TUKIENDORF TRAINING INSTITUTE, INC.

doing business as TTI Medical Training School

2026–2027 Course Catalog

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Main Campus – North Side	South Side – Classroom Extension	West Side – Classroom Extension
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TTI Medical Training School is NOT accredited by an accrediting agency recognized by the U.S. Department of Education.

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Director’s Welcome

Welcome to TTI Medical Training School.

As an institution committed to workforce-focused healthcare education, TTI provides structured, competency-based training designed to prepare students for entry-level employment, professional certification, and long-term career growth. Our faculty and administrative leadership are dedicated to maintaining academic rigor, regulatory compliance, and continuous improvement in alignment with industry standards.

We encourage all students to review this catalog carefully to understand institutional policies, academic expectations, and program requirements. We are committed to supporting your educational journey through professional instruction, hands-on training, and measurable performance standards.

We look forward to supporting your academic and professional development.

Sincerely,

Anna Tukiendorf
Richard Stefaniak

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1. Institutional Overview

Educational Philosophy

TTI is founded on the principle that structured, competency-based education — combining theoretical instruction with supervised laboratory and clinical training — prepares students for workforce entry and professional certification. Curricula are reviewed for relevance and rigor and are delivered by qualified, experienced instructors.

Mission

TTI Medical Training School's mission is to provide accessible, competency-based healthcare education that prepares students for entry-level employment, professional certification, and long-term career growth. Through industry-aligned curriculum, hands-on training, and strategic partnerships with employers and workforce agencies, the institution promotes measurable student achievement, workforce readiness, and continuous improvement.

Vision

TTI Medical Training School aspires to be a recognized leader in allied-healthcare education by advancing workforce development, expanding access to opportunity, and maintaining excellence in instructional quality, student achievement, and industry partnership.

History of the Institution

Tukiendorf Training Institute, Inc. operates as TTI Medical Training School, an Illinois corporation approved by the Illinois Board of Higher Education (IBHE) to operate as a private business and vocational school. Founded in 2005 in Chicago, Illinois, the institution was established to address identified educational and workforce needs within the community.

Instruction commenced in August 2005 on the northwest side of Chicago. Initially focused on providing educational opportunities that supported workforce advancement, the institution expanded its offerings in response to increasing regional demand for qualified healthcare professionals. Today, TTI specializes in allied-health training programs designed to prepare students for entry-level employment, professional certification, and long-term career advancement in healthcare.

Since its inception, TTI has expanded its instructional capacity and community partnerships to serve students throughout Chicago and surrounding communities. Program development is guided by labor-market trends, employer feedback, certification standards, workforce demands, and advisory input to ensure educational relevance and workforce alignment.

Through continuous evaluation of student outcomes, curriculum effectiveness, industry engagement, and stakeholder feedback, TTI remains committed to strengthening educational quality, supporting student success, and meeting the evolving needs of the healthcare workforce.

Institutional Objectives

In support of its mission and educational philosophy, TTI establishes measurable institutional objectives to evaluate student achievement, program effectiveness, workforce alignment, and continuous improvement.

Student Achievement and Completion. Monitor student retention, satisfactory academic progress, and program completion rates to promote student success and timely completion of educational objectives.

Credentialing Outcomes. Monitor certification examination participation and pass rates for applicable programs and use outcome data to support instructional effectiveness and certification readiness.

Graduate Employment and Workforce Readiness. Evaluate graduate employment outcomes and workforce readiness through employment verification, employer engagement, and workforce-partner feedback.

Curriculum Quality and Relevance. Conduct ongoing curriculum review and program assessment to ensure alignment with industry standards, occupational competencies, certification requirements, and employer expectations.

Student and Stakeholder Satisfaction. Collect and evaluate feedback from students, graduates, applicants, employers, clinical partners, faculty, and other stakeholders to support institutional effectiveness and service improvement.

Institutional Effectiveness and Continuous Improvement. Use outcome measures, assessment data, advisory recommendations, and stakeholder feedback to support strategic planning, resource allocation, policy review, and continuous institutional improvement.

2. Governance and Administration

Ownership and Corporate Status

TTI Medical Training School operates as Tukiendorf Training Institute, Inc., an Illinois corporation incorporated in the State of Illinois. The institution is an approved, non-degree-granting private vocational school authorized to operate under applicable state regulations.

Ownership of the corporation is vested in its founders, who maintain responsibility for institutional governance, strategic planning, financial oversight, regulatory compliance, and policy approval. The institution operates in accordance with all applicable state laws and regulatory requirements governing private vocational education.

Governance Structure

TTI maintains a defined governance and administrative structure designed to ensure institutional integrity, academic oversight, fiscal responsibility, and regulatory compliance.

Institutional governance is exercised through executive leadership responsible for establishing strategic direction, approving institutional policies, overseeing financial management, and ensuring adherence to applicable regulatory standards. Administrative authority is delegated to designated leadership personnel responsible for academic operations, admissions, student services, and institutional effectiveness. Governance processes support transparency, accountability, operational continuity, and continuous quality improvement.

Organizational Structure

TTI operates under a structured organizational framework that clearly defines reporting relationships and operational responsibilities. The institutional hierarchy is organized as follows:

Ownership / Executive Leadership — Provides strategic oversight, policy approval, fiscal management, and regulatory accountability.

Director / Executive Administration — Responsible for daily institutional operations, academic oversight, workforce partnerships, compliance monitoring, and implementation of institutional policies.

Academic Leadership and Program Coordination — Oversees instructional delivery, curriculum implementation, faculty supervision, student academic progress, and program-level evaluation.

Admissions and Student Services Administration — Manages enrollment processes, admissions compliance, student records, orientation, and student support services.

Faculty and Instructional Staff — Deliver program instruction, evaluate student performance, maintain academic standards, and participate in curriculum review and assessment activities.

Lines of authority and reporting relationships are formally established to ensure accountability, appropriate supervision, and effective communication throughout the institution. Organizational structure is reviewed periodically to support institutional growth and operational effectiveness.

Administrative Leadership

Executive and administrative leadership ensure effective implementation of institutional policies and oversight of academic and operational functions. Leadership responsibilities include:

- Academic program oversight and curriculum integrity
- Monitoring student achievement and outcome measures
- Regulatory compliance and reporting
- Financial stewardship and resource allocation
- Workforce partnership development
- Implementation of continuous improvement initiatives

Administrative leadership maintains responsibility for ensuring that institutional operations align with the mission and established objectives.

Faculty Qualifications and Oversight

TTI employs qualified instructional personnel whose education, licensure, certification, and professional experience align with program requirements and regulatory standards. Healthcare instructors possess appropriate credentials consistent with occupational expectations and state requirements, and faculty qualifications are documented and maintained in institutional records. Faculty oversight includes:

- Evaluation of instructional performance
- Monitoring of student competency attainment
- Participation in curriculum review and program assessment
- Adherence to institutional policies and instructional standards

The institution supports instructional quality through periodic review of faculty performance and alignment with program outcomes.

Advisory Committees

TTI utilizes program advisory committees composed of healthcare professionals, employers, and industry representatives to ensure curriculum relevance and workforce alignment. Advisory committees provide documented input regarding:

- Occupational competencies
- Curriculum content and revisions
- Certification standards
- Industry trends and employer expectations
- Workforce demand projections

Advisory meetings are conducted on a scheduled basis, and recommendations are reviewed by institutional leadership to support continuous program improvement.

3. Regulatory Status and Approvals

State Approval

TTI Medical Training School operates as Tukiendorf Training Institute, Inc., an Illinois corporation approved by the Illinois Board of Higher Education (IBHE) to operate as a private business and vocational school in the State of Illinois. The institution is authorized to offer non-degree, postsecondary career education programs in accordance with applicable state statutes and administrative rules.

The institution's IBHE approval encompasses its main campus at 5310 N. Harlem Ave., Suite 209, Chicago, Illinois, and two IBHE-approved classroom extensions located at 7667 W. 95th St., Suite 302, Hickory Hills, Illinois, and 5000 W. Roosevelt Rd., Chicago, Illinois. Instruction is offered only at the approved main campus and approved classroom extensions. All programs are approved for delivery in a hybrid format combining online instruction with required in-person laboratory, clinical, and skills-based training, as applicable.

Approval by the State of Illinois indicates that the institution meets established state requirements for operation. State approval does not constitute accreditation or endorsement of specific programs.

Program Approvals

TTI Medical Training School offers healthcare training programs designed to prepare students for entry-level employment and, where applicable, eligibility for state or national certification examinations.

In addition to its IBHE approval to operate, TTI maintains the following program approvals, authorizations, and affiliations:

- Illinois Department of Public Health (IDPH) — approved Basic Nursing Assistant Training Program (BNATP) provider
- Workforce Innovation and Opportunity Act (WIOA) — approved training provider
- National Healthcareer Association (NHA) — authorized testing/partner site
- Board of Nephrology Examiners Nursing and Technology (BONENT)
- Center for Nursing Education and Testing (C-NET)
- Safer Foundation
- CEDA

Programs subject to additional regulatory oversight operate in accordance with applicable requirements established by relevant governing agencies. Students are responsible for meeting eligibility requirements established by certification or licensing authorities, including background checks, health clearances, or other criteria as required.

Program content, instructional hours, and clinical components are structured to comply with applicable regulatory standards and are subject to periodic review.

Accreditation Status

TTI Medical Training School is approved by the Illinois Board of Higher Education as a private business and vocational school and is not currently accredited by a regional or national accrediting agency.

Students seeking to transfer credits to another institution should contact the receiving institution directly. Transferability of credits is determined solely by the receiving institution.

