



Health Up Training and Services

School Catalog | Academic Year 2026–2027



1245 US 1 South, #1R
Edison, NJ 08837

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ADMINISTRATION & STUDENT SERVICES

Administrators:

- Directors: Augustine Yeboah & Linda Attuh
- Academic Dean: Linda Attuh
- Program Coordinators: Linda Attuh & Augustine Yeboah

Admissions and Placement Officer:

The Admissions Officer assists prospective students through the enrollment process and provides job placement support upon program completion.

Student Advisement:

Academic advisors guide students in selecting appropriate programs, understanding course requirements, and reaching career goals.

Bursar Office:

Handles tuition payments, financial aid processing, refunds, and billing inquiries.

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School Secretaries and Attendance Staff:

Maintain accurate student attendance records and offer administrative support to instructors and students.

ACADEMIC CALENDAR

School Calendar:

Health Up operates on a rolling admissions schedule. Courses are offered throughout the year in monthly cohorts.

“In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development’s Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. Please contact the Training Evaluation Unit via email at trainingevaluationunit@dol.nj.gov.”

Observed Holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

CLASS SCHEDULES & START DATES

Class Schedules:

- Day Classes: Monday–Friday, 9:00 AM – 3:00 PM
- Evening Classes: Monday–Friday, 4:00 PM – 9:00 PM
- Weekend Classes: Saturday 10:00 AM – 5:00 PM

Program Starting Dates:

Start dates are published monthly. Contact Admissions or visit our website for updated schedules.

ADMISSION & REGISTRATION

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Registration Requirements:

- Completed application form
- Valid ID (government-issued)
- High School diploma or GED (or equivalent)
- Medical clearance (where required)
- Proof of COVID-19 vaccination (if applicable)

Entrance Requirements:

Students must be at least 18 years of age and meet program-specific qualifications.

ATTENDANCE & ACADEMIC POLICIES

Attendance Requirements:

Students must maintain at least 85% attendance to remain in good standing.

Leave of Absence:

May be granted for valid personal or medical reasons. Formal request required.

Class Cuts & Tardiness:

Unexcused absences or frequent tardiness may lead to probation or dismissal.

Make-Up Work:

Missed assignments or clinical hours must be completed within the designated make-up period.

STUDENT CODE OF CONDUCT

Code of Conduct:

Professional behavior is expected at all times. Disrespect, cheating, or disruptive behavior may result in disciplinary action.

Conditions for Dismissal:

- Repeated violations of code of conduct
- Falsification of documents
- Failure to meet academic standards or attendance requirements

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Re-entry Policy:

Students dismissed for academic or conduct reasons may apply for re-entry after a probationary period.

ACADEMIC POLICIES

Credit for Previous Training:

May be granted upon review of transcripts and relevant certifications.

Student Complaint / Appeal Process:

Complaints should be submitted in writing to the Director. A review panel will evaluate and respond within 10 business days.

GRADING & EVALUATION

Grading System:

A = 90–100

B = 80–89

C = 70–79

F = Below 70 (Fail)

Incomplete Grades:

Must be resolved within two weeks of class end.

Probation for Below-Average Grades:

Students falling below a C average will be placed on academic probation.

Student Evaluation Techniques:

Includes written exams, skills checklists, practical demonstrations, and clinical evaluations.

WITHDRAWAL & RECORDS

Withdrawing from School:

Students must complete an official withdrawal form. Tuition refunds will follow the refund policy.

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Student Records:

All academic records are maintained in compliance with FERPA. Students may request transcripts through the registrar's office.

FINANCIAL INFORMATION

Refund Policy:

Students who withdraw within three (3) days of enrollment are eligible for a full refund of the course amount, excluding the non-refundable \$100 Administrative/Registration Fee.

To request a refund, students must complete and submit a Refund Request Form for review by the Director.

Please note:

- The \$100 Administrative/Registration Fee is applied toward the student's total program tuition and is not an additional charge above the advertised tuition.
- The \$100 Administrative/Registration Fee is non-refundable and non-transferable, subject to applicable New Jersey requirements.

Tuition and Additional Costs:

Varies by program. May include uniforms, books, clinical supplies, and NHA exam certification fees are excluded from the tuition. Contact admission team for current price. And may vary based on course.

Courses that require full tuition to be paid before the start date of the class: Home Health Aide, In-Class Certified Home Health Aide, and Certified Nurse Aide

Grants, Student Loans, and Scholarships:

Health Up offers in-house payment plans. Student loans not currently available.

Credit Disclaimer Statement:

Health Up Training and Services does not guarantee transfer of credits to other institutions.

FACILITIES

- Modern classrooms with AV equipment
- Fully equipped clinical skills lab
- Computer resource center

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- Student lounge and break area
- Free Wi-Fi across campus

PROGRAMS OFFERED

1. Certified Home Health Aide (CHHA)

Duration: 76 hours | Format: In-person + Clinical

Credential: State Certification

2. Certified Nursing Assistant (CNA) Coming soon

Duration: 120 hours | Includes: Lecture, Lab, Clinical

Credential: State Certification

3. Medical Assistant

Duration: 480 hours | Includes: Front and back-office procedures

Credential: Certificate of Completion + Certification Prep

4. Patient Care Technician (PCT)

Duration: 200 hours | Includes: CNA + EKG + Phlebotomy skills

Credential: National Certification Eligible

5. Phlebotomy Technician

Duration: 80 hours | Includes: Blood draw techniques, lab safety

Credential: National Certification Eligible

6. EKG Technician

Duration: 60 hours | Includes: Cardiac monitoring, EKG tracing

Credential: National Certification Eligible

Online Healthcare Training Programs

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7. Online Dental Assistant

Duration: 360 hours | Format: 100% Online

Includes: Dental terminology, chairside assisting theory, infection control, patient care

Credential: Certificate of Completion + Certification Preparation

8. Online Medical Assistant Diploma

Duration: 480 hours | Format: 100% Online

Includes: Medical terminology, administrative procedures, patient care theory, healthcare documentation

Credential: Certificate of Completion + Certification Preparation

9. Online Medical Billing and Coding

Duration: 300 hours | Format: 100% Online

Includes: ICD-10 coding, CPT coding, insurance billing procedures, healthcare documentation

Credential: Certificate of Completion + Certification Preparation

10. Online Pharmacy Technician

Duration: 400 hours | Format: 100% Online

Includes: Pharmacology basics, pharmacy law, medication safety, prescription processing

Credential: Certificate of Completion + Certification Preparation

11. Online Phlebotomy Technician

Duration: 80 hours | Format: 100% Online

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Includes: Blood collection theory, infection control, specimen handling, laboratory safety

Credential: Certificate of Completion + Certification Preparation

12. Online Sterile Processing Technician

Duration: 400 hours | Format: 100% Online

Includes: Sterilization procedures, infection control, surgical instrument processing

Credential: Certificate of Completion + Certification Preparation

Distance Education Policy

Health Up Training and Services offers select programs through 100% online distance education. Students complete coursework through an online learning platform and progress through modules, assignments, and assessments at their own pace. Instructors are available to provide academic support and clarification of course materials throughout the program.

Technology Requirements

- Computer, laptop, tablet, or smartphone
- Reliable internet connection
- Email access
- Ability to access the online learning platform

Students are responsible for ensuring their technology meets the requirements needed to complete online coursework.

Student Identity Verification for Online Learning

Health Up Training and Services verifies the identity of students enrolled in online programs to ensure academic integrity.

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- Secure login credentials
- Enrollment identification verification
- Monitoring of learning platform activity
- Instructor review of coursework and assessments

Students are responsible for maintaining the confidentiality of their login information.