



STUDENT CATALOG1

280 S. Harrison Street
Suite 300
East Orange, NJ 07018

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ADMINISTRATORS AND INSTRUCTORS

Dorson Vocational Training Institute is founded and owned by Ms. Sonia Y. Scott

ADMINISTRATION

Sonia Y. ScottChief Executive Officer and Director

INSTRUCTORS

Celia Batista. RN., BSNHHA

Marie Desarme, RN.,BSNHHA

ADMISSIONS AND PLACEMENT OFFICER

Paulette Porter

STUDENT ADVISEMENT SPECIALISTS

Francine Holt

Winston J. Scott, M.D.

SCHOOL SECRETARIES AND ATTENDANCE STAFF

Ms. Paulette Porter Coordinator/Secretary – East Orange

Joan Ramdeen Attendance Officer

SCHOOL CALENDAR

The school will observe the following holidays and classes will not be held. Holidays are not counted as part of the contracted time schedule.

HOLIDAYS

New Year's Eve / New Year's Day

Martin Luther King Day

Presidents Day

Memorial Day

Juneteenth

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Christmas Eve / Christmas Day

SCHOOL CLOSINGS:

In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within ninety (90) days may exclude the student from any available form of assistance. Please contact the Training Evaluation Unit via email at trainingevaluationunit@dol.nj.gov.

SECTION 1: INSTITUTIONAL OVERVIEW

SCHOOL IDENTIFICATION AND LOCATION

Dorson Vocational Training Institute (DVTI) is a privately owned vocational and career training institution located in East Orange, New Jersey. The school provides instructor-led education and skills training programs designed to prepare adult learners for entry-level employment and professional growth within healthcare, clinical support, medical administrative, pharmacy support, and human service fields.

The institution operates from its approved instructional location at: 280 S. Harrison Street, Suite 300 East Orange, NJ 07018

Dorson Vocational Training Institute delivers education and training programs funded through multiple sources and administered in accordance with applicable federal and State of New Jersey regulations. Instructional programs may be offered under private pay enrollment, workforce development initiatives, employer-sponsored agreements, and approved veterans' education benefit programs, where applicable.

The mission of Dorson Vocational Training Institute is to provide accessible, quality vocational education that supports workforce readiness, skill development, and career advancement while maintaining compliance with regulatory standards and promoting student success.

Ownership and Executive Leadership

Dorson Vocational Training Institute is founded, owned, and operated by its executive leadership.

Chief Executive Officer / School Director: Sonia Y. Scott

The School Director is responsible for institutional leadership, academic oversight, curriculum approval, instructor supervision, regulatory compliance, and quality assurance across all programs and approved delivery formats.

Institutional Governance and Oversight

As a privately held institution, DVTI is governed by its ownership and executive administration. Institutional oversight functions include, but are not limited to:

- Academic governance, program oversight, and curriculum control
- Instructor hiring, credential verification, and performance monitoring
- Attendance recording, monitoring, and documentation controls
- Student evaluation standards, testing integrity, and completion verification
- Compliance with applicable federal, State of New Jersey, and funding-source regulations
- Maintenance of student records and required institutional disclosures

Administrative oversight is structured to ensure consistent instructional standards, record accuracy, and compliance readiness for regulatory review.

INSTRUCTIONAL STAFF AND QUALIFICATIONS

Dorson Vocational Training Institute employs instructional staff who possess appropriate education, professional credentials, licensure (where applicable), and relevant occupational experience aligned with the programs they teach. Instructors are selected based on subject-matter expertise, professional background, and demonstrated ability to work effectively with adult learners in vocational and workforce training environments.

Instructor qualifications may include state licensure, industry certification, professional work experience, and instructional or training experience. Instructor resumes, licenses, and certifications are maintained on file and are available for review upon request in accordance with regulatory requirements.

The institution is committed to maintaining qualified instructional staff to ensure instructional quality, student safety, and compliance with applicable standards.

ADMISSIONS AND STUDENT SERVICES ADMINISTRATION

Admissions and student support services are administered by trained staff responsible for applicant intake, eligibility review, enrollment processing, attendance tracking, and student advisement.

Admissions and Placement Officer: Paulette Porter

Student Advisement Specialists: Francine Holt; Winston J. Scott, M.D.

Administrative / Attendance Support (East Orange):

- Paulette Porter, Coordinator/Secretary – East Orange
- Joan Ramdeen, Attendance Officer

DVTI provides general employment and career readiness information to students. Employment is influenced by student effort, employer hiring decisions, and labor market conditions. Job placement is not guaranteed.

REGULATORY APPROVAL AND CREDENTIAL ALIGNMENT

Dorson Vocational Training Institute operates in compliance with applicable federal and State of New Jersey regulations governing vocational education and workforce training. Certain programs are approved for participation in veterans' education benefit programs administered by the U.S. Department of Veterans Affairs (VA) and the New Jersey Department of Military and Veterans Affairs (DMAVA).

