



ADMISSIONS

PREREQUISITES

The following are requirements that are needed in order to attend CNA First.

- Must have a high school diploma or GED
- Must be at least 18 years of age

ADMISSION PROCESS

- **Initial Meeting:** Students interested in enrolling in this course will first meet with our Training Coordinator.
- **Enrollment:** For the successful enrollment and the reservation of the seat in the class all of the students without any exceptions must complete the following prerequisites: All of the necessary paperwork and the financial requirements. All of the requirements stated above must be fulfilled 10 business days prior to the scheduled start date of the course. It is the responsibility of the student to have their prerequisites completed in a timely manner. Completion of all obligations including financial responsibility will ensure your seat in the class, based on availability. CNA FIRST has a Zero Tolerance policy regarding the school policy rules and regulations implemented for students. No exceptions of any kind are permissible.
- **Pre-Admission Test:** Students must pass a Pre-Admission test with a score of 80% or above.
- **Registration Process:** After all the prerequisites are met for the course, students are required to fill out all of the necessary documents. The paperwork includes but is not limited to the following documents: enrollment agreement, transcripts (if applicable).
- **Payment:** Upon completion of the paperwork the payment is expected. Applicants may choose to pay out of their own pocket, find a facility to sponsor them or through a government grant if applicable. Please note that the applicants will not be considered enrolled until the enrollment agreement has been signed and deposit made.

TYPES OF PAYMENT

Payments can be made by cash, money order, cashiers check, Visa, MasterCard or Discover. All payments should be made payable to CNA FIRST.

WITHDRAWAL FROM CLASS

If a student wishes to withdraw from the course, the school must be notified in writing. A refund, if applicable will be calculated and returned within 30 days from the date of the written notice of the withdrawal. Please refer to the Cancellation and Refund policy, stated in the enrollment agreement.

TUITION COSTS

Please refer to the course description for tuition information. Textbooks are **not** included in the tuition.

A non – refundable registration fee of \$100.00 is applicable after enrollment and prior to the start of class.

CLASS SCHEDULES

Course schedules vary in an effort to accommodate an assortment of availability. Please contact the school to find specific dates and times of courses. Students can choose day or evening courses.

HOLIDAYS

CNA FIRST will be closed on:

- Independence Day
- Memorial Day
- Labor Day
- Thanksgiving
- Christmas
- New Years

GRADING

All grading scales to pass the course are on a fixed grading scale

- A 90% - 100%
- B 80% - 89%
- C 70% - 79%
- D 60% - 69%
- F 59% and below

A student must receive a 70% or higher to pass CNA class.

Students will receive various verbal and written notifications throughout the course if he or she is not performing satisfactory work. A student – teacher conference will then be implemented to assist the student. If required another meeting will take place, including the DON, student and the instructor.

MAKE UP WORK

If a student is unable to complete an assignment for any reason, it is the responsibility of the student to approach the instructor and set up a time to complete the assignment. A fee of \$50.00 per hour will be charged for any make up time.

SCHOOL POLICIES

QUALITATIVE STANDARDS

Students must maintain a minimum grade average of 70%, including the graded exams and other coursework. Students may retake exams (at the student's expense) and/or seek for additional help from the instructor if required to keep grade averages at or above the requirements.

QUANTITATIVE STANDARDS

Regardless of the program's required hours, the student is required to attend 100% of the classroom and clinicals.

COMPLETION TIME FRAME

Students are expected to finish the program at the scheduled end date.

STUDENT CODE OF CONDUCT

All students are required to act professional and civilized while attending CNA FIRST classes and clinicals.

If a student commits or attempts to commit a violation of the Student Code of Conduct on the institution premises, event, function or activity sponsored or supervised by the institution, discipline and sanctions may be imposed on the student. (See: Degrees of Student Discipline)

Violations of the Student Code of Conduct include, but are not limited to:

1. Offenses involving Drugs, Controlled & Illegal substances, Products etc. The abuse or (unauthorized) possession of prescription medication, intoxicants, or materials dangerous to public safety (weapons, explosives, poison etc.)

