



**Prosperity Childcare Training Network**  
A Network For Higher Education and Prosperity!

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# Prosperity Childcare Training Network Student Handbook & Manual 2024

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## **WELCOME**

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It is with great pleasure and honor to welcome you to Prosperity Childcare Training Network (PCTN). We are pleased you have selected PCTN as your choice for continuing education and professional development training. We can assure you that it is our mission to help you meet your expectations for learning at PCTN and that our learning environment is one that you can trust to deliver courses for your professional development growth and goals. Our team is so proud of our leaders in education, trainers, instructors, mentors, and coaches who have a heart for their role in the community, a passion for helping others, a love for teaching, leadership, and practical experience in the field of early childhood education, healthcare, behavioral, and mental health.

The purpose of this handbook is to present our programs of study and acquaint you with the policies and procedures that will help you meet your academic goals for your chosen program. The PCTN Student Handbook and combined user manual contains our principles, policies, procedures, and best practices that have been developed by our network management team and administration to ensure that you receive the best guidance and instruction for your professional educational choices.

We are ready to assist you in any way to make your educational experience and growth a success. You have the best wishes of all of us on your educational journey and professional development at PCTN.

Sincerely,

**Jennifer Pasteur**

*Jennifer Pasteur*

Founder & Managing Director

## **ABOUT THIS HANDBOOK**

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Your Student Handbook is designed to serve as a toolkit and compass while you are deciding your choice of study. The Handbook makes it easy to navigate for resources and information. It also includes our principles, policies, procedures, and best practices that are important for you to read and understand.

The PCTN Student Handbook contains by reference the PCTN Courses and Certificate Programs. Regulations, policies, and procedures found in these documents are considered to be part of this Handbook. Refer to the PCTN website and syllabus for more detailed information. After enrollment into a PCTN program of study, all students must sign an acknowledgement agreeing to the content of the Student Handbook before coursework is permitted.

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## **JURISDICTION/SUBJECT TO CHANGE**

Students are responsible for understanding the contents of this Handbook. This Handbook and its contents are subject to change without notice, as PCTN deems necessary and appropriate. The handbook can be accessed at any time on our website at [www.prosperityctnworldwide.com](http://www.prosperityctnworldwide.com). Therefore, this Handbook and descriptions contained here are not to be construed as a contract binding PCTN to any specific policies. Possible changes include but are not limited to course of study completion requirements, admissions requirements, tuition, and fees. PCTN will provide a reasonable amount of time and notice of any change. Students are responsible for accessing the handbook online in order to be made aware of any changes.

## **ABOUT US**

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Prosperity Childcare Training Network (PCTN) specializes in providing online and face to face child care, nursing, mental health, behavioral health training and certificates, coaching, HR onboarding, and administrative solutions for the childcare, nursing, and mental health industry.

**LOCATION:** PCTN Headquarters is located at 9865 Baymeadows Road Unit 4 Jacksonville, FL 32256.

**OFFICES:** The PCTN Headquarters office includes all departments – Training Center, Administration, Student Services, Education, Admissions, and Compliance.

**BUILDING HOURS:** The PCTN main administrative office business hours are from 8:00 a.m. to 6:00 p.m., EST, Monday through Friday. The student help desk is open from 8:00 a.m. to 5:00 p.m. EST. Email and message center customer support operations are available for students to send inquiries 24 hours a day, 7 days a week and are answered during administrative office hours.

**CLASSROOMS:** PCTN is a distance learning network providing a large percentage of our programs and courses via online instruction. However, we do offer on and off-site events and training.

**RESOURCE TAB :** The PCTN Resource Tab is located online in the PCTN LMS and contains a variety of online resources and links to other early child care related websites, resources, and online books. Students may access the Resource Tab up in the right-hand corner at any time by using their user name and password to log into the PCTN LMS and clicking on the Resource TAB link inside your course.

**LEGAL CONTROL AND GOVERNANCE:** PCTN is a Limited Liability Company with many networking allies.

**PROGRAM OUTCOMES:** For a list of PCTN program outcomes, refer to PCTN's website at [www.prosperityctnworldwide.com](http://www.prosperityctnworldwide.com).