Programs approved for VA education benefits are delivered in accordance with State Approving Agency requirements, including in-resident instructional delivery and instructor presence standards.

The institution offers programs designed to prepare students for entry-level employment and, where applicable, external certification or State-issued credentials.

Certifications and licenses are issued solely by independent credentialing bodies or regulatory agencies and are not granted by Dorson Vocational Training Institute.

Successful program completion does not guarantee certification, licensure, or employment. Eligibility for external examinations or licensure is determined by the issuing authority.

ACADEMIC SUPPORT AND LEARNING RESOURCES

Dorson Vocational Training Institute recognizes that students enter training programs with varying levels of academic preparedness, learning styles, and prior experience. The institution provides academic support designed to assist students in meeting program requirements and maintaining satisfactory academic progress.

Academic support may include instructional clarification, guided review, skill reinforcement, tutoring referrals, and access to learning resources as appropriate. These services are intended to supplement required instruction and do not replace scheduled instructional hours or program completion requirements.

The institution is committed to supporting student learning while maintaining academic standards and regulatory compliance.

SECTION 2: ADMISSIONS, ATTENDANCE, AND ACADEMIC POLICIES

APPLICATION AND ENROLLMENT PROCESS

Prospective students must complete the admissions and enrollment process prior to beginning any program at Dorson Vocational Training Institute. Enrollment is completed in person through the admissions office and includes a review of program expectations, attendance requirements, academic standards, and institutional policies.

Students may register for courses up to five (10) business days prior to the scheduled program start date. Applicants seeking third-party funding or financial assistance are encouraged to complete registration earlier to allow sufficient time for documentation processing and approval.

Enrollment is not considered final until all admissions requirements have been satisfied and the enrollment agreement has been completed.

ENTRANCE AND ELIGIBILITY REQUIREMENTS

Admission is open to applicants who meet institutional and program-specific entrance requirements. These requirements are established to ensure students are prepared to participate successfully in vocational training.

Entrance requirements include:

- Students must be at least seventeen (17) years of age on or before the first day of class
- Students must possess a high school diploma or General Educational Development (GED) certificate, if applicable
- The minimum educational requirement for enrollment may be satisfied through Ability to Benefit (ATB), when applicable, defined as:
- A ninth (10th) grade reading and math level, as measured by the Tests of Adult Basic Education (TABE)
- An admissions interview to review TABE results and discuss program readiness or prerequisites

Additional entrance requirements may apply for programs with clinical components, externships, or external regulatory standards.

ATTENDANCE STANDARDS AND ABSENCES

Dorson Vocational Training Institute records daily attendance for all students in accordance with State of New Jersey guidelines. Attendance records are maintained on file and are available for student review upon request.

- Students must attend at least eighty percent (80%) of the required instructional time to meet graduation and completion standards

- Unexcused absences exceeding twenty percent (20%) of total course hours may result in dismissal
- Excused absences may be permitted for illness or unavoidable circumstances; however, students remain responsible for meeting required instructional hours and competencies

Students must notify the attendance officer by 8:00 a.m. if they will be absent. Absences that are not reported or that exceed the allowable percentage without an approved leave of absence are considered unexcused.

TARDINESS AND INSTRUCTIONAL TIME (ONLINE & HYBRID)

Dorson Vocational Training Institute requires students enrolled in online and hybrid programs to comply with all established instructional time and attendance requirements, instructional obligations apply equally to in-person, online, and hybrid course delivery formats.

Students are expected to attend all scheduled instructional activities, including live virtual lectures, required online labs, discussions, and assessments. Attendance is measured by timely login, active participation, and completion of required instructional activities.

Tardiness is defined as failure to log in and participate at the schedule start time of a live online or hybrid instructional session. Students who log in late, fail to remain engaged, or do not actively participate may be marked tardy. Excessive tardiness may be recorded as an absence and may affect academic progress.

DVTI enforces attendance and tardiness policies consistently across in-person, online, and hybrid programs to ensure training integrity, regulatory compliance, and workforce readiness.

LEAVE OF ABSENCE POLICY

Attendance and Instructional Hours

- Students on an approved LOA are not considered actively attending
- Instructional hours missed during LOA are not credited toward required program hours.
- All required instructional hours must be completed prior to program completion or credential issuance.

Workforce Funding and Reporting

- Approved LOA's may require notification to, or approval from, the applicable funding agency.
- An LOA may impact continued funding eligibility, payment authorization or training status.
- Reauthorization may be required prior to the student's return to training.

Students approved for an LOA must return to training on the approved return date and resume instructions at the point of interruption. Failure to return from an approved leave of absence or failure to notify the school of intent to return may result in termination of enrollment. Any applicable refund will be calculated in accordance with the institution's published refund policy.

PREGNANCY AND MEDICAL CLEARANCE

Students who are pregnant while enrolled at Dorson Vocational Training Institute are required to submit a physician's note on a monthly basis confirming their ability to participate in classroom instruction and clinical activities, where applicable.

