

Standard Course Catalog
Course Catalog
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

Catalog Volume II

School Year 2023-2024

Effective Date: January 2023 – January 2024

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SCHOOL PURPOSE AND MISSION

Our Mission

Nurse Resource Training Center's mission is to provide high quality services that will prepare students to excel at their entry level healthcare positions and be motivated to increase their education, pursue stable careers and elevate their families well-being and outlook.

Our Purpose

Our goal is to provide high quality education to underserved individuals, empowering them with the knowledge and skills to obtain an entry level healthcare position.

SCHOOL AND PROGRAM HOURS

Scheduled Vacation Periods

New Year's Day 1/1/2023
Spring Break 3/13/2023 - 3/17/2023
Summer Break 7/31/2023 - 8/3/2023
Week of Thanksgiving 11/20/2023 - 11/24/2023
Week of Christmas 12/18/2023 - 12/31/2023

School Office Hours of Operation

Monday – Wednesday: 2:00 - 6:00
Thursday – Sunday: By Appointment Only

Class Schedules

Program Name: Nursing Assistant

120 hour CNA Course

Weeks/ Length: 7 week program

Days of the week: Monday - Thursday

Classroom Hours: 80 classroom hours

Clinical Externship: 40 clinical hours

Hours of Program: 120 hours total

Definition Of Clock Hour

The Nursing Assistant program is 120 clock hours, that is 120 hours. One clock hour is equal to 60 minutes meaning a period of at least 50 minutes of instruction is in the presence of an instructor.

ADMISSIONS

Admissions Criteria

18 Years of age or older
High School Diploma or GED
Negative PPD or Chest X-Ray (If necessary)
Provide 1 form of Government issued ID
Must be a legal US Citizen or approved immigrant status
Criminal Background Check

Please note the Florida Board of Nursing requires a background check by law, for all individuals applying for a License to become a certified nursing assistant. Nurse Resource Training Center LLC also requires a background check prior to enrollment in this program. Please note all offenses are reviewed by the board and are determined on a case-by-case basis. To be eligible for employment in long-term care as a certified nursing assistant, you must hold current certification and have no disqualifying offenses as outlined in Chapter 435 and Section 408.809, Florida Statutes. Licensees with a disqualifying offense may apply for an exemption (employment waiver) in order to work in certain facilities. Please note offenses that are violent and abusive in nature may disqualify a candidate from obtaining a certification as a nursing assistant. It is also important to note that any backgrounds that are approved by the Florida Board of Nursing may NOT be approved by an employer and may prevent employment. Nurse Resource Training Center LLC is not responsible for a student ability to receive employment after graduation from any of our programs.

Re-admission Criteria

Students may reapply for readmittance to the nursing assistant training program under the following circumstances: student withdrawal or student dismissal due to unsatisfactory program work. 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.

ACADEMIC CALENDAR

Nursing Assistant Day and Evening Classes

First Day of Class	Mid Term	Classroom Make-up Day	Clinical Make-up Day	Last day of Class
February 1, 2023	February 21, 2023	March 2, 2023	March 30, 2023	March 30, 2023
April 20, 2023	May 8, 2023	May 18, 2023	June 15, 2023	June 15, 2023
August 4, 2023	August 17, 2023	August 31, 2023	September 21, 2023	September 21, 2023

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 Year's Day 1/1/2023
 Spring Break 3/13/2023 - 3/17/2023
 (Spring Break dates may be adjusted according to the Leon County School Board Calendar)
 Summer Break 7/31/2023 - 8/3/2023
 Week of Thanksgiving 11/20/2023 - 11/24/2023
 Week of Christmas 12/18/2023 - 12/31/2023

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.