## **VISION AND MISSION STATEMENTS**

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### **Vision**

*is to strengthen the wisdom and sonority of the early childhood industry worldwide.*

### **Mission**

*is to improve the quality of early childhood education and professional development training with integrity through honesty and fair dealings.*

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## **ANTI-BIAS STATEMENT**

It is the policy of Prosperity Childcare Training Network (PCTN) to provide equal opportunity and fair treatment to all students and applicants without regard to race, creed, color, sex, sexual orientation, national origin, religion, age, veteran status, or disability.

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## **ACCREDITATION, EXEMPTIONS, AND AUTHORIZATIONS**

### **ACCREDITATION**

PCTN is accredited as an Authorized Provider by the International Association for Continuing Education and Training (IACET) to award IACET Continuing Education Units (CEUs).

## CAMPUS AND STUDENT SERVICES INFORMATION

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### STUDENT SERVICES AND ADVISEMENT

The Student Services Advisory is responsible for providing advisement to Students on general administrative issues. In addition, all PCTN staff members are responsible for directing students to other agencies for assistance, when necessary. The Student Services department is available 8:00 a.m. to 5:00 p.m. EST, Monday through Friday, and other times by appointment.

### LEARNING COMMUNITY

PCTN hosts an Online Discussion Forum and Blog in which students communicate with other students for advisement and support and allows for enhanced collaboration among the learners enrolled in the online certificate programs. Students participating in discussions within the learning communities must adhere to the terms and conditions and policies related thereto.

### STUDENT RESOURCE CENTER

Students enrolled in a PCTN certificate course of study will have access to a Resource Center on the PCTN website. Once on the website, Student will click on Resources, Blog, or Trending Topics from the menu of options. The Resource Center contains the Student Handbook, student forms, important information regarding the Child Development Associate Credential, Certified Nurse Assistant Program, Life Essential Seminar Course, and other helpful information. Information regarding learning strategies and tips for successful learning experiences are also presented.



## REGISTRATION, ADMISSIONS, AND FINANCE

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Application for one of the PCTN certificate programs can be found on the PCTN website. Students must complete a full application and meet all eligibility criteria. A Student will not be registered for any coursework until all admissions paperwork, including terms and agreements, have been completed, submitted, and approved by the administration office. Students must meet all pre-admissions requirements prior to admission and enrollment in a course of study offered by PCTN. Students intending to enroll for a given course of study are eligible to make payment of tuition and fees according to the tuition policy, anytime on our website and LMS. [www.prosperityctnworldwide.com](http://www.prosperityctnworldwide.com) and <https://www.prosperityctnworldwide.com/areas-of-practice>

## TERMS OF ADMISSION

Admission to certificate programs offered by PCTN is not guaranteed. A full refund will be provided to potential students whose applications are rejected for failing to meet PCTN eligibility requirements.

## METHODS OF COMMUNICATION

PCTN communicates with the students via email, phone, and postal mail, as well as through the course delivery system and the Online Discussion Forum. Email is the primary method of communication, and the other methods are used only when an email is deemed undeliverable by the student's internet service provider. Students must provide PCTN with valid contact information, including a valid email address prior to being accepted for enrollment. Students will not be registered in any PCTN online program without a valid email address. Students are responsible for updating their contact information, such as address, phone number and email address should it change during the course of their certificate program. This may be done by logging into the PCTN LMS system and clicking on the Edit Personal Settings link. Requests for name changes must be submitted in writing via fax, postal mail, or email to the Student Services department. All name changes will require documented proof of the change (i.e., marriage license, divorce decree, etc.)

## **REGISTRATION, ADMISSIONS, AND FINANCE**

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### **WITHDRAWAL**

Students who wish to drop from an online certificate program course of study, online professional development subscription, or professional development block hour purchase may do so by submitting a signed and dated request in writing, via fax or postal mail, to the administration office. Students may also communicate their desire to withdraw by contacting a PCTN employee via phone, email, or postal mail. Such termination will be effective on the day that PCTN receives the request via phone, email, or postal mail (the “Effective Date of Termination”). We have a No Refund Policy.

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## SCHOLARSHIP AVAILABILITY

A listing of current scholarship opportunities and application requirements can be found on the PCTN website at [www.prosperityctnworldwide.com](http://www.prosperityctnworldwide.com). Students may also contact the training center for further information. PCTN is not the administrator of scholarship programs and does not make the final decision with regard to scholarship eligibility or award.