Failure to provide required medical documentation may result in exclusion from class or clinical participation until appropriate clearance is received. Each situation is handled privately and with sensitivity.

Because tuition costs, course content, and schedules may change between terms, students returning after pregnancy-related leave may be required to meet with the attendance officer prior to reentry to review program requirements and completion timelines.

PERSONAL ILLNESS AND REPORTING ILLNESS

Students are expected to maintain proper personal health practices. Routine healthcare services are not provided by Dorson Vocational Training Institute or its affiliated agencies.

Students who are ill must notify the school as early as possible, beginning at 8:00 a.m., by contacting the receptionist or answering service.

Absences due to illness exceeding three (3) consecutive days require submission of a physician's note to the admissions office prior to re-admission. The physician's note must clearly state:

- The nature of the illness
- Dates of absence
- Clearance to return to classroom and clinical activities, where applicable

CLASS CUTS AND UNEXCUSED ABSENCES

Each instructional day consists of a minimum of four (4) instructional hours, although daily schedules may vary by program. Leaving class early, arriving late without approval, or missing scheduled instructional time without authorization constitutes a class cut.

Hours lost due to class cuts are recorded as unexcused absences. Students are responsible for making up all missed instructional time, coursework, and assignments. Students must meet with the attendance officer before returning to class following a class cut.

Failure to make up missed time may result in failure to meet attendance or graduation requirements.

MAKE-UP INSTRUCTION AND MISSED COURSEWORK

To meet educational objectives, students must receive instruction in all required components of the program. If instruction is missed due to excused absences or an approved leave of absence, students may be offered one of the following options:

1. Private instruction, or
2. The opportunity to join another class cohort when the missed lesson is offered

Private instruction provided outside the normal instructional schedule may incur additional fees, which vary by program and instructor. Students who choose to wait for another cohort should be aware that doing so may delay program completion.

ACADEMIC EVALUATION AND PROGRESS STANDARDS

Student academic performance is evaluated through written examinations, skills demonstrations, and competency-based assessments aligned with program objectives.

A minimum grade of seventy-five percent (75%) is required to maintain satisfactory academic progress and to qualify for program completion. Test scores below the minimum standard indicate that required knowledge or skills have not been met and may require additional study, practice, or tutoring.

Grading and Assessment

All student coursework, exams, quizzes, and competency assessments for applicable programs are completed and recorded electronically through the [Relias Learning Management System\(LMS\)](#). Grades are calculated, maintained, and accessible to students online via Relias platform in accordance with intuitional academic policies and applicable Department of Labor and Workforce Development requirements.

DISMISSAL, TERMINATION, AND RE-ENTRY

Students may be dismissed or terminated from a program for reasons including, but not limited to:

- Failure to maintain satisfactory academic progress
- Failure to return from an approved Leave of Absence by the schedule return date.
- Excessive absences or tardiness, including failure to meet instructional hour requirements.
- Failure to meet financial obligations
- Violation of intuitional policies, code of conduct, or professional standards.
- Falsification of records, attendance, or documentation
- Failure to comply with program, clinical, or externship requirements.
- Failure to maintain eligibility for workforce funding, when applicable.

Dismissal or termination may be immediate or progressive, at the discretion of the institute, depending on the nature and severity of the violation.

Students who are dismissed or terminated are no longer considered actively enrolled.

Students are not permitted to participate in instructional activities. Are subject to institutional withdrawal and refund policies, as applicable.

May be reported to applicable workforce funding agencies, including the New Jersey Department of Labor and Workforce Development.

CREDIT FOR PRIOR TRAINING

Credit for previous training may be granted only when a student demonstrates appropriate knowledge and competency by passing required assessments or proficiency evaluations. Credit determinations are made at the discretion of the institution and must align with program objectives and regulatory standards.

STUDENT RECORDS AND PRIVACY

Dorson Vocational Training Institute maintains student records in accordance with applicable federal and State of New Jersey regulations. Records include enrollment documentation, attendance records, academic evaluations, and financial information.

Students may request access to their records by submitting a written request in accordance with institutional procedures. The institution maintains confidentiality of student records as required by law.

STUDENT COMPLAINTS AND APPEALS

Students who wish to file a complaint or appeal an academic or administrative decision must submit a written request to school administration. Complaints and appeals are reviewed in a timely manner.

Students are notified in writing of the outcome of the review. Decisions rendered through the complaint or appeal process are final.

PROGRAM COMPLETION AND GRADUATION

Students are considered program completers upon meeting all attendance requirements, achieving satisfactory academic performance, completing all required instructional hours and competencies (including externship requirements, where applicable), and satisfying all financial obligations. Eligible students receive a Certificate of Completion issued by Dorson Vocational Training Institute.

SECTION 3: FINANCIAL POLICIES AND TUITION INFORMATION

TUITION DISCLOSURE

Dorson Vocational Training Institute publishes all tuition rates and program costs in its official school catalog and enrollment agreements. Tuition amounts are determined based on program length, total instructional hours, externship requirements (where applicable), delivery format, and certification alignment.

