



Athena Career Academy

2025

PROGRAM GUIDE

The Fast Track to Your Future!



Athena Career Academy's

PROGRAM GUIDE

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This program guide was updated 02.07.2025

ABOUT ATHENA CAREER ACADEMY

We are dedicated to the personal success of our students. Through this commitment, we have developed a comprehensive curriculum designed to prepare students for a satisfying career in today's economic environment. We strive to create a nurturing training environment that meets the needs of our student base. We believe that learning is enhanced in a positive relationship that develops between the student and instructor.

Our instruction includes teaching in the best practices of adult learning and career placement as well as incorporates teachings in dignity, cultural diversity, and customer service. Teaching and Learning exist beyond the classroom lecture to include "soft skills", personal tutoring, "hands on" instruction and student centered learning. Our goal is to make sure our students are trained to make a positive difference in their chosen careers.

Thank you for visiting our website.
We encourage you to call and make an appointment with our admission department to start your new future today!



FULLY ACCREDITED AND APPROVED BY THE DEPARTMENT OF EDUCATION

Athena Career Academy is accredited by the Commission of the Council on Occupational Education. In addition to its COE accreditation, Athena is approved by the Ohio Board of Nursing, and the Ohio Board of Career Colleges and Schools. We are proud to offer Title IV Financial Aid for our day and evening Practical Nursing, Medical Assistant classes, LPN to RN program and Early Childhood Education to those who qualify.



VISION STATEMENT

To excel in providing students with a quality education program that inspires a respect and value for life-long learning.

MISSION STATEMENT

Athena Career Academy's mission is to provide quality educational programs that produce a competent and educated workforce.

NATIONAL HONOR SOCIETY

The Alpha Beta Kappa National Honor Society recognizes superior student academic achievement at many private post secondary schools, institutes, colleges and universities throughout our nation. It is the mark of distinction for an institution to be awarded a Chapter of Alpha Beta Kappa.



PROGRAM OVERVIEW

PRACTICAL NURSING

Athena Career Academy specializes in the field of nursing. You can train to become a Practical Nurse in just one year. This career is in very high demand and provides very lucrative compensation. We have included some of the most common questions about our program.

Q *What is a Practical Nurse?*

Practical Nurses (PN) provide patient care to the sick, injured, convalescent, and disabled under the direction of physicians and registered nurses. Practical Nurses administer medications, perform IV therapies, monitor and evaluate care needs, check vital signs and perform procedures such as bathing, dressing, and wound care. They also supervise the care delivered by the nursing assistants, home health aides and medical assistants.

Q *Where do PNs work?*

Practical Nurses work in settings like hospitals, long term care and rehabilitation facilities, outpatient facilities, clinics, and home care.



Q *What are the admission requirements?*

Persons interested in attending the Practical Nursing Program must meet the following criteria for admittance:

- 1. Attend an informational meeting with an admissions representative.**
- 2. Complete an online application for admission.**
- 3. Attend an individual meeting with a financial aid administrator for funding arrangements.**
- 4. Complete an online State of Ohio Disclosure Course.**
- 5. Submit a copy of a high school transcript or GED transcript**
- 6. Provide a copy of valid government identification and social security card.**
- 7. Citizenship requirements include I94 card with date of entry, current passport, and proof of alien registration number if applicable.**
- 8. Provide proof of American Heart Association BLS- Healthcare Provider CPR.**
- 9. Complete a physical that is signed and dated by a physician or qualified medical representative within one (1) year of start date.**
- 10. Complete and pass a drug screen within 90 days of start date.**
- 11. Provide immunizations records, which include:**
 - A 2 step PPD within one (1) year of start date or an initial 2 step PPD with documented proof of annual one (1) step PPD. – OR – CXR within one (1) year of start date.**
 - MMR, Varicella, Hepatitis B series/waiver, recent Tetanus, and/or Titers.**
 - ALL health records MUST be completed by the first day of class**
- 12. Complete a BCI and FBI criminal background check and fingerprinting. The background checks are subject to approval and/or consultation with a director.**
- 13. Sign an enrollment agreement.**
- 14. Attend the orientation session.**
- 15. Provide proof of the current season's flu shot.**
- 16. Provide proof of completed Coronavirus Vaccine Series**



Q *How long does it take to complete the Practical Nursing program?*

The PN program at Athena Career Academy takes one year to complete with day classes and 16 months with evening classes.

