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Continents Academy
1985 Henderson Road, Suite 121
Columbus, Ohio 43220
Phone: (614) 769-7478 Fax: (614) 358-7223
Certificate of Registration Number: **2094**

Mission

Continents Academy works to equip future professionals with the skills, tools, and opportunities that enable faster integration into the workforce industry in the United States and around the globe by providing a free higher education to any qualified student.

Vision

Continents Academy aspires to be nationally recognized private institution, where the new education is embraced and students grasp their new life growing and thrive.

Value

Commitment to be leader in diversity with audience, staff, volunteers, program delivery instruction, community participation and decision making.

Continents Academy Campus

Because the time is valuable for students and because the E-Learning open doors at the same level for the studying on campus we partnered with open educational resources to give our students the full access to the training materials 24/7/365.

School Policies and Procedures:

Entrance Requirements

Continents Academy required each student to meet the following requirement before starting enrolment process.

- Applicants must be 18 years of age.
- Applicants must be drug free and pass a drug test.
- Applicants must possess a valid driver's license.
- Applicants must possess a valid social security number.
- Have a legal presence inside the United States.
- Applicants must be a high school graduate or hold a GED.

Credit for Previous Education or Training

- The school does not accept transfer credit nor allow credit for prior experience.
- Previous education and training will be reviewed by the school's director and the respective program's advisor to determine how much credit may be awarded, if any.
- The maximum credit may not exceed one-half of the total program requirements.

Grading System

| US Percentage | US Grade | US GPA |
|---------------|----------|----------------------------|
| 90-100 | A | 4.0 (A+ = 4.33; A- = 3.67) |
| 80-89 | B | 3.0 (B+ = 3.33; B- = 2.67) |
| 70-79 | C | 2.0 (C+ = 2.33; C- = 1.67) |
| 60-69 | D | 1.0 (D+ = 1.33; D- = 0.67) |
| 0-60 | F | 0 |

The student's grade-point average (GPA) is computed by the following formula:

Total Quality Points Earned

Total Units of Credit attempted = Grade Point Average

Standards for Satisfactory Progress

- One hundred percent attendance and completion of all tests at a 50% level is required for satisfactory progress.
- Final grades and student evaluations are issued at the end of each course.
- A student must maintain a CGPA of 2.0 and not receive less than a 1.5 GPA in any term.

Standards for Satisfactory Progress for Financial Aid Programs

Continents Academy does not provide any type of governmental financial aid.

Scholarships

Continents Academy is based on the belief that education at a minimal cost is a basic right for all individuals, not just for a privileged few. The Academy opens the gates of education to qualified students anywhere in the world by offering its programs through distance learning and by making this opportunity affordable. If you are accepted to study at Continents Academy, but you cannot find any suitable designated scholarships, you may apply for an Academy scholarship "Continents Scholarship". This fund was specifically created to help students that are still in financial need because, for one reason or another, they were unable to successfully utilize the other funds or financial tools we have available.

Funds for Continents Scholarships are provided by donations to Continents Academy's General Scholarship Fund.

Crisis Scholarship

This scholarship designed especially for students born in countries where's war happening today, they have to comply with our admission guideline, and in addition they have to submit proof of crisis.

Academic Probation

A student unable to maintain a 2.0 cumulative grade point average (CGPA) or drops below 1.5 GPA for each course will be placed on academic probation. The student will also be given extra assistance in an effort to reach the expected level of performance.

Academic Suspension or Termination

At the end of probation, if the student has not brought his/her grades to meet our satisfactory academic progress policy, and then the student shall be suspended or terminated, depending on the recommendation of the academic review committee. The student has a right to appeal the decision to the school's director. The appeal should be submitted in writing within one week of the committee's decision.

Student Conduct and Conditions for Dismissal

Any student not conducting themselves in an orderly and professional manner, which includes use of drugs and alcohol during school hours, dishonesty, disrupting classes, use of profanity, excessive tardiness, insubordination, violation of safety rules, or not abiding by the school rules will lead to either probation or dismissal from classes.

