
- Our Labs
- Our Facilities (which are available for you 5 days a week)
- Our Course Materials (you can access our Library via our web site)

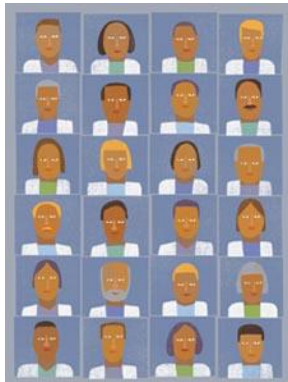
Again, Welcome From The Team At New Age Training!!

HOURS OF OPERATIONS:

Days	From/To
Mon – Thu	8:00 AM – 10:00 PM
Fri	8:00 AM – 6:00 PM
Saturday	9:00 AM – 5:30 PM
Sunday	Closed

STUDENT ID BADGES:

Your picture **ID card** will be given to you when you go to externship.



CLASSES SCHEDULE:

Class	From/To
Morning	8:00 AM – 1:00 PM
Day	1:00 PM – 6:00 PM
Evening	6:00 PM – 10:00 PM

HOLIDAYS:

Holiday	Closed No Classes
MARTIN LUTHER KING	YES
PRESIDENT DAY	YES
PASSOVER DAY	YES
GOOD FRIDAY	YES
MEMORIAL DAY	YES
INDEPENDENCE DAY	YES
LABOR DAY	YES
YOM KIPPUR DAY	YES
COLUMBUS DAY	YES
VETERANS DAY	YES
THANKSGIVING DAY (Thu and Fri)	YES
CHRISTMAS EVE	Closed at 4:30 pm
CHRISTMAS DAY	YES
ROSH HASHANA	YES
NEW YEAR Dec 31st	YES
NEW YEAR DAY Jan 1st	YES



SCHOOL CLOSINGS:

When NYC Public Schools are closed due to Inclement Weather (for example, for a snow day), we will have no classes and will also be closed.

NO VACATIONS / BREAKS:

It is not allowed to take breaks or vacations during the program because:

- You may fail a class that you missed
- It disrupts your scheduled class flow
- It delays your graduation

PROGRAM COST & PAYMENT METHODS:

- Different payment plans are available depending on which course you register for.
- We can help you with a variety of different loan programs.
- We accept WIA VOUCHERS, VESID VOUCHERS, CHECKS, MONEY ORDERS, VISA or MASTER CARDS.
- Make checks and money orders payable to: ***New Age Training***
- Late charge fee - **\$ 25**
 - This late fee will be charged to you, if New Age Training does not receive payment by the specified date on your payment plan.
- Bounced check fee - **\$ 30.**



OUR FACILITY:

We are located at 145 W. 30th Street, New York, NY 10001

Our offices and classrooms are located in this building on the **2nd and 8th Floor** as follows:

2nd Floor:

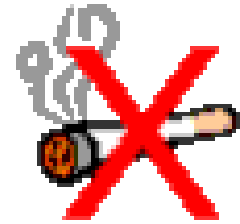
- Admissions,
- Financial Aid / Bursar Office,
- Career Services Office,
- Classrooms 9 and 10

8th Floor:

- Front Desk,
- Director's Office,
- Education Department,
- Faculty Room,
- Classrooms 1, 2, 3, 4, 5, 6, 8
- NYS CNA Testing Room (Classroom 7)

Please refer to Page 22 (Staff Directory) where all office # are listed.

OUR PREMISES:



- **NO SMOKING** including **E-CIGARETTES!!!**
- **NO FOOD/DRINKS** allowed in classrooms (use designated area for food/drinks)
- Keep your work area clean
- Please use garbage cans; especially when discarding gum
- **DO NOT** move furniture (chairs) from one room to another room
- Please **DO NOT use cell phones during lessons in classrooms**
- Above all else, remember **to respect** your Instructors, School Administrators, and your classmates
- New Age Training **is not responsible** for any theft or damage to your belongings



DRESSCODE , GROOMING & HYGIENE

- **UNIFORM with NAT LOGO - New Age Training Scrubs, both Top and Bottom, **MUST be worn at all times****
- **You must have closed end shoes – Front and Back**
- **No Headwear – NO HATS, NO SCARVES, NO DOO-RAGS**
- **No Visible Body Piercings**
 - **Females** – Avoid Loop (Larger than a Quarter) or Dangling Earrings
 - **Males** – No Earrings
- **Fingernails**
 - Do not wear artificial fingernails or extenders
 - Keep natural nails tips less than 1/4-inch long
- **Body Odor** - Must be physically clean, including oral hygiene, clean hair and fingernails, and free of pervasive body odors such as smoke or sweat.