Good Standing

TTI Medical Training School is in good standing with all applicable regulatory, licensing, and certifying authorities. The institution is not currently on probation and has not received any notice of warning, suspension, revocation, or other conditional or adverse status from any accrediting agency, licensing body, certifying entity, or federal or state oversight agency.

Student Complaint Resolution

TTI Medical Training School maintains an internal grievance procedure designed to resolve student concerns in a fair and timely manner. Students are encouraged to follow the institution's grievance policy prior to contacting external agencies. If a complaint cannot be resolved at the institutional level, students may contact:

Illinois Board of Higher Education
Private Business and Vocational Schools Division
1 North Old State Capitol Plaza, Suite 333, Springfield, Illinois 62701
Phone: (217) 782-2551 | Website: https://www.ibhe.org

Non-Discrimination Policy

TTI Medical Training School does not discriminate on the basis of race, color, national origin, sex, age, disability, religion, or any other protected characteristic in its admissions policies, educational programs, employment practices, or student services.

Catalog Disclaimer

The institution reserves the right to revise policies, procedures, program offerings, tuition, schedules, and other information contained in this catalog when necessary to maintain regulatory compliance, academic integrity, or operational effectiveness. Changes become effective upon publication.

The catalog in effect at the time of enrollment governs the student's program unless otherwise stated. The full effective-date and right-to-change statement appears in Section 13.

4. Admissions Policies

Admissions Philosophy

TTI Medical Training School maintains an admissions process designed to promote access, fairness, consistency, and informed decision-making. The institution seeks to enroll students who demonstrate the ability to benefit from the selected program of study and who are prepared to meet the academic, attendance, clinical, technological, and professional standards required in healthcare training.

Before enrolling, each prospective student receives clear information concerning the program's objectives, length, delivery format, academic requirements, clinical or externship requirements, credentialing and certification-examination eligibility, total costs, cancellation and refund policies, and any other material conditions that may affect the student's ability to complete the program or obtain employment in the field.

Admissions decisions are made without discrimination and in accordance with the institution's Non-Discrimination Policy.

General Admission Requirements

Applicants seeking admission to TTI Medical Training School must meet the following general requirements:

1. Be at least 18 years of age (or meet applicable program-specific age requirements).
2. Provide proof of high school graduation, GED, or recognized equivalent, where required
   For education completed outside the United States, documentation determined by the School to be equivalent to United States high school completion, including an English translation or credential evaluation when required.
3. Present valid government-issued identification.
4. Complete the institutional admissions process, including required documentation.
5. Demonstrate the ability to benefit from the program of study.
6. Demonstrate preparedness to participate successfully in the selected program.
7. Meet all applicable program-specific admission requirements.

Documents submitted to satisfy admission requirements may be subject to verification. The School may deny or cancel admission when documentation is false, altered, unverifiable, or otherwise unacceptable.

Program-Specific Admission Requirements

Certain programs may require additional documentation or eligibility criteria, including but not limited to:

- Criminal background checks
- Health examination and immunization records
- Social Security number or other documentation, where required by a State registry or a clinical facility
- Drug screening, where required by a clinical facility
- Entrance or Placement Examination (English and Math); where required, a minimum score of 80% is required for admission.

The specific requirements and any related costs are disclosed in the applicable program description and, when appropriate, the Enrollment Agreement.

Students are responsible for meeting program-specific eligibility standards prior to participation in clinical or externship components.

Enrollment Procedures

A prospective student must complete the following steps:

1. Attend an admissions interview, counseling session, or program information session.
2. Review the program's objectives, curriculum, schedule, delivery format, academic standards, attendance requirements, clinical requirements, technology requirements, total costs, and completion requirements.
3. Receive information concerning applicable certification examinations and eligibility requirements.
4. Submit all required admissions documentation.
5. Complete any required placement, proficiency, or Ability-to-Benefit assessment.
6. Review and sign the Enrollment Agreement.
7. Review and acknowledge the School's catalog, policies, disclosures, and applicable program requirements.
8. Receive formal acceptance from the School.

Enrollment is considered official upon completion of required documentation and acceptance by the institution.

The School reserves the right to rescind admission before the program begins when required documentation has not been submitted, cannot be verified, or establishes that the applicant is ineligible for the selected program.

Transfer of Credit

TTI Medical Training School does not guarantee transfer of credits to other institutions. Acceptance of credits earned at TTI is at the sole discretion of the receiving institution.

The institution may evaluate prior education or training for potential credit where appropriate; however, acceptance is not automatic and must meet institutional standards.

Ability to Benefit

Applicants who do not possess a high school diploma or equivalent may be evaluated in accordance with applicable regulations and institutional policies to determine ability to benefit from the program. Documentation requirements will be applied consistently and in compliance with state standards.

Background Checks and Clinical Eligibility

Some programs require participation in clinical or externship experiences. Clinical sites may require background screening, health documentation, immunization, tuberculosis testing, drug testing, CPR certification, or additional compliance measures.

Clinical-site requirements are established by the participating facility and may be more restrictive than the School's general admission requirements.

Failure to meet clinical site requirements may affect a student’s ability to complete program requirements.

The School does not guarantee clinical placement, certification eligibility, licensure, registry placement, or employment when a student cannot satisfy requirements established by an external organization.

Student Orientation

All admitted students participate in an orientation process designed to review institutional policies, academic expectations, clinical requirements, student support services, and professional conduct standards.

Orientation supports student readiness and program success.

Admissions Process, Student Readiness, and Preparation for Mediated Instruction

TTI employs an admissions process designed to evaluate student readiness and promote success in programs delivered fully or partially through mediated instruction. During the admissions process, prospective students participate in an admissions interview that includes discussion of program expectations, educational goals, technology requirements, scheduling obligations, and student responsibilities.

Admissions personnel evaluate each applicant’s educational background, communication skills, ability to access technology, and overall preparedness to participate in a hybrid or online learning environment. Where appropriate, prospective students may complete placement assessments, academic evaluations, English-language proficiency evaluations, or other assessments designed to identify academic support needs.

Students are informed prior to enrollment regarding the nature of mediated instruction, including expectations for attendance, participation, communication, assignment completion, technology use,

independent learning, and academic integrity. These expectations are communicated through admissions interviews, enrollment materials, the Student Catalog, orientation sessions, enrollment agreements, and course syllabi.

Prior to beginning instruction, students receive orientation regarding the use of the learning management system, virtual-classroom technology, online communication tools, assignment-submission procedures, technical-support resources, and institutional policies related to online learning. Students are informed that successful participation in mediated instruction requires self-discipline, effective time management, regular engagement with course materials, and consistent communication with instructors.

Students who demonstrate technology limitations or require additional assistance are provided guidance regarding available support resources, tutorials, and institutional assistance. The institution continuously monitors student engagement and academic progress throughout the program and provides intervention, tutoring, mentoring, or academic support services when appropriate.

5. Financial Information

Tuition and Fee Disclosure

Tuition and fees for each program are disclosed with each program description and in the Enrollment Agreement. Tuition is based on clock-hour program length and instructional components. Additional charges may include, but are not limited to, the application/registration fee; books and instructional materials; uniforms and required supplies; certification examination fees; and background checks and clinical compliance requirements. All tuition and fee amounts are provided to students prior to enrollment and documented in the signed Enrollment Agreement.

Payment Policies

Students are responsible for payment of all tuition and fees as outlined in the Enrollment Agreement. Payment arrangements may include full payment prior to program start, approved payment plans, or third-party sponsorship (e.g., workforce agencies, employer funding, or grant programs). Deposits or down payments become part of tuition. Students remain responsible for any unpaid balance if third-party sponsorship is reduced, withdrawn, or denied, unless otherwise specified in writing. A $25 late fee applies to past-due payments and a $30 fee to returned checks.

Cancellation and Refund Policy

TTI maintains a fair and equitable refund policy in compliance with Section 60 of the Private Business and Vocational Schools Act of 2012 and 23 Ill. Adm. Code 1095. The same policy applies to all students regardless of funding source. TTI does not participate in federal Title IV financial aid programs.

If you cancel your classes or withdraw from the school, you may be eligible for a tuition and fee refund as set forth below. Withdrawing from the school may have academic and financial assistance (WIOA or other grants) consequences. You are encouraged to understand the consequences before you decide to withdraw. If you decide to withdraw, you must follow the established withdrawal procedures for the school.

The school provides a refund when a student (or parent or guardian, if the student is a minor) provides written notice of cancellation by email or letter to the school's main location, or by email to office@ttimedicalschool.com, as follows:

When notice of cancellation or withdrawal is given before midnight of the 5th business day after the date of enrollment but prior to the first day of class, all tuition and any other charges are refunded to the student, including books and materials if the requirements set forth below are met. The registration fee is not refundable.

When notice of cancellation or withdrawal is given after the fifth-day expiration period or the student's completion of the first day of class attendance, and prior to 60% completion of the theory portion of the course, the school refunds a part of the tuition and other instructional charges on a pro-rata basis by the days of class. The registration fee is not refundable.

When the student has completed more than 60% of the theory portion of the course, no refund is provided. The student is still responsible for any remaining balance due for the cost of the program.

If the applicant has not been accepted by the school, the school refunds all tuition within 30 calendar days after the determination of non-acceptance is made. The school emails or mails a written acknowledgment of a student's cancellation or written withdrawal to the student within a reasonable time of receipt of the cancellation notice, but no more than 30 days after.