Q *Will I be licensed at the conclusion of the program?*

Because of the high level of patient responsibility, nursing is highly regulated, requiring both education and a license. Graduates must complete a state approved practical nursing program and pass the National NCLEX-PN Nursing Board Exam. The Board of Nursing regulates nursing education programs in Ohio that prepare students for initial licensure as a Practical Nurse. Athena Career Academy has been granted full approval by the Ohio Board of Nursing for our program.

Q *What types of courses are taught in the program?*

Course work in the Practical Nurse program includes courses such as anatomy/physiology, fundamentals of nursing, pharmacology, obstetrics, pediatrics, medical/surgical nursing, geriatrics, IV therapy, and professional transitions.

Q *What is included in the PN Program?*

The PN Program is an all-inclusive program that includes:

- Practical Nurse Training
- Clinical Practicum
- Books & Materials
- Lab Fees & Supplies
- Uniform
- Simulation Lab Training

Q *How much are PNs compensated?*

The majority of our graduates have been placed in nursing positions that make up to \$25 per hour!

Q *Where can you take your classes?*

Our Practical Nursing Program is offered at our campus:



5203 Airport Highway, Toledo, Ohio

Q *When can you start your classes?*

New classes start approximately every three months; however, all required documents and out of pocket expenses must be submitted by the registration deadline. View our Academic Calendar [here](#).

PROGRAM OVERVIEW

LPN TO RN PROGRAM

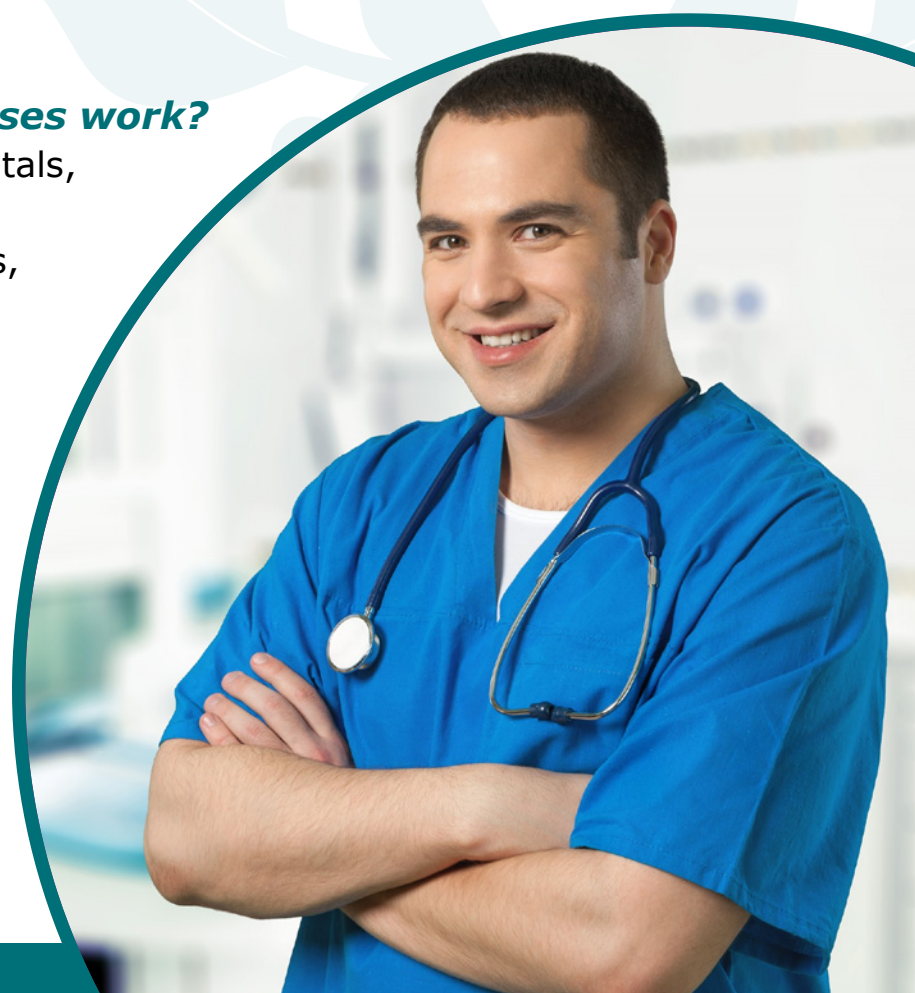
Athena specializes in the field of nursing. Those who have their Ohio LPN license can learn to become a Registered Nurse in just one year. This career is in very high demand and provides very lucrative compensation. We have included some of the most common questions about our program.

