



Academic Catalog

Welcome

Letter from the President

Dear New Students,

I want to welcome you to Matthews! You are about to begin one of the most rewarding career paths; you're development as a professional caregiver.

Being a caregiver means different things to different people, but in the end, it is an honorable and compassionate choice you make to further develop your own skills to assist another who is in need of your care. Matthews is here to assist you and we will work in every way to make this experience impactful to your career just as you will make an impact in the lives of others. Matthews has worked to develop not only the programs deemed required by local and State regulators, but programs that build the character, understanding and empathy of those who complete our programs.

We take pride in everything we do, because we know the importance a caregiver can make in the quality of life and independence to those that hire caregivers who have completed the Matthews programs. We want you to know that we are always available to you, and we encourage you to contact us for any reason at any time.

Matthews was developed for a purpose, to advance the training and empathy which will produce more professional and quality caregivers. It is our unwavering belief that the quality of the caregiver directly impacts the quality of life for those who hire a caregiver. It is that purpose and goal which Matthews was formed and continues that mission, you are the next great achievement for Matthews.

Again, welcome to Matthews and we look forward to you having a wonderful career ahead of you.

Michael A. Collura

Michael A Collura
Founder and President

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Mission Statement, Philosophy, and Goals

Mission Statement

Matthews Healthcare Education provides training and certification for Home Services Workers to meet and exceed industry standards. Our mission is to improve and create lives by meeting the education, training and workforce development needs of the communities it serves and promote individual success in the health and home care industry.

A Home Services Worker (HSW) is an individual who provides a non-medical in nature, home care services to a consumer in the consumer's personal residence. The terms "homemaker", "caregiver" or "companion" are commonly used to refer to this type of worker and services provided are regulated by the Department of Public Health.

Philosophy

Matthews Healthcare Education is anchored in the belief that home services worker education should structure its operations, training and educational programs around standards of accountability, respect, responsibility, critical thinking, communication and collaboration to prepare students to function safely and effectively in their role as a care provider. We believe that students should be provided an opportunity to progress and have a learning experience that involves integration of many core values including caring, diversity, integrity, holism, client-centeredness and quality.

Goals

Matthews Healthcare Education's commitment to the economic vitality is intertwined in a day to day living. The MHCE of the future will achieve prominence by investing in a commitment to:

- **Student Success.** The student will be knowledgeable of the role of a home services worker and attain skills necessary to deliver proper and safe care of the client across the lifespan.
- **Diverse Learning.** MHCE will provide individual with opportunities to develop and upgrade essential skills for lifelong learning and the workplace through flexible, accessible, and customized educational and training programs.
- **Resources.** MHCE will continuously research, analyze and secure the resources necessary to fulfill the school's mission.
- **Community Services.** MHCE will provide courses and support services for personal enrichment and lifelong learning and centered on the community's economic needs.



Institutional Student Learning Outcomes

Skills and Characteristics

MHCE students will demonstrate the following skills and characteristics:

- **Critical Reasoning and Thinking.** Students will form logical inferences, judgments, or conclusions from facts or premises related to topics encountered in the classroom, workplace, and daily life.
- **Communication.** Students will exchange ideas effectively in a variety of settings.
- **Awareness and Responsibility.** Students will develop the knowledge and skills required to responsibly interact with social and communities.
- **Personal Responsibility.** Students will accept responsibility for their personal and professional wellness and development, positioning themselves for life-long learning.

Nondiscrimination Clause

- It is the policy of Matthews Healthcare Education to provide equal opportunity in its admissions, employment, and educational programs and activities consistent with federal and state law.
- Discrimination is prohibited on the basis of race, color, religion, national origin, ancestry, citizenship status, sex, age, physical or mental disability, marital status, order of protection status, sexual orientation, including but not limited to gender-related identity discrimination, veteran status, or unfavorable military discharge, use of lawful products while not at work, genetic information, or other legally protected categories.

Sexual and Other Harassment Policy

- Matthews Healthcare Education is committed to providing an educational environment that is free from all forms of harassment as defined and otherwise prohibited by state and federal law.
- It is the policy of MHCE that sexual harassment or any other form of harassment of a student by another student, an employee, or a third party, is prohibited and will not be tolerated.
- Any student or employee who is found after appropriate investigation to have violated this policy will be subject to disciplinary action, up to and including expulsion or termination. Students who feel they have been a victim of harassment of any type, by another student, an employee, or third party, may contact:

Matthews Healthcare Education
Student Services
877.499.0066
general@matthews.education
2230 Point Boulevard | Suite 100
Elgin, IL 60123

Academic Calendar 2021

Spring

January 4, Monday
Spring classes begins

January 18, Monday
Martin Luther King Day
(Holiday - no classes)