Tuition includes scheduled instructional hours, approved curriculum delivery, classroom or laboratory instruction, and required academic assessments. Tuition does not include costs charged by third-party credentialing agencies, uniforms, books, or other materials unless explicitly stated in the enrollment agreement.

All tuition charges are disclosed to students prior to enrollment and are administered in accordance with applicable federal and State of New Jersey regulations.

FEES AND ADDITIONAL COSTS

In addition to tuition, students may be responsible for certain fees and out-of-pocket expenses. These may include, but are not limited to:

- Non-refundable application fee
- Non-refundable registration fee
- Textbooks, workbooks, or instructional materials
- Uniforms, supplies, or equipment required for specific programs
- Certification or examination fees charged by external credentialing bodies
- Optional private tutoring or additional make-up instruction

All required fees and anticipated additional costs are disclosed prior to enrollment and documented in the enrollment agreement. Dorson Vocational Training Institute does not charge undisclosed or hidden fees.

PAYMENT ARRANGEMENTS, GRANTS, LOANS, AND SCHOLARSHIPS

Students are required to establish acceptable payment arrangements prior to the start of instruction. Tuition payment schedules are outlined in the enrollment agreement and must be adhered to throughout the program.

Accepted forms of payment may include cash, check, or approved third-party funding sources. Dorson Vocational Training Institute may participate in workforce development initiatives, employer-sponsored training agreements, and approved veterans' education benefit programs.

Eligibility for workforce or third-party funding is determined by the sponsoring agency and not by the institution. Students receiving third-party funding are responsible for complying with all attendance, academic, and documentation requirements established by both the funding source and the school. Failure to meet such

requirements may result in loss of funding and financial responsibility for remaining tuition and fees.

The institution does not guarantee approval for any external funding or financial assistance program.

WITHDRAWAL AND CANCELLATION POLICY

Students who wish to withdraw from a program must submit written notice of withdrawal to the school administration. The effective date of withdrawal is the student's last date of attendance unless otherwise documented in accordance with institutional policy.

A student may cancel enrollment within three (3) business days after signing the enrollment agreement. If cancellation occurs within this period, all monies paid will be refunded, even if instruction has begun.

If a student cancels enrollment after the three-day cancellation period but before the first scheduled day of instruction, all monies paid will be refunded except for non-refundable application and registration fees.

TUITION REFUND POLICY

Refunds are calculated based on the student's last date of attendance and the percentage of the program completed. Refund eligibility and amounts are determined in accordance with the refund schedules outlined below and applicable State of New Jersey regulations.

Programs of 300 Hours or Less

For programs consisting of three hundred (300) instructional hours or fewer, the following refund policy applies, less the non-refundable registration fee:

- Prior to the first day of class: **Seventy-five percent (75%) of tuition refunded**
- During the first week of instruction: **Fifty percent (50%) of tuition refunded**
- After completion of twenty-one percent (21%) to fifty percent (50%) of the program: **Up to ten percent (10%) of tuition refunded**
- After completion of more than fifty percent (50%) of the program: **No refund issued**

Programs Exceeding 300 Hours

For programs consisting of more than three hundred (300) instructional hours, refunds are calculated on a prorated basis based on the portion of the program completed and the student's last date of attendance, in accordance with applicable State regulations.

An instructional hour is defined as sixty (60) consecutive minutes of instructional activity.

VETERANS TUITION AND REFUND PROVISIONS

Veteran students and eligible beneficiaries receiving education benefits under Title 38 or Title 10 of the United States Code are subject to the institution's published tuition, withdrawal, and refund policies, administered in compliance with U.S. Department of Veterans Affairs (VA) and New Jersey Department of Military and Veterans Affairs (DMAVA) requirements.

In the event a veteran student fails to enter a program, withdraws, or is discontinued prior to completion, the amount charged for tuition and fees shall not exceed the prorated portion of total program costs based on the length of training completed.

Refunds for veteran students are calculated using the student's last date of attendance. Required notifications to the VA and State Approving Agency are completed in accordance with applicable regulations.

The institution does not impose penalties, late fees, or denial of access to institutional resources due to delayed VA payments for eligible students. Any charges not covered by VA education benefits remain the responsibility of the student.

REFUND PROCESSING AND TIMELINES

Approved refunds are processed within the timeframe required by applicable State and federal regulations. Refunds are issued to the original payer or funding source, as applicable.

Refund amounts may be adjusted when required by regulatory authority or third-party funding guidelines.

FINANCIAL CLEARANCE

Students must satisfy all financial obligations prior to the release of grades, certificates, credentials, transcripts, or official records. Students who are not financially cleared may be restricted from continued attendance or program completion until outstanding balances are resolved.

Externship placement coordination does not begin until the student's balance is paid in full. While payment plans permit coursework, they do not authorize externship coordination prior to full payment. This policy is mandatory and uniformly enforced.