Q *What is an RN?*

Registered Nurses (RNs) provide and coordinate patient care, educate patients and the public about various health conditions, and provide advice and emotional support to patients and their family members.

Q *Where do Registered Nurses work?*

RNs work in settings like hospitals, long term care and rehabilitation facilities, outpatient facilities, clinics, medical offices and home care.



Q *What are the admission requirements?*

Persons interested in attending the Practical Nursing Program must meet the following criteria for admittance:

- ***Attend an informational meeting with an Admissions Representative.***
- ***Complete an online application for admission.***
- ***Attend an individual meeting with a Financial Aid Administrator for funding arrangements.***
- ***Submit an official copy of your Practical Nurse Transcript.***
- ***Must hold a current Ohio PN License that is validated by our Program Director.***
- ***Provide a copy of valid government identification and social security card.***
- ***Citizenship requirements include I94 card with date of entry, current passport, and proof of alien registration number if applicable.***
- ***Provide proof of American Heart Association BLS – Healthcare Provider CPR.***
- ***Complete a physical that is signed and dated by a physician or qualified medical representative within one (1) year of start date.***
- ***Complete and pass a drug screen within 90 days of start date.***
- ***Provide immunizations records, which include:***
- ***A 2 step PPD within one (1) year of start date or an initial 2 step PPD with documented proof of annual one (1) step PPD. – OR – CXR within one (1) year of start date.***
- ***MMR (2 injections), Varicella (1 injection), Hepatitis B series/waiver, recent Tetanus, and/or Titters.***
- ***ALL health records MUST be completed PRIOR to enrolling.***
- ***Complete a BCI and FBI criminal background check and fingerprinting. The background checks are subject to approval and/or consultation with a director.***
- ***Sign an enrollment agreement.***
- ***Complete an online State of Ohio Disclosure Course.***
- ***Attend the orientation session.***
- ***Provide proof of the current season’s flu shot.***
- ***Provide proof of completed Coronavirus Vaccine Series***



Q *How long does it take to complete the LPN to RN program?*

The PN program at Athena Career Academy takes one year to complete with day classes and 16 months with evening classes.

Q *Will I be licensed at the conclusion of the program?*

Because of the high level of patient responsibility, nursing is highly regulated, requiring both education and a license. Graduates must complete a state approved registered nursing program and pass the National NCLEX Nursing Board Exam. The Board of Nursing regulates nursing education programs in Ohio that prepare students for initial licensure as an RN. Athena Career Academy has been approved by the Ohio Board of Nursing for our program.

Q *What types of courses are taught in the program?*

Course work in the LPN to RN program includes Transition Classes, Psychiatric Nursing, Adult Nursing, Family Nursing, Pharmacology, Wellness and Preventative Care, Community Nursing, and Advanced Nursing Care.

Q *What is included in the program?*

The LPN to RN Program is an all-inclusive program that includes:

- Classroom Training
- Clinical Practicum
- Books & Materials
- Lab Fees & Supplies
- Uniform
- Simulation Lab Training

Q *How much are RNs compensated?*

According to the Dept. of Labor Bureau of Labor Statistics, a Registered Nurse can expect to earn \$30.19 on average.

Q *Where can you take your classes?*

Our LPN to RN Program is offered at our campus:



5203 Airport Highway, Toledo, Ohio

PROGRAM OVERVIEW

EARLY CHILDHOOD EDUCATION PROGRAM

Athena is dedicated to offering a comprehensive Early Childhood Education Associate Degree Program Majoring in Early Childhood Education Birth through age 5; and school age programming. You will learn how to educate, encourage, use positive guidance, inspire, and use Developmentally Appropriate Practice Methods. You will study the developmental levels of birth through age 8. Athena integrates into their curriculum NAEYC (National Association for the Education of Young Children) standards and Ohio's Early Learning and Development Standards in all Essential Domains Birth through Age 5.

