

APPEARANCE AND BEHAVIORAL STANDARDS*

We believe that one of the best ways to be successful in the workplace is to practice those standards in our program. A lab jacket and 2 pairs of scrub pants are provided and will be required during scheduled class time and externship times. A watch with a second hand is not provided but is required for every student. No low cut shirts or shirts with writing on them, no visible midriff or underwear, no tattered pants or long pants that drag on the floor, no leggings, no shorts, no skirts above the knee, no open-toe shoes, no visible tattoos, and modest piercings (one or two small piercings in the ear lobe only) will be allowed in class or at the externship site. Hair must be tied back if shoulder length or longer. Non-conventional hair styles and colors are discouraged. Artificial nails and chipped nail polish are prohibited. If nail polish is worn, it should be clear. No highly fragrant toiletries should be used. The smell of tobacco smoke is prohibited. Consumption of any mind-altering substance during the 8.5 hour timespan of the program is prohibited. Cell phones and pagers must be non-intrusive to the classroom experience and per instructor policy.

We strongly encourage you to seriously consider these standards. They are important to your success in the healthcare field. Our program holds students accountable to keep the MA Appearance and Behavioral Standards. Each violation of a standard will count as one point against the student. Students are expected to be ready to begin at the designated class start time and be awake, alert, and ready to learn. Each late arrival or late assignment submission will count as one point against the student. Incomplete or late assignments, failure to notify the instructor of an absence, disrespectful attitudes, and inappropriate use of equipment or technology will also count as one point against the student. Students who accumulate **six** points will be excused from the program, will not receive a refund, will not receive a Certificate of Completion, or be eligible to sit for the National Certification Exam.