A student may give notice of cancellation to the school in writing. The unexplained absence of a student from the school for more than 15 school days, or absence without good cause as determined by the school, constitutes constructive notice of cancellation, and the student is deemed withdrawn. For purposes of cancellation, the date is the last day of attendance on which the student had academically related activity in the classroom, laboratory, or clinical, and a refund is provided pursuant to the terms set forth above.

The school refunds all monies paid to it in any of the following circumstances:

- the school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog;
- the school cancels or discontinues the course of instruction in which the student has enrolled;
- the school fails to conduct classes on days or times scheduled, detrimentally affecting the student;
- the school fails to provide a notice of the right to cancel to the student.

The school may refund book and materials fees when:

- the books and materials are returned to the school unmarked and unopened; and
- the student has provided the school with a notice of cancellation before the first day of class.

All student refunds are tendered by the school within 30 calendar days from the date of cancellation, whether by the school or the student. All deposits or down payments become part of tuition.

Application-registration fees are chargeable at initial enrollment and shall not exceed $100 or 10% of the cost of tuition, whichever is less.

The school may make refunds that exceed those prescribed in this section. If the school adopts a refund policy that returns more money to a student than prescribed in this section, that refund policy must be filed with the Board (IBHE).

Fee Schedule

Fee	Amount
Non-refundable Registration / Application Fee	$80.00
Payment Plan Fee	$45.00
Exam Rescheduling Fee	$25.00
CPR Fee	$99.00
Returned Check Fee	$30.00
Clinical/Lab Make-Up Fee	$10.00/hour
Second Copy of Official Transcript	$20.00
Replacement Certificate of Completion	$30.00
Late Payment Fee	$25.00

Scholarships

TTI offers a $1,000 scholarship to recent high school graduates who enroll in the Medical Assistant, Patient Care Technician, or Hemodialysis Care Technician program (a short essay is required). TTI is

an approved WIOA training provider; eligible students may obtain training grants through their local WIOA/Work Net office. Additional assistance may be available through IDES, CEDA, and the Safer Foundation.

6. Academic Policies

Academic Calendar

Academic Year 2026–2027. TTI operates on a rolling enrollment basis, with multiple program start dates scheduled throughout the academic year. Program schedules may vary by campus location, instructional format, workforce-partnership requirements, clinical availability, and student demand. Specific program schedules — including start dates, end dates, meeting times, and clinical schedules — are provided prior to enrollment and documented in the student's Enrollment Agreement.

Standard Instructional Sessions

Session Type	Typical Schedule
Morning Sessions	Monday–Friday, 10:00 AM – 2:00 PM
Afternoon Sessions	Monday–Friday, 2:00 PM – 6:00 PM
Evening Sessions	Monday–Friday, 5:30 PM – 10:00 PM
Weekend Sessions	Saturday and/or Sunday

Institutional Holidays and Scheduled Closures

Holiday	Date Observed
Independence Day (Observed)	Friday, July 3, 2026
Labor Day	Monday, September 7, 2026
Thanksgiving Day	Thursday, November 26, 2026
Day After Thanksgiving	Friday, November 27, 2026
Winter Break	December 21, 2026 – January 3, 2027
Christmas Eve	Thursday, December 24, 2026
Christmas Day	Friday, December 25, 2026
New Year's Eve	Thursday, December 31, 2026
New Year's Day	Friday, January 1, 2027
Martin Luther King Jr. Day	Monday, January 18, 2027
Good Friday	Friday, March 26, 2027
Memorial Day	Monday, May 31, 2027

Winter Break: December 21, 2026 – January 3, 2027; classes resume Monday, January 4, 2027. Additional closures may be announced when necessary to maintain compliance, instructional continuity, clinical availability, or operational effectiveness.

Clinical, Laboratory, and Externship Scheduling

Clinical, laboratory, and externship schedules may differ from standard classroom schedules depending on clinical-site availability, healthcare-facility operating hours, program requirements, regulatory standards, and instructor availability. Students are responsible for complying with all scheduled instructional, laboratory, and clinical requirements.

Distance and Hybrid Education

TTI is approved by the Illinois Board of Higher Education to deliver its programs in a hybrid format. All TTI programs are delivered in a hybrid model that combines synchronous online instruction and independent online learning with required in-person sessions, including laboratory, clinical, and skills-based training where applicable. Student learning outcomes, objectives, competencies, assessments,

grading standards, and graduation requirements are identical regardless of delivery format. TTI uses the Canvas learning management system, Microsoft 365 and Teams, and secure cloud storage; technical support is available a minimum of 18 hours per day, seven days per week.

Students complete an orientation, prior to beginning instruction, that addresses the following:

- Technology requirements
- Learning management system navigation
- Communication expectations
- Assignment submission procedures
- Academic integrity expectations
- Attendance requirements
- Technical support resources
- Online learning success strategies

Student identity is verified through secure logins, instructor monitoring, and in-person competency assessment, and institutional data is protected through access controls, encryption, and routine backups.

Faculty Participation in Curriculum Development and Oversight of Mediated Instruction

Faculty members play an essential role in the development, implementation, evaluation, and continuous improvement of programs delivered through mediated instruction. Instructors contribute subject-matter expertise, industry experience, and educational best practices to curriculum planning, instructional delivery, and program assessment.

Faculty responsibilities include reviewing course content, evaluating learning objectives, recommending instructional materials, participating in curriculum revisions, developing assessments, evaluating student learning outcomes, and recommending improvements to instructional methods and technologies.

Faculty regularly review student-achievement data, course evaluations, credentialing outcomes, employer feedback, and other assessment measures to evaluate instructional effectiveness and program quality, and recommendations are incorporated into curriculum review and continuous improvement.

Instructors maintain regular communication with students, monitor academic progress, provide timely feedback, facilitate meaningful interaction, and support student success in online, hybrid, and traditional learning environments.

Through ongoing collaboration among faculty, administration, and advisory stakeholders, TTI ensures that mediated instruction maintains academic rigor, workforce relevance, instructional quality, and compliance with institutional and regulatory requirements.

Assessment of Student Learning and Program Effectiveness in Mediated Instruction

TTI uses assessment processes designed to ensure that student learning outcomes, program objectives, competency requirements, and graduation standards remain consistent regardless of instructional delivery method.

Student learning is assessed through a variety of methods, including quizzes, examinations, assignments, projects, discussion activities, skills evaluations, laboratory assessments, clinical performance evaluations, competency demonstrations, certification-preparation activities, and practical examinations.

To promote academic integrity and assessment validity, students must use unique login credentials and secure access procedures. Student identity may be verified through institutional records, instructor observation, synchronous instructional activities, in-person skills assessments, and other appropriate methods. Practical competencies and laboratory skills are evaluated under direct instructor supervision.

Program effectiveness is evaluated through analysis of student retention, completion rates, credentialing outcomes, graduate employment, employer feedback, advisory recommendations, student evaluations, and other institutional assessment measures.

Assessment findings are reviewed by institutional leadership and faculty and are incorporated into curriculum review, instructional improvement, strategic planning, and continuous-improvement initiatives to ensure educational quality, workforce responsiveness, and mission fulfillment.

Attendance Policy

Regular attendance is required for successful completion of all programs. Attendance is recorded daily, and students are responsible for arriving on time for all scheduled classes and clinical activities, notifying the institution of anticipated absences, and completing required make-up hours when permitted. Absences exceeding 15% of total scheduled clock hours disqualify a student from receiving a certificate of completion, and absence without valid cause for more than 15 school days constitutes withdrawal. Because programs are hybrid, attendance is mandatory for both virtual and in-person sessions, and students must keep cameras on during virtual class for attendance verification. All required clock hours must be completed prior to graduation.

Make-Up Hours

Make-up hours may be permitted at the discretion of the institution and must comply with clock-hour requirements. Students are responsible for scheduling and completing approved make-up instruction within established guidelines, and all make-up hours must be documented and supervised. Missed clinical hours are made up at the student's expense where applicable.

Grading System

Student performance is evaluated through written examinations, practical skills assessments, clinical evaluations (where applicable), assignments, and instructor observation. A minimum cumulative score of 75% is required to successfully complete all programs, and students must successfully complete both the theoretical and practical components of a program in order to graduate.

Grade	Percentage
A	90–100%
B	80–89%
C (minimum passing grade)	75–79%
F	Below 75%

Satisfactory Academic Progress (SAP)

All students must maintain Satisfactory Academic Progress to remain in good standing. SAP is evaluated at established intervals against three standards: (1) qualitative — a minimum cumulative average of 75%; (2) quantitative — successful completion of at least 85% of scheduled clock hours to remain on pace for timely completion; and (3) maximum timeframe — completion of the program within 150% of its published length. Students who fail to meet SAP standards may be placed on academic probation.

Academic Probation

Students who do not meet academic or attendance standards may be placed on academic probation. During the probationary period, students must demonstrate measurable improvement. Failure to meet improvement expectations during the probationary period may result in dismissal from the program. Written notice of status is provided, and a student may submit a written appeal within 10 business days of a dismissal notice.

Withdrawal and Dismissal

Students may withdraw voluntarily by submitting written notice to the institution. The institution reserves the right to dismiss a student for failure to maintain satisfactory academic progress, excessive absences, violation of institutional policies, unprofessional conduct, or failure to meet clinical-eligibility requirements. Refunds, when applicable, are calculated in accordance with the published Cancellation and Refund Policy (Section 5).

Re-Entry Policy

Students who withdraw or are dismissed may request re-entry in writing. Approval is at the discretion of the institution and may be subject to availability of space, review of prior academic performance, payment of outstanding balances, and compliance with current program requirements. Re-entry is not guaranteed; students dismissed for academic dishonesty or conduct violations are not eligible for re-admission.