Q *Where can I work with my degree in Early Childhood Education?*

Athena graduates will not only be prepared to OWN and OPERATE a childcare center, they will also be able to work in Early Childhood centers as an Administrator, Lead, or Head teacher, work as a Play Specialist, work on cruise ships as a Children's Director, Type A Center, Type B Center, Head Start, National Accredited Centers, Step Up To Quality centers, and so many more CAREERS. Athena will show you why your Early Childhood Degree is in such high demand.



Q *What are the admission requirements?*

Persons interested in attending the Early Childhood Education Program must meet the following criteria for admittance:

Admissions

- Attend an informational meeting with an admissions representative.
- Complete an online application for admission.
- Attend an individual meeting with a financial aid administrator for funding arrangements.
- Sign an enrollment agreement.
- Complete an online State of Ohio Disclosure Course.
- Submit a copy of a high school transcript or GED transcript
- Provide a copy of valid government identification and social security card.
- Complete an emergency medical form.
- Attend the orientation session.

This checklist is to be used as a guide to help you with the enrollment process and is not to be considered a contract of any kind. Requirements and fees are subject to change.

Q *How long is the program? Is it quarters or semesters? Days or evenings?*

The Early Childhood Associate degree program is typically a two year program taken in quarters. The program has four quarter start dates a year: Fall, Winter, Spring, and Summer. We offer day and evening hours to accommodate our students' work schedules.

The program is a total of 92 quarter credit hours.



Q What degree will I have at completion of the program?

Associate Degree in Applied Science (AAS)

Majoring in: Early Childhood Education

**Athena is Accredited by the Commission of the Council on Occupational Education and Approved by the Ohio State Board of Career Colleges and Schools.*

Q What classes are taught in this program?

Foundations of Education, Child Development, Early Childhood Professional/Community, Creative Art, Music, and Play for Early Childhood, Early Childhood Literacy, Infant Toddler Care and Development, Safety, Health, Nutrition for Early Childhood, Preschool/School-age Programming, Observation Positive Behavioral Management, Special Needs and Education, Diversity and Multicultural Understanding, Organization and Administration of Early Childhood, Practicum/Seminar, Oral Communication, Introduction to the Arts, Personal and Social Behavior, Introduction to Sociology, Basic Mathematics, Introduction to Accounting, Fundamentals of Biology, Introduction to Technology, Understanding Parenthood, STEM/STEAM.

PROGRAM OVERVIEW

CLINICAL MEDICAL ASSISTANT (CMA)

Athena Career Academy offers training as a Clinical Medical Assistant. The Clinical Medical Assistant (CMA) Program is designed to teach students the skills necessary for employment in the modern medical facility. We have included some of the most common questions about our program. Please contact us for more details!

Q *What is a CMA?*

A Clinical Medical Assistant (CMA) is capable of performing a wide range of duties, for example taking medical histories and recording vital signs, preparing patients for examination and assisting the physician during the examination. These skills are so vital that the Department of Labor lists medical assisting as one of the fastest growing occupations.

Q *Where do CMAs work?*

CMAs work in a modern medical facility.



Q *What are the admission requirements?*

Persons interested in attending the Clinical Medical Assistant Program must meet the following criteria for admittance:



Admissions

- Informational Meeting with Admission Representative
- Online Application
- Financial Aid Appointment
- Valid Government Issued Photo ID
- Social Security Card (no lamination)
- High School Transcript or GED Transcript
- Complete an on-line State of Ohio Disclosure Course
- Sign Enrollment Agreement

This checklist is to be used as a guide to help you with the enrollment process and is not to be considered a contract of any kind. Requirements and fees are subject to change.

The following documents will be required for the externship assignment towards the end of the program. DO NOT obtain these documents until you are instructed to do so by the Allied Health Director or designee.

