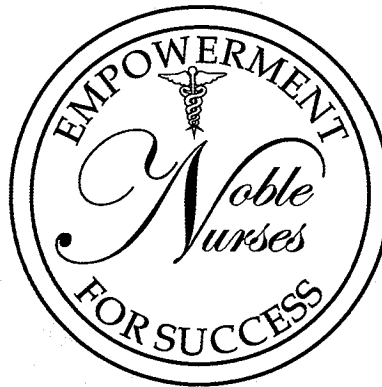


NOBLE NURSES, LLC

***PROFESSIONAL
EDUCATION
CATALOG***



This document must be certified as true and correct in content and policy

Issue Date: 01/30/2020; Revised 6/8/20

Christopher Noble, Owner/President:

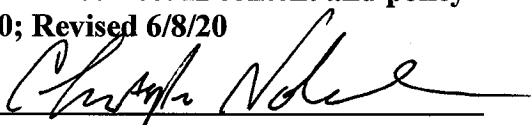


Table of Contents

Content	Page
Company Information <i>Official Name of School</i> <i>Governing Body</i> <i>Officials and Faculty</i> <i>Organizational Statement</i> <i>Mission Statement</i> <i>Vision Statement</i> <i>Goals Statement</i> <i>Organizational Chart</i>	3
Calendar and Hours of Operation <i>Weekly Hours of Operation</i> <i>Holidays</i> <i>Seasonal Closing</i> <i>Link to Course Calendar for Registration and Scheduling</i>	4
Course Requirements for Enrollment Policy <i>Heartsaver First Aid/CPR/AED</i> <i>Basic Life Support (BLS)</i> <i>Advanced Cardiovascular Life Support (ACLS)</i> <i>Pediatric Advanced Life Support (PALS)</i>	5
Attendance Policy <i>Cancellations and Refunds</i> <i>Rescheduling</i> <i>Absence and Tardiness</i> <i>No Call-No Show</i>	6
Standards of Academic Progress Policy	7
Course Withdrawal, Dismissal, and Re-entry Policy	8
Transcript Request Policy	8
Course Fee and Refund Policy <i>Acceptable Methods of Payment</i> <i>Administrative Fees</i> <i>Cancellations and Refunds</i> <i>Absence and Tardiness</i> <i>No Call-No Show</i>	9
Course Offering Outlines/Agendas <i>Advanced Cardiovascular Life Support (ACLS)</i> <i>Pediatric Advanced Life Support (PALS)</i> <i>Heartsaver First Aid/CPR/AED</i> <i>Basic Life Support (BLS)</i>	11
Course Descriptions <i>Advanced Cardiovascular Life Support (ACLS)</i> <i>Pediatric Advanced Life Support (PALS)</i> <i>Heartsaver First Aid/CPR/AED</i> <i>Basic Life Support (BLS)</i>	17
Previous Education, Training, and Experience Policy	18
Transfer of Credit Policy	18
Filing a Complaint with the Kentucky Commission on Proprietary Education (KCPE) Policy	19
Notification of Student Protection Fund Policy	20
Filing a Claim against the Student Protection Fund with KCPE Policy	21
Policy Approval and Signature Page	22

Company Information

Official Name of School

Noble Nurses, LLC is the registered name with the Commonwealth of Kentucky Secretary of State.

Governing Body

Noble Nurses, LLC is governed by the Emergency Cardiovascular Care (ECC) guidelines set forth by the American Heart Association (AHA). The AHA guides the certification process for those seeking to become certified in any of AHA's certification courses.

Officials and Faculty

Noble Nurses, LLC is a single member Limited Liability Company. Noble Nurses, LLC does not employ any person or group. Christopher Noble serves as the sole owner and faculty instructor.