Graduation Requirements

To graduate and receive a TTI certificate of completion, a student must complete all required coursework with a minimum 75% average, satisfactorily complete all laboratory and clinical requirements and competencies, meet attendance and SAP standards, and satisfy all financial obligations.

Academic Records

TTI maintains academic records in accordance with applicable state requirements. Students may request transcripts or records in writing, subject to institutional policy and resolution of outstanding financial obligations.

7. Student Services

Academic Advising

TTI provides academic advising to support student progress and successful program completion. Students may consult with instructional staff or designated administrative personnel regarding academic performance, attendance, program requirements, and professional expectations. Advising promotes accountability, competency attainment, and timely completion.

Tutoring and Academic Support

Students who require additional assistance may receive academic support through instructor guidance, structured review sessions, or scheduled tutoring as available, designed to assist students in meeting the minimum passing standard of 75% and completing required theoretical and practical competencies. Complimentary tutoring is available to enrolled students; sessions thereafter are $25/hour, and cancellations require 24-hour notice.

Career Services and Job Placement Assistance

TTI provides job-readiness support and employment assistance to graduates, which may include resume development and review, interview preparation, professional communication coaching, employer referrals, and access to job leads and workforce-partner opportunities. The institution maintains relationships with employers and workforce agencies to support graduate employment. While TTI provides job-placement assistance, the institution does not guarantee employment.

Clinical and Externship Coordination

For programs requiring clinical or externship components, TTI coordinates placement opportunities consistent with program objectives and regulatory requirements. Clinical participation is contingent upon meeting eligibility standards established by clinical sites, including health documentation and background screening. Students are expected to comply with all clinical-site policies and professional standards.

Student Records: Maintenance, Security, Retention, and Access

TTI maintains student records in both electronic and physical formats to ensure the security, integrity, accessibility, and long-term preservation of student information. Student records include admissions documents, enrollment agreements, attendance records, academic progress reports, grades, transcripts, financial records, clinical documentation, certification records, and other information required by institutional, state, and federal regulations.

Student records are maintained through secure institutional systems and authorized recordkeeping procedures. Access to student records is restricted to authorized personnel whose responsibilities require access to such information. Electronic records are protected through password-controlled systems, role-based permissions, secure cloud storage, encrypted data transmission, backup procedures, and other appropriate security measures.

Attendance, academic progress, competency assessments, grades, clinical evaluations, and program-completion records are maintained as part of each student's educational record. Financial records are maintained separately and are accessible only to authorized administrative personnel.

Students may review their educational records by submitting a written request to the institution. Requests are processed in accordance with institutional policies and applicable laws. Students may obtain transcripts, enrollment verifications, and other educational records as permitted by institutional procedures.

TTI follows records-retention practices consistent with standards commonly used in higher education and the recommendations of the American Association of Collegiate Registrars and Admissions Officers (AACRAO). Permanent academic records — including official transcripts, academic-achievement records, graduation records, and program-completion records — are maintained indefinitely.

To protect against loss, unauthorized alteration, system failure, or other unforeseen events, the institution performs routine backups of critical student and institutional records. Backup copies are maintained in secure environments separate from the institution's physical locations and are incorporated into institutional continuity and recovery planning.

The institution maintains written policies governing records retention, confidentiality, access control, information security, backup procedures, disaster recovery, and records disposal, designed to ensure the integrity, availability, and long-term preservation of student records while protecting confidential information from unauthorized access, disclosure, loss, or destruction.

Accommodations

TTI is committed to providing reasonable accommodations to qualified students with documented disabilities in accordance with applicable laws. Students seeking accommodations must submit appropriate documentation to the institution for review; requests are evaluated on an individual basis.

Student Code of Conduct

Students are expected to demonstrate professional behavior consistent with healthcare-industry standards, including respectful communication, adherence to institutional policies, ethical behavior, compliance with safety protocols, and appropriate dress and hygiene. Cell phones and recording

devices may not be used during instruction, laboratory, or clinical sessions, and lectures may not be recorded. Violation of the Student Code of Conduct may result in disciplinary action, including dismissal.

Grievance Procedure

Students who wish to file a complaint or grievance should first follow the institution's internal process: submission of a written complaint to the appropriate institutional representative; review and investigation by administrative leadership; and a written response within a reasonable timeframe. TTI prohibits retaliation against any student who files a grievance. If resolution cannot be achieved at the institutional level, students may contact the Illinois Board of Higher Education as outlined in Section 3.

Transcript Policy

Official transcripts are available on written request (by mail or email) to the main campus, subject to resolution of outstanding financial obligations; a $20 fee applies to additional copies.

Privacy Policy (FERPA)

TTI maintains the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act (FERPA). Students may inspect their educational records upon reasonable notice. Records are not released without the student's written consent, except as permitted or required by law.

8. Institutional Effectiveness and Outcomes

TTI monitors completion, credentialing, employment, and advisory engagement to support continuous improvement. The institution's reporting and disclosure data appear in Section 12.

Institutional Effectiveness Framework

TTI Medical Training School utilizes a systematic institutional effectiveness process to evaluate mission fulfillment, student achievement, workforce alignment, and continuous improvement. Outcome measures are reviewed regularly by institutional leadership and are used to support academic planning, resource allocation, curriculum review, and operational improvement.

Mission Component	Measurable Outcome	Data Source	Review Frequency
Accessible, competency-based healthcare education	Program Completion Rate	Student Information System, Graduation Reports	Annual
Professional certification and workforce readiness	Credentialing Examination Performance	Certification Agency Reports, State Testing Reports	Annual
Entry-level employment and workforce development	Graduate Employment Outcomes	Graduate Employment Verification Forms, Workforce Partner Reports	Annual
Long-term career growth	Graduate Advancement and Continuing Education Tracking	Graduate Follow-Up Surveys	Biennial
Industry-aligned curriculum	Advisory Committee Recommendations and Curriculum Review	Advisory Meeting Minutes, Curriculum Review Documentation	Annual
Student achievement and academic success	Retention and Satisfactory Academic Progress	Enrollment Reports, Academic Records	Annual
Student and stakeholder satisfaction	Student Course Evaluations, Admissions Experience Surveys, Graduate and Employer Feedback	Institutional Survey Results	Annual
Campus climate and student support	Student Safety, Campus Climate, and Student Services Assessments	Institutional Climate Surveys and/or Student Feedback Reports	Annual

Continuous improvement	Corrective Action Plans and Improvement Initiatives	Institutional Effectiveness Reports	Annual and As Needed

Institutional effectiveness data are reviewed on a scheduled basis. When outcome measures indicate opportunities for improvement, institutional leadership develops and implements corrective action plans designed to strengthen student achievement, instructional quality, workforce alignment, and institutional performance.

Student and Stakeholder Feedback Assessment

TTI maintains a structured process for collecting and reviewing student, graduate, applicant, and stakeholder feedback. The institution regularly administers electronic evaluation surveys and assessment tools related to:

- Course instruction
- Faculty effectiveness
- Clinical and laboratory experiences
- Admissions and enrollment services
- Student support services
- Distance education and hybrid learning experiences
- Institutional resources and equipment
- Career preparation and workforce readiness

Responses are reviewed by institutional leadership and used to support instructional quality improvement, faculty development and evaluation, curriculum review, student-support enhancement, and institutional planning. Student evaluations remain confidential and are used as part of the institution's continuous improvement process.

Advisory Review and Continuous Improvement

Program advisory input from employers, practitioners, and faculty — together with student and graduate feedback, certification examination results, and completion and placement data — is reviewed by institutional leadership through a regular program-review process. Results are used to update curricula, instructional methods, learning resources, technology, and student-support services.

Campus Climate and Student Safety Assessments

TTI may periodically conduct institutional climate assessments, including surveys related to student safety, campus environment, and sexual-misconduct awareness and prevention. Information collected is reviewed by institutional leadership to support compliance efforts, student-support initiatives, policy review, and continuous institutional improvement.

9. Facilities and Equipment

TTI operates on a main campus and two classroom extensions. Each location includes administrative offices, classrooms, and laboratories.

Location	Address / Phone
Main Campus	5310 N. Harlem Ave., Suite 209, Chicago, IL 60656 — (773) 774-2222
South Side – Classroom Extension	7667 W. 95th St., Suite 302, Hickory Hills, IL 60457 — (773) 774-2222
West Side – Classroom Extension	5000 W. Roosevelt Rd., Chicago, IL 60644 — (773) 774-2222

Classroom Description

Classrooms are well lit, heated, and air-conditioned, and are equipped with writing/smart boards, projectors or monitors, internet access, and student workstations to support both lecture and interactive hybrid instruction.

Laboratory Equipment

Laboratories simulate healthcare environments and include venipuncture training arms, patient-care mannequins, needles and syringes, centrifuges, EKG machines, spirometers and peak-flow meters, CPR training manikins, hospital beds with linens, stethoscopes and sphygmomanometers, scales, urinalysis supplies, personal protective equipment, pulse oximeters, thermometers, otoscopes, and ophthalmoscopes. All equipment is maintained for safe, effective skills training.

Learning Resources

TTI maintains instructional textbooks, healthcare reference materials, certification-preparation resources, and digital and electronic learning materials. Computer workstations and internet-enabled devices are available at campus locations, and students have access to online educational platforms, electronic resources, and the learning management system.

Accessibility

All facilities accommodate students with disabilities; elevators and ramps are provided where upper-floor access is required.