May 7, Friday
Spring classes ends

Summer

May 10, Monday
Summer classes begins

May 31, Monday
Memorial Day
(Holiday - no classes)

July 30, Friday
Summer classes ends

Fall

August 2, Monday
Fall classes begins

September 6, Monday
Labor Day
(Holiday - no classes)

November 25, Thursday
Thanksgiving Day
(Holiday - no classes)

December 25, Saturday
Christmas Day
(Holiday - no classes)

December 30, Thursday
Fall classes ends



Catalog Disclaimer: The Information/Content In This Catalog Is Accurate As Of 4/3/19 And Is Subject To Change Without Prior Notice Or Obligation. It Is The Students' Responsibility To Be Aware Of The Information In This Catalog And To Keep Informed As Additions And Corrections Are Announced.

Academic Policy and Procedure

Admission Policy Requirements

Matthews Healthcare Education has an “open door” admission policy and admits students who meet the following criteria:

- Student must meet a minimum age requirement of 18 years.
- Student must have the ability to read, write, understand, and communicate written instructions in English.
- Student must have a valid (not expired) identification issued by a federal, provincial, territorial or state government authority.
- Student as high school graduates or General Education Development (GED) earners.
- Student as non-high school graduates age 18 years or older.

Tuition and Fees

- By registering for a course, students agree to pay the required tuition and fees for that course.
- Tuition rates and fees are per course offering and subject to change without prior notice.
- All total payable cost to Matthews Healthcare Education must be paid at the time of registration. Any payment that is delinquent will cause program enrollment to be interrupted and/or dismissal. Any returned check will be assessed a fee of no less than \$45.00. Students agrees to pay all collection and reasonable attorney’s fees of Matthews Healthcare Education related to the collection of unpaid services.

Overview	Tuition Fee
Non-Refundable Registration Fee	Included
Tuition	Fee per course offering
Textbook and Supplies	Included
Classroom Instruction	Included
Hands-on Training	Included
Skill Assessment Testing	Included

Cancellation | Refund | Withdrawal Policy

A full refund will be made to any student who cancels or withdraws the enrollment within 24 hours after the enrollment contract. This policy shall apply equally to all students regardless of whether the student receives federal or state financial aid.

Definition of Full Refund. A full refund includes a refund of required tuition and fees, or a credit in a comparable amount against future tuition and fees. Matthews Healthcare Education may terminate this Agreement and cancel an enrollment after giving the student written notice seven (7) working days in advance of the dismissal with a stated reason for termination. This information will be retained in the student’s record. Matthews Healthcare Education may terminate this Agreement without notice if there is reasonable cause to believe that the safety of any employee, student and school is at risk. In such cases, Matthews Healthcare Education will notify the student of termination of program enrollment and the reason for dismissal.

Transferability of Certificate

Certification is based on completion of the course offered and non-transferrable.

Approval and Accreditation

Matthews Healthcare Education is approved to operate by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education.

Matthews Healthcare Education is not accredited by a US Department of Education recognized accrediting body.

Grading

Pass or fail grading system. The student receives either a passing grade or a failing grade defined by the instructor's evaluation and competency.



Grievance Policy and Student Complaints

Matthews Healthcare Education takes student complaints seriously and endeavors to resolve concerns in a timely and effective manner. This Student Complaints Policy and Procedures establishes procedures for reporting complaints to the school. Students should report concerns promptly. Timely reporting helps ensure a well-informed resolution and the best opportunity to improve the student's experience at MHCE.

MHCE is interested in hearing about any student concerns. Students are always welcome to approach any member of the staff for assistance. When at all possible, complaints should be resolved through informal discussion by the parties involved against whom the student has a complaint. Students should first discuss the matter with the individual(s) directly involved. Student may wish to involve a third party, such as faculty member. If no satisfactory informal resolution is achieved, the student may submit a formal grievance to:

Matthews Healthcare Education
Student Services
877.499.0066
general@matthews.education
2230 Point Boulevard, Elgin IL 60123

Students should make full use of MHCE's processes to resolve complaints. On occasion, a student may believe that he/she/they cannot resolve their concern through these processes. If the complaint alleges violations of applicable state laws, including laws and regulations related to state authorization of higher education, the student has the option to contact the Illinois Board of Higher Education.