Organizational Statement

Noble Nurses, LLC is a Better Business Bureau accredited professional concierge education and certification company. The focus of Noble Nurses, LLC is to provide an avenue where busy nurses and other healthcare professionals can obtain required education and certifications in order to meet specific job requirements. Noble Nurses, LLC develops and offers continuing education courses that enhance the knowledge base of the participant. The content reviewed in a continuing education course will improve the safety, quality, and skills of the healthcare professional.

Mission Statement

Noble Nurses, LLC seeks to provide quality continuing education to enhance the knowledge and skills of all of our participants. In seeking to provide quality continuing education to nurses and other healthcare professionals, we will ensure that this is done in an ethical manner, and that course participants are satisfied with our facility, staff, and curriculum.

Vision Statement

Noble Nurses, LLC strives to comply with all required standards established by various national and state accrediting bodies; and in doing so Noble Nurses, LLC will ensure the continued provision of high-quality continuing education programming, to all of its program participants. Noble Nurses, LLC strives to be the provider of choice for those seeking to enhance their clinical knowledge and skills.

Goals Statement

Noble Nurses, LLC will assist nurses and other healthcare professionals in maintaining and enhancing their professional competence across various practice settings by offering courses that enable the professional to:

1. Improve their knowledge of evidence-based practice and patient-centered care;
2. Enhance their abilities to apply new knowledge to optimize patient-centered care and healthcare delivery; and
3. Develop expertise in specialized areas to support continuing professional development.

Organizational Chart

Noble Nurses, LLC is a single member Limited Liability Company and does not employ anyone. The owner of the company is responsible for the day-to-day operations as well as all courses taught within the company.

Calendar and Hours of Operation

Weekly Hours of Operation

Noble Nurses, LLC operates on the following schedule:

Monday	8a – 10p (Lunch is dictated by the course being taught)
Tuesday	8a – 10p (Lunch is dictated by the course being taught)
Wednesday	8a – 10p (Lunch is dictated by the course being taught)
Thursday	8a – 10p (Lunch is dictated by the course being taught)
Friday	8a – 10p (Lunch is dictated by the course being taught)
Saturday	Closed (appointment only)
Sunday	8a – 12p and by appointment only for anything after 12p

Holiday Closures

We are closed for service on the following holidays:

New Year's Eve (December 31)
New Year's Day (January 1)
Easter (Varies each year)
Fourth of July (July 4)
Thanksgiving (Last Thursday in November)
Christmas Eve (December 24)
Christmas Day (December 25)

Seasonal Closures

Noble Nurses, LLC also closes for business for one (1) week in the Spring, Summer, and Winter each year. This is reflected in the online calendar, registration, and scheduling program for the company.

The link to access the online calendar, registration, and scheduling program is <https://bookacourse.as.me>

Course Requirements for Enrollment Policy

Noble Nurses, LLC adheres to the course requirements set forth by the American Heart Association for all certification courses as follows:

Heartsaver First Aid/CPR/AED:

- No pre-course requirements needed to enroll in this course.

Basic Life Support (BLS):

- No pre-course requirements needed to enroll in this course for initial certifications.
- For renewals, a current unexpired BLS card must be presented upon entry into the BLS course.

Advanced Cardiac Life Support (ACLS):

- Pre-course self-assessment is required in order to be admitted into the course. Passing score is 70% or higher.
- For ACLS course renewals, a copy of a current unexpired certification must be presented along with the pre-course self-assessment certificate upon entry to the ACLS course.

Pediatric Advanced Life Support (PALS):

- Pre-course self-assessment is required in order to be admitted into the course. Passing score is 70% or higher.
- For PALS course renewals, a copy of a current unexpired certification must be presented along with the pre-course self-assessment certificate upon entry to the PALS course.

Attendance Policy

Noble Nurses, LLC requires that each course participant be present 100% of the course's duration. All courses offered range from one (1) day to two (2) days in length. Noble Nurses, LLC does not offer any course that would require regular consistent attendance other than those mentioned in the catalog. Failure to be present for the entire course duration will result in the participant failing the course. This policy is both reflected in the Terms and Conditions section in the online scheduling and registration portal as well as the Customer Information and Enrollment Agreement form.