Clinical Affiliations

TTI maintains clinical affiliation agreements with hospitals, outpatient clinics, dialysis centers, long-term-care facilities, physician offices, and laboratories to support required clinical and externship experiences. Clinical placement is coordinated by the institution and is contingent upon student eligibility and site-specific compliance standards.

10. Faculty and Administration Directory

TTI Medical Training School is led by an experienced executive leadership team, supported by qualified academic leaders, faculty, and administrative professionals dedicated to student success, academic excellence, regulatory compliance, and workforce development. The following directory identifies the key personnel responsible for the administration, instruction, student support, admissions, and institutional operations of the School.

TTI employs qualified instructional personnel whose education, professional credentials, licensure, certifications, and occupational experience align with program objectives and applicable regulatory requirements. Program directors and lead instructors are responsible for academic quality, instructional consistency, curriculum implementation, and student achievement.

Executive Leadership

Name	Position	Credentials	Email
Anna Tukiendorf	President and School Director	MS, BS	anna@ttimedicalschool.com
Richard Stefaniak	Vice President and Director of Strategic Operations	MBA, BS	rick@ttimedicalschool.com
Brigitte Stelmach	Director of Administration and Healthcare Relations	MS	brigitte@ttimedicalschool.com
Nicolette Tukiendorf	Director of Healthcare Programs and Academic Development	MD	nicolette@ttimedicalschool.com

Academic Leadership

Name	Position	Credentials	Email
Beata Skrzeczyna	Faculty Chair and Program Director	MD, BSN, RN	beata@ttimedicalschool.com
Jolanta Giza	Program Director – Basic Nursing Assistant (CNA)	MSN, BSN, RN	office@ttimedicalschool.com
Dagmara Hausner	Lead Faculty and Academic Coordinator	MD	daga@ttimedicalschool.com

Faculty

Name	Position	Credentials	Primary Teaching Areas	Email
Rita Cid	Senior Instructor	RN	Basic Nursing Assistant (CNA), Hemodialysis Technician	rita@ttimedicalschool.com
Elzbieta Gainska	Lead Instructor	MD	Medical Assistant, EKG Technician	elzbieta@ttimedicalschool.com
Marek Piszczatowski	Senior Instructor	DNP	Basic Nursing Assistant (CNA), Medical Assistant	marek@ttimedicalschool.com
Tania Randall	Basic Nursing Assistant (CNA) Instructor	MSN, MBA, BSN, RN	Basic Nursing Assistant (CNA)	tania@ttimedicalschool.com
Evelyn Love Johnson	Basic Nursing Assistant (CNA) Instructor	RN, BSN	Basic Nursing Assistant (CNA)	office@ttimedicalschool.com
Candice Moore Udogu	Clinical Instructor	RN, BSN	Basic Nursing Assistant (CNA) Clinical Instruction and Skills Laboratory	office@ttimedicalschool.com
Frances Hodges	Clinical Instructor	RN, BSN	Basic Nursing Assistant (CNA) Clinical Instruction	office@ttimedicalschool.com
Joy Brumfield	Basic Nursing Assistant (CNA) Instructor	RN, BSN	Basic Nursing Assistant (CNA)	joy@ttimedicalschool.com
Jasmine Loeza	Instructor	BSN, RN	Basic Nursing Assistant (CNA)	office@ttimedicalschool.com

Student Services and Administration

Name	Position	Credentials	Email
Anastasiya Sukhotska	Student Services Coordinator	MD	anastasia@ttimedicalschool.com
Aura Thomas	Student Support Coordinator	—	office@ttimedicalschool.com
Olivia Stelmach	Administrative and Social Media Coordinator	—	olivia@ttimedicalschool.com
Sophie Czysz	Administrative Assistant	—	sophie@ttimedicalschool.com

Admissions

Name	Position	Credentials	Email
Monika Zuber	Admissions Representative	BS	office@ttimedicalschool.com
Joseph Geraci	Admissions Representative	—	joe@ttimedicalschool.com

Marketing and Communications

Name	Position	Credentials	Email
Juan Pablo Vazquez	Marketing and Social Media Coordinator	—	socialmedia@ttimedicalschool.com

Adjunct Faculty

TTI utilizes adjunct faculty and clinical educators as needed to provide specialized instruction, certification preparation, laboratory training, clinical supervision, workforce-funded cohort instruction, and substitute instructional support. All instructional personnel are selected based on documented qualifications, healthcare experience, licensure or certification where applicable, and alignment with institutional and regulatory standards.

Faculty Qualifications and Professional Development

TTI maintains procedures for faculty credential verification, continuing professional development, instructional evaluation, and ongoing assessment of instructional effectiveness. Faculty performance is evaluated through classroom observations, student feedback, competency outcomes, and participation in institutional improvement activities.

11. Educational Programs

Definition of Clock Hour

TTI measures all programs in clock hours. One clock hour equals a minimum of 50 minutes of supervised instruction (lecture, laboratory, or clinical) within a 60-minute period. TTI does not award semester or quarter credit hours; all completion credentials are certificates based on clock-hour attainment and demonstrated competency. All programs are delivered in a hybrid format.

Program Summary

Program	CIP Code	Total Clock Hours	Weeks
Basic Nursing Assistant (CNA)	51.3902	135	15
Medical Assistant (MA)	51.0801	468	52
Clinical Medical Assistant (CMA)	51.0801	360	39
EKG Technician	51.0902	82	13
Phlebotomy Technician	51.1009	108	13
Hemodialysis Technician (HT)	51.1011	340	24
Hemodialysis Care Technician (HCT)	51.1011	583	52
Patient Care Technician (PCT)	51.3902	361	41
Pharmacy Technician	51.0805	269	22
Medical Laboratory Assistant	51.0802	129	13
Nursing Review	32.0205	260	32
English Language Training (avocational)	13.1401	580	62
TOEFL Preparation (avocational)	13.1499	340	20

Program Descriptions

Basic Nursing Assistant (CNA)

CIP 51.3902

Total: 135 clock hours	Theory & Lab 90 | Clinical 45	15 weeks | Hybrid

Prepares students for entry-level direct patient care under the supervision of a licensed nurse, including personal care, vital signs, specimen collection, mobility, safety, and resident rights. The program also forms a basis for the Hemodialysis Care Technician and Patient Care Technician programs and for nursing study.

Delivery format: Hybrid — interactive virtual (online) lecture combined with required in-person sessions (laboratory and clinical training where applicable).

Credential / examination eligibility: TTI CNA certificate. To certify, students must complete an IDPH-approved BNATP, demonstrate the 21 required manual skills, and pass the IDPH written competency examination.

Prerequisites: Entrance Proficiency Examination (Basic English and Basic Math).

Module	Scope	Clock Hrs
Module 1 – Foundations in Nursing Assisting	Healthcare systems; communication; infection control; safety and body mechanics; basic needs; personal care; vital signs and assessment; nutrition/hydration; elimination; mobility; dementia care; comfort and end-of-life care; restorative care; resident rights and abuse prevention; mental health; emergency care.	70
Module 2 – Lab Sessions	Hand hygiene, PPE, gait-belt ambulation, safe transfers, vital signs, feeding assistance, catheter care, range of motion.	20
Module 3 – Clinical Practicum	Supervised application of ADLs, nutrition/hydration/elimination, vital signs and assessment, mobility and restorative care, and end-of-life care.	45

Item	Amount
Tuition (with CPR)	$1,885.00
Application Fee	$80.00
Books and Other Materials	$225.00
IDPH Exam	$95.00
Background Check and Drug Testing	$310.00
Medical Equipment, Supplies and Scrubs	$380.00

Additional costs: Electronic Equipment & Technology Fee $990.00; Physical Exam with TB test & Hepatitis B immunity $200–$450; Clinical/Lab Make-Up $10.00/hr; Drug Testing $250–$378.

Required textbooks: Hartman's Nursing Assisting: A Foundation in Caregiving, 6th ed., and Workbook.

Medical Assistant (MA)

CIP 51.0801

Total: 468 clock hours	Theory and Lab 308 | Clinical 160	52 weeks | Hybrid

Prepares multi-skilled medical assistants to perform clinical and administrative duties under provider supervision, including patient intake, vital signs, phlebotomy, EKG, specimen collection, pharmacology, electronic medical records, and office procedures.

Delivery format: Hybrid — interactive virtual (online) lecture combined with required in-person sessions (laboratory and clinical training where applicable).

Credential / examination eligibility: TTI Medical Assistant Certificate. Eligible for the NHA Certified Clinical Medical Assistant (CCMA) examination and, optionally, the NHA Certified Phlebotomy Technician (CPT) examination.

Prerequisites: Entrance Proficiency Examination (English and Math).

