**Program Description: Certified Nurse Aide Course (90 Hours)**

Students acquire basic theory principles, and skills necessary to provide patient care as a CNA in the health care setting to meet the physical, psychosocial, mental, and spiritual and cultural needs of the client/resident. Students also learn the State and Federal laws as well as the policies and procedures of the institution governing the practice of the nursing assistant. Skills practiced include patient assistance with activities of daily living, personal care, transfer and positioning, vital sign measurement, intake and output measurement, restorative care, and communication. Students will practice supervised basic patient care in a clinical setting prior to completion of the program. Satisfactory completion of the course entitles the student to take a competency exam to become certified in the State of New Jersey.

**Program Starting Date for Nurse Aide Course:** Nurse Aide course will run between 4 weeks to 9 weeks, with a total of 90 hours (50 Hours of classroom with 40 hours of skill / practicum). Skills/practicum will be observed in a Long-Term Care Facility.

**Registration Requirements for Nurse Aide Course:**

* QuantiFERON-TB GOLD Test
* QuantiFERON-TB GOLD Test must be submitted prior to the first day of school
* If student is past positive or had BCG vaccine, then current chest x-ray (taken within 2 years) and symptom check must be in students file
* IGRA blood test, also called “Gold Test” that was done withing a year is acceptable
* **STUDENT WILL RECEIVE A COPY OF NURSE AIDE EXAMINATION CANDIDATE INFORMATION BULLETIN BY PSI DURING APPLICATION / REGISTRATION / ENROLLMENT.**
* **STUDENT WILL ALSO GET THE HANDOUT FOR “NURSE AIDE TRAINING COMPETENCY AND EVALUATON PROGRAM (NATCEP) DURING ENROLLMENT**

<https://candidate.psiexams.com/bulletin/display_bulletin.jsp?ro=yes&actionname=83&bulletinid=493&bulletinurl=.pdf>

**School Policies**

Entrance requirement

1. All students must be at least seventeen (17) years before the first day of class
2. Must possess high school diploma or equivalent such as General Education Development (G.E.D) Diploma.
3. Must be able to read on a ninth (9th) grade reading and math level as measured by the Tests of Adult to Basic Education (TABE) or approved USDOE test. Admission officer will review the submitted requirements and discuss the prerequisites approved (if needed) for enrollment.

**Attendance and Leave of Absence Requirements**

Attendance will be taken on a daily basis, documented and available for student review. Absenteeism is discouraged and students are expected to be in attendance for 80 percent of the program. **Absenteeism greater than 20 percent of the entire program is a cause for dismissal without refund,** however the school director will review the absenteeism on a case by case.

NOTE: Each individual situation will be handled privately, and the school will make every effort to assist the students in achieving their educational goals. Student are advised to meet with the attendance officer or call (in case of Public Health Emergency) before returning to class. Students must be prepared to make up lessons lost if reentry into the program is approved.

**Class Cuts**

Class cuts will be recorded as absences and students are responsible for making up both the work and assignments. This includes missed lessons that counts towards graduation requirements. If this happens, student will need to meet with the attendance officer or the Director before returning to class.

**Make up Work.**

Note that in order to meet educational goals, the students must receive instructions in all aspect of the program. Any lessons missed due to absences will need make up. Student must make up missed classes and assignments within five (5) business days of returning to school. Refer to the school make up schedule to see the available days and times. **If the student do not take advantage of the make-up policy, they may need to arrange for private instruction at an additional cost that will be covered by the student at the current hourly rate as per policy. This can be from $20 to $50 per hour or pro-rated**.

**Tardiness**

Developing good work ethics is an integral part of Above and Beyond Care HealthSystem. 1-15 mins lateness will be counted as 15 minutes, 16 to 30 mins will be considered 30 mins, 31 to 60 mins will be 1 hour and it will be the responsibility of the student to make up all or any of these hours. **Absences will be forwarded to Board of Education on request**. All students at the learning center are encouraged to arrive to school 10 mins before school starts.

**Code of Conduct**

Please note that the following conducts are unacceptable and will not be tolerated.

1. Bias including race, ethnicity, gender, disability, nationality, and creed as demonstrated through verbal and or written communication, and or physical acts.
2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.
3. Dishonesty, including cheating, plagiarism, falsification of information to the institution, forgery, alteration or use of institution documents of identification with intent to defraud and all types of proven dishonesty.
4. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Physical or mental abuse of any person on school premises or at functions sponsored or supervised by the school.
6. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
7. Failure to comply with directions of institutional officials acting in the performance of their duties.
8. Violation of the law on school premises in a way that affects the school community’s pursuit of its proper educational objectives. This includes, but is not limited to, the use of alcoholic beverages and/or controlled dangerous substances on school premises.

**Conditions for Dismissal**

Students may be dismissed from school for the following reasons:

1. Not adhering to the school’s rules, regulations, policies and code of conduct
2. Missing more than 20 percent of instruction time
3. Not maintaining the minimum grade point average
4. Not meeting financial responsibilities to the school

The school director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibilities of the dismissed student to notify the appropriate institution should the student have a student loan or is receiving financial aid. Prepaid tuition will be forfeited, according to the school’s policy.