## TECHNOLOGY REQUIREMENTS

To complete PCTN courses and programs of study, students must have access to a computer and printer, must have a valid email address, and must have access to the Internet through a PCTN supported JavaScript enabled web browser (i.e., Internet Explorer, Mozilla Firefox, Google Chrome, etc.)

## **PCTN PRIVACY POLICY, CONFIDENTIALITY, AND INFORMATION**

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Your privacy is important to us. This policy explains our online information practices and the ways in which your information is collected and used. It is available throughout this our website. In your continued use of [www.prosperityctnworldwide.com](http://www.prosperityctnworldwide.com), and <https://lms.pctnworldwide.com/> you are accepting the practices described in this Privacy Policy, and your continued use of this site following the posting of any amendment to this policy shall constitute your acceptance thereof.

### **Privacy**

Prosperity Childcare Training Network will only release student's information and transcripts including passing or failing of courses, certificates status, to student and state authorities as requested. Please be advised that all requests are to be put in writing. To maintain fairness and the highest level of integrity, Authorization to Release form with student signature, scan, email, or mail to us will only grant permission for release to other persons.

### **Information Storage**

We collect non-personally identifiable information about you in a number of ways, including tracking your activities through your IP address, computer settings, or most-recently visited URL. We may also ask you to provide certain non-personally identifiable information about yourself, such as your age, household income, buying preferences, etc. We do not collect any personally identifiable information about you unless you voluntarily submit such information to us, by, for example, filling out a registration form. We store all information that you enter into our Web site or sites or provide to us in any other form. Some of the types of personal information we might collect, and store are your:

- Name
- Address
- Email address
- Phone number
- Home addresses

You may choose not to provide specific types of information but choosing to do so might prevent you from accessing some of our features.

### **Information Use**

Personal student information provided to PCTN and in conjunction with use of PCTN services is used solely for the purpose of administering Services as outlined under this Acknowledgment and in connection with reporting to state

## **PCTN PRIVACY POLICY, CONFIDENTIALITY, AND INFORMATION**

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and federal agencies or workforce registries. We use information that you might provide about others only to send information and to confirm delivery. We do not share this information with parties other than our strategic partners, except to the extent necessary to complete the order process. In cases in which information is shared with our strategic partners, our partnership agreement explicitly prohibits the exchange or sale of your information with parties outside of the partnership. Additionally, any material or information sent to you will pertain to an area of related interest. You can register with our Web site if you would like to receive our course catalog, newsletter, and event flyers and updates on our new classes and services. Information you submit on our Web site will not be used for this purpose unless you fill out the registration form. We also use non-identifying and aggregate information to share with advertisers. For example, we might tell an advertiser that a certain number of individuals visited a certain area on our Web site, or that a certain number of men and a certain number of women filled out our registration form, but we would not disclose any information that could be used to identify those individuals.

## **PCTN PRIVACY POLICY, CONFIDENTIALITY, AND INFORMATION RELEASE**

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We may also use information to deliver information about our company and promotional material from some of our partners, trend analysis, pattern detection, and site administration. Your information may also be used to contact you when necessary and may be shared with other companies that may want to contact you with offers consistent with your stated preferences. Users may opt-out of receiving future mailings from us and other entities by following the instructions set forth in the opt-out section below.

We never use or share the personally identifiable information provided to us online in ways unrelated to the ones described above without also providing you with an opportunity to refuse or otherwise prohibit such unrelated uses.

### **Data Security**

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we use appropriate industry standard security measures, including physical, electronic, and managerial procedures, to safeguard and secure the information we collect online. While there is no such thing as “top security” on the Internet, we will take all reasonable steps to ensure the safety of your personal information.

### **Cookies**

A “cookie” is information that is stored on your computer that helps us to identify you as a previously registered user or visitor of our site, which helps to personalize your experience or provide features. Cookies do not spy on you or otherwise invade your privacy, and they cannot invade your hard drive and steal information. Rather, they help you navigate a Web site as easily as possible. If you prefer not to receive cookies and to remove the feature that allows you to receive them, you can use the Help feature of your Browser to modify your preferences. However, deleting and prohibiting cookies may prevent the Web site from operating correctly and may affect your experience on the Web site. We use your IP Address to help diagnose problems with our server, and to administer our Web site.