SCHOOL DETAILS

Description Of Facilities

The location is 3471 North Monroe Street, Unit B, Tallahassee, FL 32303. It is convenient to students in both Leon and Gadsden County! Our location is a storefront that has large, two sided road signage for outcoming traffic, and also has a sign on the front door. The building is located on a bus route and the bus stop is directly in front of the building. It has ample parking and is less than 10 miles away from several nursing homes. The building is 1250 square feet with a dedicated lab space, classroom, reception area, office, breakroom, storage closet, handwashing station and bathroom. Ready to facilitate high quality teaching, we have AV equipment, free WIFI, scan/copy/print machine, a complete clinical lab area, classroom to seat 15 students safely and a comfortable breakroom with a refrigerator, microwave, and seating and a computer lab. Our business hours are Monday - Wednesday 2 pm - 6 pm, Thursday – Sunday by appointment only.

Licensure and Approval

Nurse Resource Training Center LLC is Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)224-6684.

Nurse Resource Training Center LLC is approved by the Florida Board of Nursing to operate the nursing assistant training program. For additional information regarding Nurse Resource Training Center LLC students may contact the Florida Board of Nursing at P.O. Box 6330, Tallahassee, Florida 32314-6330, telephone number (850)617-6460.

Administration

School CEO and Administrator

Name: Sharena Beard

Degree: Masters of Science in Nursing (MSN), Bachelors of Science in Nursing (BSN)

School Attended: BSN- Georgia Baptist College of Nursing of Mercer University

MSN- University of South Alabama

Email: sharenabeard@gmail.com

Number: 850-792-6619

Faculty And Staff

Instructor: Sharena Beard

Degree: Masters of Science in Nursing (MSN), Bachelors of Science in Nursing (BSN)

School Attended: MSN- University of South Alabama

BSN- Georgia Baptist College of Nursing of Mercer University

Position: Program Coordinator / Nursing Assistant Instructor

Email: career@nurseresourcetrainingcenter.com

Number: 850-792-6619

Office Hours: Monday - Wednesday 2 pm - 6 pm

Thursday - Friday By Appointment Only

Statement Of Legal Control

Nurse Resource Training Center LLC is owned by Nurse Resource Training Center LLC. The training center has been organized in the state of Florida as a Limited Liability Company. Sharena Beard, CEO, MSN, RN is the Chief Executive Officer (CEO) of Nurse Resource Training Center LLC.

Board Of Trustees

Sharena Beard, MSN, RN - Founder of Nurse Resource Training Center LLC

Angela Thompson - Management Advisor

Kendra Coburn - Licensed Practical Nurse (LPN)

PROGRAM OF STUDY & CURRICULA

Title of Program: Nursing Assistant

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 Description

The Nursing Assistant program is a comprehensive program designed to teach students the fundamental skills needed to provide basic care to those in need. Prerequisites for this program are satisfied during the enrollment process. Nursing Assistants provide care to patients in care areas ranging from the nursing home, hospice, hospitals, home care and more. The Nursing Assistant Program includes a combination of classroom learning, laboratory practice, and supervised hands-on clinical training in a Long- Term Care facility. All hands-on clinical experiences MUST be under the direct supervision of the programs approved program instructor only. Students must receive a minimum of 16 hours of classroom instruction per Rule 64B9-15.005(3)9b)(7) FAC prior to any direct contact with any resident.

Graduates of this program will be able to communicate with patients effectively, recognize medical emergencies, provide hands-on daily care needs while respecting and observing resident rights. Students will learn how to perform basic first aid, CPR, vital signs, observing/ reporting, and follow infection prevention measures. Graduates of this program may find entry-level employment as a certified nurse aide after passing the state exam to become certified. Employment opportunities include working in hospitals, nursing homes, home health, hospice facilities and more. An admission exam is not required.

All students are required to attend all 80 hours of classroom/lab instruction. All students must attend at least 40 hours of clinical instruction, 20 hours of which must be in a licensed nursing home or a long-term care facility.

Program Track

There are two Nursing Assistant tracks that you can commit to, an Day cohort or Evening cohort.

Day Classroom/Skills Lab and Clinical Schedule

This is a 7 week program.