**Above and Beyond Care HealthSystem**

**1152 St George Ave, Suite 12 Avenel,**

**07001 NJ**

**Telephone\_732-634-1057\_\_\_ FAX\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ENROLLMENT AGREEMENT**

STUDENTS LAST NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FIRST NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SOC.SEC NUMBER\_\_\_\_\_\_-\_\_\_\_\_\_-\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROGRAM TITLE: \_\_Nurse Aide\_\_\_\_\_\_\_\_\_\_\_\_\_ TOTAL PROGRAM HOURS \_\_\_\_90\_\_\_\_\_\_\_\_\_

START DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ END DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CLASS SCHEDULE:

There is a non-refundable fee of $\_\_\_\_ .This fee is not part of tuition.  The tuition will cover the entire program.  The student is responsible for \_\_100\_\_\_\_\_ percent of the total tuition payable on or before the first day of class.  All tuition monies paid by the student will be refunded if the applicant cancels this contract within three (3) business days from the date of signing.  This refund, less the registration fee, is applicable even if instruction has begun.

**FEES:**

Registration: $

Tuition: $

Books: $

Tools/Supplies: $

Others (Test/Licensing/Inoculation) $

Total $

The school has received the sum of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_, 20\_\_\_\_ with a remaining balance of $\_\_\_\_\_\_\_\_\_\_.  This balance is to be paid within \_\_\_\_\_\_\_\_\_\_ installments beginning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_, 20\_\_\_\_ and ending on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_, 20\_\_\_\_.

**Complaint/Dispute Resolution Policy**

Students must submit written complaints to the school director within \_\_\_\_\_\_ days of event.  The school director will notify the student, in writing, within \_\_\_\_\_\_ days of written complaint of the procedures that the student and administration will follow when resolving the student’s concerns.

**Tuition Refund Policy**

Above and Beyond Care HealthSystem refund policy is based on full‐time attendance in courses/programs for76 hours, but not exceeding 76 (N.J.A.C. 12:41‐4.1).  The school may retain the registration fee and a portion of the monies paid for books, equipment and tools.  The director of the school must be notified in writing within five (5) business days of the date of withdrawal.  The school shall adhere to the following refund policy in the event of notification by the student of withdrawal from the school or termination by the school prior to completion of the course or program:

Should the student’s enrollment be terminated, or should the student withdraw for any

reason, all refunds will be made according to the following refund schedule.

1. Students who wish to cancel their enrollment in a program or at the school must do so in writing. The request must include the date of withdrawal and must be dated and signed by the student. This letter must be received within one week of the withdrawal (5 business days) to receive tuition

reimbursement for that week. Tuition reimbursement will begin the week the notification is received. It is best to hand deliver the withdrawal letter and have a copy signed by the admissions officer or mail the letter by Certified Mail.

2. All monies will be refunded if the applicant is not accepted by the school or if the student cancels within three (3) business days after the enrollment agreement is signed by both parties.

3. Cancellation after the third (3rd) business day, will result in a forfeit of the Administrative and enrollment Fees.

4. For courses of 300 hours or less, the school may retain the Administrative Fee plus a pro-rata portion of the tuition calculated on a weekly basis.

5. Withdraw after attendance has begun is based on the following refund policy for all programs of 300 instructional hours or more. An instructional hour is defined as 60 consecutive minutes which includes attendance, instruction, project set up and clean up.



A student who has a student loan and withdrawals from the program is responsible for notifying the loan institution of withdrawal from the school. This notification should be done in writing. It should include the date of withdrawal, the student’s social security number and signature. Students should maintain a copy of this letter for their files. It is to this extent that we remind the withdrawing student that the date of withdrawal on the letter to the director must be the same date as on the letter to the loan institution.

The following certificate(s)/license(s) and/or professional credential(s) will be available upon completion of the \_\_\_\_\_\_Home Health Aide\_\_\_\_\_ program(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The student understands that regular attendance is the obligation of the student and the school’s policy regarding absence and make‐up as stated in the school catalog will apply.  Violation of school rules and regulations may subject the student to dismissal. Above and Beyond Care HealthSystem post‐training placement information is available at www.njtopps.com. In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development’s Training Evaluation Unit within ninety (90) calendar days of the closure.  Failure to do so within the ninety (90) days may exclude the student from any available form of assistance.  Please contact the Training Evaluation Unit via email at [**trainingevaluationunit@dol.nj.gov**](mailto:trainingevaluationunit@dol.nj.gov)

The student, by signing this contract, acknowledges that he/she has read this contract and understands the terms and conditions and agrees to the conditions outlined in this contract.  Signing of this contract by the school is written confirmation by the school that the above-named student has been approved to enter the above named program(s).   This agreement is not binding until three business days after signing by both parties.  The student and the school shall retain a copy of this agreement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

School Director’s Signature Date Applicant’s Signature Date