### **Other Web Sites; Links**

Our Web site contains links to other Web sites. Prosperity Childcare Training Network is not responsible for the privacy practices or the content of such Web sites.

### **Privacy Policy Changes**

This Privacy Policy will change periodically as we continue to grow, so be sure to review it often to ensure that you understand it thoroughly. All changes to the

## **PCTN PRIVACY POLICY, CONFIDENTIALITY, AND INFORMATION RELEASE**

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Privacy Policy, including those that affect how personal information is used, will be posted in this policy for your review.

### **Information Updates**

You can access all personally identifiable information that we collect online and maintain by email at [info@leadersinchildcareeducations.com](mailto:info@leadersinchildcareeducations.com) . We use this procedure to safeguard your information. To the extent that the information you provide us with is also stored in other databases, we cannot always ensure that such corrections or deletions will reach the other databases. We will use all reasonable efforts to ensure that your information is removed from or corrected in our records. You can correct factual errors in your personally identifiable information by sending us a request that credibly shows error. To protect your privacy and security, we will also take reasonable steps to verify your identity before granting access or making corrections.

### **Choice / Opt-Out**

You may opt-out of receiving communications from our partners, and from us, by the either sending us an e-mail to [info@leadersinchildcareeducations.com](mailto:info@leadersinchildcareeducations.com)

## PCTN PRIVACY POLICY, CONFIDENTIALITY, AND INFORMATION RELEASE

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### **Public Forums**

This site makes chat rooms, forums, message boards, and/or news groups available to its users. Please remember that any information that is disclosed in these areas becomes public information. Prosperity Childcare Training Network is not responsible for the privacy of such information disclosed in those locations, so you should exercise caution when deciding to disclose your personal information in those locations.

### **Contact Us**

If you have questions or concerns about our Privacy Policy, the practices of this site, or your dealings with this site, please send us an email.

[info@leadersinchildcareeducations.com](mailto:info@leadersinchildcareeducations.com)

## MAINTENANCE AND CONFIDENTIALITY OF STUDENT RECORDS

It is the policy of PCTN not to release educational or financial information to anyone other than the student if the student is age 18 or older. For students under the age of 18, educational and financial information can be released to the student and/or the student's parent or guardian.

In order for PCTN to release information to anyone other than the student (parent/guardian if student is under 18), PCTN must have written consent from the student (parent/guardian if under age 18) to do so. The student (or parent/guardian if student is under age 18) must complete an Authorization to Release Information form.

PCTN's policy regarding confidentiality is in keeping with the Family Educational Rights and Privacy Act (FERPA), which affords student certain rights with respect to their education records. This includes the following.

1. The right to inspect and review the student's education records within 45 days of the day PCTN receives a request for access
2. The right to request the amendment of the student's education records that the student believes are inaccurate
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. School officials are individuals or entities working for or on behalf of the educational institution. A school official



## **PCTN PRIVACY POLICY, CONFIDENTIALITY, AND INFORMATION RELEASE**

has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. As allowed within FERPA guidelines, PCTN may disclose education records without the consent of officials of another school, upon request, in which a student seeks or intends to enroll.

4. The right to file a complaint with the US Department of Education concerning alleged failure by PCTN to comply with the requirements of FERPA.

At its discretion, PCTN may provide Directory Information in accordance with the provisions of the Family Education Rights and Privacy Act. Directory Information is defined as information which would not generally be considered harmful or an invasion of privacy if disclosed. Students may withhold Directory Information by notifying PCTN Compliance in writing; please note that such withholding requests are binding for all information to all parties other than for those exceptions allowed under the Act.

## **AUTHORIZATION TO RELEASE INFORMATION**

We respect your privacy. Personal information provided to Prosperity Childcare Training Network is used solely for the purpose of administering online certificate and professional development programs as outlined in your Terms and Agreements and in connection with reporting to state and federal agencies.

PCTN will not share any information about you or your certificate or professional development programs of study with anyone without a completed and signed PCTN Authorization to Release Information form. The PCTN Authorization to Release Information form can be on our website and can be requested in writing.