- CPR Card- Health Care Provider by the American Heart Association ONLY
- Complete a Physical (signed and dated by a physician or qualified medical representative) which must be less than 6 months from the start date of externship experience
- Complete and pass a drug screen (May be required)
- Complete and pass a BCI & FBI Background Check (May Be Required)
- 2-Step TB within one year of starting externship experience (Current 2-step which includes an injection in each arm 1-3 weeks apart or proof of original 2-step and up to date annuals or clear chest x-ray stating clear for TB)
- Hepatitis B Vaccination Series (3 injection series or titer-anytime in lifetime or signed Athena Hepatitis Vaccine Waiver)



Q *How long does it take to complete the program?*

Athena Career Academy's CMA program is approximately 800 hours of study and is taught over a period of approximately 7 1/2 months plus an additional 6 week externship. The CMA program includes 640 hours of classroom and lab participation along with a 160 hours externship experience in which the student will be able to practice learned skills in a real-life working environment and closely interact with the physician and health care team. Upon successful completion of this course, students will receive a certificate of completion and will be eligible to take the National Certification Exam.

Q *What types of courses are taught in this program?*

Courses include the fundamentals of medical assisting, anatomy and physiology, psychological aspect of patient care, medical terminology, first aid and emergency care.

Q *When can you get started?*

New classes start approx. every 6 weeks; however, all required documents and out of pocket expenses must be submitted by the registration deadline.

PROGRAM OVERVIEW

PHLEBOTOMY



Athena Career Academy offers training as a phlebotomist. We have included some of the most common questions about our program!

Q *What is a Phlebotomist?*

Phlebotomists are allied health professionals who draw blood from patients or blood donors for medical testing. They can also prepare and process blood tests. Since blood work is often the least favorite part of a trip to the doctor's office, it takes a skilled phlebotomist to know how to handle each patient and situation.

Q *Where does a Phlebotomist work?*

Phlebotomists work in clinical laboratories, hospitals, community health centers, nursing homes, doctor's offices, blood donation centers and other health care facilities. They are usually supervised by a clinical laboratory technologist or other medical professional.

Q *What are the admission requirements?*

Persons interested in attending the Phlebotomy Program must meet the following criteria for admittance:

Admissions

- Informational Meeting with Admission Representative
- Online Application
- Financial Aid Appointment
- Valid Government Issued Photo ID
- Social Security Card (no lamination)
- High School Transcript or GED Transcript
- Complete an on-line State of Ohio Disclosure Course
- Sign Enrollment Agreement



This checklist is to be used as a guide to help you with the enrollment process and is not to be considered a contract of any kind. Requirements and fees are subject to change.

The following documents will be required for the externship assignment towards the end of the program. DO NOT obtain these documents until you are instructed to do so by the Allied Health Director or designee.

- CPR Card- Health Care Provider by the American Heart Association ONLY
- Complete a Physical (signed and dated by a physician or qualified medical representative) which must be less than 6 months from the start date of externship experience
- Complete and pass a drug screen (May be required)
- Complete and pass a BCI & FBI Background Check (May Be Required)
- 2-Step TB within one year of starting externship experience (Current 2-step which includes an injection in each arm 1-3 weeks apart or proof of original 2-step and up to date annuals or clear chest x-ray stating clear for TB)
- Hepatitis B Vaccination Series (3 injection series or titer-anytime in lifetime or signed Athena Hepatitis Vaccine Waiver)