Cancellations and Refunds

In order to qualify for a full refund, the customer MUST contact Noble Nurses, LLC at least 24 hours prior to the scheduled offering via phone or e-mail. Failure to do so will result in no refund being issued. Refunds that are issued will be processed within 3-5 business days of request.

Phone: 859.333.7754

Email: Chris.Noble@NobleNurses.net

Rescheduling

Rescheduling must be made complete by 6:00pm the day BEFORE an originally scheduled class. E-mails, phone calls, and voicemails after 6:00pm the day before a class will be addressed the next business day. If this is the case, the participant will be considered a "no show" and subject to no refund. It is encouraged to plan accordingly. If a participant reschedules, then decides to cancel his/her rescheduled class he/she will be subject to no refund. When rescheduling, the new date must be decided upon within 10 days of the notice or the class date, whichever comes first. After 10 days, the student will be considered a "no show" and will be subject to no refund. There are no refunds or credits to cancel or reschedule the day of class or thereafter.

Absence and Tardiness

Absent participants, significantly late participants, or "no shows," will not receive any refund or credit. The absent or late participant will have to then register again for another class. While emergency situations will be taken into consideration on a case by case basis, a participant should not wait to notify Noble Nurses, LLC on the day of class or assume there will be any kind of refund. Phone calls or text messaging is the only means to contact Noble Nurses, LLC in this situation.

Phone: 859.333.7754

No Call-No Show

No refund will be granted for failure to call or show for a scheduled course or offering. If a customer wishes to reschedule for failure to call or show without prior notification, he/she will be required to pay for the educational course or offering as an initial registrant.

Standards of Academic Progress Policy

Noble Nurses, LLC follows the American Heart Association guidelines as they pertain to the passing of a course participant. The following criteria must be met in order for a participant to pass and to receive his/her certification card:

Course Name	Minimum Passing Requirements
Heartsaver First Aid/CPR/AED	Successful performance of skills evaluation.
Basic Life Support (BLS)	84% on written examination. Successful performance of skills evaluation.
Advanced Cardiovascular Life Support (ACLS)	84% on written examination. Successful performance of skills evaluation (BLS and Cardiac Megacode).
Pediatric Advanced Life Support (PALS)	84% on written examination. Successful performance of skills evaluation (BLS and Cardiac Megacode and either a Respiratory or Shock Megacode).

Noble Nurses, LLC does not employ a grading policy that issues grades based on percentage (i.e. A 90-100%, B 80-89%, C 70-79%, etc.). All courses are pass/fail according to the standards set forth by American Heart Association. Please see minimum passing requirements above.

If a participant fails one of the required testing modalities, he/she will be able to immediately remediate the failed modality. However, if more than one modality is failed, the participant will have to re-register for a future course as an initial registrant at ½ the cost of the original fee for the specific course.

Course Withdrawal, Dismissal, and Re-entry Policy

Noble Nurses, LLC does not offer courses or programs that would require more than 1 or 2 day visits. If a course is not attended 100% in its duration, a participant will fail to meet the requirements in order to pass a course for certification.

Course Withdrawal

At any time, a participant may withdraw from a course. If proper withdrawal notice has been given, the participant will be subjected to a full refund. If improper notice to withdraw is not received, no refund will be administered. Please see *Attendance Policy* for more information.

Dismissal

If a participant is disruptive during a course offering, he/she will be asked to leave and will not be subjected to a refund for fees paid. It will be at the discretion of the instructor whether or not to allow the participant to register to attend a future course offering.

Re-Entry

For a participant to be reentered into a course, he/she must have already taken the course and failed all modalities that would require a redo of a course as well as paid the required $\frac{1}{2}$ of original course fees.