## **TRANSCRIPT REQUESTS**

Requests for transcripts are made to the Compliance Department. The Family Education Rights and Privacy Act of 1974 requires that all transcript requests be submitted in writing and be signed by the student. Telephone requests for transcripts cannot be processed. Requests submitted by fax or mail must include the student's name, contact information, certificate program, dates of attendance, address where transcripts are to be sent, method of payment and signature. The request will be processed within ten (10) business days. The Department will release transcripts only when students have met all of their financial obligations to PCTN. PCTN charges a transcript fee of \$25.00 for the first copy and \$10.00 for each additional copy requested at the same time. PCTN provides a Transcript Request Form which can be found on our website @[www.prosperityctnworldwide.com](http://www.prosperityctnworldwide.com)

## **ENROLLMENT VERIFICATION**

Students may obtain a letter from the Compliance department verifying their enrollment as documentation for student discounts, insurance, loan deferments, or other purposes. The Student must submit a request to the Compliance department by email to [info@leadersinchildcareeducations.com](mailto:info@leadersinchildcareeducations.com). The request will be processed within ten (10) business days. The administration office will release enrollment verifications only when students have met all of their financial obligations to PCTN.

## GENERAL INFORMATION

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### BOOK PURCHASE

Books for PCTN Course of Study Programs may be purchased online at by clicking on the <https://www.prosperityctnworldwide.com/tuition>. Book fees are the responsibility of the student and are not included in the program's certificate tuition or registration fee unless requested. The CDA Success Bag and The Prosperity CDA Duffle Bags comes with textbooks and will be available for purchasing. Please refer to the Tuition and Fee Schedule for approximate book costs.

### PROFESSIONAL ASSOCIATIONS/REFERRAL SERVICES

PCTN encourages students to join professional organizations representing the Student's chosen career path, such as NAEYC, NBCDI, NECPA NHSA, ACEI and FACCM, as well as various other associations dedicated to early learning and child care professionals.

### AWARDING OF CERTIFICATES

Upon successful completion of a Certificate Course of Study, the Student shall receive an official transcript and certificate of completion. Students will not be awarded the certificate and transcripts until all coursework and financial obligations have been met, any required documentation has been submitted, the final examination has been successfully completed with a minimum score of 80%, and a successful audit of the student's academic file has been conducted. Students should allow up to 10 business days from their date of completion for official certificates and transcripts to be mailed.

PCTN does not award the CDA Credential. CDA Credentialing is administered by the Council for Professional Recognition. All questions regarding the CDA Credential should be directed to the Council for Professional Recognition at (800) 424-4310 or online at [www.cdacouncil.org](http://www.cdacouncil.org).

## GENERAL INFORMATION (continued)

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### GRIEVANCE POLICY AND PROCEDURE

PCTN is concerned with the prompt and fair resolution of the concerns of students. Students are encouraged to express their concerns according to the procedures outlined in this grievance policy and shall not be adversely affected in any way as a result of using these procedures, nor shall any retaliatory actions be taken against a student initiating these procedures.

### PROCEDURE FOR GRIEVANCE

Students are encouraged to make every attempt to resolve their concerns directly with the source of their grievance. In the event a resolution cannot be obtained, the following steps should be exercised for the expedient resolution of the grievance.

Students must express their grievance in writing within ten (10) business days of the alleged event by completing the Student Grievance Form and submitting it to the administration office. They will initiate contact with the student within three (3) business days in an attempt to facilitate a resolution through discussion with the parties concerned.

## **STUDENT IDENTITY VERIFICATION POLICY**

In compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) of 2008, Public Law 110-315, concerning the verification of student identity in distance learning, Prosperity Childcare Training Network (PCTN) has established and will periodically evaluate its process to confirm that a person who has accepted admission to PCTN is the person who is completing the enrollment form, that a student taking an examination is the student who registered to take the examination and that the student who is registered for an online course is the same student who participates in, completes, and receives credit for the course. The HEOA requires that institutions offering distance education courses or programs have processes in place to ensure that the student registering for a course is the same student who participates in the course or receives course credit.

The Act requires that institutions use one of the following three methods:

- A secure login and pass code;
- Proctored examinations;
- New or other technologies and practices that are effective in verifying student identification.

### **Compliance:**

**Secure Login and Password:** The PCTN LMS system is PCTN's learning management system. Each student at PCTN has an account in the system with unique log in and password credentials. An account is given to an individual for the exclusive use by that individual. Students are responsible for providing their complete and true identity information in any identification verification process. It is against the policy for a user to give someone his or her password or to allow others to use his or her account. All users of the learning management system are responsible for maintaining the security of their access credentials.

Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or email is prohibited. Personally identifiable information collected by PCTN may be used, at PCTN's discretion, as the basis for identity verification. For instance, a student requesting that their learning management system password be reset may be asked to provide two or more pieces of information for comparison with data on file.

## **GENERAL INFORMATION (continued)**

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### **Responsibilities:**

All users of the learning management system are responsible for maintaining the security of usernames, passwords, and other access credentials as required. Access credentials may not be shared or given to anyone other than the user to whom they were assigned to for any reason. Users are responsible for any and all uses of their account. Users are responsible for all activity on their accounts. Users are responsible for changing passwords periodically to maintain security. Users are held responsible for knowledge of the information contained within the learning management system as well as the Student Handbook. Failure to read guidelines, requirements and regulations will not exempt users from responsibility.

As technology and personal accountability are not absolute in determining a student's identity, PCTN team is required to report any suspected academic integrity issue to management.

Changes in student behavior such as sudden shifts in academic performance or changes in writing style or language used in discussion groups, email or assignments may indicate academic integrity problems.

**ACADEMIC HONESTY AND INTEGRITY POLICY**

Prosperity Childcare Training Network (PCTN) requires that all students adhere to high standards of integrity and maintain academic honesty. PCTN do **NOT** condone nor accept such activities as plagiarism or cheating. Each student must submit their own work and properly cite and reference the work of others. Cheating includes submitting someone else's work as your own and/or allowing someone to copy your work. Cheating also includes the falsification of documents.

Plagiarism is a serious offense and includes using another's words or ideas without acknowledging or referencing the source of the information.

PCTN reserves the right to withdraw any student from any certificate course of study program for violating the Academic Honesty and Integrity Policy and will do so accordingly.

## **STUDENT CONDUCT POLICY**

### **Appropriate Communications**

PCTN deems its students professional, honest, and hardworking. Therefore, it is important that students find opportunities to safely interact with other PCTN students and staff members to develop the skills and attitudes expected in the workplace, including respect for diverse individuals and ideas. Some student behaviors are unacceptable including identity misrepresentation, harassment, and inappropriate use of technology. These behaviors are defined below, and the rules regarding appropriate conduct are outlined.

- **Misrepresentation** - Academic misconduct involving representing someone else's work or identity as your own. **Rule:** Students must be honest and truthful in all respects of their participation at PCTN. Students should represent themselves and their identities by completing their own work.
- **Harassment** - The use of words, gestures, imagery, and other communication that creates a hostile and intimidating environment to the degree that other PCTN students, mentors, or staff members would choose not to participate in communications, programs, or activities. **Rule:** We do not tolerate disrespect of any kind. This includes, but is not limited to, the use of profanity, demeaning, or intimidating comments, and unwanted personal or sexual advances. PCTN does not tolerate harassment in any form (conduct, speech, written notes, electronic mail, etc.) All alleged violations of this rule will receive swift PCTN consideration and response. Harassment may be the cause for expulsion and referral to legal process.



## EXTENSION PROCEDURE

In order to request an extension, students must complete the Extension Request form and submit it via mail or fax, along with documentation substantiating the student's request, within 14 days of the qualifying event, to the Compliance department for processing. Students will only be allowed one (1) Leave of Absence per course of study. The Extension Request Form can be found in the Appendix section of this Handbook and in the Student Resource Center.

All extension requests must be approved by the Compliance Coordinator. Students will be notified of the decision to approve or deny their request within seven (7) business days of the receipt of the completed request form. PCTN reserves the right to deny a student's request for an extension based on the student's performance and history in the certificate program or failure to provide evidence of meeting the condition for leave. Any student who has been denied a request for an extension may appeal the decision by filing a formal grievance (see Grievance Policy and Procedure).

## TEAM DESCRIPTIONS

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### CORE NETWORK

PCTN has a highly experienced core faculty with extensive backgrounds in their respective fields. Core faculty members also have training and experience in child development theories, curriculum, child care operations, nursing, ALS, mental health, behavioral health, business development, insurance, and computer technology.