STATE-FUNDED AND SPECIAL TUITION PROGRAMS (CHAPTER 531 APPLICANTS)

Students accepted for training under New Jersey Chapter 531 State-Funded Veterans Education Benefits are not responsible for the payment of tuition or approved fees covered under the program.

Eligibility, benefit coverage, and continuation of Chapter 531 funding are determined by the sponsoring agency. Students are responsible for complying with all attendance, academic, and documentation requirements established by both the funding source and Dorson Vocational Training Institute. Failure to meet program requirements may result in loss of benefits and financial responsibility for uncovered charges, if applicable.

SECTION 4: INSTRUCTIONAL DELIVERY AND FACILITIES

INSTRUCTIONAL FORMATS

Dorson Vocational Training Institute delivers instructor-led training using approved instructional formats in accordance with program approval, funding source requirements, and applicable federal and State of New Jersey regulations.

Instructional formats may include:

- In-resident (in-person) instruction, delivered at the approved school location with a qualified instructor physically present
- Hybrid instruction, combining in-resident instruction with instructor-led remote learning components, where permitted

All instructional formats include structured lesson delivery, supervised learning activities, assessments, and academic monitoring.

VETERANS INSTRUCTIONAL COMPLIANCE

Programs approved for veterans' education benefits are delivered in strict compliance with U.S. Department of Veterans Affairs (VA) and New Jersey Department of Military and Veterans Affairs (DMAVA) requirements.

For VA-approved programs:

- Instruction is delivered **100% in-resident**
- A qualified instructor is physically present for the full duration of scheduled instructional hours
- Attendance is recorded daily and monitored in accordance with VA and State Approving Agency standards
- Instructional hours are delivered only at approved instructional locations

Hybrid or remote instructional components are **not permitted** for VA-approved programs.

TRAINING FACILITIES AND EQUIPMENT

Dorson Vocational Training Institute operates from its approved instructional facility located in East Orange, New Jersey. The facility is designed to support vocational education and adult learning and includes:

- Multiple classrooms equipped to support lecture-based and skills-based instruction
- A dedicated computer training area for instructional use
- Medical training equipment and supplies appropriate to the programs offered

- Student support areas, including reception and break spaces

Classrooms are maintained to support safe, effective instruction and comply with applicable health, safety, and accessibility standards.

Instructional equipment and training supplies are maintained in good working condition and are made available to students during scheduled instructional hours.

ACCESSIBILITY AND ACCOMMODATIONS

Dorson Vocational Training Institute is committed to providing equal access to education and training opportunities in compliance with applicable federal and State of New Jersey laws, including the Americans with Disabilities Act (ADA).

Students who require reasonable accommodations are encouraged to submit a written request to school administration prior to the start of training. Requests are reviewed on an individual basis, and reasonable accommodations are provided where appropriate and consistent with program requirements.

Accommodation determinations are made in a manner that does not compromise academic standards, program objectives, or regulatory compliance.

LEARNING RESOURCES AND TECHNOLOGY

Dorson Vocational Training Institute provides students with access to instructional resources necessary to support program completion. Learning resources may include:

- Instructor-led classroom instruction
- Approved curriculum materials and handouts
- Computer-based instructional tools, where applicable
- Reference materials relevant to program content
- Relias platform library.

Students may be required to use basic computer technology for certain programs. Any required technology or software expectations are disclosed prior to enrollment.

The institution ensures that instructional resources are appropriate for adult learners and aligned with program objectives and regulatory requirements.

SECTION 5: PROGRAMS OFFERED AT DORSON VOCATIONAL TRAINING INSTITUTE

PROGRAM CATEGORIES OVERVIEW

Dorson Vocational Training Institute offers career-focused programs designed to prepare students for entry-level employment and skill enhancement in regulated and non-regulated occupational fields especially in healthcare, clinical support, medical administration, pharmacy support, and human services. Programs are structured to meet workforce demands and are delivered in accordance with applicable New Jersey Department of Labor and Workforce Development requirements.

Programs are offered through in-person, online, or hybrid instructional delivery, depending on the program and occupational requirements. All programs include defined instructional objectives, documented instructional hours, and outcome based assessments.

Programs in this category emphasize:

- Patient Care and safety
- Clinical and Administrative procedures
- Pharmacy and Medication Support Programs
- Medical Terminology and Documentation
- Community and Human Services Programs
- Professional conduct and regulatory awareness.

Each program includes clearly defined instructional hours, completion requirements, and credential outcomes, where applicable.

Direct Patient Care & Clinical Support Programs

These programs prepare students for hands-on roles that involve direct patient care and essential clinical support in healthcare settings such as hospitals, clinics, long-term care facilities, and home health environments. Training focuses on developing practical skills, patient interaction, safety procedures, and basic clinical techniques required for entry-level healthcare positions.