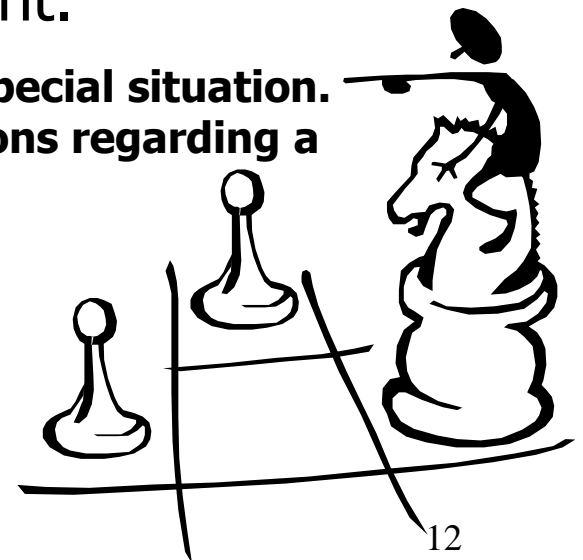
TRANSFER FROM GROUP TO GROUP:

A student will be allowed to transfer, only if special circumstances exist!

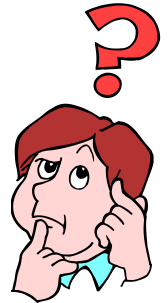
Transfer fee is **\$150**.

Please see the Program Coordinator if you need to discuss either a Transfer or Leave of Absent.

Note: Transfer fee could be waived if a student has a special situation. Please contact the Student Coordinator with all questions regarding a transfer.



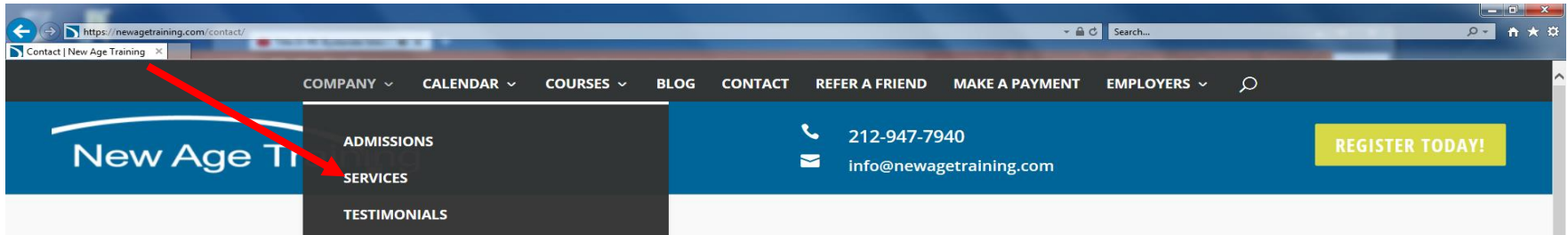
GENERAL



- Please keep order in the classroom.
- DO NOT touch any equipment on the front desk (PC, phone, Fax, etc.)
- **No recording equipment is allowed during our lectures!**
- **NO use of cell phones during lessons in classrooms**
- **DO NOT Install ANY software on school PC's**
- Please feel free to ask any questions. We are here to help you.



TITLE IX Reporting



Title IX (1972): Federal law that prohibits sex discrimination in educational institutions.

The Jeanne Clery Act (1998): Required colleges and universities in the United States to disclose information regarding crime on and around campus.

Dear Colleague Letter (2011): Provides Office of Civil Rights guidance regarding concerns that arise in sexual violence cases

✓ You can report an incident by sending an email to: TitleIX@newagetraining.com or by contacting the New Age Training Title IX Coordinator - Howard Callman, Program Coordinator. Phone: 212-947-7940.