Transcript Request Policy

Noble Nurses, LLC does not offer courses that could produce a transcript. Noble Nurses, LLC is only a certification company that offers professional certifications for healthcare and nonhealthcare people. These certification courses are at a minimum of one (1) day to two (2) days maximum. Transcripts are not created or provided. Each participant the completes a certification course will receive a certificate of attendance and AHA will issue a certification card upon receipt of all required documentation from the AHA instructor with Noble Nurses, LLC.

Course Fee Policy

Acceptable Methods of Payment

For the convenience of our customers, Noble Nurses, LLC accepts payment for services through various methods. Payments can be made by cash, check, money order, credit card, Apple Pay, Venmo, and PayPal.

Administrative Fees

Noble Nurses, LLC does not charge any administrative fees for services unless a customer fails to cancel a scheduled course or educational offering within 24 hours of the offering. At that time a \$25 administrative fee will be imposed.

Noble Nurses, LLC utilizes the following course fee schedule for courses taught within the company:

Course	Initial Certification Fee	Renewal Certification Fee
Basic Life Support	\$75.00	\$50.00
Advanced Life Support	\$175.00	\$125.00
Pediatric Life Support	\$175.00	\$125.00
Heartsaver First Aid/CPR/AED	\$125.00	\$100.00

Textbooks are required for each course and may be purchased through Noble Nurses, LLC or from an outside source. The following fees for textbooks are as follows:

Course	Textbook Fee	ISBN
Basic Life Support	\$15.00	978-1-61669-407-4
Advanced Life Support	\$50.00	978-1-61669-400-5
Pediatric Life Support	\$50.00	978-1-61669-559-0
Heartsaver First Aid/CPR/AED	\$10.00	978-1-61669-424-1

Refund Policy

The refund policy is stated in the Terms and Conditions section in the online registration system. To successfully process a registration, the Terms and Conditions must be reviewed and agreed to by the participant.

Cancellations and Refunds

In order to qualify for a full refund, the customer MUST contact Noble Nurses, LLC at least 24 hours prior to the scheduled offering via phone or e-mail. Failure to do so will result in no refund being issued. Refunds that are issued will be processed within 3-5 business days of request.

Phone: 859.333.7754

Email: Chris.Noble@NobleNurses.net

Rescheduling

Rescheduling must be made complete by 6:00pm the day BEFORE an originally scheduled class. E-mails, phone calls, and voicemails after 6:00pm the day before a class will be addressed the next business day. If this is the case, the participant will be considered a "no show" and subject to no refund. It is encouraged to plan

accordingly. If a participant reschedules, then decides to cancel his/her rescheduled class he/she will be subject to no refund. When rescheduling, the new date must be decided upon within 10 days of the notice or the class date, whichever comes first. After 10 days, the student will be considered a "no show" and will be subject to no refund. There are no refunds or credits to cancel or reschedule the day of class or thereafter.

Absence and Tardiness

Absent participants, significantly late participants, or "no shows," will not receive any refund or credit. The absent or late participant will have to then register again for another class. While emergency situations will be taken into consideration on a case by case basis, a participant should not wait to notify Noble Nurses, LLC on the day of class or assume there will be any kind of refund. Phone calls or text messaging is the only means to contact Noble Nurses, LLC in this situation.

Phone: 859.333.7754

No Call-No Show

No refund will be granted for failure to call or show for a scheduled course or offering. If a customer wishes to reschedule for failure to call or show without prior notification, he/she will be required to pay for the educational course or offering as an initial registrant.



