



ACTI

The Arkansas Career Training Institute

*a division of the
Arkansas Department of Career Education's
Arkansas Rehabilitation Services Division*

Find out what ACTI can do for you

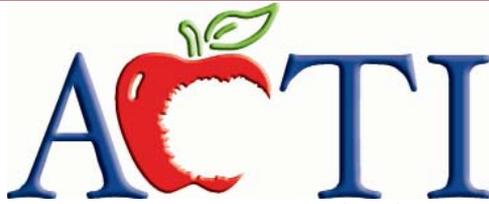
105 Reserve, Hot Springs Arkansas 71902

501-624-4411

www.ace.arkansas.gov

**ACTI-vate
YOUR FUTURE!**





Arkansas Career Training Institute

HISTORY

The Arkansas Career Training Institute (ACTI), formerly the Hot Springs Rehabilitation Center, is one of only eight comprehensive rehabilitation centers in the United States. The facility was the nation's first Army/Navy Hospital and in 2008, was listed on the National Historic Register of Places.

ORGANIZATION

Serving more than 900 students annually, ACTI is the third largest vocational rehabilitation center in the country. ACTI's mission is to provide vocational training and employment opportunities to adult clients with disabilities. Students are referred to the center for evaluation and placement by vocational rehabilitation counselors who are located in 19 field offices across the state. Once enrolled, students have access to vocational training and medical services.

ADMISSION

Clients for vocational services must have an Arkansas Rehabilitation Services (ARS) field counselor or be referred by Disability Services for the Blind or the Arkansas Spinal Cord Commission. Clients for medical services must have an ARS field counselor or be referred by the Arkansas Spinal Cord Commission.

For further information, contact the admissions office at 501-701-6353

MISSION

The mission of the Arkansas Career Training Institute is to assist individuals with disabilities to become employed through the provision of comprehensive rehabilitation services.



Arkansas Career Training Institute

VOCATIONAL TRAINING

ACTI offers more than 20 education and training programs, including career readiness, adult basic education, driver's education, and weight management. Each program provides students the opportunity to gain the skills, knowledge, and attitude they will need to meet their goals for successful employment.

REHABILITATION HOSPITAL AND MEDICAL SERVICES

The Hot Springs Rehabilitation Center Hospital (HSRCH) offers in-patient and outpatient services. The goal of these services is to minimize the physical, intellectual, emotional, and social consequences of disease, illness, or injury.

COUNSELING/CASE MANAGEMENT

The Vocational Counseling/Case Management Department coordinates individual students' programs during their enrollment at ACTI. Individual and vocational counseling, along with many support services, are available to students.

VOCATIONAL EVALUATION

The vocational evaluation process helps students determine their vocational training objectives. Vocational evaluation includes a battery of job sample tests and trial work periods in vocational training areas. Information from the evaluation is shared with the student, teachers, field counselor, and ACTI counselor to help the student establish a vocational goals.

JOB PLACEMENT

Prior to graduation, students are given the opportunity through Job Club to learn job-seeking skills such as completing job applications, preparing résumés, and interviewing. Students learn how to look for employment, participate in mock job interviews, and practice other skills they will need when they enter the job market.

VOCATIONAL EDUCATION



offers 12 VOCATIONAL PROGRAMS with more than 20 specialty areas within these programs.

- Auto Collision/Repair
- Automotive Service Technology
- Business & Marketing
- Certified Nursing Assistant
- Construction Technology
- Cosmetology
- Culinary Arts
- Graphic Communications
- Health Informatics
- Power Equipment Technology
- Sales & Marketing
- Welding



AUTO COLLISION/REPAIR

The auto body repair and refinishing program prepares students for entry-level employment in today's automotive body shops. Students have the opportunity to acquire skills in auto body repair, painting and refinishing, and car detailing.



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AUTOMOTIVE SERVICE TECHNOLOGY

Students successfully completing this training are prepared to enter today's automotive maintenance technology field and to assist customers in the daily maintenance of their vehicles. Tire alignment, changing/rotating tires, belt replacement, and oil changes are just some of the skills students will learn in order to prepare them to work in any automotive shop.



BUSINESS EDUCATION

The ACTI Business Department prepares its students for careers in the following accounting, clerical and secretarial fields: accounts clerk, general office clerk, office assistant, photo typesetting, and Quick Books.

CERTIFIED NURSING ASSISTANT

The nursing assistant program provides students the training they need to take the Arkansas state certification exam to become a certified nursing assistant (CNA). The program follows the guidelines and curriculum established by the Arkansas Office of Long Term Care. In addition to classroom and laboratory instruction, students will complete required clinical rotations onsite in a health care facility.



