

# Policies & Procedures

May 2023



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 is a **New York State Licensed and Accredited** 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:

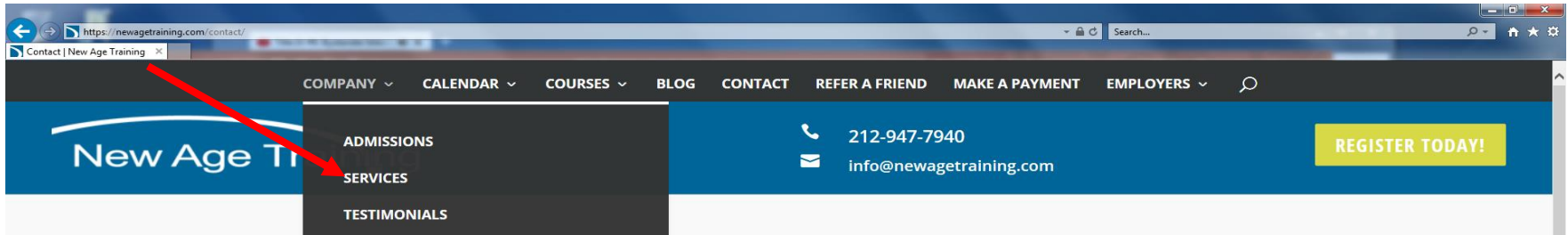
- A proven curriculum approved by NYS Education Department
- Instructors who have a history of employment licensed by NYS
- Instructors who are licensed by NYS Department of Education
- The opportunity to develop a portfolio of professional skills and training
- The opportunity to qualify for professional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

# **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](mailto: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/>

## **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:**

<b>Days</b>	<b>From/To</b>
Mon – Thu	8:00 AM – 10:00 PM
Fri	8:00 AM – 6:00 PM
Saturday & Sunday	Closed

## **CLASS SCHEDULE / SESSION:**

<b>Session</b>	<b>From/To</b>
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
JUNETEENTH	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:

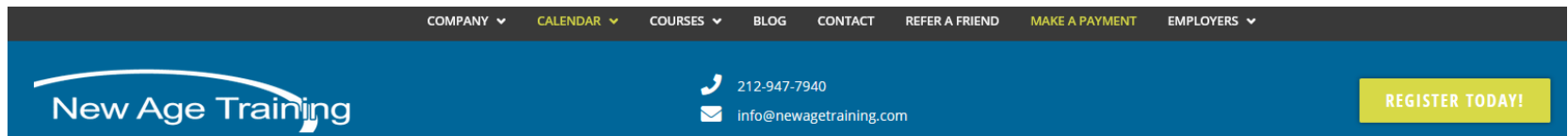
It is not allowed to take breaks or vacations during the program because:

- 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.
- Any questions regarding your financial status with the school must be directed to the FA/Finance Department
- 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.**
- You can also make a payment through the school's website. See below.



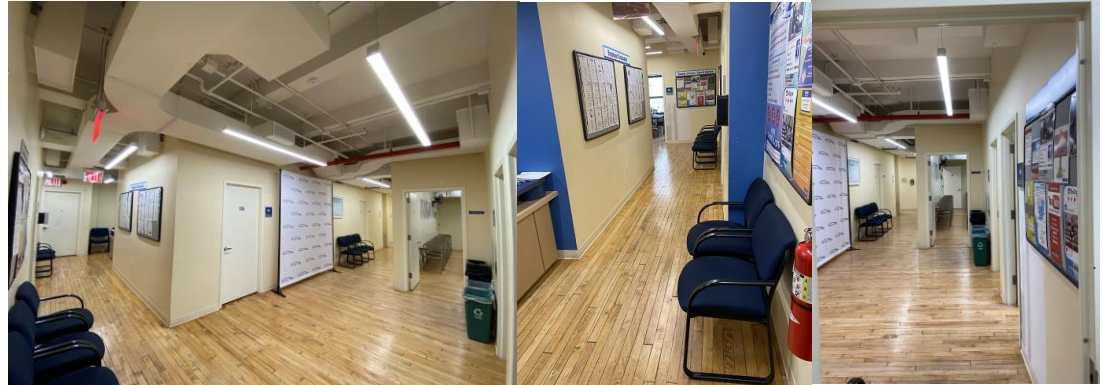
# OUR FACILITY:

