

Standard 5. Recruitment and Admissions

Enrollment Agreement

Program Title: Nurse Assistant

License #10147



Nurse Resource Training Center LLC

3471 North Monroe Street, Suite B

Tallahassee, Florida, 32303

850-792-9916

www.NurseResourceTrainingCenter.com

Enrollment Agreement

School Year 2022-2023

Effective Date: February 2022- February 2023

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STUDENT ENROLLMENT AGREEMENT

Program Enrolling in: Nursing Assistant

Student Information

Student Name: _____

Address: _____

City: _____ **State:** _____ **ZIP:** _____

Phone Number: _____

Emergency Contact: _____ **Relationship:** _____

Emergency Contact Number: _____

Program Start Date: _____ **Estimated Completion Date:** _____

Please circle the your desired enrollment option:

(Nursing Assistant 120 hour Evening Cohort Option)

This is a 6 week program.

Evening Classroom/Skills Lab and Clinical Schedule

Monday – Thursday/Friday: Classroom/ Lab: 4:00 pm – 9:15 pm

Monday – Friday: Clinical: 4:00 pm-10:30 pm

(Nursing Assistant 120 hour Weekend Cohort Option)

This is a 10 week program.

Weekend Classroom/Skills Lab and Clinical Schedule

Saturday and Sunday: Classroom/ Lab: 8:00 am – 5:00 pm

Saturday and Sunday: Clinical: 8:00 am-5:00 pm

Program Enrolling in: Nursing Assistant

Program Objectives:

Objective/ Purpose of Program

This program provides the student with an understanding of the nursing assistant profession and where nursing assistants may work. The prerequisite for this program is entry into the program. After successful completion of the program, our students will be prepared to take the Nursing Assistant state certification exam. If successfully passing the state certification exam, the individual will be eligible to be submitted in the CNA registry and also be eligible to obtain employment as a Certified Nursing Assistant.

Program Hours: 120 Clock Hours

Program Objectives:

Aligned with the Florida Department of Education, after successfully completing this program, the student will be able to perform the following:

1. Demonstrate mathematics and science knowledge and skills.
2. Demonstrate the ability to communicate and use interpersonal skills effectively.
3. Demonstrate legal and ethical responsibilities specific to nurse assisting.
4. Use information technology tools.
5. Recognize and practice safety and security procedures.
6. Demonstrate employability skills.
7. Provide emergency care.
8. Describe the anatomy and physiology of the human body.
9. Perform physical comfort and safety functions specific to nurse assisting.
10. Provide personal patient care.
11. Perform patient care procedures.
12. Apply principles of nutrition.
13. Provide care for geriatric patients.
14. Apply the principles of infection control specific to nursing assisting.
15. Provide biological, psychological, and social support.
16. Perform organizational skills following the patient care plan.
17. Assist with restorative (rehabilitative) activities.
18. Demonstrate knowledge of blood borne diseases, including HIV/AIDS.

EVENING NURSING ASSISTANT PROGRAM

CLASS SCHEDULES

Program Name: Nursing Assistant

120 hour Evening Cohort

Weeks/ Length: 6 week program

Days of the week: Monday - Thursday (Occasional Fridays) 4p-9:15p

Classroom Hours: 80 classroom hours

Clinical Externship: 40 clinical hours

Hours of Program: 120 hours total

ACADEMIC CALENDAR

Nursing Assistant Evening Classes

First Day of Class	Mid Term	Last day of Class	Classroom Make-up Day	Clinical Make-up Day
February 21, 2022	March 3, 2022	March 31, 2022	March 11, 2022	April 1, 2022
April 11, 2022	April 21, 2022	May 17, 2022	May 3, 2022	May 18, 2022
May 23, 2022	June 3, 2022	June 27, 2022	June 11, 2022	June 28, 2022
July 11, 2022	July 20, 2022	August 18, 2022	July 28, 2022	August 19, 2022
August 29, 2022	September 8, 2022	October 4, 2022	September 20, 2022	October 5, 2022
October 17, 2022	October 27, 2022	November 30, 2022	November 5, 2022	December 1, 2022

EVENING TUITION & FEE INFORMATION:

Application Fee: \$65 Non-Refundable, Not included in Tuition
 Books and Supplies: \$270 Non-Refundable, Included in Total Program Cost
 Tuition: \$770.00 (Refundable, see Refund Policy)
 Total Program Price: \$1,105.00