## **PCTN Directory**

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### **Prosperity Childcare Training Network**

9865 Baymeadows Road Ste 4  
Jacksonville, FL 32256

Phone: (904)

Fax: (904)

Website: [www.prosperityctnworldwide.com](http://www.prosperityctnworldwide.com)

### **EXECUTIVE LEADERSHIP**

Jennifer Pasteur Founder

### **ADMINISTRATION**

PCTN Team Of Admin Office of Administration

### **COMPLIANCE & STUDENT SERVICES**

A. Behl Partnership/ Marketing Expert

A. Clay Performance Coach

### **CUSTOMER SUPPORT**

D. Davis Help Desk / Customer Support Representative

### **SUPPORT & OPERATIONS**

T. Givens Behavioral/Mental Health

T.J. Business Management

P. Kumar Tech Analyst

**SCHOOL CALENDAR**

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**Prosperity Childcare Training Network**  
2023-24 Calendar with Holiday and Office Closure Schedules

<b>January</b>	<b>New Year's Day – Office Closed</b>
<b>February</b>	<b>President's Day – Office Closed</b>
<b>May</b>	<b>Memorial Day – Office Closed</b>
<b>July</b>	<b>Observance of Independence Day – Office Closed</b>
<b>September</b>	<b>Labor Day – Office Closed</b>
<b>November</b>	<b>Thanksgiving Day – Office Closed</b>
<b>November</b>	<b>Day after Thanksgiving – Office Closed</b>
<b>December</b>	<b>Christmas Eve – Office Closed</b>
<b>December</b>	<b>Christmas Day – Office Closed</b>
<b>December</b>	<b>New Year's Eve – Office Closed</b>
<b>January</b>	<b>New Year's Day – Office Closed</b>

## **DISCLOSURE**

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PCTN provides instruction courses and material for the purposes of education and training. PCTN does not guarantee advancement, employment, or promotion as a result of completion of these programs.

Tuition and Fees are subject to change at any time.

PCTN does not grant the CDA (Child Development Associate) Credential. CDA assessment fees are the responsibility of the student directly with the CDA Council for Professional Development.

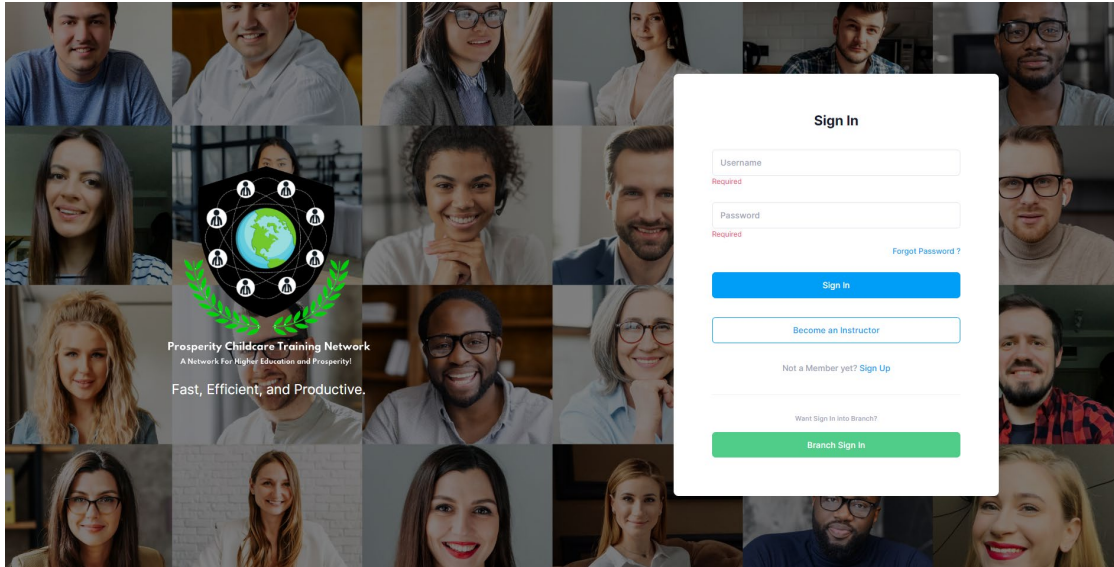
PCTN does not grant college credit.