Module	**Scope**	**Clock Hrs**
Module 1 – General Orientation	Employment outlook, allied-health professions, credentialing, responsibilities.	8
Module 2 – Medical Terminology	Roots, prefixes, suffixes, abbreviations, specialty terminology.	12
Module 3 – Medical Law and Ethics	Documentation, scope of practice, HIPAA, HITECH, ADA, risk management, ethics.	12
Module 4 – Anatomy & Physiology with Pathophysiology of Diseases	Body systems, disease processes, microbiology, immunity, nutrition, and patient education.	40
Module 5 – Psychology, Human Relations & Communication	Interpersonal skills, cultural competency, interprofessional practice, patient support.	12
Module 6 – Pharmacology	Drug classifications, dosage calculations, administration, prescription terminology.	15
Module 7 – Clinical Procedures	Standard precautions, vital signs, assisting with exams, medication administration, emergencies, intro EKG.	40
Module 8 – Administrative Procedures	Scheduling, billing/collections, insurance claims, records, communication.	12
Module 9 – Electronic Medical Records	EMR navigation, documentation, privacy/security regulations, charting.	8
Module 10 – Medical Assisting Practicum	Supervised clinical: intake, vitals, specimen collection, CLIA-waived testing, EKG, assisting with exams, injections, documentation.	160
Module 11 – Professional Development	Portfolio, resume, interviewing, professionalism, teamwork, networking.	12
Module 12 – CPR	AHA BLS Healthcare Provider CPR, AED, choking response.	5
Module 13 – Phlebotomy	Venipuncture, capillary puncture, specimen collection, equipment, complications and troubleshooting, cardiovascular A&P, infection control.	40
Module 14 – Phlebotomy Practicum	Hands-on specimen collection, equipment operation, infection-control compliance.	56
Module 15 – Leadership Skills and Career Advancement Seminar	Resume, interviewing, professionalism, communication, networking.	8
Module 16– Review and Test Preparation	Comprehensive certification review and practice testing.	28

Item	**Amount**
Tuition	$7,900.00
Books and Supplementary Materials	$1,072.00
Application Fee	$80.00
Exams	$364.00
Background Check and Drug Testing	$60.00
CPR	$99.00

Medical Equipment, Supplies and Scrubs	$750.00
Electronic Equipment and Technology Fee	$990.00

Additional costs: Physical Exam with TB test & Hepatitis B immunity $200–$450.

Required textbooks: Today's Medical Assistant (Bonewit-West), Elsevier 4th ed. and Sherpath; SimChart for the Medical Office; Hartman's Complete Guide for the Phlebotomy Technician (with workbook); NHA CCMA and CPT study guides and practice tests.

Clinical Medical Assistant (CMA)

CIP 51.0801

Total: 360 clock hours	Theory and Lab 200 | Clinical 160	39 weeks | Hybrid

Prepares students for entry-level clinical patient-care roles, with competencies in vital signs, EKG, phlebotomy, infection control, pharmacology, electronic medical records, and clinical assisting in clinics, physician offices, hospitals, and outpatient facilities.

Delivery format: Hybrid — interactive virtual (online) lecture combined with required in-person sessions (laboratory and clinical training where applicable).

Credential / examination eligibility: TTI Clinical Medical Assistant Certificate. Eligible for the NHA CCMA examination.

Prerequisites: Entrance Proficiency Examination (English and Math).

Module	Scope	Clock Hrs
Module 1 – General Orientation	Allied-health professions, credentialing, professionalism.	4
Module 2 – Medical Terminology	Terminology structure, abbreviations, specialty terminology.	12
Module 3 – Healthcare Structure, Medical Law and Ethics	HIPAA law, medical ethics, advance directives, healthcare structure, patient centered care, teamwork.	12
Module 4 – Anatomy & Physiology with Pathophysiology of Diseases	Body systems and their functions, disease processes, microbiology, nutrition, and patient education.	40
Module 5 – Psychology, Human Relations & Communication	Interpersonal skills, cultural competency, interprofessional practice, therapeutic communication, patient support.	12
Module 6 – Pharmacology	Drug classifications, dosage calculations, medication administration, injections, prescription terminology.	15
Module 7– Clinical Procedures	Standard precautions, vital signs, assisting with physical exams, medical emergencies, EKG, cardiovascular testing.	40
Module 8– Administrative Procedures	Scheduling, insurance, records, communication, workflow.	12
Module 9 – Electronic Medical Records	EMR and EHR navigation, medical documentation, privacy/security, charting.	8
Module 10 – Phlebotomy	Venipuncture, capillary puncture, specimen collection, infection control, lab procedures.	8
Module 11 – Medical Assisting Practicum	Supervised clinical patient-care procedures, EKG, injections, specimen collection, documentation.	160
Module 12 – Professional Development	Resume, interviewing, professionalism, communication, networking.	12
Module 13 – CPR	AHA BLS Healthcare Provider CPR.	5
Module 14 – Comprehensive Review and Test Preparation	Comprehensive certification review.	20

Item	Amount
Tuition	$5,700.00
Books and Supplementary Materials	$883.00
Application Fee	$80.00
Exams	$199.00
Background Check and Drug Testing	$405.00
CPR	$99.00

Medical Equipment, Supplies and Scrubs	$750.00
Electronic Equipment and Technology Fee	$990.00

Additional costs: Physical Exam with TB test & Hepatitis B immunity $200–$450.

Required textbooks: Today's Medical Assistant (Bonewit-West), Elsevier 4th ed. and Sherpath; SimChart for the Medical Office; NHA Clinical Medical Assistant study guide and practice tests.

EKG Technician

CIP 51.0902

Total: 82 clock hours	Theory 52 | Clinical 30	13 weeks | Hybrid

Prepares students to perform electrocardiogram procedures and cardiac monitoring support, with knowledge of cardiovascular anatomy and physiology, the cardiac cycle, normal and abnormal tracings, 12-lead EKG procedures, and patient preparation.

Delivery format: Hybrid — interactive virtual (online) lecture combined with required in-person sessions (laboratory and clinical training where applicable).

Credential / examination eligibility: TTI EKG Technician Certificate. Eligible for the NHA Certified EKG Technician (CET) examination.

Prerequisites: Entrance Proficiency Examination (English and Math).

Module	Scope	Clock Hrs
Module 1 – General Orientation	Allied-health professions, credentialing, professionalism.	4
Module 2 – Electrocardiography	Cardiovascular A&P, cardiovascular disorders, EKG technology and 12-lead application, procedures, troubleshooting, waveforms, rhythm interpretation, cardiac emergencies.	36
Module 3 – Electrocardiography Practicum	Hands-on EKG procedures, equipment operation, troubleshooting, rhythm interpretation.	30
Module 4 – Professional Development	Resume, interviewing, professionalism, communication, networking.	4
Module 5 – EKG Review and Test Preparation	Comprehensive review and certification preparation.	8

Item	Amount
Tuition	$2,200.00
Books and Supplementary Materials	$189.00
Application Fee	$80.00
Exams	$165.00
Medical Supplies and Scrubs	$195.00

Additional costs: Electronic Equipment & Technology Fee $990.00; Background Check & Drug Testing $405.00; CPR $99.00; Physical Exam with TB test & Hepatitis B immunity $200–$450.

Required textbooks: Hartman's Complete Guide for EKG Technician, 1st ed., and Workbook; NHA EKG study guide and practice tests.

Phlebotomy Technician

CIP 51.1009

Total: 108 clock hours	Theory 52 | Clinical 56	13 weeks | Hybrid

Prepares students for entry-level specimen-collection and laboratory-support roles, with competencies in venipuncture, capillary puncture, specimen handling, infection control, laboratory safety, and patient communication.

Delivery format: Hybrid — interactive virtual (online) lecture combined with required in-person sessions (laboratory and clinical training where applicable).

Credential / examination eligibility: TTI Phlebotomy Technician Certificate. Eligible for the NHA Certified Phlebotomy Technician (CPT) examination.

Prerequisites: Entrance Proficiency Examination (Basic English and Basic Math).

Module	Scope	Clock Hrs
Module 1 – General Orientation	Allied-health professions, credentialing, professionalism.	4
Module 2 – Phlebotomy	Venipuncture, capillary puncture, specimen collection, equipment, complications and troubleshooting, cardiovascular A&P, infection control.	40
Module 3 – Phlebotomy Practicum	Hands-on specimen collection, equipment operation, infection-control compliance.	48
Module 4 – Professional Development	Resume, interviewing, professionalism, communication, networking.	8
Module 5 – Review and Test Preparation	Comprehensive review and certification preparation.	8

Item	Amount
Tuition	$2,200.00
Books and Supplementary Materials	$189.00
Application Fee	$80.00
Medical Supplies and Scrubs	$195.00
Exams	$165.00

Additional costs: Electronic Equipment & Technology Fee $990.00; Background Check & Drug Testing $405.00; Physical Exam with TB test & Hepatitis B immunity $200–$450.

Required textbooks: Hartman's Complete Guide for the Phlebotomy Technician, and Workbook; NHA Phlebotomy study guide and CPT practice tests.

Hemodialysis Technician (HT)

CIP 51.1011

Total: 340 clock hours	Theory 90 | Clinical 250	24 weeks | Hybrid

Prepares students for entry-level employment in dialysis and renal care, with competencies in renal anatomy and physiology, dialysis principles and machine operation, patient monitoring, vascular access care, water treatment, laboratory interpretation, and infection control.

Delivery format: Hybrid — interactive virtual (online) lecture combined with required in-person sessions (laboratory and clinical training where applicable).

Credential / examination eligibility: TTI Hemodialysis Technician Certificate. Eligible for the CCHT or BONENT certification examination within 18 months of completion.

Prerequisites: Entrance Proficiency Examination (English and Math).

Module	Scope	Clock Hrs
Module 1 – Hemodialysis	Renal A&P and pathology, dialysis principles, equipment and delivery systems, vascular access, laboratory data, machine technology, water treatment, dialyzer reprocessing, team communication.	90
Module 2 – Hemodialysis Practicum	Supervised clinical: direct patient care during dialysis, equipment operation and troubleshooting, laboratory interpretation (CCHT eligible after 100 clinical hours).	250

Item	Amount
Tuition	$3,980.00
Books and Other Materials	$225.00
Application Fee	$80.00

Exams	$295.00
Medical Supplies and Uniform	$640.00
Electronic Equipment and Technology Fee	$990.00
CPR	$99.00
Background Check and Drug Testing	$405.00

Additional costs: Physical Exam with TB test & Hepatitis B immunity $200–$450.