WEEKEND NURSING ASSISTANT PROGRAM
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CLASS SCHEDULES

Program Name: Nursing Assistant

120 hour Weekend Cohort

Weeks/ Length: 10 week program

Days of the week: Saturday and Sunday (Occasional Fridays) 8a-5p

Classroom Hours: 80 classroom hours

Clinical Externship: 40 clinical hours

Hours of program: 120 hours total

ACADEMIC CALENDAR

Nursing Assistant Weekend Classes

First Day of Class	Mid Term	Last day of Class	Classroom Make-up Day	Clinical Make-up Day
April 23, 2022	May 7, 2022	June 25, 2022	May 22, 2022	June 26, 2022
July 9, 2022	July 23, 2022	August 28, 2022	August 6, 2022	September 2, 2022
September 17, 2022	October 1, 2022	November 6, 2022	October 15, 2022	November 12, 2022

WEEKEND TUITION & FEE INFORMATION:

Application Fee: \$65 Non-Refundable, Not included in Tuition

Books and Supplies: \$270 Non-Refundable, Included in Total Program Cost

Tuition: \$915.00 (Refundable, see Refund Policy)

Total Program Price: \$1,250.00

***Books and Supplies include the following items:

1. Textbook and Workbook
2. Uniform
3. Student ID Badge
4. Lab Fees
5. Skills Video Resource
6. CPR Certification
7. Blood Pressure Cuff and Stethoscope

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PROGRAM HOURS

Holidays To Be Observed

New Year's Eve	New Year's Day
Martin Luther King Day	Memorial Day
Independence Day	Labor Day
Veteran's Day	Thanksgiving Day
Black Friday	Christmas Eve
Christmas	

Vacation Dates

New Years Day 1/1/2022
Spring Break 3/14/2022 - 3/18/2022
(Spring Break dates may be adjusted according to the Leon County School Board Calendar)
Summer Break 8/1/2022 - 8/5/2022
Week of Thanksgiving 11/21/2022 - 11/26/2022
Week of Christmas 12/19/2022 - 12/31/2022

Enrollment Periods

Enrollment periods are 5 calendar days prior to the first day of classes for each program.
Applications are accepted on an ongoing basis.

ALL SECTIONS BELOW APPLY TO BOTH EVENING AND WEEKEND CLASSES

Disclaimer: Please note the following must be done before admittance into the program and must be paid by the potential student to the company of their choice:

Level 2 Background Check
TB Test
Chest X-Ray (If necessary)

Payment/ Payment Plan:

Registration Fee

A \$65 Registration fee (non-refundable) is due at the time of signing the application for admission.

The Student has the option of paying the tuition cost:

- 1) In full prior to attending the first class; or
- 2) paying the balance in installments until the balance is met, when paid in full, the student can attend the first cohort available.

PAYMENT: Nurse Resource Training Center LLC does not offer scholarships or financial aid assistance.

CANCELLATION & REFUND POLICY

CANCELLATION & REFUND POLICY

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).
4. Cancellation after attendance has begun, through 40% completion of the program, will result in a prorated refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40% of the program will result in no refund.
6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
7. All refunds will be made back to the student within 30 days of the cancelation.

GROUND FOR TERMINATION

Students will be terminated for the following:

1. Attendance- Violation of Attendance - Please see attendance policy on page 23.
Please note students whose enrollments are terminated for violation of the attendance policy may not re-enter before the start of the next grading period.

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2. Student Conduct Policy - Violation of Student Conduct Policy - Please see Conduct Conduct on page 26 and 27. Please note students who are terminated for violation of these policies will not be eligible for re-enrollment.
3. Academic Progress - Inability to achieve the goals of the Academic Plan of Improvement, when a student is placed on Academic Probation. If at any time the student does not meet the goals or milestones of the improvement plan, the student may be terminated from the program. Students who are terminated for unsatisfactory progress cannot reapply or be readmitted to the nursing assistant program or any other future programs offered by Nurse Resource Training Center LLC. - Please see the Grading Policy and Academic Progress on page 18-19.
4. Grading Policy - Grade evaluation will be separate for classroom, lab and clinicals. The class grade will be the average of all tests and the final exam. Lab practice and clinical will be a Pass/Fail system based on performance observation by the instructor. Students must receive an overall program grade of 70%, in order to pass the program and receive a certificate of completion.

Students who receive a failing grade are eligible to be readmitted to the program at the next program offering. - Please see the Grading Policy and Academic Progress on page 18.

WITHDRAWAL

Any student who wishes to withdraw must submit a formal withdrawal request to the program director. A withdrawal form can be found at the front desk and maybe submitted in person or via email. A full refund will be made to any student who cancels the enrollment contract (withdraws) within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed or if no contract is signed and prior to the classes beginning the student requests a refund within 72 business hours after making the payment. Any student who withdraws from the program will be subject to the refund policy. Please refer to the refund policy for more information.

A students file will reflect a "W" for Withdrawal which indicates that the student officially withdrew or was administratively withdrawn from the subject class. A student with a grade of "W" cannot complete the program of study, and will be issued a refund in accordance with the refund policy below. These students may re-enroll in the next program offering if they choose.