Day Classroom/Skills Lab and Clinical Schedule

Monday – Thursday: Classroom/ Lab: 9:00 am – 2:15 pm (5 Hour Days)

Monday – Thursday: Clinical: 9:00 am-3:30 pm, 9:00 am – 4:30

Evening Classroom/Skills Lab and Clinical Schedule

This is a 7 week program.

Evening Classroom/Skills Lab and Clinical Schedule

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

Monday – Thursday: Clinical: 4:00 pm- 10:30pm, 4:00 pm – 11:30 pm

Definition Of Clock Hour

The Nursing Assistant program is 120 clock hours, that is 120 hours. One clock hour is equal to 60 minutes meaning a period of at least 50 minutes of instruction is in the presence of an instructor.

PROGRAM OBJECTIVES

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.

Required Student Textbooks

Textbook:

Hartman's Nursing Assistant Care: The Basics, 6th Ed 2022
Jetta Fuzy, RN, MS
ISBN: 978-1-60425-141-8

Workbook:

Hartman's Nursing Assistant Care: The Basics, 6th Ed 2022
Jetta Fuzy, RN, MS
ISBN: 978-1-60425-142-5

Instructional Methods:

Instruction for this program will include lectures, PowerPoint presentations, case studies, videos, clinical skills, instructor demonstration, return demonstration, interactive games, and role play. All instruction for this program is in English.

Student to Instructor Ratio 15:1

The Instructor to student ratio will never exceed 1:15, during classroom, lab or clinical.

Table Description

1. The Course number is in the format of “NA 120.xx”. NA stands for Nursing Assistant. “120” stands for the total amount of hours in the program. “0.xx” stands for the exact number of the program. The course number may also have a L, M, F or C. L is for Lab, M is for Midterm, F is for Final and C is for Clinical.
2. The “Course Title”, describes the topic of discussion.
3. “Clock Hours” stands for the amount of total hours the program will be covered. 60 Minutes equals the amount of Clock Hours
4. “Location” stands for the type of class and where it will be located. There are only three options, Classroom, Lab, and Clinical.

COURSE DESCRIPTION

Nursing Assistant Program

Course Number	Course Title	Clock Hours	Location
NA 120.00	Orientation	1	Classroom
NA 120.01	Intro to Nursing Assistant in Long Term Care	4	Classroom
NA 120.02	Foundations of Resident Care	3	Classroom

NA 120.02 L	Foundations of Resident Care Skills Lab	2	Lab
NA 120.02 H	Knowledge of HIV/ AIDS	4	Classroom
NA 120.3	Understanding Residents	5	Classroom
NA 120.4	Body Systems and Related Conditions	3	Classroom
NA 120.4 L	Body Systems and Related Conditions Skills Lab	2	Lab
NA 120.5	Confusion, Dementia, and Alzheimer's Disease	5	Classroom
NA 120.6	Promoting Personal Care Skills	1	Classroom
NA 120.6 L	Promoting Personal Care Skills Lab	4	Lab
NA 120.7	Performing Basic Nursing Assistant Skills	1	Classroom
NA 120.7 L	Performing Basic Nursing Assistant Skills Lab	8	Lab
NA 120.0M	Midterm (Chapters 1-7)	1	Classroom
NA 120.8	Nutrition and Hydration	4	Classroom
NA 120.8 L	Nutrition and Hydration Skills Lab	1	Lab
NA 120.9	Rehabilitation and Restorative Care	4	Classroom
NA 120.9 L	Rehabilitation and Restorative Care Skills Lab	1	Lab
NA 120.10	Caring for Yourself	3	Classroom
NA 120.10 L	Caring for Yourself Skills Lab	2	Lab
NA 120.11 L	Skills Checklist Review	8	Lab
NA 120.0F	Final Exam Day	2	Classroom
NA 120.13	Professional Skills Development	4	Classroom
NA 120.14	Getting Ready for Test Day	3	Classroom