✓ Title IX information and resources can be found on the New Age Training website under Company Services: <https://newagetraining.com/services/>

Break Schedule

Schedule: 8 am – 1 pm

Room 1, 2, 6, 9, 10

08:00 am – 08:55 am Lesson
08:55 am – 09:00 am Break
09:00 am – 9:55 am Lesson
09:55 am – 10:00 am Break
10:00 am – 10:30 am Lesson
10:30 am – 11:00 am Lunch
11:00 am – 12:50 pm Lesson

Schedule: 8 am – 1 pm

Room 3, 4, 5, 7, 8

08:00 am – 08:55 am Lesson
08:55 am – 09:00 am Break
09:00 am – 9:55 am Lesson
09:55 am – 10:00 am Break
10:00 am – 11:00 am Lesson
11:00 am – 11:30 am Lunch
11:30 am – 12:50 pm Lesson

Schedule: 1 pm – 6 pm

Room 1, 2, 6, 9, 10

01:00 pm – 01:55 pm Lesson
01:55 pm – 02:00 pm Break
02:00 pm – 02:55 pm Lesson
02:55 pm – 03:00 pm Break
03:00 pm – 03:40 pm Lesson
03:40 pm – 04:10 pm Lunch
04:10 pm – 05:50 pm Lesson

Schedule: 1 pm – 6 pm

Room 3, 4, 5, 7, 8

01:00 pm – 01:55 pm Lesson
01:55 pm – 02:00 pm Break
02:00 pm – 02:55 pm Lesson
02:55 pm – 03:00 pm Break
03:00 pm – 03:50 pm Lesson
03:50 pm – 04:20 pm Lunch
04:20 pm – 05:50 pm Lesson

Schedule: 6:00 pm – 10:00 pm

All Rooms

06:00 pm – 06:55 pm Lesson
06:55 pm – 07:00 pm Break
07:00 pm – 07:55 pm Lesson
07:55 pm – 08:05 pm Break
08:05 pm – 08:55 pm Lesson
08:55 pm – 09:00 pm Break
09:00 pm – 9:40 pm Lesson

Schedule: 9:00 am – 5:30 pm

All Rooms

09:00 am – 09:50 am	Lesson
09:50 am – 10:00 am	Break
10:00 am – 10:50 am	Lesson
10:50 am – 11:00 am	Break
11:00 am – 11:50 am	Lesson
11:50 am – 12:40 pm	Lunch
12:40 pm – 01:30 pm	Lesson
01:30 pm – 01:40 pm	Break
01:40 pm – 02:30 pm	Lesson
02:30 pm – 02:40 pm	Break
02:40 pm – 03:30 pm	Lesson
03:30 pm – 03:50 pm	Break
03:50 pm – 05:30 pm	Lesson

IMPORTANT NOTE

**IF YOU HAVE ANY QUESTIONS ABOUT ANYTHING,
NEED AN ENROLLMENT LETTER OR NEED TO FILL
OUT ANY FORM, PLEASE ASK THE FRONT DESK.**

**THE FRONT DESK WILL DIRECT YOU TO THE
APPROPRIATE DEPARTMENT OR PERSON.**

**PLEASE DO NOT ENTER ANY AREA WITH a SIGN
“Employees Only”.**



Tardiness: If you are late:

If you are more than 15 minutes late after class starts, your Instructor will document your lateness and will submit it to the Education Department.

If you have more than 3 (three) occurrences in any subject/course of your program when you are more than 30 minutes late after your class starts, it may result in probation.

If you have a valid documented reason for your lateness, bring it to the Education Department (Room 811) for approval.

Time that you are late is marked as absent in your attendance, and you may need to make-up time you are late if your attendance for a subject is below 80%.

If a student fails to meet 80% attendance for any term, he/she may be placed on probation.

REASONS FOR DISMISSAL

NEW AGE TRAINING reserves the right to dismiss a student for any of the following reasons:

- **Unsatisfactory Conduct** or attitude in class/school as detailed under “Conduct” section of School Catalog
- Conduct reflecting unfavorably upon the school or creating an atmosphere not conducive to education
- Non-payment of tuition by the designated due date
- **14 Consecutive Calendar Days Absence** without notifying the school’s Student Coordinator or Program Coordinator
- Failure to meet Satisfactory Academic Progress (**SAP**) requirements
- **Insufficient Attendance (below 80%)** or excessive tardiness (excessive chronic class cuts or tardiness are defined as three instances per subject/course)
- **Failure to Return** from a Leave of Absence (LOA) or session change on the scheduled due date
- Failure to be removed from probation due to non-improvement

Graduation Requirements

Prior to graduation, the student must complete the following:

- Achieve a cumulative grade point average of 70% for each subject/course**
- Achieve a minimum grade of 70% on all midterm and final exams for each subject/course.**
- Student is in attendance for at least 80% of program hours for each subject/course (student was not absent more than 20% of program hours for each subject/course).**
- Satisfy all financial obligations to the school.**

The student will receive a Certificate of Completion after successfully meeting all graduation requirements.