Course Outlines & Agendas

ACLS Course Outline & Agenda

Approximately 15.25 hours

Day 1		
8:30 Welcome, Introductions, and Course Administration		
8:45 Lesson 1: ACLS Course Overview and Organization		
8:55 Lesson 2: The Science of Resuscitation		
9:10 Lesson 3: Systematic Approach		
<i>Divide class into 2 groups</i>	Lesson 4 Practice/Testing Station: High-Quality BLS	Lesson 4 Practice/Testing Station: High-Quality BLS
9:25	Group 1	Group 2
10:10 Break		
<i>Divide class into 2 groups</i>	Lesson 5 Learning/Testing Station: Airway Management	Lesson 5 Learning/Testing Station: Airway Management
10:25	Group 2	Group 1
<i>One large group (or 2 small groups)</i> 11:10 Lesson 6: Technology Review		
<i>Divide class into 2 groups</i>	Lesson 7 Learning Station: Acute Coronary Syndromes	Lesson 8 Learning Station: Acute Stroke
11:25	Group 1	Group 2
11:55	Group 2	Group 1
12:25 Lunch		
<i>One large group (or 2 small groups)</i> 1:25 Lesson 9: Team Dynamics and Megacode		
1:55 Break		
<i>Divide class into 2 groups</i>	Lesson 10 Learning Station: Cardiac Arrest	Lesson 10 Learning Station: Cardiac Arrest
2:10	Group 1	Group 2
3:50 End of Day 1		
Day 2		
<i>Divide class into 2 groups</i>	Lesson 13 Learning Station: Bradycardia	Lesson 14 Learning Station: Tachycardia, Stable and Unstable
8:30	Group 2	Group 1
9:30	Group 1	Group 2
10:30 Break		
<i>Divide class into 2 groups</i>	Lesson 15 Learning Station: Immediate Post-Cardiac Arrest Care	Lesson 15 Learning Station: Immediate Post-Cardiac Arrest Care
10:45	Group 1	Group 2
<i>Divide class into 2 groups</i>	Lesson 16 Learning Station: Megacode Practice	Lesson 16 Learning Station: Megacode Practice
11:25	Group 2	Group 1
1:05 Lunch		
<i>Divide class into 2 groups</i>	Megacode Test	Megacode Test
2:05	Group 1	Group 2
3:20 Break		
<i>One large group (as students finish Megacode Test)</i> 3:35 Exam		
4:20 Class Ends/Remediation		

PALS Course Outline & Agenda

Approximately 17.25 hours

Day 1			
8:00 Course Introduction			
8:10 Lesson 1: Life Is Why Activity (Optional)			
8:15 Lesson 2: Course Overview			
8:20 Lesson 3: Science of Pediatric Resuscitation			
Divide class into 2 groups	Lessons 4-6 Learning/Testing Stations: Child and Infant High-Quality BLS*		Lessons 7-8 Overview of Systematic Approach Model; Secondary Assessment; Team Dynamics
8:30	Group A		Group B
9:45 Break			
10:00	Group B		Group A
Divide class into 3 groups	Lesson 9 Management of Respiratory Emergencies; Respiratory Video Case Discussions; Learning Station: Airway Management	Lesson 10 Management of Shock Emergencies; Shock Video Case Discussions; Learning Station: Vascular Access	Lesson 11 Management of Arrhythmia Emergencies; Arrhythmia Video Case Discussions; Learning Station: Rhythm Disturbances/Electrical Therapy
	11:15	Group A	Group B
12:15	Lunch		
1:00	Group B	Group C	Group A
2:00 Break			
2:15	Group C	Group A	Group B
3:15 Lesson 12: Management of Post-Cardiac Arrest Care			
3:30 Lesson 13: Learning Station: Coping with Death (Optional)			
3:50 End-of-Day Debriefing			
Day 2			
Divide class into 3 groups	Lesson 14 Case Scenario Practice with Simulations Category 1	Lesson 14 Case Scenario Practice with Simulations Category 1	Lesson 14 Case Scenario Practice with Simulations Category 1
8:00	Group A	Group B	Group C
Divide class into 3 groups	Lesson 14 Case Scenario Practice with Simulations Category 2	Lesson 14 Case Scenario Practice with Simulations Category 2	Lesson 14 Case Scenario Practice with Simulations Category 2
9:20	Group A	Group B	Group C
10:40 Break			
Divide class into 3 groups	Lesson 14 Case Scenario Practice with Simulations Category 3	Lesson 14 Case Scenario Practice with Simulations Category 3	Lesson 14 Case Scenario Practice with Simulations Category 3
11:00	Group A	Group B	Group C
12:20 Lunch			
12:45 Lesson 15: Case Scenario Testing			
2:45 Break			
3:00 Lesson 16: Exam			
4:00 Class Ends/Remediation			