NA 120.14 L	Getting Ready for Test Day	4	Lab
NA 120.15 C	Nursing Assistant Clinical Rotation	40	Clinical Facility
	Classroom Total	48	Classroom
	Lab Total	32	Lab
	Clinical Total	40	Clinical
	TOTAL:	120	

Course Description Details

1. NA 120.00 This course will serve as class orientation and will provide explanation of class rules, school schedule, policies and procedures and a detailed review on what is necessary to successfully complete the course. The prerequisite for this course is enrollment into the class.
2. NA 120.01 This course will be an introduction on the role of a Nursing Assistant. It will also cover an overview of a typical long-term care facility and the nursing assistant, explain Medicare and Medicaid, explain the chain of command and care team. The course will review and define policies, procedures and professionalism. Students will also learn legal aspects of the resident's medical records, resident rights, Minimum Data Set (MDS). The prerequisite for this course is NA 120.00.

3. NA 120.02 This course provides students with an understanding of how to communicate effectively with residents, family and the interdisciplinary team. Students also learn about the healthcare team and how delegation works. This course will also cover how to promote, respond and demonstrate handling non-medical emergencies, medical emergencies and infection prevention/control practices. The prerequisite for this course is NA 120.01 and prior courses.
4. NA 120.02 L (Lab) This course provides students with the opportunity to practice the skill of communication in the lab setting which simulates real life situations. This lab will also include the opportunity to practice body mechanics, responding to medical emergencies, and infection prevention and control, such as donning/doffing and handwashing. The prerequisite for this course is NA 120.02 and prior courses.
5. NA 120.02H This course will provide students with the knowledge of the HIV/AIDS disease process. Students will be able to identify "at risk" behaviors that promote the spread of HIV/AIDS and the public education needed to combat the spread of diseases caused by blood borne pathogens. Students will also be able to demonstrate knowledge of the legal aspects of HIV/AIDS, including testing. The prerequisite for this course is NA 120.02L and prior courses.
6. NA 120.03 This course focuses on the holistic care of residents, basic human needs, Maslow's Hierarchy of Needs, promoting independence and accommodating cultural differences. The students will also learn about stages of human growth and development, developmental disabilities, mental health disorders and how to care for dying residents. The prerequisite for this course is NA 120.02 H and prior courses.
7. NA 120.04 This course focuses on specific body systems and related conditions that could affect residents. The body systems are integumentary, musculoskeletal, nervous, circulatory, respiratory, urinary, gastrointestinal, endocrine, reproductive, immune, HIV/AIDS and lymphatic system. The prerequisite for this course is NA 120.03 and prior courses.
8. NA 120.04 L (Lab) This lab provides students with the opportunity to practice the skill of working with residents with body system related conditions, such as the skill of how to get residents dressed when they have suffered from a CVA(Cerebrovascular accident), how to use an abduction pillow and caring for an ostomy. The prerequisite for this course is NA 120.04 and prior courses.