2. Unauthorized and/or illegal possession, use or distribution of any alcoholic beverage.
3. Violations of the facility rules; including, but not limited to: parking regulations, smoking and rules of use of the CNA FIRST property.
4. Theft of property or service
5. Trespassing on institutional property or other unauthorized use of institutional property or services such as unauthorized use of the institution's computer network
6. Abuse/Misuse or unauthorized use of institution's documents. Modification, destruction, misuse or fraudulent use of the official CNA FIRST documents or allowing use by an unauthorized person. Institution's documents include, but are not limited to: Identification cards, charge slips, student files, grade reports, transcripts and receipts.
7. Actions which negatively affect the institution's interests. Actions which violate the student code of conduct or the law or which intentionally and substantially affect the interest of CNA FIRST, even if such actions take place beyond/outside the institution premises or property or at CNA FIRST sponsored events.
8. Fines/Reimbursement. Actions which result in destruction, loss or damage of property belonging to CNA FIRST and others, or in elevated maintenance or repair costs from the institution or others, may result in the mandatory repayment of the costs. In the case of injury inflicted to any person, payment of all emergency, hospital, medical and other services of the injured person may be required. Proof of full payment is required to clear the student's disciplinary record. Failure to make payment may result in further discipline. The penalty may be applied in combination with other type's disciplinary actions at the time of the original decision.
9. Conduct which constitutes harassment or abuse that threatens the physical or mental well-being, health or safety of any individual.
10. Assault and/or battery
11. Electronic device (mobile phones, pagers, etc) usage is at the discretion of the instructor.
12. Students are not permitted to use the internet and/or PC's during class time without the explicit permission of the instructor.
13. Students are permitted to have food and/or beverage items in the classroom only.
14. Students are expected to act mature and keep the school and property neat, orderly and report any incidents/accidents to staff. Students are expected to keep all areas clean, disposing of refuse properly and cleaning up after themselves.
15. Absolutely no visitors, family members, children and/or friends are permitted in the classrooms, cafeteria and laboratories.
16. Taping of lectures is only allowed with the instructor's permission.
17. Do not leave personal items unattended; the school is not responsible for lost or stolen items. The school encourages students to label personal items such as books with their name.
18. Transportation to and from the school and cooperating clinical agencies must be the individual student's responsibility. Problems with transportation are not a valid excuse for missing or being late to class, lab or clinicals

19. Sexual assault or sexual harassment of another person.
20. Academic dishonesty including, but not limited to, cheating, plagiarizing or furnishing false information on such forms as transcripts or applications for admission.
21. Disrupting the peace, the education process or related activity.
22. Failure to comply with the direction of an authorized institution employee or representative who is performing his/her duties.
23. Any conduct that constitutes a violation of the terms of any discipline imposed in accordance with procedure.
24. Any conduct that constitutes a violation of a Federal or State law, local ordinance or institution rule or regulation.

DEGREES OF STUDENT DISCIPLINE

Students may be subject to the following penalty if they are in non compliance with any of the above rules of the Student Code of Conduct.

- **Expulsion:** Removal/Exclusion from the institution, including termination of all rights and status as a student without readmission rights. Permanent note of the penalty will be made on the student's record and transcript and will be reported to all of the concerned parties and authorities.

STUDENT RECORDS

Students must submit a request in writing to the Administrative office to access copies of their records during business hours. Students may not access other student's records at any time.

All student records are kept in a secure location.

Student records will not be released to any promotional or marketing agency without permission of such student unless the request is in the accordance of the Family Education Rights and Privacy Act. For further information please visit <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

GRIEVANCE POLICY

Student/faculty/instructor grievances are handled by a clearly written and consistent process according to an established protocol, communicated to affected parties.

Grievances could be initiated for any of the following reasons: Acts of any physical action; Acts of pressure or intimidation; Acts of bullying or sexual harassment and Acts of discrimination based on color, sex, race, nationality, disability, age, marital status and religious belief. If a student/faculty member needs to report a grievance against the instructor, school or any other member, the student/faculty member should first attempt to resolve the situation by contacting the school's DON.

If the situation is still unresolved, the student/faculty member may then speak with the Administrator and file a grievance in reference to the issue. This written document will state the problem at hand and possibly state the appropriate solution for the problem. If the grievance is made by more than one student/faculty member on the same issue, the group will appoint one representative to speak for the entirety.

The Hearing Committee will consist of one faculty member, one student and one administrator/DON to hear the student or any other party concerned. The Hearing Committee will try to address and assess the situation and take action according to the solution that is mutually decided upon. If the student/faculty member or the concerned parties do not show up for the hearing with the Hearing Committee, then the grievance would be null and void.

If the student/faculty member is found inexcusable, school has adequate reason to not allow students to sit in further classes, dismissal for faculty member, suspension, deficit in pay or demotion in rank.