Failing Grades

Any student who fails a sequential course/subject and receives a subject status "Failed", has either:

- Final grade below 70% or
- Failed a Final Exam/Test with a grade below 70% or
- Has attendance below 80% without excused documentation

Student needs to repeat failed subject/course.

Student can make-up tests or attendance if a student receives INC ("Incomplete") status for a subject (explained on the next page).

The student must repeat and pass the course within the program's maximum time frame* as required for graduation.

By repeating a failed course, the student will be attending school beyond the contracted program hours. **According to the signed Enrollment Agreement, there is an extra charge of \$5.50 for each hour beyond the contracted program hours, up to, and including, the last day of the student's attendance.**

***Maximum Time Frame**

If a student fails to complete any program, **for any reason**, the maximum time allowed to return and complete the missed requirements **may not exceed 150% of the length of the program.**

Grading Policy

Student **PASSES** and **COMPLETES** a subject (status for subject is "Completed") if the following conditions are met:
1.) Final grade is at least 70% (Grade C). 2.) Attendance is at least 80%. & 3.) Final Exam has a grade at least C.

Final grade is calculated based on a formula:

10% - Homework, Assignments, Labs, Projects

20% - Quizzes

30% - Tests

40% - Final Test/Exam

Letter grading system is explained in the School Catalog.

Student can **make-up failed/missed tests DURING the subject**, but can make-up attendance **ONLY after subject is completed AND if the subject has an "INC" status.**

- Student **CANNOT make-up quizzes.**
- Student **can make-up a test ONLY ONCE.**
- **Student will need to repeat a subject if student failed a subject and received a subject status F ("Failed").**

Student will **lose 10 points automatically when a student re-takes/makes up any test or takes missed test.**

If student missed a test (was absent during test date) and has a **valid documented excuse presented to instructor**, student takes a missed test and will not lose 10 points.

Student can receive **INC status ("Incomplete") for the subject if either final grade is below 70% or attendance is below 80%.** If a student has INC status for a subject, student can **make up tests during 2 weeks and/or make-up attendance during 2 months** from the subject end date.

Student must visit Education Department (Room 811) to schedule make-up hours or test make-up within 3 business days of course completion date.

If student does not complete make-ups **during a required time frame AND as it is scheduled**, subject status will be **changed to "Failed"** and student will **need to repeat a subject.**

If student has attendance below 50% and a final grade below 70%, student will not receive INC status and will fail a subject (status of subject will be "Failed").

IMPORTANT TIP: Try to make-up all missed tests BEFORE END OF SUBJECT and make sure to take and pass the Final Exam if you were absent several days in order to receive INC status and have the PRIVILEGE to make up attendance instead of Failing a subject and receive a subject status "F" (if you Failed a subject, you will need to repeat a subject again).

Access to Online Library and Student Report Card

In order to access New Age Training's Online Library, each student must know his/her Student ID. If you do not know your Student ID (5 digits XXXXX), please ask your instructor or contact the Front Desk for assistance. Online access to your Student Report Card is available for students who are enrolled in a program with a program length more than 300 clock hours.

Instructions on how to access the Library and how to find your "Report Card"

Step 1. Please go to our web site **www.newagetraining.com**

Step 2. Click "Company"

Step 3. Click "Services"

Step 4. Click "Online Library LOG IN Here"

Step 5. Enter Login ID as: **nat_XXXXX**, a Password and click "Login"

NOTE: XXXXX is your 5 digits Student ID and you will receive a Password from your instructor

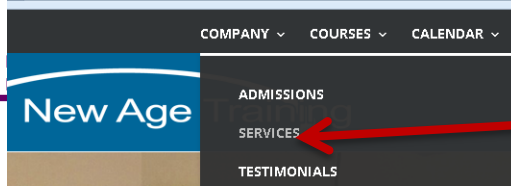
Step 6. Go to folder "New Age Training School" and click on "MA Student Report Cards" or "PCS Student Report Cards".