## Student User Manual Information

Students may access the LMS by log on the website

<https://lms.pctnworldwide.com/Auth/Login.aspx?ReturnUrl=%2f>

And by entering their user id and password. If a student forgets their user id or password, please hit the forgotten password link. Students may also gain access to the LMS through our website at [www.prosperityctnworldwide.com](http://www.prosperityctnworldwide.com)



Profile

First name \*

Last name \*

Email address \*


Username \*   
Required

Password

Bio

User type

Active



## Students Profile

Students may enter their correct information into the blank spots to create or change their user id or password. Please remember this information! PCTN do not have access to private information such as passwords.



User Creation from admin Inbox x



**PCTN Team** <pctn@ncorelms.com>  
to me ▾

Your account for PCTN is ready!

Dear New Student,

A new account has been set up for you on <https://lms.pctnworldwide.com>.

Your username is: NewStudent

Your password is: MoneyGood2024

This email was sent from <https://lms.pctnworldwide.com> at 06 Nov 2023 09:13:04

↩ Reply

➦ Forward

## Registration and Enrollment

After your tuition is received, you will receive an email to confirm student enrollment into courses. However, students will not be able to move forward until all paperwork is completely filled out and approved.



**Welcome Alisha**  
Learner

Last Login



Summary Graph Timeline

OVERVIEW

0 Total Logins	2 Active Courses	0 Badges	Points
2 Assigned Courses	0 Course Completions	0 In Progress	- Training Time

After your confirmation of enrollment, your courses will appear in your e-learning profile inside the LMS. There you will be able to have access to the content and resources.

**Training List**  
My Learning - Training List

0 courses in progress    0 completed courses    - training time    0 badges    0 points

**CDA 101**

## Students Courses/My Learning- My Training

Students may find courses of study under this section. You also have the opportunity to purchase courses by following the steps below under the invoice tab on the left. Under **MY Course** student can choose which course they want to start first.

**My Courses**  
My Learning - My Courses

Search

Course ^	Role	Enrolled On	Completion Date	Actions
Becoming A Professional (CDA Portfolio)	Learner	26 Oct 2023	-	—
CDA	Learner	26 Oct 2023	-	—

10 ▾ Showing 1 to 2 of 2 records    < 1 >

## Students Grades ( My Progress)

Students may access their grades and progress under this tab by clicking on assignments. You may print your transcript and access your score and course history.

### “A Detail Description”

Assignment ^	Course	Submission Date	Status	Grade	Time	Actions
Assignment 11: Create An All About Me Activity	CDA	21 Oct 2023, 12:04:00 PM	Pending		01h:53m	<a href="#">Q</a> <a href="#">C</a>
Assignment 12: Create A Family Tree	CDA	21 Oct 2023, 12:18:00 PM	Passed	100	03h:35m	<a href="#">Q</a> <a href="#">C</a>
Assignment 1: Create & Submit An Emergency Plan	Becoming A Professional (CDA Portfolio)	14 Oct 2023, 01:38:00 PM	Pending	-	-	<a href="#">Q</a> <a href="#">C</a>
Assignment 2: Create & Submit A First Aid Kit	CDA	23 Oct 2023, 08:29:00 AM	Passed	100	-	<a href="#">Q</a> <a href="#">C</a>
Assignment 3: Submit A Child Abuse and Neglect Pamphlet	CDA	22 Oct 2023, 06:58:00 PM	Passed	100	09m	<a href="#">Q</a> <a href="#">C</a>
Assignment 5: Create & Submit A Lesson Plan	CDA	23 Oct 2023, 08:48:00 AM	Pending		01m	<a href="#">Q</a> <a href="#">C</a>
Assignment 6: Create & Submit A Daily Schedule	CDA	23 Oct 2023, 08:50:00 AM	Passed	100	-	<a href="#">Q</a> <a href="#">C</a>
Assignment 7: Health & Safety	CDA	24 Oct 2023, 11:45:00 AM	Pending		14m	<a href="#">Q</a> <a href="#">C</a>
Assignment 9: Learning Theorists	CDA	21 Oct 2023, 02:01:00 PM	Pending		48m	<a href="#">Q</a> <a href="#">C</a>

## Exam Confirmation

After completing your exam, you will receive an email with the details below.



You completed this test on 26 Oct 2023 05:36 PM

Your score is 60.00%

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Completed - Failed