Heartsaver First Aid Course Outline & Agenda

Approximately 2¾ hours

8:00-8:02	Lesson 1: Course Introduction
8:02-8:10	Lesson 1A: Life Is Why Activity (Optional)
8:10-8:55	Lesson 2: First Aid Basics: Duties and Key Steps Part I: Duties, Roles, and Responsibilities of First Aid Rescuers Part II: Universal Precautions and Exposure to Blood Part III: Removing Protective Gloves (Test) Part IV: Finding the Problem (Test)
8:55-8:58	Lesson 3: First Aid Basics Summary
8:58-9:23	Lesson 4: Medical Emergencies Part I: Breathing Problems Part II: Choking (if teaching First Aid only) Part III: Allergic Reactions Part IV: Using an Epinephrine Pen (Test) Part V: Heart Attack, Fainting, Diabetes and Low Blood Sugar, Stroke, and Seizure
9:23-9:26	Lesson 5: Medical Emergencies Summary
9:26-9:41	Break
9:41-10:11	Lesson 6: Injury Emergencies Part I: External Bleeding Part II: Controlling Bleeding and Bandaging (Test) Part III: Wounds Part IV: Internal Bleeding Part V: Head, Neck, and Spine Injuries Part VI: Broken Bones and Sprains Part VII: Burns and Electrical Injuries
10:11-10:13	Lesson 7: Injury Emergencies Summary
10:13-10:38	Lesson 8: Environmental Emergencies Part I: Bites and Stings Part II: Heat-Related Emergencies Part III: Cold-Related Emergencies Part IV: Poison Emergencies
10:38-10:40	Lesson 9: Environmental Emergencies Summary
10:40-10:42	Lesson 10: Preventing Illness and Injury; Legal Questions
10:42-10:44	Lesson 11: Course Conclusion

Heartsaver CPR/AED Course Outline & Agenda

Approximately 4½ hours

8:00-8:05	Lesson 1: Course Introduction
8:05-8:13	Lesson 1A: Life Is Why Activity (Optional)
8:13-9:08	Lesson 2: Adult CPR Part I: Scene Safety and Assessment Part II: Chest Compressions Part III: Giving Breaths (Mouth-to-Mouth) Part IV: Giving Breaths (With a Mask)
9:08-9:23	Lesson 3: Use an AED (Adult) Part I: AED Part II: Putting It All Together
9:23-9:25	Lesson 4: Help from Others
9:25-9:27	Lesson 5: Adult CPR AED Summary
9:27-9:47	Lesson 6: Adult CPR and AED Skills Test
9:47-9:52	Lesson 7: Naloxone
9:52-9:56	Lesson 8: Adult Choking
9:56-10:11	Break
10:11-10:16	Lesson 1: Child CPR AED Introduction
10:16-10:51	Lesson 2: Child CPR Part I: Scene Safety and Assessment Part II: Chest Compressions Part III: Giving Breaths (Mouth-to-Mouth) Part IV: Giving Breaths (With a Mask)
10:51-11:09	Lesson 3: Use an AED (Child) Part I: AED Part II: Putting It All Together
11:09-11:11	Lesson 4: Help from Others
11:11-11:13	Lesson 5: Child CPR AED Summary
11:13-11:25	Lesson 6: Child CPR Skills Test
11:25-11:29	Lesson 7: Child Choking
11:29-11:31	Lesson 1: Infant CPR Introduction
11:31-12:03	Lesson 2: Infant CPR Part I: Scene Safety and Assessment Part II: Chest Compressions Part III: Giving Breaths (Mouth-to-Mouth) Part IV: Giving Breaths (With a Mask) Part V: Putting It All Together
12:03-12:05	Lesson 3: Infant CPR Summary
12:05-12:17	Lesson 4: Infant CPR Skills Test
12:17-12:22	Lesson 5: Infant Choking
12:22-12:24	Lesson 6: Course Conclusion