Complaints against the school shall be registered with Medina Nursing Center by sending a letter to the following addresses:

Medina Nursing Center
402 S Center St
Durand, IL 61024

ATTENDANCE POLICY IS APPLICABLE TO CLASSROOM AND CLINICALS

- 100% attendance is required
- Missing one class will result in incompleteness
- Students are expected to arrive on time.
- Unexcused tardiness of three times will result in incompleteness.
- Students are expected to stay until the dismissal of class
- Three unexcused early departures will result in incompleteness
- If you are unable to attend a scheduled class you must notify either your instructor and/or your Training Coordinator at least one day prior to your absence

EXPECTANT MOTHERS POLICY

Students who are pregnant or become pregnant during the duration of the course must provide clearance from their doctor in writing. This information must be disclosed to the school due to the nature of the training program. The ability to perform in strenuous activities during theory, labs and/or clinicals is required. If a student should become pregnant during enrollment, the doctor's clearance must be given at the earliest point available. The student bears the responsibility of the welfare for themselves and their child and cannot hold the school, clinical site or other affiliates to any liability

whatsoever. The school, clinicals, sites and/or other affiliates will not be held liable due to the student negligence or non-disclosure regarding pregnancy and/or the state of health.

REFUND AND CANCELLATION POLICY

1. Applicants not accepted by the school shall receive a refund of tuition and fees paid less the registration fees.
2. Application/Registration fees shall be chargeable at initial enrollment and shall not exceed \$100.00
3. All deposits or down payments become part of the tuition and/or fees
4. If the school discontinues a course, the student shall have all tuition, fees and all other charges refunded prior to the start of the class. Postponing a course does not constitute a full refund, the non-refundable registration fee will be charged
5. The school shall make all student refunds within 30 business days from the date of receipt of the student's cancellation
6. All schedules are subject to change without notice
7. School reserves the right to limit the number of hours allowed in the labs for each student.
8. Books and instructional material are subject to change without notice at the discretion of the faculty and/or management
9. CNA FIRST is not liable for any mistakes, misprints or errors made on the website, brochures or any other promotional material.
10. CNA FIRST is not responsible for changes in eligibility criteria for certification by the respective vendor or agency.
11. CNA FIRST assists in clinical affiliation only and does not guarantee any clinical placement.
12. CNA FIRST reserves the right to alter any policy at any given point in time and effective immediately upon change.

DRUG TESTING POLICY

All students enrolling in CNA FIRST's healthcare courses are required to complete a drug screen and an alcohol test. Results will only be available to the school.

Students who do not pass the drug and alcohol screening will not be accepted in to the program.

TEST TAKING POLICY

- The student will not take the following types of personal items into the testing room: cell phones, hand-held computers, personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, hats, coats, bags or books. Studying is not allowed in the testing room.

- Cell phones, pagers and other electronic devices must be turned off prior to placing them with the instructor. The school is not responsible for lost, stolen or misplaced personal items.
- The student will stay in one seat. Eating, drinking, chewing gum and making noise are prohibited during the test.
- The student will not talk to other students or refer to testing materials or notes.
- The instructor will monitor the student continuously while the student is taking their exam.
- If the student experiences problems that affect his/her ability to take the exam, he/she should notify the instructor immediately.
- Break policies are established by the instructor.

CONFIDENTIALITY

- Any breach of confidentiality can be grounds for dismissal from the program.
- All client information, verbal or written, is confidential. Failure to protect the resident's right to confidentiality may cause the student to be subject to expulsion from the school, and/or litigation by the resident, their family and/or the clinical facility.
- Students are responsible for protecting any client information that comes to them. Information is not to be left in resident rooms, on desks, in classrooms or out any where the public may view it. Nothing with a resident's name affixed in any manner is to be removed from the facility.
- Students shall not identify residents, nursing staff, doctors or other persons by name in care plans, notes or other exercises for learning purposes.
- Students shall not discuss residents, staff or care issues in public (i.e. with friends or family or in public places such as cafeterias, elevators, lounges, bars, restaurants, etc.)
- Students shall not discuss resident problems with other residents, resident family members, visitors or any other person.
- Students shall not discuss their personal problems with residents.

DRESS CODE

- School expects that each student will use sound personal hygiene and will be neat in his/her appearance. School reserves the right to determine this on an individual basis.
- In the event that the student demonstrates poor judgment regarding these areas, the instructor will specify corrective action, which may include removal from the clinical setting.
- Fingernails should be kept neat, clean and short.
- Watch with a second hand.

THEORY DAYS

- Casual clothing, jeans are ok
- No halter tops or shirts with offensive language

CLINICAL DAYS

- Proper fitting white scrub uniform (clean and pressed).
- White tennis shoes.
- Name tag must be worn at all times.
- White or beige underwear only beneath white uniform
- Wedding rings only.
- Small earrings (one pair, post style only).
- No necklaces.
- Dress should be neat and clean, hair should be pulled back away from the face and off the neck while in clinical.
- No gum chewing while on duty in the clinical area

CNA First

I have received a copy of the CNA First student handbook. I have read it carefully. I understand the policies, rules of conduct, terms and conditions, and agree to abide by them.

Employee's Name (Printed)

Employee's Signature

Date

Training Coordinator's Signature

Date