Re-entrance

- Any student, who has dropped out of the program, may be readmitted within one year by completing a personal interview with the school's director and paying all fees due at the time of readmission.
- Program requirements at the time of readmissions shall be applicable.
- Any student, who was academically terminated, may be readmitted within one year by completing a personal interview with the school's director and paying all fees due at the time of readmission. Student shall be on probation for his/her first term.
- Program requirements at the time of readmissions shall be applicable.
- Any student who was terminated for conduct may not be readmitted.

Attendance

- The school maintains an attendance record on the student. The school requires a hundred percent (100%) completion of class hours in order to receive a certificate of completion from the course. If in any thirty-day period your attendance is less than 80%, you will be notified and placed on probation for a period of thirty days. If you meet the attendance requirement in the next thirty days you will be removed from probation. If you fail to correct your attendance problem you will be dismissed from the school. If dismissed from the school, you will be required to request reinstatement which cannot be done for a minimum period of 30 days. You may be required to provide proof that the problem that caused your chronic absenteeism has been resolved. Tardiness is defined as showing up more than ten minutes late for the beginning of a class. Tardiness without legitimate reason on more than three different occasions will be considered as one unexcused absence.
- Students are expected to be on time and attend all scheduled classes. Documentation of the reason for the absences is required for a student returning to class after an absence.
- All classes missed by a student will be made up prior to graduation.

Leave of Absences

Students may request a leave of absence at any point during their studies. In order to receive a leave of absence a student must submit a written notice to the school explaining the reason they are not able to attend school. If a student fails to notify the school director of their leave of absence the student will be held to the standards discussed in the attendance section. This includes probation and possible dismissal for lack of attendance. Students wishing to return to classes after a leave of absence must contact the school director. The school director and student will both determine when and if the student will return to classes.

Graduation Requirements

Students must maintain a CGPA of 2.0 and pass a final examination at the end of each course in order to receive the certificate of completion for the program. The final examination consists of a combination of both practical and written parts. Should the student fail to pass the test, they will be given an opportunity to take a refresher course in their area(s) of deficiency and subsequently be allowed to retake the final examination at no extra cost to the student.

Student Records

All student evaluations and grades are maintained by the school for a period of five years. Student transcripts are kept on file permanently and are protected from fire, theft and other perils.

Online Safe Community

Continents Academy website are protected by a Secure Sockets Layer SSL which is the standard security technology for establishing an encrypted link between a web server and a browser. This link ensures that all data passed between the web server and browsers remain private and integral. Continents Academy follow the international guideline of website and browsers encryption of [Comodo](#) & [Geotrust](#) from [Symantic](#).

School Calendar

The school operates on a non-traditional term. We do not utilize the conventional academic calendar of quarters or semesters. The program is 36 hour program offered in 12 calendar weeks.

- The following holidays are observed and no student services or customer service will be available:
 - New Year's Day
 - Memorial Day (last Monday in May)
 - Independence Day (July 4)
 - Labor Day (first Monday in September)
 - Thanksgiving Day (fourth Thursday in November)
 - Christmas Day
- The school reserves the right to amend the calendar.
- The hours per week vary depending if the class is academic or lab or clinical.
- Please refer to the program's detailed schedule.

Enrollment Dates

- A student may enroll at any time prior the start of a new class.
- The school has rolling admissions. A new program starts every three months (January, April, July, and October).

Schedule of Fees

| Tuition and Fees for Current Program | |
|---|--------------------------------------|
| Registration fee | \$125 |
| Online Student Disclosure Course Processing Fee | \$0 |
| Tuition | \$0 {We are Tuition Free} |
| Weekly Exam Cost | \$3000 - \$250 Per Week For 12 Weeks |
| Graduation Fees | \$50 |
| Total Cost | \$3175 |

Tuition and fee charges are subject to change at the school's discretion. Any tuition or fee increases will become effective for the term following student notification of the increase. Books are refundable. The cost of the course does not include the PTCE or ExCPT National Exam fees.