We are located at 145 W. 30<sup>th</sup> Street, New York, NY 10001

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

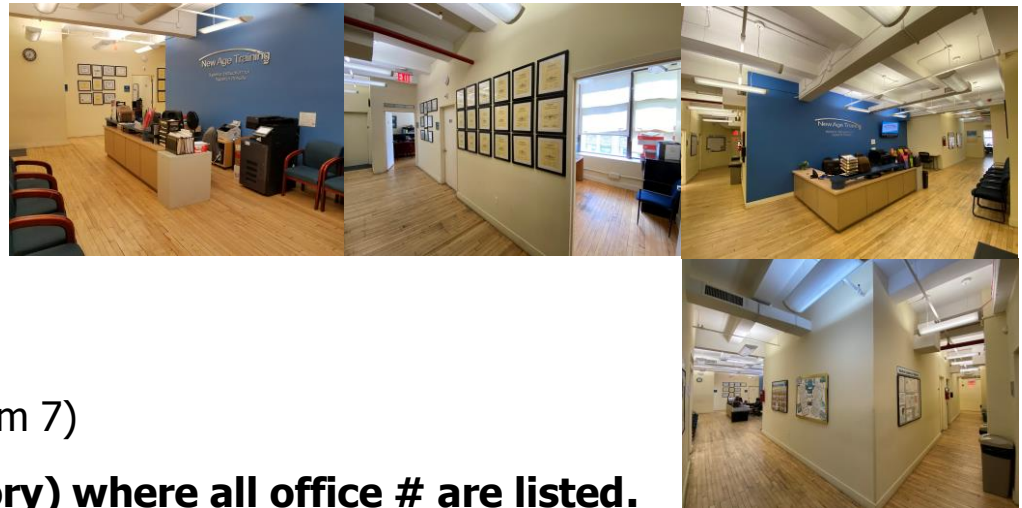
## **2<sup>nd</sup> Floor:**

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



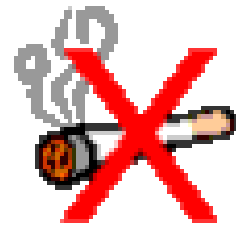
## **8<sup>th</sup> Floor:**

- 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 & MARIJUANA!!!**
- **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.

# **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 – 09:55 am Lesson  
09:55 am – 10:00 am Break  
10:00 am – 10:50 am Lesson  
10:50 am – 11:30 am Lunch  
11:30 am – 01:00 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 – 09:55 am Lesson  
09:55 am – 10:00 am Break  
10:00 am – 10:50 am Lesson  
10:50 am – 11:30 am Lunch  
11:30 am – 01:00 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 – 03:50 pm Lesson  
03:50 pm – 04:30 pm Lunch  
04:30 pm – 06:00 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 – 04:30 pm Lunch  
04:30 pm – 06:00 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 – 08:25 pm Break  
08:25 pm – 09:10 pm Lesson  
09:10 pm – 09:15 pm Break  
09:15 pm – 10:00 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**

### **Front Desk:**

**If you have any questions about anything, need an Enrollment Letter or need any forms or documents filled out, please ask the front desk.**

**The front desk will direct you to the appropriate department or person.**

**Please give a 24-hour turnaround for Enrollment Letters and FIA Forms**

## **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.

**3 occurrences** of being **late** or **leaving early** will count as an absence and you will need to make up those hours.

**If you have more than three (3) 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 (GPA) of 2.0** for each subject/course
- Achieve a **minimum grade of 70% ("C") 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 50%

**Student needs to repeat failed subject/course.**

A student can make-up a test/Final Exam or make-up attendance if a student receives an **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.**
- **A Student must repeat a subject if the subject/course status is "Failed" or if the Student received an "F" grade.**

A student will **lose 10 points automatically when retaking/making up any failed test or a missed test.**

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

## **INC Grade:**

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 make-up test within 3 business days of course completion date.**

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

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

**IMPORTANT TIP: You MUST make-up all missed tests **BEFORE THE END OF THE SUBJECT** and you must **take and pass the Final Exam.** It is a **PRIVILEGE** to receive an **"INC Status"** and you must work harder to make up attendance instead of Failing the subject and receiving an "F" Grade. (If you Failed a subject, you will need to repeat a subject again).**

# **Access to the Orbund Student Portal**

## **How to get my Progress Report, Syllabi and more Information**

**The Student Portal will allow students to retrieve the following information:**

- Student ID
- Messages and Announcements
- Scheduled Classes
- Attendance Record
- Syllabus for each subject
- Class Materials such as PowerPoint Presentations
- Progress Reports and Grade Book
- Event Schedule