Basic Life Support Course Outline & Agenda

Approximately 4½ hours

8:00-8:05	Lesson 1: Course Introduction
8:05-8:13	Lesson 1A: Life Is Why Activity (Optional)
8:13-8:48	Lesson 2: 1-Rescuer Adult BLS Part I: Adult Chain of Survival Part II: Scene Safety and Assessment Part III: Adult Compressions Part IV: Pocket Mask Part V: 1-Rescuer Adult BLS
8:48-9:15	Lesson 3: AED and Bag-Mask Device Part I: AED Part II: Bag-Mask Device
9:15-9:27	Lesson 4: 2-Rescuer Adult BLS
9:27-9:40	Lesson 5: Team Dynamics Part I: Team Dynamics Part II: Successful Resuscitation Teams
9:40-9:55	Lesson 6: High-Performance Teams Activity
9:55-10:15	Lesson 6A: Local Protocols Discussion (Optional)
10:15-10:25	Break
10:25-10:40	Lesson 7: Child BLS Part I: Pediatric Chain of Survival Part II: Child BLS Part III: 2-Rescuer Child CPR
10:40-10:55	Lesson 8: Infant BLS Part I: Infant BLS Part II: Infant Compressions Part III: Bag-Mask Device for Infants Part IV: 2-Rescuer Infant BLS Part V: AED for Infants and Children Less Than 8 Years of Age
10:55-11:03	Lesson 9: Special Considerations Part I: Mouth-to-Mouth Breaths Part II: Rescue Breathing Part III: Breaths with an Advanced Airway Part IV: Opioid-Associated Life-Threatening Emergency
11:03-11:05	Lesson 10: Adult and Child Choking Part I: Relief of Choking in a Responsive Adult or Child Part II: Relief of Choking in an Unresponsive Adult or Child
11:05-11:09	Lesson 11: Infant Choking Part I: Relief of Choking in a Responsive Infant Part II: Relief of Choking in an Unresponsive Infant
11:09-11:14	Lesson 12: Conclusion
11:14-11:39	Lesson 13: Exam
11:39-11:59	Lesson 14: Adult CPR and AED Skills Test
12:00-12:20	Lesson 15: Infant CPR Skills Test
12:20-12:35	Lesson 16: Remediation Part I: Skills Testing Remediation Part II: Exam Remediation

Course Descriptions

Advanced Cardiovascular Life Support (ACLS)

ACLS is an advanced, Instructor-led course that highlights the importance of team dynamics and communication, systems of care and immediate post-cardiac arrest care. It also covers airway management and related pharmacology. In this course, skills are taught in large, group sessions and small, group learning and testing stations where case-based scenarios are presented.

Medical professionals who respond to cardiovascular emergencies in and out of the hospital enhance their treatment knowledge and skills through the AHA's ACLS training courses.

Pediatric Advanced Life Support (PALS)

PALS is an advanced, Instructor-led course that uses a series of videos and simulated pediatric emergencies to reinforce the important concepts of a systematic approach to pediatric assessment, basic life support, PALS treatment algorithms, effective resuscitation, and team dynamics. The goal of the PALS Course is to improve the quality of care provided to seriously ill or injured children, resulting in improved outcomes. The AHA's PALS Course is for healthcare providers who respond to emergencies in infants and children.

Heartsaver First Aid/CPR/AED (HS FA/CPR/AED)

AHA's Heartsaver courses are designed to prepare students to provide first aid, CPR, and use an AED in a safe, timely, and effective manner. Training is conducted in a classroom setting and features group interaction and hands-on coaching and feedback from an AHA Instructor.

