

Policies & Procedures

January 2024



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:

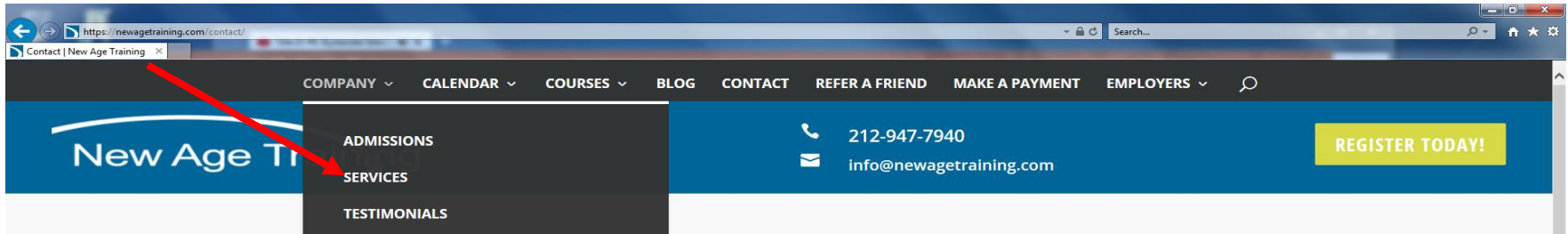
- A proven curriculum approved by NYS Education Department
- Instructors who have a history of employment licensed by NYS
- Instructors who are licensed by NYS Department of Education
- The opportunity to develop a portfolio of professional skills and training
- The opportunity to qualify for professional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

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

CLASS SCHEDULE / SESSION:

Session	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
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.

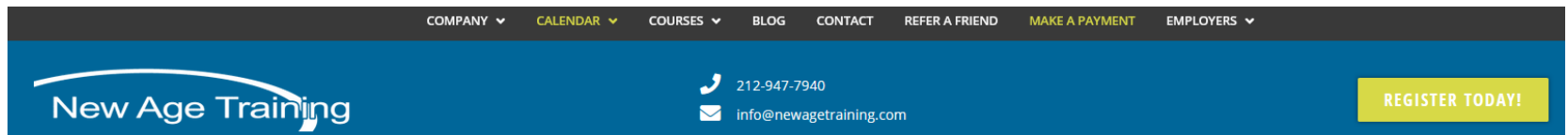
NO VACATIONS / BREAKS:

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.



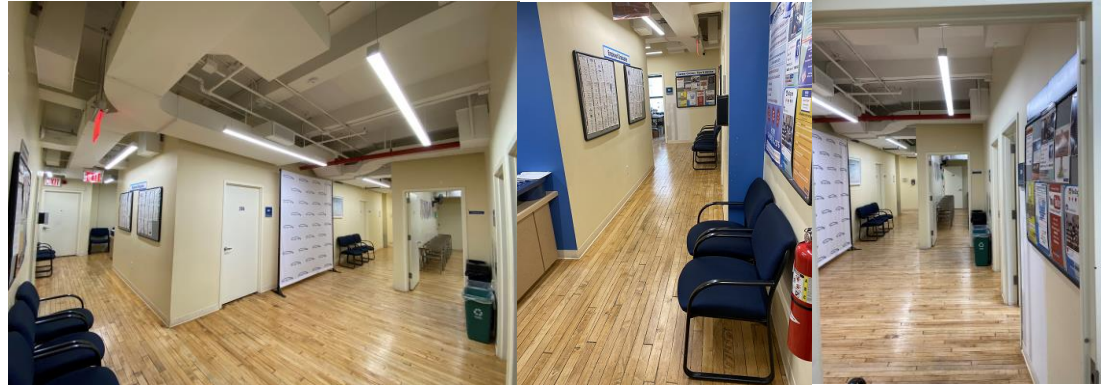
OUR FACILITY:

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

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

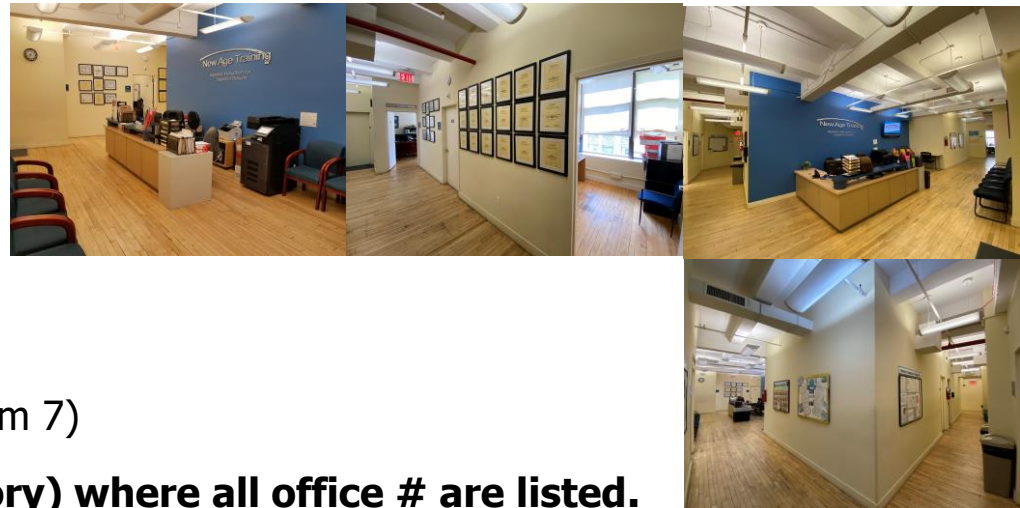
2nd Floor:

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



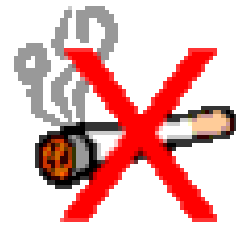
8th Floor:

- 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 & 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.

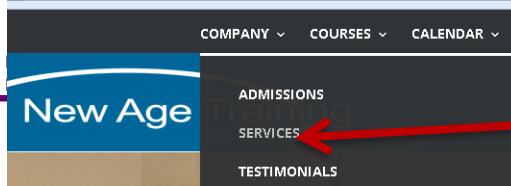
If you did not receive or are unable to access this email, you can request for this email to be resent.

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

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

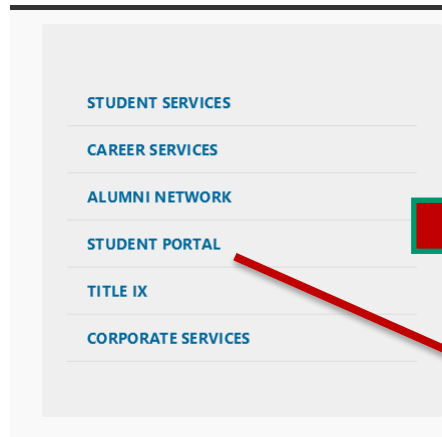
Step 1:



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:

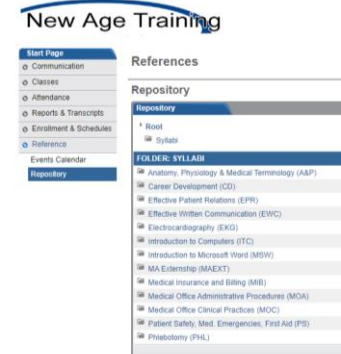
The **Student Portal Link**,
Username and **Password**
will be emailed on the first
day of class.

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
for log in information to be resent.

Room Directory

Mila Mirnik , President/CEO	Room 215
Daniel Ioffe , Director	Room 206
Dominic Sheppard , Director	Room 812
Howard Callman , Program Coordinator	Room 811
Sabrina Lawson , Executive Administrator	Room 810
Johnny Soto , Retention Coordinator	Room 809
Jahaira Torres , Registrar	Room 810
Wendy Coello , Admissions Advisor	Room 204
Mena Wahezi , Admissions Advisor	Room 205
Jason Mcleod , Admissions Advisor	Room 203
Nichole Strong , Externship Coordinator	Room 202
Sabrina Lewis , Career Services Advisor	Room 202
Renee Keller , Career Services Advisor	Room 202
Michael Clark , Career Services Advisor	Room 202
Kseniia Meshcheriakova , Sr. Accountant	Room 206
Eva Ogirri , Financial Aid Administrator	Room 203
Eusebio De Vera , Financial Aid Advisor/Bursar	Room 203
Raquel Colon , Financial Aid Advisor/Bursar	Room 203
Maudy Collado /Brigitte O'Hara , Administrative Assistants	Front Desk (8th Floor)

REFERRAL FEE BONUS:

Our school has a “**Recommend a Friend**” referral program.

Referral means a new student has registered and started the course/program at New Age Training*.

- For each such student, as a token of appreciation, you will receive a
MTA Card of \$100 per referral for MA & PCS programs
MTA Card of \$50 per referral for any other program (CNA, PCT, etc.)

As an alternative, we are also able to give you a \$100 discount off your next course that you choose in our school.

*Your referral must submit your name during the 1st meeting with our Admissions Representative.