Student complaints must be submitted in writing to the Board (Section 85(i)(1) of the Act). Information about the complaint may be submitted online through the IBHE website (www.ibhe.org). Additional information regarding the complaint process can be obtained by contacting the Board at:

Illinois Board of Higher Education
Division of Private Business and Vocational Schools
1 N. Old State Capitol Plaza, Suite 333
Springfield IL 62701
Phone: 217.782.2551
Fax: 217.782.8548
Website: <http://complaints.ibhe.org/>

Evaluation and Assessment

Matthews Healthcare Education conducts ongoing formative evaluation and assessment of the school's program of studies and its overall mission and values, which is a required commitment of all members of the school. We believe that the most effective evaluation encourage and rewards effective teaching, course practices, student learning and completion outcomes. It is essential to identify strengths and weaknesses to determine deficiencies of the school and its courses, and implement continuous improvement.

Feedback

Matthews Healthcare Education appreciates feedback for both employee and students. Feedback is a valuable information that highlights weaknesses as well as strengths. MCHE implements an "open door" policy that encourages both employee and student to speak to a staff member or supervisor at any time.

Outcome Assessment

Matthews Healthcare Education conducts ongoing program of study completions to judge the value of each course goals, objectives and effectiveness. It provides evidence to justify needed resources to maintain and improvement.

Research and Development

Matthews Healthcare Education continues to find better ways to improve education quality and processes. MHCE follows the growth in the market and maintain competitive edge. MCHE takes pride on taking an initiative for development.



Instructor Involvement in Curriculum Development

- Instructor/s are involved in implementing, assessing, modifying and improving the curriculum. Instructor/s may provide insights into types of materials, activities and specific skills that need to be included or added in the curriculum.
- Instructor/s to establish curriculum through a lesson plan that addresses the goals, needs, interests of learners.

Records Retention

- **Purpose**
To ensure that all federal, state, and local guidelines about confidentiality and record retention are adhered to.
- **Policy**
Will retain all necessary documentation confidential unless otherwise determined by federal, state, and local law.
- **Procedure**
 - All records will be retained and are confidential.
 - The Governing Body will be responsible for the retention of all records, except client charts, at the corporate office.
 - All student records are to be retained for a period of no less than seven years from the last dated student record at the local office. The record is to be secured in a locked file cabinet when not in use by an authorized representative.

Student Services

Rights and Responsibilities

- **Attendance Requirements** – Students are expected to attend every class
- **Academic Honesty** – Students are enrolled in courses as serious and honorable scholars. Students who commit any forms of academic dishonesty, such as but not limited to, plagiarism, cheating, dishonest collaboration, or fabrication, are subject to failure or dismissal from the course or school.
- **Children on School Premises** – For the safety of children on school premises, children may not accompany students to class. Also, children may not be left unattended on the school grounds.
- **Drug Free School** – MHCE complies is committed to maintaining a drug-and-alcohol-free environment for its students and employees in compliance with applicable federal, state, and local laws. The unlawful or unauthorized possession, use, distribution, dispensation, use, or manufacture of controlled substances or alcohols is prohibited on the school's property. Student or employees who violate this policy may be disciplined, including dismissal, termination and/or referral for criminal prosecution.

Student Consumer Information

Matthews Healthcare Education consumer information disclosure are available on the MHCE website, MHCE enrollment as an addendum to the school catalog.

1095.240: The disclosure shall consist of a statement containing the following information for the most recent 12-month reporting period of June 30 through July 1 (Section 37 of the Act):

Disclosure	2020
The number of students who were admitted in the program as of July 1 of that reporting period.	0
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.	0
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.	0
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.	0
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.	0
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).	0
The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates).	0

Program of Study and Course Description

HSW 100: Introduction to Professional Caregiving

Tuition Fee: \$125

Clock Hours: 4 hours per day for 2 days live instructor-led virtual classroom

Prerequisites: None

GOAL – This Program of Study transforms caregiving experience into a profession as a Certified Home Services Worker. It outlines client companionship, housekeeping, personal care, and assistance with day-to-day activities. This Program of Study meets and exceeds equivalency of 8 (eight) hour training as required by the Illinois Department of Public Health Administrative Code Part 245.

HSW 105: Alzheimer’s Disease and Related Dementias Caregiving

Tuition Fee: \$60

Clock Hours: 4 hours per day for 2 days live instructor-led virtual classroom

Prerequisites: None

GOAL – This Program of Study outlines the understanding of Alzheimer’s Disease and related dementias caregiving, such as but not limited to, promoting dignity, independence, individuality, privacy and choice; client’s rights and principles of self-determination; care of clients with physical, cognitive, behavioral and social disabilities; and effective communication. This Program of Study meets and exceeds equivalency of a 6 (six) hour training as required by the Illinois Department of Public Health Administrative Code Part 973.

Projected Schedule of Course Offerings Table

Program of Study Course Offering	Spring 2021	Summer 2021	Fall 2021
HSW 100: Introduction to Professional Caregiving	X	X	X
HSW 101: Communication in Healthcare	X	X	X



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www.matthews.education

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