Find your Report Card (all cards are sorted by Student ID) and **click on a card with your Student ID**. Then, **click to download (open)** your Report Card. To **protect your privacy**, you will be asked to **enter a password - 4 last digits of your SS#**. When you open your Report Card, you will see subjects that you have taken, attended hours and your Final Grade for each subject.

Status for the subject is "Completed" if your attendance is above 80% and a final grade for the subject is at least "C". If a subject status is "INC" (Incomplete), you have either attendance below 80% or a grade below "C" or "INC". **In this case, you need to meet with Program Coordinator as soon as possible to discuss how you may correct the situation.**

3 Easy Steps to Access Our Online Library

Step 1:



Go to **Company** & click on the **Services** link

Step 2:

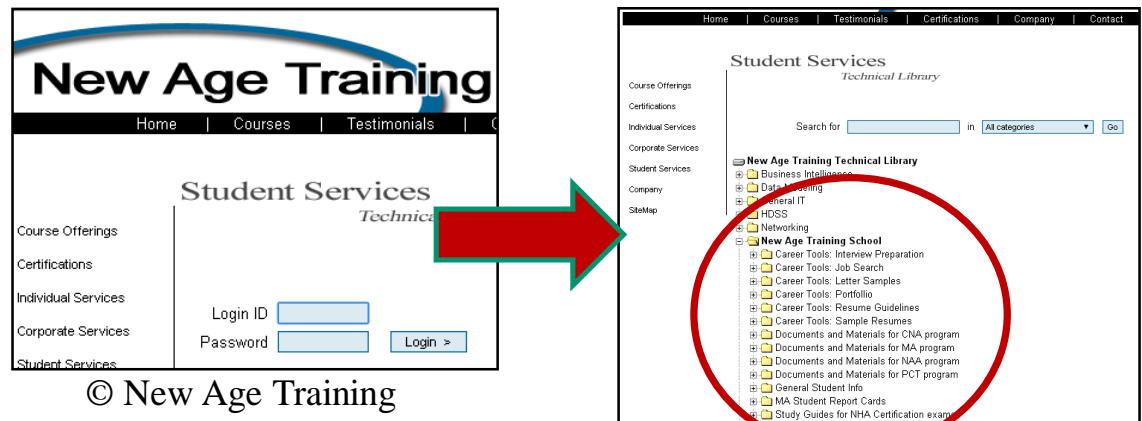
Click on **Online Library** and then **Log In Here**



Step 3:

Login ID: nat_XXXXX
XXXXX - 5 Digit Student ID

Password: nat10001



Cyber Security Common Attacks

Malware – breaches network vulnerability usually through dangerous email links or attachments.

It can affect computer software and transmit personal information through spyware.

Phishing – sends fraudulent email communications that appear to come from reputable source

(e.g. bank, student loan company, cell phone company, IRS, etc.) to steal sensitive data such as credit card or login information.

Man in the Middle Attack - uses public Wi-Fi or installs malware to intercept sensitive data retrieved during use of public Wi-Fi.

Denial of Service Attack – floods systems, servers, and network with traffic making it hard for system to verify legitimate requests.

SQL Injection – when attackers insert malicious SQL codes in to server forcing the server to reveal sensitive information.

***If you think you maybe a victim of a cyber attack , please contact your instructor immediately!**

Room Directory

Daniel Ioffe, President & CEO, Director

Dominic Sheppard, Director

Mila Mirnik, Education Advisor

Howard Callman, Program Coordinator

Sabrina Lawson, Registrar

Johnny Soto, Retention Coordinator

Wendy Coello, Sr. Admissions Advisor

Kerry Ellerbe, Sr. Admissions Advisor

Mena Wahezi, Sr. Admissions Advisor

Nathalie Torrenegra, Education Assistant

Neli Vilchitski, Sr. Accountant/Bursar Administrator

Jacqueline Wallace, Manager of Career Services

Jacqueline Robles, Externship Coordinator

Sabrina Lewis, Career Advisor

Andre Jackson, Sr. Career Advisor

Eva Ogirri, Manager of Financial Aid

Eusebio De Vera, Financial Aid Advisor/Bursar

Renee Harper, Financial Aid Advisor

Maudy Collado/Monica Alvarez, Office Assistants

Room 206

Room 812

Room 812

Room 811

Room 810

Room 809

Room 204

Room 205

Room 208

Front Desk (2nd Floor)

Room 206

Room 202

Room 202

Room 202

Room 202

Room 203

Room 203

Room 203

Front Desk (8th Floor)