TRANSFER CREDIT, PREVIOUS EDUCATION, TRAINING, OR EXPERIENCE

Nurse Resource Training Center LLC does NOT have any clock hour transfer agreements with any other institution for this program. We cannot promise that any class hours from our program will transfer to another institution. Any clock hour transfers from our school to another will be at the discretion of that school. We do NOT accept any class hours from any other institution. Please note that any other experience or education doesn't transfer or count as clock hours to Nurse Resource Training Center LLC's nursing assistant training program.

ATTENDANCE POLICY

Students are expected to attend all lectures, labs, and clinical as each program has a required number of hours that must be achieved. Instructors will maintain a daily record of attendance for each class offering at the beginning of class and after each break. A **tardy** is defined as arriving in the classroom 5 minutes after the start of class. Students are considered late from breaks when returning more than 5 minutes late from the start of class. Any student that has been marked tardy 5 times must attend the make-up session designated at the beginning of the program. Students may only attend the predesignated make-up day as seen in the above program schedule and no additional make up day will be arranged. Students who did not attend the predesignated make-up day will be terminated from the program. **Students whose enrollments are terminated for violation of the attendance policy may not re-enter before the start of the next grading period.**

If a student misses a day of class (**absence**), the student must attend the pre-designated make-up date as seen in the program schedule above. If the student has subsequent days missed or exceeds three tardy occurrences, the student will be required to attend a make-up day and will be placed on academic probation. If the student does not attend the make-up session or continues to be tardy after the make-up session, they will be placed on academic probation or possibly terminated from the program.

Leave of absence are not granted as the nursing assistant program is only 6 - 10 weeks long.

STUDENT CONDUCT POLICY

Students may be terminated from the program if they violate any policies or conduct rules. Students who are terminated for violation of these policies will not be eligible for re-enrollment. Students will receive a one-time warning/ counseling for student conduct issues. A second violation warrants immediate termination from the program. Under unsafe or criminal conduct students may be immediately terminated from the program with no warning. This is open and up to the program coordinator and administrator's discretion. Some reasons for termination include but are not limited to:

1. Theft of supplies from the school, or clinical site whether it be from the school, a resident or another student. Theft of any kind will NOT be tolerated. or possessions from clinical sites, patients/residents, the school, other students or employees of the school or clinical agencies.
2. Destruction of school property, clinical property, resident property or another student's property.
3. Engaging in disruptive behavior, including foul language, horse play or creating a disturbance in class, campus or clinical sites.
4. Falsifying any documents related to enrollment, educational documents or resident records.
5. Non-adherence to school uniform requirements while in lab or clinical. This includes proper scrub colors, uniform free of wrinkles, free of offensive odors, artificial nails, etc.
6. Engaging in unsafe care related to patient safety or the safety of other students will not be tolerated.
7. Posting inappropriate content, graphics and verbiage to social media while in the program that undermines the rights/ beliefs of patients or that is considered undesirable/ inappropriate in general.
8. Engaging in patient abuse or neglect.
9. The use, sale, or possession of alcohol, drugs or controlled substances or being under the influence of alcohol or drugs on campus or at clinical.
10. Student refusal or failure to follow direct instructions from program instructors, clinical instructors or nurses at the clinical will not be tolerated.

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11. Possession of weapons such as guns, knives, explosives or other weapons on campus or at clinical sites.
12. Students are not allowed to use electronic devices while on the clinical floor, lab or in the classroom.
13. Plagiarism or academic dishonesty.
14. Students engaging in HIPAA Health Insurance Portability Accountability Act (HIPAA) violations.
15. Students engaging in harassment be it sexual, racial or cultural will not be tolerated on campus or at clinical.
16. Failure to engage in a probationary plan of improvement.

Sexual Harassment Defined

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Dress Code Defined

Students will be able to wear regular clothes during classroom lectures. Students must wear school issued scrubs to clinical and designated lab settings. A school issued ID badge must be worn daily.

ACADEMIC PROGRESS

Requirements For Graduation

Students must pass classroom/ theory with a 70% or higher. Students must succeed in lab and clinicals with a pass. Students must complete 120-hour of training as prescribed by the Florida Board of Nursing, with 40 hours of clinical and 80 hours of theory content.

Grading Policy & Academic Progress

Grading: Grade evaluation will be separate for classroom, lab and clinicals. The class grade will be the average of all tests and the final exam. Lab practice and clinical will be a Pass/Fail system based on performance observation by the instructor. Students must receive an overall program grade of 70%, in order to pass the program and receive a certificate of completion to take the state certifying exam.