CONSTRUCTION TECHNOLOGY

The construction technology program uses the curriculum developed by the National Center for Construction Education and Research. Upon completing the program, students can earn their NCCER certification, a nationally recognized credential that makes them more competitive in the workplace. To add to their credentials, students can also pursue a boiler operator license. Construction technology program graduates are prepared for jobs in the construction industry, including painting, carpentry, plumbing, and building and grounds maintenance.



COSMETOLOGY



The cosmetology program operates under the guidelines of the Arkansas State Board of Cosmetology. Students complete 1,500 clock hours of training and must pass the State Board exam to become licensed. ACTI has one of the state's highest first-time pass rates on the exam. Upon completing the program and becoming licensed, program graduates can work in salons or start their own businesses.



CULINARY ARTS

The ACTI Culinary Arts program prepares students for employment in restaurants, hotels, cafeterias, day care centers, nursing homes, hospitals, schools, and other establishments. Students learn basic food service, customer and dining room service, food rotation, kitchen safety, cooking, baking, salad making, and other essential skills. ServSafe® training is part of the curriculum, which provides students the opportunity to earn a nationally recognized credential relating to food safety.



GRAPHIC COMMUNICATIONS

This program addresses the new technologies that are changing the printing industry and prepares the student for entry level employment. It is accredited by the Graphic Arts Educational Research Foundation GAERF, a nationally recognized program. Students will have the opportunity to achieve accreditation in each of six areas. Digital File Production, Offset Press, Bindery, and Orientation to Graphic Communications. With approval an individual may seek certification with a limited program.



HEALTH INFORMATICS

Students enrolled in the Health Informatics program are provided a firm foundation for the medical office environment. With the development of strong word processing skills, transcription skills, and medical office protocol, students are prepared for fulfilling careers in medical support in hospitals, nursing homes, insurance offices, physicians' offices, and other facilities.





POWER EQUIPMENT TECHNOLOGY

Students who complete this program will be employable in small engine shops or will be prepared to start their own businesses. They will also be

prepared for employment in landscaping or grounds maintenance jobs that require the use of hand or power tools or equipment. As part of their training students will learn to work on two- and four-cycle engines, to troubleshoot, and to perform tune-ups and overhauls.

SALES & MARKETING

Students completing the sales and marketing program are prepared for employment in retail, grocery, and specialty stores. Through a combination of classroom instruction and practical experience, students will learn the fundamentals of marketing theory. They will learn to prepare customer receipts and invoices and to operate equipment. The program also provides instruction in the techniques of display, inventory, and stock control.



WELDING

Students learn a variety of welding processes, including oxyacetylene cutting and welding, shielded metal arc welding (stick), gas tungsten arc welding (TIG), gas metal arc welding (MIG) and plasma cutting. Upon

completion of the course, students will be prepared for employment in any business that uses welders.



SUPPORT PROGRAMS

Adult Basic Education (ABE) provides students enrolled in vocational training programs with instruction in the basic skills of reading, writing, and mathematics.

Drivers Education prepares students for the written driver's license test. Students also learn real driving skills so that they are prepared to take the driving portion of the test as well.

Career Readiness Training is designed to enhance employability and provides training in the following areas; self-confidence, communication, anger management, decision-making, job hunting, making first impressions, advancing on the job, and living successfully on one's own.

RESIDENTIAL LIVING



The dormitory living program provides students the opportunity to learn and practice interpersonal skills that will help them be successful in life as well as in the workplace. To assist

students in developing these skills, a scheduled routine of activities of daily living skills is followed.

ACTI maintains supervised dormitory facilities with separate areas for males and females. The dorms include a cafeteria, laundry room, and student union. Most dorm rooms are dual occupancy with beds, desks, dressers, nightstands, and a sink. Linens are provided. Each floor has a lobby with a television so that students can relax and interact socially. College students, medically fragile students, and students under age 21 are housed separately.

Each dorm area is staffed by a residential care technician (RCT) who lives in an apartment in the dorm and is on duty after business hours. The RCT assists residents with medical appointments, communication with families or guardians, and other needs that may arise.



RECREATION



Recreational activities are a vital part of student life at ACTI, and it is the goal of the recreation staff to provide each client with an activity program designed to promote appropriate social, cultural, vocational, and recreational experiences. A weekly schedule of all daily and weekend recreational activities is posted each Monday on the 6th-floor bulletin board to give students ample time to plan activities for the week. Arts/crafts, basketball, badminton, bingo, bowling, exercise classes, movie nights, ping pong, pool, shopping, and weight lifting are a few of the activities offered.

STUDENT LEADERSHIP/GOVERNMENT

RESIDENT ASSISTANTS

Resident Assistants (RA), provide assistance to the houseparents. They help with monitoring and supervision of dorm activities. RA's are selected by houseparents based on their integrity, leadership ability, respectability, honor status, and attitude. Upon selection, new RA's participate in training conducted by the RA sponsor to learn what their duties will be, how to present themselves to new students, and how to conduct new student orientation.