Cancellation Refund Policy

Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.

| |
|--|
| A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee. |
| A student who starts a class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees, plus the registration fee. |
| A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee. |
| A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee. |
| A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees. |

Timely Refunds Payments: Refunds shall be paid within 30 days after the effective date of termination.

Student Grievance Procedure

Any student who has a grievance with the school or an instructor should first discuss the problem with the instructor or school director. If a resolution is not reached, the student should make a written complaint and submit it to the school director asking for a written response. When a satisfactory resolution of the problem is not obtained, the student may contact:

Ohio State Board of Career Colleges and Schools

30 East Broad Street, Suite 2481, Columbus, OH 43215

Phone: (614) 466-2752, Fax: (614) 466-2219

Toll Free (877) 275-4219, E-mail: bpsr@scr.state.oh.us

Program Requirements:

Program description

In this course the students will receive enough necessary skills to become a certified pharmacy technician in a community (retail) or hospital pharmacy (In & out patient), in addition the student will receive a full comprehensive overview of the complexities of community and institutional pharmacies through the course readings and supplemental textbook and externship activities.

The students will receive full training to the essentials and the concepts of the pharmacy, and as a Pharmacy Technician, you may perform some or all of the following tasks:

- Receive prescription requests from patients and doctors' offices
- Accurately measure medication amounts
- Package and label prescriptions
- Establish and maintain patient records
- Accept payment for prescriptions and process insurance claims
- Manage inventory

Program Objectives

The objective of this program is to prepare students to meet all the requirements, while preparing them for the National Board Certification exam.

Program Approval & Accreditation

Continents Academy offering a fully approved pharmacy technician program. Our school authorized by the following agencies:

- 1- State of Ohio Board of Career Colleges and Schools.
- 2- Ohio Department of Education.
- 3- Department of Defense - Military Spouse Career Advancement Accounts.
- 4- Central Ohio Workforce Investment Corporation (COWIC).
- 5- Continents Academy are Individual Training Account (ITA) provider by Franklin County.
- 6- Continents Academy advocate educator by the Pharmacy Technician Certification Board.
- 7- Continents Academy approved partner of the National Healthcareer Association.

Accreditation

Continents Academy, seeking accreditation from The Accrediting Council for Continuing Education and Training in 2017. The Accrediting Council for Continuing Education and Training (ACCET) is a private, non-profit organization in the United States that provides national accreditation to private, post-secondary educational institutions offering non-collegiate vocational, avocational and English-language training which may be approved to award validated CEUs, certificates and/or an Occupational Associates Degree. ACCET has been recognized by the United States Department of Education as an independent accrediting agency since 1978. Accreditation is not yet granted but in process and it may take 12-18 months.

Course Descriptions

| | |
|---|-----------------------|
| Ohio Qualified Pharmacy Technician (OQPT) | 36 Clock Hours |
| 1. Regulations and Pharmacy Duties | |
| A. Overview of Technician Duties and General Information | 3 Clock Hours |
| B. Controlled Substances | 8 Clock Hours |
| C. Laws and Regulations | 4 Clock Hours |
| 2. Drugs and Drug Therapy | |
| A. Drug Classification | 2 Clock Hours |
| B. Most Frequently Prescribed Medications | 3 Clock Hours |
| 3. Dispensing Process | |
| A. Prescription Information | 4 Clock Hours |
| B. Preparing/Dispensing Prescriptions | 6 Clock Hours |
| C. Calculations | 6 Clock Hours |

List of Faculty and Administrators Board of Trustees & Faculty Administrator

1. **President** – Ricky Madison, PharmD, MSc
2. **Vice-President** – Mark Sullivan, BSc, MBA
3. **Treasure** – Sura Mike, DPT, MSc
4. **Secretary** – McKinzi Warren
5. **Member** - Malik Moore