9. NA 120.05 This course focuses on Resident Confusion, Dementia, Alzheimer's disease. Students will have an understanding of interventions for better communication, common difficult behaviors and creative therapies for residents with Alzheimer's disease. The prerequisite for this course is NA 120.04 L and prior courses.
10. NA 120.06 This course focuses on promoting resident personal care skills. The student will learn the importance of good hygiene, continued increase of activities of daily living (ADLs), observing resident's skin, prevention of pressure injuries, learn the guidelines for assisting with bathing and grooming, and assisting with dressing and toileting. Students
11. will also learn the guidelines for safely positioning and moving residents. The prerequisite for this course is NA 120.05 and prior courses.
12. NA 120.06 L (Lab) This course will be a hands-on lab, students will learn how to assist residents with ADLs (Activities of Daily Living), such as, bed bath, shampooing of hair in bed, foot care, oral care and use of bedpan. Students will also practice transferring a resident, such as transferring a resident from bed to wheelchair, sitting up on the side of the bed and moving the resident up in bed. The prerequisite for this course is NA 120.06 and prior courses.
13. NA 120.07 This course will focus on the basic nursing assistant skills needed, such as resident admission, transfer and discharge, monitoring of vital signs, weight and height measurement, how to use restraints effectively and intake/output. The students will also learn about care guidelines from urinary catheters, oxygen therapy, IV therapy, dressings/bandages and sleep. The prerequisite for this course is NA 120.06 L and prior courses.
14. NA 120.07 L (Lab) This lab course will give the students hands-on experience and practice basic nursing assistant skills, such as measuring and recording blood pressure, measuring and recording height and weight, collecting routine urine specimens, stool specimen collection, catheter care. The prerequisite for this course is NA 120.07 and prior courses.
15. NA 120.0M This course is the Midterm exam for the classroom/lab portion of the Nursing Assistant program. The midterm will cover chapters 1-7. The prerequisite for this course is NA 120.07 L and prior courses
16. NA 120.08 This course will focus on the nutrition and hydration of residents. The students will learn the six basic nutrients and factors that influence food preferences. The

students will learn how to assist with maintaining fluid balance, identify unintended weight loss and promote appetites at mealtime. The prerequisite for this course is NA 120.07 L and prior courses.

17. NA 120.08 L (Lab) This lab course will give the students hands-on experience in feeding and serving fresh water to the resident. The student will also demonstrate checking for signs of fluid overload, weight loss and bed elevation. The prerequisite for this course is NA 120.08 and prior courses.
18. NA 120.09 This course will focus on Rehabilitation and restorative care for the resident. The students will learn the importance of promoting independence and ways exercise improves health. They will also learn about ambulation, types of assistive devices/equipment, how to maintain proper body alignment and guidelines for prosthetic devices. The course will also cover range of motion exercises and guidelines for assisting with bladder and bowel retraining. The prerequisite for this course is NA 120.08 L and prior courses.
19. NA 120.09 L (Lab) This lab course will give the students opportunity for hands-on experience in passive range of motion exercise, assisting with cane, walker, crutch use, and assisting a resident to ambulate. The prerequisite for this course is NA 120.09 and prior courses.
20. NA 120.10 This course will cover the Nursing Assistant caring for themselves. The course focuses on how to find a job, how to manage time and assignment, how to manage and resolve conflict and employee evaluations including feedback. The course will also cover certification, state registry, continuing education and ways to manage stress. The prerequisite for this course is NA 120.09L and prior courses.
21. NA 120.10 L (Lab) This lab course will give the students an opportunity for hands-on experience on how to fill out a job application, resume review, job interviewing, time management, brief overview of the Florida Nursing Assistant Exam Application and managing stress by exercising. The prerequisite for this course is NA 120.10 and prior courses.
22. NA 120.11 L (Lab) This lab course will give the students the opportunity to have hands-on practice skills, the instructor will complete check off and review all skills on the Clinical Skills Checklist. The prerequisite for this course is NA 120.10 L and prior courses.

23. NA 120.0F This course is the final exam for the classroom portion of the Nursing Assistant program. Students are required to make a 70% or better on this exam before starting their clinical rotation. The prerequisite for this course is NA 120.11 L and prior courses
24. NA 120.13 This course will prepare the students for the opportunity to review their resume, and have a mock practice interview. The students will also have the opportunity to gain a job by attending a job fair. The prerequisite for this course is NA 120.12 and prior courses.
25. NA 120.14 This course will provide a detailed review of the Florida Nursing Assistant Exam Application and fill out the application. Students may bring their electronic device (computer/tablet). The prerequisite for this course is NA 120.13 and prior courses.
26. NA 120.14 L (Lab) This course will provide the students the opportunity to practice a mock skills test. The prerequisite for this course is NA 120.14 and prior courses.
27. NA 120.15 C (Clinical) This clinical course will give the students the opportunity to interact with the residents and staff members at the nursing home. Students will have the opportunity to care for a resident and use their coursework and lab skills at the bedside. The prerequisite for this course is NA 120.14 L and prior courses. An additional prerequisite for this course is that the student must have made a 70 % or greater on the final exam. All students must attend at least 40 hours of clinical instruction, 20 hours of which must be in a licensed nursing home or a long-term care facility.