Required textbooks: Core Curriculum for the Dialysis Technician (MEI, 6th ed.); A Study Guide for Dialysis Technologists (NANT).

Hemodialysis Care Technician (HCT)

CIP 51.1011

Total: 583 clock hours	Theory 232 | Clinical 351	52 weeks | Hybrid

Prepares students for advanced entry-level direct patient care in dialysis and renal settings, combining nursing assisting, phlebotomy, and dialysis training, under the supervision of licensed nurses and physicians.

Delivery format: Hybrid — interactive virtual (online) lecture combined with required in-person sessions (laboratory and clinical training where applicable).

Credential / examination eligibility: TTI Hemodialysis Care Technician Certificate. Eligible for the CCHT or BONENT examination (within 18 months), the NHA CPT examination, and the Illinois CNA competency examination.

Prerequisites: Entrance Proficiency Examination (English and Math).

Module	Scope	Clock Hrs
Module 1 – Basic Nursing Assisting	Direct patient care, ADLs, infection control, vital signs, mobility, safety, communication, terminology, legal/ethical duties.	90
Module 2 – Basic Nursing Assisting Practicum	Supervised direct-care clinical experience.	45
Module 3 – Phlebotomy	Venipuncture, dermal puncture, specimen collection, cardiovascular A&P, infection control.	52
Module 4 – Phlebotomy Practicum	Hands-on specimen-collection skills and infection-control compliance.	56
Module 5 – Hemodialysis	Renal A&P and pathology, dialysis principles, equipment, vascular access, laboratory data, water treatment, reprocessing.	90
Module 6 – Hemodialysis Practicum	Supervised dialysis clinical: patient care, equipment operation/troubleshooting, laboratory interpretation (CCHT eligible after 100 clinical hours).	250

Item	Amount
Tuition	$8,065.00
Books and Other Materials	$639.00
Application Fee	$80.00
Exams	$555.00
Medical Supplies and Uniform	$540.00
Background Check and Drug Testing	$405.00
CPR	$99.00
Electronic Equipment and Technology Fee	$990.00

Additional costs: CNA Clinical Day Make-Up $10.00/hr; Physical Exam with TB test & Hepatitis B immunity $200–$450.

Required textbooks: A Study Guide for Dialysis Technologists (NANT); Core Curriculum for the Dialysis Technician (MEI, 6th ed.); Hartman's Complete Guides for Phlebotomy, Nursing Assisting, and Patient Care Technician (with workbooks); NHA Phlebotomy study guide and practice tests.

Patient Care Technician (PCT)

CIP 51.3902

Total: 325 clock hours	Theory 194 | Clinical and Lab 131	41 weeks | Hybrid

Prepares multi-skilled patient-care technicians to assist nurses and providers in hospitals, clinics, nursing homes, and long-term-care and home-healthcare settings, combining nursing assisting, phlebotomy, EKG, direct patient care, and infection control.

Delivery format: Hybrid — interactive virtual (online) lecture combined with required in-person sessions (laboratory and clinical training where applicable).

Credential / examination eligibility: TTI Patient Care Technician, Phlebotomy Technician, and EKG Technician Certificates. Students are required to take the Illinois CNA competency examination and are eligible for the NHA CPT, NHA CPCT/A, and CPR examinations.

Prerequisites: Entrance Proficiency Examination (Basic English and Basic Math).

Module	Scope	Clock Hrs
Module 1 – General Orientation	Allied-health professions, credentialing, professionalism.	4
Module 2 – Basic Nursing Assisting Theory and Lab	Direct patient care, ADLs, infection control, vital signs, mobility, safety, communication, terminology, legal/ethical duties.	90
Module 3 – Basic Nursing Assisting Practicum	Supervised direct-care clinical experience.	45
Module 4 – Phlebotomy	Venipuncture, dermal puncture, specimen collection, cardiovascular A&P, infection control.	40
Module 5 – Phlebotomy Practicum	Hands-on specimen-collection skills and infection-control compliance.	48
Module 6 – Electrocardiography	Vital signs, cardiovascular A&P, 12-lead EKG, procedures, troubleshooting, rhythm interpretation.	30
Module 7 – Electrocardiography Practicum	Hands-on EKG procedures and equipment operation.	22
Module 8 – Professional Development	Resume, interviewing, professionalism, communication, networking.	12
Module 9 – PCT Modules, Review and Test Preparation	Comprehensive review and practice examination.	34

Item	Amount
Tuition	$6,285.00
Books and Other Materials	$875.00
Application Fee	$80.00
Medical Supplies and Uniform	$740.00
Exams	$459.00
CPR	$99.00
Background Check and Drug Testing	$405.00
Electronic Equipment and Technology Fee	$990.00

Additional costs: Physical Exam with TB test & Hepatitis B immunity $200–$450; CNA Clinical Make-Up $10.00/hr.

Required textbooks: Hartman's Complete Guides for Phlebotomy, Nursing Assisting, Patient Care Technician, and EKG Technician (with workbooks); NHA Phlebotomy, Patient Care Technician (CPCT/A), and EKG study guides and practice tests.

Pharmacy Technician

CIP 51.0805

Total: 269 clock hours	Theory 221 | Clinical 48	22 weeks | Hybrid

Prepares entry-level pharmacy technicians to assist pharmacists in retail, hospital, and other settings, including prescription processing, medication measurement and labeling, dosage calculations, inventory, patient records, and compliance with pharmacy laws.

Delivery format: Hybrid — interactive virtual (online) lecture combined with required in-person sessions (laboratory and clinical training where applicable).

Credential / examination eligibility: TTI Pharmacy Technician Certificate. Eligible for the NHA (ExCPT) certification examination.

Prerequisites: Entrance Proficiency Examination (English and Math).

Module	Scope	Clock Hrs
Module 1 – General Orientation	Allied-health professions, credentialing, professionalism.	4
Module 2 – Pharmacy Technician Knowledge & Applications	Prescription and controlled-substance handling, dispensing, pharmacy calculations, communication, federal privacy, drug terminology, A&P, pharmacology, infection control, OTC medications, compounding, emergencies, review.	200
Module 3 – Pharmacy Technician Practicum	Supervised practical application of pharmacy skills.	48
Module 4 – Professional Development	Resume, interviewing, professionalism, communication, networking.	12
Module 5 – CPR	AHA BLS Healthcare Provider CPR, AED, choking response.	5

Item	Amount
Tuition	$3,720.00
Books and Other Materials	$687.00
Application Fee	$80.00
Tests	$304.00
Medical Supplies and Uniform	$395.00
Background Check and Drug Test	$405.00
Electronic Equipment and Technology Fee	$990.00
CPR	$99.00

Additional costs: Physical Exam with TB test & Hepatitis B immunity $200–$450.

Required textbooks: Mosby's Pharmacy Technician: Principles & Practice (text and workbook); NHA PharmaSeer/ExCPT preparation package.

Medical Laboratory Assistant

CIP 51.0802

Total: 129 clock hours	Theory 73 | Clinical 56	13 weeks | Hybrid

Prepares students to perform routine medical-laboratory procedures and tests under the direction of a medical laboratory technician and laboratory director, including specimen processing, equipment operation, quality control, OSHA and infection-control compliance, and phlebotomy.

Delivery format: Hybrid — interactive virtual (online) lecture combined with required in-person sessions (laboratory and clinical training where applicable).

Credential / examination eligibility: TTI Medical Laboratory Assistant Certificate. Eligible for the NHA certification examination.

Prerequisites: Entrance Proficiency Examination (Basic English and Basic Math); Medical Terminology.

Module	Scope	Clock Hrs

Module 1 – General Orientation	Allied-health professions, credentialing, professionalism.	4
Module 2 – Basic Laboratory Techniques	Clinical-laboratory fundamentals, safety, specimen collection/processing, measurement systems, equipment and reagents, microscopy, laboratory math, quality control, automation and information systems.	22
Module 3 – Clinical Laboratory Specializations	Clinical chemistry, hematology, hemostasis, renal physiology and urinalysis, body fluids, microbiology, immunology/serology, immunohematology and transfusion medicine.	30
Module 4 – Medical Laboratory Practicum	Supervised practical application of laboratory skills.	56
Module 5 – Professional Development	Resume, interviewing, professionalism, communication, networking.	12
Module 6 – CPR	AHA BLS Healthcare Provider CPR.	5

Item	Amount
Tuition	$2,200.00
Books and Other Materials	$505.00
Application Fee	$80.00
Tests	$190.00
Technology Fee	$450.00

Additional costs: Physical Exam with TB test & Hepatitis B immunity $200–$450, Background Check and Drug Testing $405

Required textbooks: Linne & Ringsrud's Clinical Laboratory Science (Elsevier, 8th ed.).

Nursing Review

CIP 32.0205

Total: 260 clock hours	Theory 260	32 weeks | Hybrid

An intensive nursing-theory review designed to prepare nursing students and internationally trained nurses for the NCLEX examination, covering safe and effective care, health promotion, and psychosocial and physiological integrity across maternity, pediatric, medical-surgical, gerontological, and psychiatric nursing.

Delivery format: Hybrid — interactive virtual (online) lecture combined with required in-person sessions.

Credential / examination eligibility: TTI certificate of completion (NCLEX preparation). This is a review course and does not, by itself, confer an occupational credential.

Prerequisites: Entrance Proficiency Examination (English and Math); nursing-student status or nursing degree.