Q *What are the duties of a Phlebotomist?*

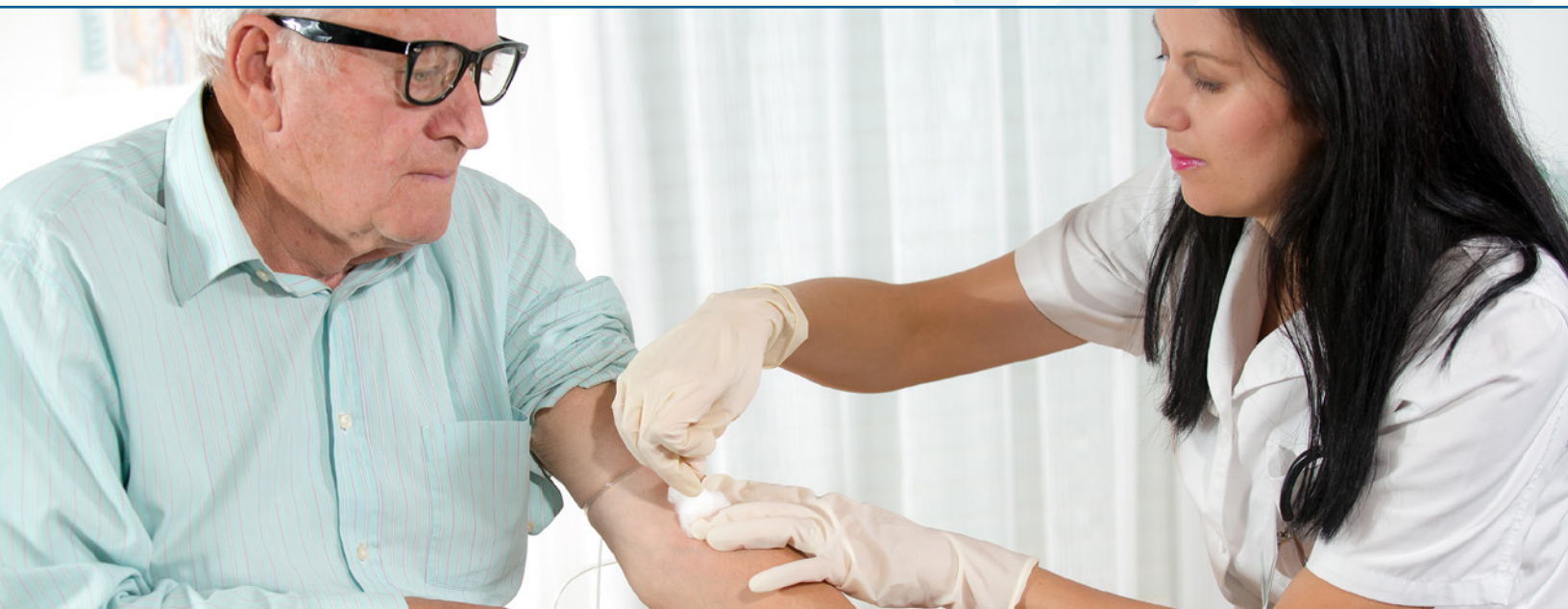
You would be responsible for collecting blood samples from patients, labeling them correctly and sending them off for analysis and testing. You will need a calm and friendly manner with the ability to put patients at ease, and it goes without saying that you don't mind the sight of blood. Phlebotomists must be extremely accurate and careful. In a busy facility, they may take dozens of blood samples during a typical shift. They must be able to work under pressure without sacrificing accuracy or safety. Fine motor skills are needed to successfully insert a needle into a vein. Phlebotomists also must be well-organized, with extremely good attention to detail.

Q *What types of courses are taught in this program?*

Courses include the fundamentals of phlebotomy, anatomy and physiology, health and public safety, and diagnostic skills.

Q *How long does it take to complete the program?*

Athena Career Academy's Phlebotomy program is approximately 180 hours of study and is taught over a period of approximately twelve (12) to eighteen (18) weeks. The Phlebotomy program includes 120 hours of classroom and 60 hours of lab participation. Upon successful completion of this course, students will receive a certificate of completion and will be eligible to take the National Certification Exam to become a Certified Phlebotomy.



ACADEMIC CALENDAR

DAY CLASSES

Practical Nursing & LPN to RN

April 22, 2025
July 15, 2025
October 21, 2025

Early Childhood Education

May 5, 2025
August 11, 2025
November 3, 2025
February 9, 2026

Clinical Medical Assistant (CMA)/Phlebotomy

TBD – Please contact admissions for more information!

EVENING CLASSES

Practical Nursing & LPN to RN

May 20, 2025
September 16, 2025

Early Childhood Education

May 5, 2025
August 11, 2025
November 3, 2025

For more information or questions, please contact the admissions department at (419) 472-1150 or [email us here](#).



FINANCIAL AID

We are proud to offer Title IV Financial Aid for our day and evening Practical Nursing, Clinical Medical Assistant (CMA) classes, LPN to RN program and Early Childhood Education to those who qualify. Athena Career Academy's Financial Aid department is dedicated to helping students and their families pay for their education by providing access to the Federal Aid programs and will assist each student throughout the Financial Aid process. We invite you to call us at (419) 329-4075 to schedule your personal Financial Aid appointment.