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 (Day or Evening Program) (midpoint) and week 7 (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.

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.

TRANSCRIPTS

All students will receive a transcript upon graduation free of charge. Students requesting additional transcripts must submit their request to the program coordinator along with a fee of

\$10. Transcript requests are fulfilled within 72 hours. An academic transcript is maintained, kept current, and retained permanently for each student. Student records are permanently retained by Nurse Resource Training Center LLC and are available to students upon request by the students.

INCOMPLETES

An "I" for incomplete is assigned when all the work of a subject class cannot be completed due to circumstances beyond the control of the student. The student may complete missed work by the predetermined make up day. Please see the class schedule for the program make-up day.

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 may be 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 student's 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.

REMEDIAL WORK AND REPEAT PROGRAM

Nurse Resource Training Center LLC does not offer remedial work. Students who miss class must attend a make-up session and must complete the work they missed from the missed class

during that make up day. Students who must repeat the program due to withdrawal or program failure must repeat the program in its entirety. Students who fail the nursing assistant training program only have two attempts to retake the program. After the second attempt and if the student fails, they are unable to re-enter the program again.

TUITION AND FEES

CNA 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)
<u>Total Program Price:</u>	<u>\$1,105.00</u>

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 or Gait/Transfer Belt

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

ALL SECTIONS BELOW APPLY TO BOTH DAY AND EVENING 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:

Background Check

Standard Course Catalog
Course Catalog
Program Title: Nurse Assistant
License #10147
TB Test or 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.
- 3) PayPal
- 4) Affirm Financial Company
- 5) Meritize Student Loan; or *
- 6) Workforce Innovation and Opportunity Act (WIOA) through CareerSource Capital Region *

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 22. 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.
2. Student Conduct Policy - Violation of Student Conduct Policy - Please see Conduct Policy on page 25 - 26. 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 17 - 18.
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 17 - 18.

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 15 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 - 7 weeks long.

TECHNOLOGY POLICY

Nurse Resource Training Center LLC uses a email communication and online learning platforms such as Google Classroom and Facets Healthcare. Student must be able to have access to an electronic device such as a computer, smartphone or tablet.

Students will be expected to have daily access to the internet and email, assignments, updates and exams will be communicated and access by email or website assess. All students at NRTC are required to maintain an active email account and check it regularly for official training center communications.

If students do not own a computer, there are computers accessible in at NRTC's computer lab.

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

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.

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 GRIEVANCES

Grievances/ Complaints

Student complaints are defined as any student concern regarding the school programs, services, unfair treatment, or staff concerns. A student who has a concern about a school-related issue is encouraged to contact the program coordinator. If the student feels as though the situation was not addressed properly, they may submit a grievance form to the program coordinator for resolution as soon as possible. Forms can be found with the receptionist or the program coordinator. Once the grievance is received the program coordinator will schedule a meeting with all involved parties within 48 business hours of student filing. If needed an investigation will be conducted by the administrator and program director with final finding to be delivered to the student within 5 business days of the student initial complaint filing.

Nurse Resource Training Center LLC asks that *students utilize and complete their institution's grievance procedure* in an attempt to resolve any complaint or concern before submitting a complaint to the Florida Department of Education. It should be understood that the health and safety of students, patients, and staff are the institution's primary concern. In the event of extreme cases, it may be necessary for the institution to take immediate disciplinary action. If the institution has an emergency disciplinary procedure, this procedure shall be disclosed to prospective students, and grounds for such action shall be specified in as much detail as possible.