Module	Scope	Clock Hrs
Module 1 – General Orientation	Organizational session; understanding the NCLEX.	4
Module 2 – Nursing Review	Maternity, pediatric, medical-surgical, gerontological, and psychiatric nursing review.	256

Item	Amount
Tuition	$4,800.00
Books and Other Materials	$305.00
Application Fee	$80.00
Technology Fee	$450.00
Tests	$625.00

Required textbooks: Provided in program materials.

English Language Training (Avocational)

CIP 13.1401

Total: 580 clock hours	Theory 580	62 weeks | Hybrid

Improves English-language knowledge and fluency across reading, writing, grammar, listening, vocabulary, pronunciation, and conversation, organized into eight levels with initial placement testing. This is an avocational/professional-development course.

Delivery format: Hybrid — interactive virtual (online) lecture combined with required in-person sessions.

Credential / examination eligibility: TTI certificate of completion. Avocational; does not confer an occupational credential.

Prerequisites: Entrance Proficiency Examination (Basic English).

Module	Scope	Clock Hrs
Module 1 – General Orientation	Introduction and overview.	4
Module 2 – English Review	Reading, listening, speaking, and writing; sentence and short-essay structure; grammar; comprehension; fluency by level.	576

Item	Amount
Tuition	$2,975.00
Books and Other Materials	$350.00
Application Fee	$80.00
Technology Fee	$450.00

Required textbooks: Provided in program materials.

TOEFL Preparation (Avocational)

CIP 13.1499

Total: 340 clock hours	Theory 340	20 weeks | Hybrid

Prepares students for the Test of English as a Foreign Language (TOEFL) while developing general English speaking and writing skills, with extensive practice on sample test questions. This is an avocational/professional-development course.

Delivery format: Hybrid — interactive virtual (online) lecture combined with required in-person sessions.

Credential / examination eligibility: TTI certificate of completion. Avocational; does not confer an occupational credential.

Prerequisites: Entrance Proficiency Examination (Basic English).

Module	Scope	Clock Hrs
Module 1 – General Orientation	Understanding the TOEFL examination.	4
Module 2 – TOEFL Review	Listening, speaking, reading, and writing practice; short-essay composition; vocabulary, comprehension, and grammar.	336

Item	Amount
Tuition	$2,040.00
Books and Other Materials	$450.00
Application Fee	$80.00
Tests	$350.00

Required textbooks: Provided in program materials.

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12. Institutional Reporting and Disclosure

Consumer information is published annually in compliance with Section 37 of the Private Business and Vocational Schools Act of 2012 and 23 Ill. Adm. Code 1095. Salary figures represent the average starting hourly wage for responding graduates employed during the reporting period.

Institutional Disclosures Reporting Table

Reporting Period: July 1, 2024 – June 30, 2025

Fiscal Year 07/01/2024 – 06/30/2025 Program Outcomes for Tukiendorf Training Institute, Inc	TOTAL
The number of students who were admitted in the program as of July 1 of that reporting period	126
The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the program from other programs at the school.	317
The total number of students admitted in the program during the 12-month reporting period	443
The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school, completed or graduated from a program, withdrew from the school, and are still enrolled.	3/253/29/161
The number of students enrolled in the program who were: placed in their field of study, placed in a related field, placed out of the field, not available for placement due to personal reasons, and not employed.	198/25/22/2/11
The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passed.	390/372
The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates).	21
The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates).	$20.22

Program Name/Course of Instruction	Medical Assistant	Patient Care Technician	Basic Nursing Assistant / CNA	Hemodialysis Technician	Hemodialysis Care Technician *3
CIP Code	51.0801	51.3902	51.3902	51.1011	51.1011
SOC Code	31-9092	31-1131	31-1131	29-2099	29-2099
Disclosure Reporting Category					
A) For each program of study, report:					
1) The number of students who were admitted in program as of July 1 of this reporting period:	32	31	33	5	0
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified into one of the following categories:					
a) New Starts	54	30	148	1	0
b) Re-enrollments	0	0	0	0	0
c) Transfers from other programs within school	0	0	1	0	0
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A-2).	86	61	182	6	0
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:					
a) Transferred out of the program or course and into another program or course at the school	2	1	0	0	0
b) Completed or graduated from a program or course of instruction	25	23	137	3	0
c) Withdrew from the school	9	4	5	2	0
d) Are still enrolled	50	33	40	1	0
5) The number of students enrolled in a program or course of instruction who were:					
a) Placed in their field of study *2	25	24	111	2	0
b) Placed in a related field	4	2	6	1	0
c) Placed out of the field	4	1	9	1	0
d) Not available for placement due to personal reasons	1	0	1	0	0
e) Not employed	2	3	3	0	0
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period. *4	30	19	190	0	0
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period. *4	28	18	186	0	0
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	4	3	4	2	0
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	$21.03	$20.54	$20.07	$21.00	-

A course of instruction is a standalone course that meets for a period of time and provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential, or it can stand alone as an optional preparation, or, in the case of students requiring catch-up work, a prerequisite for a program. A standalone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance, or add to skills and abilities related to occupational/career opportunities.

**1 Students enrolled in the Phlebotomy & EKG Technician program are reported under either Phlebotomy Technician or EKG Technician statistics, based on the program completed or job placement at the conclusion of training.*

**2 This count includes students who enrolled solely to continue their education rather than to seek employment.*

**3 These programs were not taught at TTI during the reported period of time.*

**4 Items B1 and B2 report the number of students who sat and passed each national certification examination during the period, regardless of primary program of enrollment. Students in multi-credential programs (e.g., Patient Care Technician) sit multiple national examinations — Phlebotomy (CPT), EKG (CET), and the Nurse Aide competency exam — and are counted under each examination taken. Accordingly, examination counts in a given column may exceed the number of students admitted to the same-named program of study. Counts reflect students from the 2024–25 reporting cohort and include examinations completed by those students shortly after the close of the reporting period; Illinois Nurse Aide registry results are cumulative.*

Note: PBVS Administrative Rules, Sections 1095.200(d)(2) and 1095.240 provide additional information related to disclosure data and completion rates. Failure to meet minimum standards may result in probation and/or revocation of IBHE approval.

Program Name/Course of Instruction	Phlebotomy Technician*1	EKG Technician	CMA	Medical Laboratory Assistant, Pharmacy Tech*3	TOEFL, English Language, Nursing Review *3
CIP Code	51.1009	51.0902	51.0801		
SOC Code	31-9097	29-2031	31-9092		
Disclosure Reporting Category					
A) For each program of study, report:					
1) The number of students who were admitted in program as of July 1 of this reporting period:	18	1	6		
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified into one of the following categories:					
a) New Starts	68	12	4		
b) Re-enrollments	0	0	0		
c) Transfers from other programs within school	1	0	1		
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A-2).	87	13	11		
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:					
a) Transferred out of the program or course and into another program or course at the school	0	0	0		
b) Completed or graduated from a program or course of instruction	49	10	6		
c) Withdrew from the school	7	1	1		
d) Are still enrolled	31	2	4		
5) The number of students enrolled in a program or course of instruction who were:					
a) Placed in their field of study *2	25	5	6		
b) Placed in a related field	10	2	0		
c) Placed out of the field	5	2	0		
d) Not available for placement due to personal reasons	0	0	0		
e) Not employed	1	2	0		
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period. *4	110	33	8		
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period. *4	103	30	7		
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	6	1	1		
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	$20.61	$18.86	$19.40		

A course of instruction is a standalone course that meets for a period of time and provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential, or it can stand alone as an optional preparation, or, in the case of students requiring catch-up work, a prerequisite for a program. A standalone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance, or add to skills and abilities related to occupational/career opportunities.

**1 Students enrolled in the Phlebotomy & EKG Technician program are reported under either Phlebotomy Technician or EKG Technician statistics, based on the program completed or job placement at the conclusion of training.*

**2 This count includes students who enrolled solely to continue their education rather than to seek employment.*

**3 These programs were not taught at TTI during the reported period of time.*

**4 Items B1 and B2 report the number of students who sat and passed each national certification examination during the period, regardless of primary program of enrollment. Students in multi-credential programs (e.g., Patient Care Technician) sit multiple national examinations — Phlebotomy (CPT), EKG (CET), and the Nurse Aide competency exam — and are counted under each examination taken. Accordingly, examination counts in a given column may exceed the number of students admitted to the same-named program of study. Counts reflect students from the 2024–25 reporting cohort and include examinations completed by those students shortly after the close of the reporting period; Illinois Nurse Aide registry results are cumulative.*

Note: PBVS Administrative Rules, Sections 1095.200(d)(2) and 1095.240 provide additional information related to disclosure data and completion rates. Failure to meet minimum standards may result in probation and/or revocation of IBHE approval.

13. Catalog Disclosure Statement

Effective Date

This catalog is effective as of: July 1st 2026 (Month, Day, Year)

Catalog Validity Period

This catalog is valid for students enrolling during the period:
July 1st 2026 – June 30th 2027

Students are governed by the catalog in effect at the time of enrollment unless otherwise stated in writing.

Right to Change Statement

TTI reserves the right to revise policies, procedures, tuition, program offerings, schedules, faculty assignments, and other information contained in this catalog when necessary to maintain regulatory compliance, academic integrity, or operational effectiveness. Such changes become effective upon publication and may apply to currently enrolled students as permitted by applicable regulations. The institution will notify students of substantive changes in accordance with institutional policy.

Catalog Acknowledgment

I acknowledge that I have received, reviewed, and understand the TTI Medical Training School Course Catalog, including its policies on admissions, attendance, grading, satisfactory academic progress, cancellation and refunds, student conduct, and grievances.

Student Name (print):	_____
Student Signature:	_____
Date:	_____
Program of Enrollment:	_____