



POLISH AMERICAN ASSOCIATION
Resources for Changing Lives

ZRZESZENIE AMERYKAŃSKO-POLSKIE
3834 North Cicero Avenue, Chicago, Illinois 60641
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www.polish.org

CATALOG OF COURSES (July 2010)

NOTICE: *Certificate of Approval to Operate* issued by the Illinois State Superintendent of Education, 100 North First Street, Springfield, Illinois 62777

- I. Polish American Association (PAA), formerly Polish Welfare Association, a tax- exempt 501 (c) (3) not-for-profit corporation, is a community-based organization well known and well-respected within the Chicago community. PAA is the nation's only social service agency providing a comprehensive array of education, training, employment, immigration and social services to the Polish community. Founded in 1922 by a group of Chicago businessmen to meet the needs of the Polish-speaking community, PAA continues to provide professional bilingual and bicultural services.

The mission of PAA is to improve the well being of individuals and to strengthen the community. PAA is a human services organization dedicated to being a resource for changing lives.

The philosophy of PAA reflects our belief that all people, but especially those who are in the process of change and adjustment, be treated with sensitivity and respect. Each client is a unique individual with different concerns and abilities and is treated with dignity and care regardless of race, religion or national origin. By building a relationship based on mutual respect and trust, we can assist in the empowerment of people so that they may reach their full potential in all aspects of their lives. We can be most effective in helping people when taking a holistic approach to their needs and concerns. We will make every effort to respond to and meet the changing needs of our community and to advocate on behalf of those who may not be able to speak out for themselves.

The agency program areas address the most pressing needs identified among both the recent Polish émigrés and long-time American residents of Polish heritage. Current programs include: adult ESL and citizenship classes; volunteer ESL literacy program; Learning Center; vocational training for Certified Nursing Assistants, Physical Rehabilitation Aides and Office Assistants; Computer Literacy classes; Resource Rooms; job placement for income eligible legal residents who live in Chicago; case management; career counseling; senior outreach program; homemaker services; crisis intervention; individual and family counseling; battered women program; homeless services; food pantry; health education; youth outreach; comprehensive immigration services; the intensive outpatient substance abuse treatment program for Polish speakers; DUI remedial education; parenting classes; support groups; seminars; translation services.

II. School Location

Main office and classrooms:

- 3834 North Cicero Ave., Chicago, Illinois 60641; tel: 1(773) 282-8206

Learning Center, classrooms and computer lab:

- 3815-3819 North Cicero Ave., Chicago, Illinois 60641; tel: 1 (773) 282-1122

South-side office, classrooms and computer lab:

- 6276 W. Archer Ave, Chicago, Illinois 60638; tel: 1 (773) 767-7773

Classroom extensions:

- 3235 North LeClaire Ave., Chicago, Illinois 60641; tel: 1 (773) 534-3400
- 5216 West Lawrence Ave., Chicago, Illinois 60630; tel: 1 (773) 777-8898
- 5645 West Addison St., Chicago, Illinois 60634; tel: 1 (773) 282-7000

III. Courses of Instruction

Introduction to Office Skills / General Office Information Support Assistant

600-780 hours, includes training and mandatory job placement. This program is aimed at people who are motivated to change/improve their skills so that they will be able to find an office job. For many, their English is usually limited, thus, they not only have to learn occupational skills but also improve their command of English. The program will train an office assistant with basic computer skills and other office skills, which include answering phones, typing, business correspondence, filing, bookkeeping and accounting procedures. **(Books and materials provided; class held at PAA computer lab)**

Certified Nursing Assistant Training Program

150 hours. Basic training for Certified Nursing Assistant. This program is designated for a non-professional health care person who, upon completion, will meet the requirements of the Illinois Department of Public Health certifications as a Certified Nursing Assistant, granted by the Polish American Association. The program prepares for the State-licensing exam. The skills and clinical experience necessary to care for clients with common health problems are taught in long-term facilities. **(Books and materials provided)**

Advanced Nursing Assistant Training Program

360 hours, includes training for Certified Nursing Assistant and Physical Rehabilitation Aide, and mandatory job placement. This program is designed for a non-professional health care person who, upon completion, will meet the requirements of the Illinois Department of Public Health and Illinois Department of Public Aid certification as a Certified Nursing Assistant and Physical Rehabilitation Aide, granted by the Polish American Association. The program prepares for the State licensing exams. The skills and clinical experience necessary to care for clients with common health problems are taught in long-term facilities. **(Books and materials provided)**

English as a Second Language

156 to 288 hours. Beginning Literacy ESL: for non-speakers of English, enabling students to function minimally in English. Beginning ESL 1: teaching communication of basic needs, improving life skills. Beginning ESL 2: enabling students to function independently in most life, social and work situations. Health Bridge: designed for the low-intermediate through high-intermediate ESL students who intend to enter a health career; instruction is contextualized for careers in the health science. **(Books and materials provided)**