Please see our student conduct policy to learn more about the steps that may be taken for disciplinary action. If the institution's resolution is not satisfactory, a student may appeal the final decision by requesting a formal meeting via email to the program coordinator. The appeals meeting will consist of the student, the program coordinator, the involved staff member and one additional staff member such as the instructor or a member of the board of trustees. The meeting will be held within 48 hours of the student request. A final determination will be decided upon

within 24 hours of the meeting. If the student still does not agree with the grievance and the appeal the student may contact the Florida Department of Education.

Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400
Telephone number (888)224-6684
<http://www.fldoe.org/policy/cie>

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.
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 any color scrubs during classroom lectures. Students must wear school issued scrubs to clinical and designated lab settings. A school issued ID badge must be worn during clinical sessions.

EMERGENCIES AND INCLEMENT WEATHER

In the event of an emergency, the school will notify students of any class delay or cancellation via Google Classroom Email and Text Message to phone number listed. In the event of inclement weather, such as ice, sleet, flooding or any other natural weather or local disaster, students will receive a message from the Google Classroom Email and Text Message if school is closed or delayed. When class/clinical is delayed, the time must be made up prior to the completion of program per federal regulations. Program make up dates are predesignated on the program calendar. Please see the program calendar above. However, in the event of multiple emergencies or inclement weather issues every effort will be made to arrange with students for a

common make up day. This may result in the student finishing class with the next scheduled class.

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 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

ADA POLICY

Students requesting accommodations must submit a physician's written verification of disability, treatment plan and specific accommodation requested to the School Administrator. The School Administrator will review each case individually, and reasonable accommodations will be made. Once accommodations are approved, they apply going forward, not retroactively. Please allow a reasonable lead time in order for Nurse Resource Training Center LLC to provide the agreed upon accommodation. Service recipients and employees may file any complaints of ADA violations directly with the Equal Employment Opportunity Commission (EEOC), 1 NE 1st Street, 6th Floor, Miami, FL 33132.

DEDICATED STAFF RESPONSIBILITIES

Sharena Beard, MSN, RN:

1. School Director/Program Coordinator
2. Director of Education
3. Admissions Representative/Admissions Director
4. Classroom/Clinical Instructor
5. Advisor
6. Staff/Student Record Keeper

Standard Course Catalog
Course Catalog
Program Title: Nurse Assistant
License #10147

7. School Liaison
8. Policy Monitor
9. Social Services/Student Services
10. Placement Director
11. Financial Aid Director

Instructor, LPN:

1. Classroom/Clinical Instructor
2. Student Record Keeper

Receptionist:

1. Tuition Payment Collector
2. Administrative Support
3. Phone/Email/Social Media/Mail Support
4. Registration and Reporter
5. Clock-In/ Clock Out Assistant

Explanation of Meritize Loan and WIOA through CareerSource

5) Meritize Loan

Meritize is an educational financing loan program for qualified students. Repayment starts 3 months after graduation of the CNA program. Repayment term lengths has a 18 month or 36 month option. Fixed and Variable Rates from 7.532% APR to 23.804% APR* depending on credit. For more information click this link.

<https://www.meritize.com/>

To Apply, click the link below:

<https://apply.meritize.com/?pc=27548>

6) Workforce Innovation and Opportunity Act (WIOA) through CareerSource Capital Region

For those who qualify, the following items are paid in full. Tuition, Fees, Books, Supplies, Uniforms

Eligibility is not guaranteed but depends on the following:

- 1) Are age 16 and older
- 2) Have low household income as defined by federal guidelines
- 3) Are receiving benefits through Department of Children and Families
- 4) Are currently unemployed or are under-employed
- 5) Do not have a high school diploma or GED
- 6) Do not already possess a post-secondary degree for an in-demand occupation.
- 7) Are a resident of Leon, Gadsden, or Wakulla counties and are authorized to work in the United States

For more information click this link. <https://www.careersourcecapitalregion.com/job-seekers>

To Apply, click the link below:

<https://www.careersourcecapitalregion.com/wioa-%20adult-dislocated-worker-program-pre-application>