Course Title	Hours	Delivery	Certifications	Price
Certified Home Health Aide w/ Basic Computer Training	81	In-Person / Hybrid / Remote	Dorson Certification	\$1,500
Certified Home Health Aide Conversion	26	In-Person / Hybrid / Remote	Dorson Certification	\$500
Certified Phlebotomy Technician w/ Basic Computer Training	170	In-Person / Hybrid / Remote	MedCA Certification	\$5,000
Certified EKG Technician w/ Basic Computer Training	170	In-Person / Hybrid / Remote	MedCA Certification	\$5,000
Patient Care Technician (PCT) w/ Basic Computer Training	305	In-Person / Hybrid / Remote	MedCA Certification	\$6,000
Phlebotomy / EKG w/ Basic Computer Training	305	In-Person / Hybrid / Remote	MedCA Certification	\$6,000

Medical Office, Billing & Administrative Programs

These programs are designed for students interested in the administrative and operational functions of healthcare facilities. Coursework emphasizes medical office procedures, healthcare documentation, billing and coding fundamentals, insurance processes, and computer-based systems commonly used in medical settings.

Course Title	Hours	Delivery	Exam	Price
Front Desk and Medical Billing & Coding w/ Basic Computer Training	355	In-Person / Hybrid / Remote	MedCA Certification	\$8,000
Medical Office Assistant Clinical & Administrative/w Basic Computer Training	305	In-Person / Hybrid / Remote	Dorson Certification	\$8,000
Medical Billing with Computer	170	In-Person / Hybrid / Remote	MedCA Certification	\$5,000
Medical Coding with Computer	170	In-Person / Hybrid / Remote	MedCA Certification	\$5,000
Medical Billing and Coding Specialist w/ Basic Computer	305	In-Person / Hybrid / Remote	MedCA Certification	\$6,000

Pharmacy & Medication Support Programs

These programs provide training in medication-related support roles within pharmacies, long-term care facilities, and other healthcare environments. Students learn about medication handling, dosage assistance, safety practices, recordkeeping, and effective communication with patients and healthcare professionals.

Course Title	Hours	Delivery	Exam	Price
Pharmacy Technician with Computer	240	In-Person / Hybrid / Remote	MedCA Certification	\$6,000
Medication Aide w/ Basic Computer Training	60	In-Person / Hybrid / Remote	Dorson Certification	\$1,500

Specialty Clinical Programs

These programs focus on specialized areas of clinical practice and provide targeted training for specific healthcare roles. Instruction emphasizes specialized clinical skills, use of medical equipment, and patient care techniques unique to the specialty area.

Course Title	Hours	Delivery	Exam	Price
Ophthalmic Medical Assistant (OMA) with Computer	505	In-Person / Hybrid / Remote	COA Entry Level Assistant Exam	\$8,000

Community, Social & Human Services Programs

These programs prepare students for entry-level roles that support individuals and communities within healthcare and human service systems. Instruction addresses community outreach, client support services, professional communication, documentation, and an overview of public health and human service resources.

Course Title	Hours	Delivery	Exam	Price
Community Health Worker (CHW) with Computer	185	In-Person / Hybrid / Remote	MedCA Certification	\$4,000
Social & Human Service Assistant w/ Customer Service & CPR	300	In-Person / Hybrid / Remote	N/A	\$6,000

SECTION 6: PROGRAM DESCRIPTION (CONDENSED)

DIRECT PATIENT CARE & CLINICAL SUPPORT PROGRAMS

Certified Home Health Aide w/Basic Computer Skills

81 Hours – Includes

This program prepares students to provide personal care and supportive services to clients in home and community-based settings under appropriate supervision. Instruction includes patient care skills, safety procedures, communication, and professional conduct. Basic computer training is incorporated to support workplace documentation, scheduling, and communication requirements commonly used in home healthcare environments.

Certified Home Health Aide Conversion

26 Hours

This program is designed for eligible individuals seeking to convert or update existing home health aide credentials in accordance with New Jersey requirements. Instruction focuses on refresher training, skills validation, and regulatory compliance necessary for continued employment as a home health aide.

Hybrid Certified Phlebotomy Technician w/Basic Computer Training

170 Hours – Includes Includes 40 Hours externship

The Phlebotomy Technician program prepares students to perform blood collection procedures safely and accurately in clinical settings. Instruction covers venipuncture techniques, specimen handling, infection control, and patient interaction. Basic computer training supports documentation, electronic record use, and workplace communication. A supervised externship provides hands-on clinical experience.

Certified EKG Technician w/Basic Computer Training

170 Hours – Includes Includes 40 Hours externship

This program trains students to perform electrocardiogram (EKG) procedures under appropriate supervision. Coursework includes cardiac anatomy and physiology, patient preparation, EKG lead placement, rhythm recognition, and equipment operation. Basic computer instruction supports office-based documentation and communication skills. Supervised clinical experience reinforces hands-on competency.

Patient Care Technician w/Computer Training

305 Hours – Includes Includes 100 Hours externship

The Patient Care Technician program prepares students for entry-level roles providing direct patient care in hospitals, clinics, and long-term care facilities. Training includes vital signs, patient assistance, basic laboratory procedures, phlebotomy, EKG fundamentals, and professional conduct. Computer training supports electronic documentation and healthcare workplace systems. A supervised externship is included.