Basic Life Support (BLS)

The AHA's BLS Course provides the foundation for saving lives from cardiac arrest. It teaches both single-rescuer and team basic life support skills for application in both prehospital and in-facility environments, with a focus on high-quality CPR and team dynamics. Students participate in simulated clinical scenarios and learning stations.

Previous Education, Training, and Experience Policy

Noble Nurses, LLC does not offer courses or programs that would give credit for previous education, training, and experience. All certification courses are either initial or recertification.

- Initial courses may have prerequisites that must be completed prior to entry into a course for certification.
- Renewal certifications require an active unexpired certification in order to enroll in a recertification course.

Please see *Course Requirements for Enrollment Policy* and *Standards of Academic Progress Policy* for more information.

Transfer of Credit Policy

Noble Nurses, LLC does not grant or accept any transfer of credit for any certification course taught.

Noble Nurses, LLC does not and will not issue transferrable credits for any certification course taught.

Filing a Complaint with the Kentucky Commission on Proprietary Education (KCPE) Policy

Noble Nurses, LLC requires all participants of every course conducted to be made aware of the ability to file a complaint with the KCPE if the participant feels the need to do so. A statement is included in the Terms and Conditions section of the online scheduling and registration system as well as on the Customer Information and Enrollment Agreement form. Prior to confirming a registration, the participant must agree to the terms and conditions section that specifically describes the process for filing a claim with the KCPE.

- *Process for Filing a Complaint with the Kentucky Commission on Proprietary Education*

To file a complaint with the Kentucky Commission on Proprietary Education, a complaint shall be in writing and shall be filed on Form PE-24, Form to File a Complaint, accompanied, if applicable, by Form PE-25, Authorization for Release of Student Records. The form may be mailed to the following address:

Kentucky Commission on Proprietary Education
500 Mero Street, 4th Floor
Frankfort, Kentucky 40601

Forms may be located at www.kcpe.ky.gov.

Notification of Student Protection Fund Policy

Noble Nurses, LLC requires all participants of every course conducted to be made aware of the Student Protection Fund. A statement is included in the Terms and Conditions section of the online scheduling and registration system as well as on the Customer Information and Enrollment Agreement form. The participant must agree to the terms and conditions section that specifically describes the Student Protection Fund.

- *Existence of the Kentucky Student Protection Fund*

Pursuant to KRS 165A.450 All licensed schools, resident and nonresident, shall be required to contribute to a student protection fund. The fund shall be used to reimburse eligible Kentucky students, to pay off debts, including refunds to students enrolled or on leave of absence by not being enrolled for one (1) academic year or less from the school at the time of the closing, incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program.

Filing a Claim Against the Student Protection Fund with KCPE Policy

Noble Nurses, LLC requires all participants of every course conducted to be made aware of the ability to file a claim against the Student Protection Fund. A statement is included in the Terms and Conditions section of the online scheduling and registration system as well as on the Customer Information and Enrollment Agreement form. Prior to confirming a registration, the participant must agree to the terms and conditions section that specifically describes the process to file a claim against the Student Protection Fund.

- *Process for Filing a Claim Against the Kentucky Student Protection Fund*

To file a claim against the Kentucky Student Protection Fund, each person filing must submit a signed and completed Form for Claims Against the Student Protection Fund, Form PE-38 and provide the requested information to the following address:

Kentucky Commission on Proprietary Education
500 Mero Street, 4th Floor
Frankfort, Kentucky 40601

Forms may be located at www.kcpe.ky.gov.

Policy Approval and Signature Page

All policies and procedures have been reviewed and approved.

Date	Name	Title
Initial 01/30/20; Revision: 6/8/20	Christopher Noble, MSN, RN, CCRN, CEN, PCCN, VA-BC, CPPS	Owner/President/Faculty Instructor
Signature: 