Numerical Grade	Letter Grade	Grade Point
100-90	A	4.0
89-80	B	3.0
79-70	C	2.0
Below 70	F	1.0
Incomplete	I	0.0
Withdraw	W	0.0

A student who is not making satisfactory progress as defined above at the time of student evaluations will be placed on academic probation until the next evaluation. The academic evaluation process consists of a plan for improvement which is agreed upon and signed by both the students and Instructor at the time of midpoint evaluation. When a student is placed on academic probation, the school will counsel the student prior to the student returning to class. The date, action taken, and terms of probation will be clearly indicated. If at any time the student does not meet the goals or milestones of the improvement plan, the student may be terminated from the program. Evaluation is conducted at week 3 (Evening Program) or week 4 (Weekend Program) (midpoint) and week 6 (Evening Program) or 8 (Weekend Program) (final eval) of the program. If a student on academic probation achieves satisfactory progress for the final evaluation period, but does not achieve the required coursework grade to meet overall satisfactory progress for the program, the student will not pass the program. Students who receive a failing grade are eligible to be readmitted to the program at the next program offering. These students do NOT have to pay for nonrefundable items from prior enrollment, however they are responsible for other tuition costs and fees. Students who are terminated for unsatisfactory progress cannot reapply or be readmitted to the nursing assistant program or any other future programs offered by Nurse Resource Training Center LLC.

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The school will place a student who returns to the next program offering after unsatisfactory progress, on academic probation for the next class term. The school will advise the student of this action, and it will be documented in the student's file. If the student does not demonstrate satisfactory progress by the midpoint of this probationary period, that student's enrollment will be terminated and the student will NOT be eligible for re-enrollment.

MAKE-UP WORK

No more than 5% of the total program time hours for a program may be made up. Make-up work shall:

- (1) be supervised by an instructor approved for the class being made up;
- (2) require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
- (3) be completed within two weeks of the end of the grading period during which the absence occurred;
- (4) be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and
- (5) be signed and dated by the student to acknowledge the make-up session.

Note: Make-up of missed clinical hours must be arranged with the Program Director. Make-up time for absences during the clinical is limited to 8 hours. This time may be further limited due to supervised make-up work earlier in the term.

CREDENTIAL AWARD FOR SUCCESSFUL COMPLETION OF THE PROGRAM

Students that have successfully completed the program will receive a Certificate of Completion from Nurse Resource Training Center LLC. Students will then be prepared to take the Nursing Assistant state certification exam. If successfully passing the state certification exam, the individual will be eligible to be submitted in the CNA registry and also be eligible to obtain employment as a Certified Nursing Assistant.

STUDENT SERVICES

Student services department provides students with resources to be successful. These resources include the following: Academic counseling, financial counseling, employment leads, resumes writing assistance referrals, GED course referrals, psychological well-being referrals, state exam remediation resources. Nurse Resource Training Center LLC does not provide any type of student housing services.

Students may visit the job listing board located on campus to view current job opportunities in the area. Nurse Resource Training Center LLC will provide students with assistance and references for job placement; however we cannot guarantee employment.

Nurse Resource Training Center LLC does not provide childcare for students but we are able to assist students with locating affordable childcare options.

Students who are in need of food, clothing or transportation services may contact the program coordinator or student services coordinator for community referrals. The student services counselor maintains a list of community resources and referral opportunities for students of Nurse Resource Training Center LLC.

Students who are in need of health care services or health care counseling will be referred to any community resources such as the health department or any other affordable care services.

All students of Nurse Resource Training Center LLC are eligible for student services.

EMPLOYMENT SERVICES

Nurse Resource Training Center LLC does not promise or guarantee graduates of our program the ability to obtain a job. Graduates of the nursing assistant training program must pass the state exam to become a Certified Nurse Assistant in order to qualify as a candidate of employment. Although Nurse Resource Training Center LLC does not guarantee employment, we do encourage students who pass the state exam and get certified as a CNA to contact our program director for leads on job opportunities. Nurse Resource Training Center LLC does have ties to the community and may be aware of positions that graduates may be candidates for. A job board of job opportunities also is located on the school campus for students to review.

Nurse Resource Training Center LLC is Licensed by the Florida Commission for Independent Education. Additional information regarding Nurse Resource Training Center LLC may be

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obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888)224-6684.

Prior to the completion of the program of study, students will be provided with:

- Instruction on resume preparation
- How to conduct job searches
- Understanding interviewing skills
- Understanding how to accept and negotiate job offers
- Access to employer contact list

I have received and read a copy of this enrollment agreement and a copy of the course catalog. I understand that all 15 pages of this document are considered a part of this enrollment agreement. I understand this agreement, the course catalog and I agree to accept the terms.

SIGNATURES

Student Signature

Date

Institutional Representative Signature

Date