Phlebotomy / EKG Combination Technician Program

305 Hours – Includes Includes 100 Hours externship

This combined program provides integrated training in both phlebotomy and EKG procedures. Students develop clinical skills necessary to perform blood collection and cardiac monitoring tasks in healthcare environments. Instruction is reinforced through supervised clinical experience and supported by basic computer training relevant to medical office operations.

MEDICAL OFFICE, BILLING & ADMINISTRATIVE PROGRAMS

Front Desk and Medical Billing & Coding Program

355 Hours – Includes Includes 100 Hours externship

This program prepares students for administrative roles in medical offices and healthcare facilities. Training includes front desk operations, patient intake, appointment scheduling, medical billing procedures, coding fundamentals, insurance processing, and healthcare documentation. Computer training supports the use of office software and healthcare administrative systems. A supervised externship provides practical experience.

Medical Office Assistant Clinical & Administrative w/Computer Training

305 Hours – Includes Includes 100 Hours externship

The Medical Office Assistant program prepares students to support clinical and administrative operations within healthcare settings. Instruction includes medical terminology, patient interaction, record management, scheduling, billing support, and compliance standards. Computer training reinforces documentation and office system use. A supervised externship is included.

Medical Billing with Computer

170 Hours – Includes Includes 40 Hours externship

This program focuses on healthcare billing processes and insurance claims management. Students learn billing procedures, claim submission, payment posting, and documentation standards. Computer training supports electronic billing systems and office productivity tools used in healthcare environments.

Medical Coding with Computer

170 Hours – Includes Includes 40 Hours externship

The Medical Coding program introduces students to diagnostic and procedural coding used in healthcare reimbursement systems. Instruction includes coding principles, documentation review, and compliance considerations. Computer training supports the use of electronic health records and coding-related software.

Medical Billing and Coding Specialist w/Basic Computer Training

305 Hours – Includes Includes 100 Hours externship

This comprehensive program combines medical billing and coding instruction with practical application. Students gain skills in documentation review, code assignment, claim processing, and compliance. Computer training supports administrative systems, and a supervised externship provides hands-on experience.

PHARMACY & MEDICATION SUPPORT PROGRAMS

Pharmacy Technician with Computer

240 Hours – Includes Includes 100 Hours externship

The Pharmacy Technician program prepares students to assist licensed pharmacists in dispensing medications and supporting pharmacy operations. Training includes pharmaceutical calculations, medication handling, recordkeeping, inventory control, and customer service. Computer instruction supports pharmacy systems and documentation requirements. A supervised externship is included.

Medication Aide w/Basic Computer Training

60 Hours – Includes Includes 10 Hours externship

This program prepares students to assist licensed nursing staff with medication administration in approved settings, in accordance with applicable regulations. Instruction emphasizes safety, ethical practice, documentation, and communication. Basic computer training supports workplace recordkeeping and reporting.

SPECIALTY CLINICAL PROGRAMS

Ophthalmic Medical Assistant (OMA) with Computer

505 Hours – Includes Includes 200 Hours externship

The Ophthalmic Medical Assistant assists ophthalmologists and optometrists in providing safe and ethical eye care services, including preparing patients, assisting with ophthalmic examinations and procedures, performing basic vision testing, maintaining medical records, and completing other delegated clinical and administrative tasks as permitted by law. This hybrid program combines in-person instruction with virtual instructor-led computer training, providing students with essential technology skills such as creating documents and spreadsheets, using email and Outlook for communication and scheduling, participating in Zoom sessions, and organizing files using cloud-based systems. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Community and Human Services Programs

Community Health Worker (CHW) with Computer

185 Hours – Includes Includes 60 Hours externship

This program prepares students to support individuals and communities by promoting health education and facilitating access to healthcare and social services. Instruction includes outreach strategies, communication skills, documentation, and professional ethics. Computer training supports data entry, reporting, and communication tasks. A supervised externship is included.

Social & Human Service Assistant W Customer Service & CPR

300 Hours – Includes Includes 40 Hours externship

This program prepares students for entry-level roles assisting professionals in social and human service settings. Training includes client intake, documentation, communication, customer service skills, CPR training, and ethical practice. Computer instruction supports administrative and reporting tasks. A supervised externship reinforces practical application.

SECTION 7: STUDENT CONDUCT AND INSTITUTIONAL POLICIES

CODE OF CONDUCT

Students enrolled at Dorson Vocational Training Institute are expected to conduct themselves in a professional, respectful, and responsible manner at all times while on school premises, during instructional activities, externships, and any school-sponsored events.

Students are required to comply with all institutional policies, instructor directives, safety procedures, and applicable laws and regulations. Conduct that interferes with instruction, disrupts the learning environment, or compromises safety is not permitted.