**In order to access New Age Training's Student Portal, each student will receive an email on the first day of class with a link, username and password to the Orbund Student Portal and instructions on how you can reset your password.**

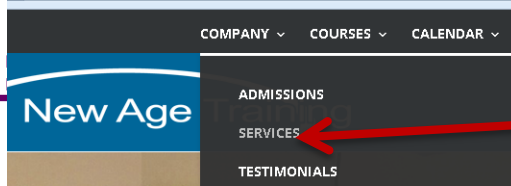
If you did not receive or are unable to access this email, you can request for this email to be resent.

If you cannot remember your log in information, you can use the **Forgot Password** link or email the school Administrator at [sabrina.lawson@newagetraining.com](mailto:sabrina.lawson@newagetraining.com)

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 Student Portal

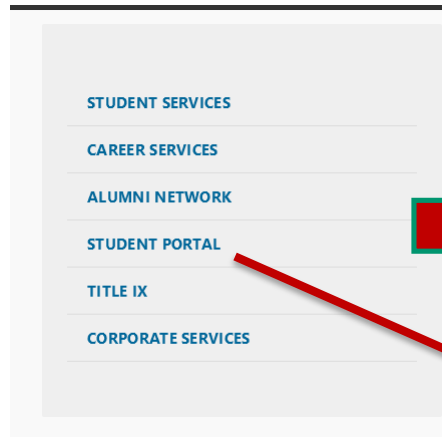
## Step 1:



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

## Step 2:

Click on **Student Portal** and then **Log In Here**



### Student Portal

The New Age Training **Student Portal** is used as Online Li  
**Student Portal** to the program syllabi and be able to acc

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- Progress Reports and Grade Book
- Event Schedule

Every student receives an individual account to login to th

How to Access New Age Training Student Portal

**LOG IN TO STUDENT PORTAL**

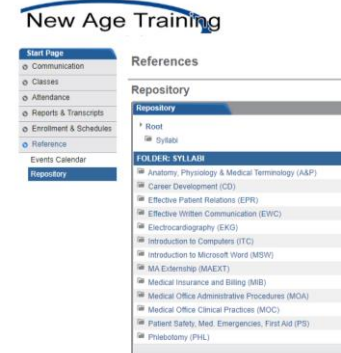
## Step 3:

The **Student Portal Link**,  
**Username** and **Password**  
will be emailed on the first  
day of class.

When logging in, you must select the  
**Role** as "Student"



**News & Announcements**  
Welcome to New Age Training's Student Information System  
  
No news or announcement posted  
You have 0 new inbox messages



Please email  
[sabrina.lawson@newagetraining.com](mailto:sabrina.lawson@newagetraining.com)  
for log in information to be resent.

## **Room Directory**

**Mila Mirnik**, President/CEO

**Daniel Ioffe**, Director

**Dominic Sheppard**, Director

**Howard Callman**, Program Coordinator

**Sabrina Lawson**, Executive Administrator

**Johnny Soto**, Retention Coordinator

**Jahaira Torres**, Registrar

**Wendy Coello**, Admissions Advisor

**Mena Wahezi**, Admissions Advisor

**Nathalie Torrenegra**, Admissions Advisor

**Erick Guillot**, Admissions Advisor

**Jason Mcleod**, Admissions Advisor

**Nichole Strong**, Externship Coordinator

**Sabrina Lewis**, Career Services Advisor

**Renee Keller**, Career Services Advisor

**Michael Clark**, Career Services Advisor

**Kseniia Meshcheriakova**, Accountant

**Eva Ogirri**, Financial Aid Administrator

**Eusebio De Vera**, Financial Aid Advisor/Bursar

**Raquel Colon**, Financial Aid Advisor/Bursar

**Maudy Collado /Betsy Medero**, Administrative Assistants

**Sharelle Smith**, Education Assistant

**Room 215**

**Room 206**

**Room 812**

**Room 811**

**Room 810**

**Room 809**

**Room 810**

**Room 204**

**Room 205**

**Room 207**

**Room 203**

**Room 203**

**Room 202**

**Room 202**

**Room 202**

**Room 202**

**Room 206**

**Room 203**

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**Room 203**

**Front Desk (8<sup>th</sup> Floor)**

**Front Desk (2<sup>nd</sup> Floor)**