RA's are responsible for reporting incidents or complaints, as well as for monitoring the hallways. They also help with evacuations during fire, and tornado drills, and any other emergency situations that may occur. RA's make a valuable contribution to the continuing success of the program by providing feedback to the RA sponsor during scheduled meetings.



STUDENT COUNCIL

ACTI, students form the student council, whose sole purpose it is to provide an opportunity for leadership through the cooperation with ACTI Senior staff. Our mission is to develop good citizenship, promote harmonious student relationships, improve student/staff communications provide an avenue for student input, coordinate student council activities, and support approved student recreation activities.



VOCATIONAL STUDENT ORGANIZATIONS



HEALTH OCCUPATIONS STUDENTS OF AMERICA, or **HOSA**, is a student organization whose mission is to promote career opportunities in health care and to enhance the delivery of quality health care to all people.



JOBS FOR ARKANSAS' GRADUATES, or **JAG**, is a broad-based, student-run organization of students who have been selected for their employability and leadership potential. JAG provides training and practical experiences relating to 20 workplace competencies. Hand-on activities, field trips, guest speakers, audiovisual presentations, community service projects, and presentations are some of the JAG opportunities available to students.



SKILLSUSA, formerly known as VICA, is the only nationally recognized student organization for students of career and technical education. This student-run organization emphasizes leadership, community service, and participation in competitive events on both the state and national levels.

For further information, contact the vocational training department at 501-701-6274





HOSPITAL AND MEDICAL SERVICES

The primary intended outcomes for the hospital and medical services are to maximize clients' functional abilities, restore or enhance their vocational capabilities, improve their quality of life, and prevent or reduce the need for costly long-term care. The Hot Springs Rehabilitation Center Hospital (HSRCH) offers comprehensive rehabilitation services in the following areas:

- ☞ Physical Therapy
- ☞ Occupational Therapy
- ☞ Speech Pathology
- ☞ Rehabilitation Nursing
- ☞ Social Work
- ☞ Psychological Services
- ☞ Assistive Technology
- ☞ Food Service
- ☞ Clinical Laboratory
- ☞ Radiology
- ☞ Pharmacy
- ☞ Medical Staff
- ☞ Clinics and Special Programs

THERAPY DEPARTMENTS

Therapists provide evaluation, recommendation, and intervention to persons with congenital and/or acquired disabilities.

Goals and objectives are individually based on clinical findings and the desired outcomes identified by the client, family, caregiver, referral source, and the therapist.

Vocational goals for a client are incorporated into the therapy program whenever the client is referred for any or all therapies.





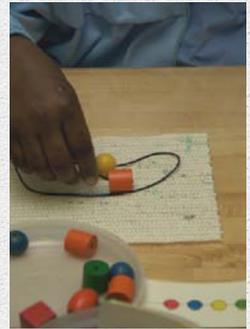
PHYSICAL THERAPY

Physical therapy incorporates treatments to improve the client's mobility, motor control, strength, endurance, and functional ability. The physical therapist assists the client in the acquisition of independent living skills and physical performance, as well as in overcoming

impairments. Assistive technology intervention, recommendation, and prescription are completed in the areas of mobility, architectural barriers, worksite modification, orthotics and lower extremity prosthetics.

OCCUPATIONAL THERAPY

Occupational therapy maximizes the client's ability to live independently, perform activities of daily living, improve physical performance, and increase fine motor skills. The occupational therapist provides cognitive training and helps the client develop problem-solving skills. Impairments involving the upper extremity are evaluated and treated. Assistive technology and adaptive equipment needs are evaluated, recommended, and prescribed in areas such as computer access, activity of daily living equipment, writing aids, environmental controls, and driving. Upper-extremity orthotics and prosthetics are recommended.



SPEECH PATHOLOGY

Speech pathology assists the client in increasing vocal ability, memory, problem solving, cognition, and swallowing. The speech



language pathologist designs treatments to aid the client in communication skills and in performing cognitive activities. Assistive technology evaluation, prescription, and training are provided in the area of augmentative/alternative communication. Hearing screens are performed upon request.



REHABILITATION NURSING

Rehabilitation nurses evaluate the health status of the patient and help determine short- and long-term patient goals. The nurse provides information on the physical, social, and behavioral aspects of patients. Rehabilitation nurses emphasize certain priorities related to promoting maximal function. All nurses are vigilant for any small skills and environmental modifications that make the difference between dependence and independence. Nurses staff both the inpatient unit and the various outpatient clinics.