Prohibited conduct includes, but is not limited to:

- Disruptive or disrespectful behavior toward instructors, staff, or fellow students
- Use of abusive, threatening, or inappropriate language or actions
- Academic dishonesty, including cheating or falsification of records
- Theft, damage, or misuse of school property or equipment
- Possession or use of illegal substances, alcohol, or weapons on school premises
- Violation of attendance, safety, or instructional policies

Violations of the Code of Conduct may result in disciplinary action, including probation, suspension, or dismissal from the program.

DRESS CODE AND PROFESSIONAL APPEARANCE

Students are expected to maintain a neat, clean, and professional appearance appropriate to their program of study. Dress and grooming standards are designed to promote safety, professionalism, and readiness for employment in healthcare and human service environments.

Specific uniform or attire requirements may apply to certain programs and will be communicated prior to the start of instruction. When uniforms are required, students must wear them as directed during classroom, laboratory, and clinical activities.

Clothing that is unsafe, distracting, or inappropriate for a professional training environment is not permitted. Instructors and administration reserve the right to address dress code violations and may exclude students from class or clinical activities until compliance is achieved.

USE OF FACILITIES, EQUIPMENT, AND LEARNING RESOURCES

School facilities, classrooms, laboratories, equipment, and instructional materials are provided for educational use only. Students are expected to use all facilities and equipment responsibly and in accordance with instructor guidance and safety procedures.

Students may not remove equipment or materials from the premises without authorization. Any damage, loss, or misuse of school property must be reported immediately and may result in financial responsibility or disciplinary action.

Food and beverages may be restricted in classrooms and labs to maintain cleanliness and safety.

SAFETY AND HEALTH POLICIES

Dorson Vocational Training Institute is committed to providing a safe learning environment for students, staff, and visitors. Students are required to comply with all safety rules, emergency procedures, and health protocols.

Students must report unsafe conditions, accidents, or injuries immediately to an instructor or school administrator. Failure to follow safety procedures may result in disciplinary action or removal from instructional activities.

ELECTRONIC DEVICES AND TECHNOLOGY USE

The use of electronic devices, including cell phones, tablets, and personal computers, must not interfere with instruction or learning activities. Device use during class is permitted only when authorized by the instructor for instructional purposes.

Unauthorized recording of instructional sessions, students, instructors, or staff is prohibited. Misuse of electronic devices or technology may result in disciplinary action.

SUBSTANCE ABUSE POLICY

The possession, use, or distribution of illegal drugs, alcohol, or controlled substances on school premises or during instructional activities is strictly prohibited.

Students suspected of being under the influence while attending class, laboratory sessions, or externships may be removed from instruction and subject to disciplinary action, up to and including dismissal.

HARASSMENT AND DISCRIMINATION POLICY

Dorson Vocational Training Institute maintains a learning environment free from harassment and discrimination. Harassment or discrimination based on race, color, national origin, sex, age, disability, religion, or any other protected characteristic is not tolerated.

Students who experience or witness harassment or discrimination are encouraged to report the matter promptly to school administration. Reports are reviewed confidentially and addressed in accordance with institutional procedures and applicable law.

DISCIPLINARY ACTIONS

Disciplinary actions may be imposed for violations of institutional policies, including but not limited to verbal warnings, written warnings, probation, suspension, or dismissal.

The severity of disciplinary action is determined by the nature of the violation, prior conduct, and the potential impact on safety and instruction. Written notice is provided when formal disciplinary action occurs.

POLICY ACKNOWLEDGMENT AND COMPLIANCE

Enrollment at Dorson Vocational Training Institute constitutes acknowledgment of an agreement to comply with all institutional policies contained in this catalog and any additional policies issued by the school.

Students are responsible for familiarizing themselves with institutional rules and procedures. Failure to comply with published policies may result in disciplinary action or dismissal.

SECTION 8: STUDENT ACKNOWLEDGMENT

STUDENT CATALOG RECEIPT AND ACKNOWLEDGMENT

I acknowledge that I have received a copy of the Dorson Vocational Training Institute Student Catalog. I understand that this catalog contains important information regarding institutional policies, academic requirements, attendance standards, financial obligations, conduct expectations, and program completion criteria.

I understand that it is my responsibility to read and become familiar with the contents of this catalog. I agree to comply with all policies, rules, and procedures outlined herein, as well as any additional policies issued by Dorson Vocational Training Institute during my enrollment.

I acknowledge that the institution reserves the right to make changes to policies, procedures, programs, schedules, tuition, and other catalog information as required by regulatory agencies or operational needs. Any such changes will be communicated to students in accordance with institutional procedures.

I understand that successful completion of a program does not guarantee certification, licensure, or employment, and that eligibility for external examinations or credentials is determined by the issuing authority.

By signing below, I confirm that I have read, understand, and agree to the terms and conditions outlined in this catalog.

Student Name (Print): _____

Student Signature: _____

Date: _____

School Representative Name (Print): _____

School Representative Signature: _____

Date: _____