Intensive Citizenship

120 hours. Preparation of the U.S. permanent residents with very limited English skills for the U.S. citizenship exam. Contents: history of the United States, government structure, basic English, review of the naturalization interview. **(Books and materials provided)**

Computer Literacy

36 hours. Classes conducted in the Polish language. Introduction to computers, including hardware and software; elements of word processing; orientation to Internet. **(Books and materials provided; class held at PAA computer lab)**

Adult Basic Skills

240 hours. Offered as a supplement to Advanced Nursing Assistant Training Program. Course includes beginning academic reading, composition writing and beginning advanced grammar. STAR: Student Achievement in Reading: 93 hours. Evidence-based explicit reading instruction for intermediate (5-8 level) readers. Students are given comprehensive individual reading assessments and placed in small groups according to need. Major components: alphabets, fluency, vocabulary and comprehension. **(Books and materials provided)**

IV. **Certificates of completion** will be issued to students who pass selected courses, based on the criteria specified for each course in its description.

V. **Admission Policy and Prerequisites**

- a person must take a placement test, except for computer literacy class
- where applicable, tuition must be paid in full prior to class starting; we accept cash, checks, money orders and credit cards
- *Introduction to Office Skills / General Office Information Support Assistant*
a person must be at least 18-years-old, economically disadvantaged, resident of Chicago, must speak English at a high intermediate level and have work authorization
- *Certified Nursing Assistant Training Program* and *Advanced Nursing Assistant Training Program*
 - a person must be at least 18 years old and physically fit to be able to lift and move patients
 - in JTED and CDBG funded Advanced Training a person must additionally be economically disadvantaged, a resident of Illinois/Chicago and have work authorization
- *English-as-a-Second Language*
a person must be at least 16 years old and have limited English-speaking skills as determined by a placement test
- *Intensive Citizenship*
a person must be at least 18 years old, a permanent resident of the U.S, an Illinois resident and have limited English skills as determined by a placement test

- VI. **Grading** scales and/or standards of student progress are specified for each course in the course descriptions
- *Certified Nursing Assistant and Advanced Nursing Assistant Training Program* students may not miss more than 10% of classes and must pass midterm and final exams; students will receive a Certificate of Achievement and paraprofessional titles of Certified Nursing Assistant and Physical Rehabilitation Aide after they pass the State approved exams administered through community colleges
 - *Introduction to Office Skills / General Office Information Support Assistant* students will receive a Certificate of Completion after they successfully finish training; students may not miss more than 10% of classes and must pass midterm and final exams
- VII. The school's average projected **student to teacher ratio** for classroom and lab instruction: 15 students to 1 instructor.
- VIII. **Schedule of tuition** is determined individually for each course (we accept cash, personal checks, money orders or credit cards as a method of payment)

PROGRAM MATERIALS AND FEES VARY BY PROGRAM OR COURSE

A program or course may be provided at no costs to eligible applicants; through funding by the U.S. Department of Labor Mayor's Office of Workforce Development (Chicago) or the President's Office of Employment Training (Cook County), the United Way of Chicago, or the Illinois Department of Human Services. Students will receive a Certificate of Completion upon successful completion of a program or course.

- *Certified Nursing Assistant*: \$890(**books and materials are included in the tuition fee**)
- *Advanced Nursing Assistant Training Program*: **free** to qualified individuals
- *Physical Rehabilitation Aide training* (component of *Advanced Nursing Assistant Training Program*): \$250 (**books and materials are included in the tuition fee**), **or free** for qualified individuals
- *Introduction to Office Skills / General Office Information Support Assistant*: **free** to qualified individuals
- *Intensive Citizenship classes*: **free** (books and materials provided free of charge)
- *English as a Second Language*: **free** (books and materials provided free of charge)
- *Computer Literacy Classes*: **free** (books and materials provided free of charge)

The student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date with 10 days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

REFUND AND TUITION REFUND SCHEDULE INFORMATION

(105 ILCS 425/15.1a) (from Ch. 144, par. 150.1a)

Sec. 15.1a. The Superintendent shall issue rules and regulations providing for the establishment of a fair and equitable refund policy for each private business and vocational school. Such refund policy shall provide that:

1. Schools shall, when a student gives written notice of cancellation, provide a refund in the amount of at least the following:
 - a. When notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all application registration fees, tuition, and any other charges shall be refunded to the student;
 - b. When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance, the school may retain no more than the application registration fee which may not exceed \$150 or 50% of the cost of tuition, whichever is less;
 - c. When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, the school may retain the application registration fee, an amount not to exceed 10% of the tuition and other instructional charges or \$300, whichever is less, and, subject to the limitations of paragraph 12 of this Section, the cost of any books or materials which have been provided by the school.
 - d. When a student has completed in excess of 5% of the course of instruction the school may retain the application registration fee but shall refund a part of the tuition and other instructional charges.
 - (1) The school may retain an amount computed prorate by days in class plus 10% of tuition and other instructional charges up to completion of 60% of the course of instruction. When the student has completed in excess of 60% of the course of instruction, the school may retain the application/registration fee and the entire tuition and other charges.
 - (2) All schools that offer courses of instruction taught by distance education methods shall make refunds to students who cancel their instruction in the following manner:
2. A student, who on personal initiative and without solicitation enrolls, starts, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this Section.
3. Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non acceptance is made.
4. Application registration fees shall be chargeable at initial enrollment and shall not exceed \$150 or 50% of the cost of tuition, whichever is less.
5. Deposits or down payments shall become part of the tuition.
6. The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days.
7. All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation.

8. A student may give notice of cancellation to the school in writing. The unexplained absence of a student from a school for more than 15 school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.
 9. A school may make refunds which exceed those prescribed in this Section. If the school has a refund policy that returns more money to a student than those policies prescribed in this Section, that refund policy must be filed with the Superintendent.
 10. A school shall refund all monies paid to it in any of the following circumstances:
 - a. the school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin;
 - b. the school cancels or discontinues the course of instruction in which the student has enrolled;
 - c. the school fails to conduct classes on days or times scheduled, detrimentally affecting the student.
 11. A school must refund any book and materials fees when: (a) the book and materials are returned to the school unmarked; and (b) the student has provided the school with a notice of cancellation.
- (Source: P.A. 90 649, eff. 7 24 98.)

When a student enrolls in a program lasting longer than 12 months and withdraws during the first 12 months, there fund formula shall be based on tuition owed for 12 months. Polish American Association shall refund 100% of any tuition collected for the obligation beyond the 12 months. (Tuition refund schedule for short courses available).

IX. Academic Calendar

Courses are generally offered during the entire year with the exception of the following holidays: Christmas-New Year's break, Pulaski Day, Good Friday, Easter, Memorial Day, Independence Day, Labor Day, and Thanksgiving.

X.

Course of Instruction	Start Date	End Date	Enrollment	Minimum Equipment
English as a Second Language	09/07/2010	06/30/2011	Managed	None
Intensive Citizenship Classes	09/11/2010	12/31/2010	Open	None
Intensive Citizenship Classes	01/08/2011	06/30/2011	Open	None
Certified Nursing Assistant	09/13/2010	11/11/2010	Fixed	None
Certified Nursing Assistant	09/28/2010	12/10/2010	Fixed	None
Advanced Nursing Assistant Training Program	09/13/2010	12/10/2010	Fixed	None
Physical Rehabilitation Aide Training			(Part of Certified Nursing Assistant course)	None
Introduction to Office Skills / General Office Information Support Assistant	01/11/2011	05/20/2011	Fixed	None
Computer Literacy Classes	09/09/2010	12/22/2010	Open	None
Computer Literacy Classes	01/07/2011	06/30/2011	Open	None

- XI. Policies pertaining to absences and rules of conduct are regulated by Polish American Association’s “Rules and Regulations for Students” and **program manuals**. They may be found at:
- English as a Second Language: ICCB Adult Education and Family Literacy Provider Manual, Fiscal Year 2009 http://www.iccb.state.il.us/pdf/adulted/publications_reports/ProviderManual2009.pdf
 - Intensive Citizenship Classes: <http://www.dhs.state.il.us>
 - Certified Nursing Assistant, Certified Nursing Assistant Training Program and Physical Rehabilitation Aid Training: www.idph.state.il.us
 - Computer Literacy Classes: FY 2010DD Grant Procedures
- XII. If **eligible, students may use all available services** of Polish American Association listed at the beginning of this catalog.
- XIII. Polish American Association offers free **placement assistance** to income eligible residents of Chicago who are at least 18 years old and have work authorization.
- XIV. Students’ **transcripts** will be kept in students’ files for 50 years and can be requested in writing from Polish American Association. Please enclose a self-addressed stamped envelope.
- XV. **Grievance Procedure**
 A student has the right to file a complaint by writing a letter to the school director. If the student is not satisfied with the response, s/he has the right to file a complaint with the Illinois State Board of Education at one of the addresses listed below:

Illinois State Board of Education
 Educator and School Development Division
 Private Business and Vocational Schools
 100 North First Street, E-310
Springfield, IL 62777
 1(217) 782-2948

Illinois State Board of Education
 Educator and School Development Division
 Private Business and Vocational Schools
 100 West Randolph, Suite 14-300
Chicago, IL 60601
 1(312) 814-2220