SOCIAL WORK



Social workers interact with ACTI students and medical patients, their families, and the rehabilitation/vocational teams. They assist by evaluating various aspects of the lives of students and patients, including lifestyle, family, finances, medical issues, community resources, and the impact of disease or disability on these areas. A major responsibility of social workers is to develop plans for addressing the needs of individuals upon their discharge from the hospital in order to provide assistance and create a greater chance for successful outcomes outside the facility setting.

PSYCHOLOGICAL SERVICES

Psychologists and psychological examiners help the students and medical patients and persons close to them, such as family members, prepare psychologically for full participation in rehabilitation and training. They address potential psychological problems that could create barriers to successful community reintegration and employment. Psychologists and psychological examiners provide testing and evaluation, neuropsychological evaluations, and individual and group therapy. They work closely with psychiatrists, social workers, instructors, and vocational counselors.





ASSISTIVE TECHNOLOGY

Staff members certified in assistive technology provide a broad array of devices, services, strategies, and practices to ameliorate the problems faced by individuals who have disabilities. Some assistive technologies are low-tech-

nology devices such as simple pencil-and-paper communication boards. High-technology devices include electronic communication devices and computers.

FOOD SERVICE

The food service department provides service for the cafeteria and the inpatient hospital. A registered dietician coordinates special diets that are maintained for clinical purposes. Special programs such as obesity programs are also coordinated by this department. Finally, a very successful training program in food service is offered to vocational students.



CLINICAL LABORATORY

The clinical laboratory performs urinalysis, coagulation, and hematology testing on both an inpatient and outpatient basis. Tests that cannot be performed in the clinical laboratory are sent to reference laboratories. Test accuracy and fast turnaround time are important components of the clinical program. In addition to performing tests, laboratory technologists provide coordination and direction of all ACTI infection control activities.





RADIOLOGY

Radiology provides inpatient and outpatient radiological imaging. The most common imaging performed includes exams of extremities and chests. All radiological equipment and procedures are monitored by the Arkansas Department of Health and conform to Department of Health regulations.

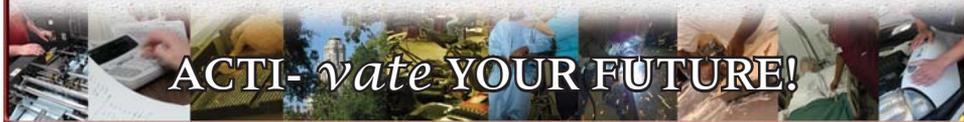
PHARMACY

The hospital has a pharmacy that maintains an extensive formulary to accommodate the medication needs. The pharmacist is involved with the provision of medication-related counseling of clients.



PHYSICIAN STAFF

One of the unique features of the hospital is that there are full-time physicians on staff who serve as the patients' attending physicians throughout their stays, unlike most medical settings where physicians make early morning rounds and are not available until the next day. In addition, the physicians chair hospital committees that monitor quality assurance and provide guidance in the development of various policies and procedures.





CLINICS AND SPECIAL PROGRAMS

Several outpatient clinics are held regularly, including orthopedic, medical, wheelchair, urology, dental and psychiatric clinics. Hospital therapy staff also provides evaluations of ARS clients in home and work settings around the state through the

Successful Employment through Assistive Technology (SEAT) program. In addition, specialized educational programs such as a spinal cord educational program, a diabetes educational program, and the Homeward Bound program have been developed to assist patients in the transition to independence.

THE REHABILITATION PROCESS

The hospital's approach to patient care is the use of a trans-disciplinary team. The trans-disciplinary team meets with patients and their families on a regular basis to review and discuss the patient's and team's goals and progress toward those goals. Physicians follow the patients' progress so that there is excellent continuity of care. One important aspect of the hospital's philosophy is aggressiveness in providing therapy. Patients are provided therapy as quickly as possible and are not permitted to languish. This approach has resulted in excellent patient outcomes.



HOT SPRINGS REHABILITATION CENTER



THIS FACILITY, FORMERLY THE FIRST
ARMY AND NAVY GENERAL HOSPITAL
IN THE UNITED STATES WAS PLACED ON THE
NATIONAL REGISTER OF HISTORIC PLACES
ON FEBRUARY 9, 2007

ORIGINAL FACILITY CONSTRUCTED IN 1887
CURRENT FACILITY CONSTRUCTED IN 1933

MIKE BEEBE - GOVERNOR

WILLIAM L. "BILL" WALKER - DIRECTOR
DEPT. OF WORKFORCE EDUCATION

ROBERT P. TREVIÑO - COMMISSIONER
ARKANSAS REHABILITATION SERVICES

BARBARA M. LEWIS - ADMINISTRATOR
HOT SPRINGS REHABILITATION CENTER



To learn more about



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visit us at

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ACTI Admissions Department

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