Sources available:

Federal Pell Grant

For more info: studentaid.gov

Athena Nursing Clinical Partnership Grant

Talk to your admission or financial aid representative for more information.

Athena Alumni Grant – Up to \$1,500!

Talk to your admission or financial aid representative for more information.

Nurse Education Assistance Loan Program (NEALP)!

For more info: <https://www.ohiohighered.org/nealp>

Federal Direct Loans (PLUS)

For more info: studentaid.gov

Workforce Innovation and Opportunity Act (WIOA)

For more information: <https://www.dol.gov/agencies/eta/wioa>

Michigan Works

For more information: <https://www.miworks.org/funding-opportunities>

Harbor

For more information: <https://www.harbor.org/services/careerpath-program>



To begin the application process to apply for aid, please follow the below steps:

1. Find out your dependency status - [Click here to read through the dependency status questions](#)
2. Obtain an Electronic FSA ID - [Visit here](#)
3. Have a copy of your and your spouse's (if married and filed separately) 2022 Federal Tax Return and/or your Parents (if dependent) 2022 Federal Tax Return on hand. The FAFSA (Free Application for Federal Student Aid) will ask you to link to the IRS (Internal Revenue Service). This is an easier process to enter in tax income data on to the application.
4. Locate any Investment Account Statements (stocks, bonds, UGMA/UTMA 529 plans, business and farm records) if this applies
5. [Click here](#) to apply. Athena's school code is: 041922
6. Complete online Entrance counseling by [clicking here](#) and a Direct Subsidized/ Unsubsidized Loan Master Promissory Note (MPN) by [clicking here](#).

Still need assistance? Call our Financial Aid Department at 419-472-1150 or email financialaid@athenacareers.edu today!

CONTACT ATHENA CAREER ACADEMY

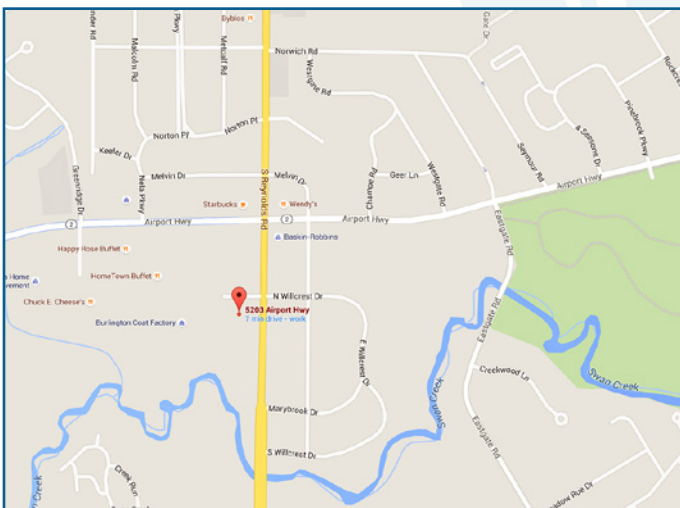
Athena Career Academy is located at:
5203 Airport Highway
Toledo, OH 43615
Phone: 419-329-4075
Hours: Mon - Fri, 8am - 5pm

Stay Connected!



To learn more about a career in nursing, and whether it's the right fit for you, schedule an appointment with Athena Career Academy today. One meeting with our Admissions counselors could help put you on the path to a successful career in nursing that could change your life for the better. Call 419-329-4075 today.

[Click Here to Schedule a Campus Tour](#)



Directions from North (Michigan)

1. Take I-75 South to Exit 204 (Maumee-Ann Arbor)
2. Merge into I-475
3. Use left lane to I-475/23 South/Dayton
4. Take Exit 8A (Toledo Airport Hwy East)
5. Turn Right onto Airport Hwy for approximately 1 1/2 miles
6. Turn Right on Reynolds Road
7. Turn in first drive on the right (Airport Square Shopping Center)
8. Athena is on your left!

Directions from South

1. Take I 475/23N toward Ann Arbor
2. Take Exit 8 Holland/Toledo
3. Turn Right onto Airport Highway
4. Turn Right on Reynolds Road
5. Turn in first drive on the right (Airport Square Shopping Center)
7. Athena is on your left!