

**CERTIFIED NURSING
ASSISTANT AGREEMENT FORM**

ATTENDANCE:

IS MANDATORY!! No absences permitted due to short duration of class. If there are any days missed for whatever reason; you will have 60 days from your first day of class to make up those missed days. There will be a \$50 fee per day assessed for any needed make-up day. Also, tardiness (15 minutes or more) will result in student being sent home & required to make up a full day of class. If you do not complete your certification within 60 days of the first day of your class, you will be required to re-enroll for the class and, responsible for full payment in order to be certified and eligible to take the State Test.

CLASS HOURS:

Morning Class is Monday through Friday, 8:30am to 3:00pm x 12 days.

Evening Class is Monday through Friday, 5:30pm to 10:30pm x 14 days.

Morning Class-½ hour lunch and 10-15 minute breaks are included

Evening Class- One 15 to 20 minute break

CLINICAL HOURS:

Clinicals for the Morning and Evening classes are usually held on the 2nd weekend from 6:00am to 2:00pm or 2:30pm to 10:30pm. If there are more than 8 students, clinicals may be split into 2 groups. The final decision will be left to the Administrator or Instructor and is based on the overall needs of the class.

DISCLAIMER: Classes are scheduled and it is assumed they shall be carried out as such. However, there may be an occasion where illness or other emergencies might attribute to the untimely absence of the Class Instructor. In such instances, at the discretion of the School Administrator, class hours (or clinical hours) may be extended to compensate hours lost. Rarely is this a concern and we certainly do not want to create any type of schedule changes or hardships on our students, so please bear with us should we need to adjust the schedule.

Winter months can be unpredictable. When inclement weather conditions occur delays or/closings will be posted on our website class calendar; go to www.pchslive.com.

REQUIRED ATTIRE: Navy blue scrubs (top and bottom). This can be purchased from PCHS for a fee of \$30 up to Large size and \$40 for XLs. Shoes must be tennis shoe type (NO CLOGS, OR OPEN TOE). Uniforms are Mandatory and are to be worn to class and clinical sessions at all times. Students who violate this policy will be sent home and will have to make up those missed days. All policies surrounding missed days will be applicable.

HEALTH SCREENING REQUIREMENTS: Each student must have a negative 1-step Mantoux (TB skin test) prior to attending clinical at the student's expense. We currently offer the TB testing our location during class for \$35. You can get the TB done elsewhere. Upon registration you can download and print the Mantoux form <https://www.pchslive.com/HealthCertificateForm.pdf> to be filled out by the individual giving the test. If this requirement is not completed, you will not be permitted to attend the clinical portion of the program, therefore you will not receive a completion certificate, nor will a refund of fees paid be issued. If you have already had a TB Test done, it must have been done within 3 months' time to fulfill this requirement. A physical is also required prior to clinical. The Physicals can be as simple as a doctor's prescription pad with your Dr.'s signature and his agreement that you are physically able to attend an CNA class/clinical without any restrictions.

STUDENT CONDUCT PHILOSOPHY:

- Students shall attend class on a regular basis and be in class on time.
 - Students shall follow directives, directions, and procedures at all times.
 - Be prepared for class.
 - Produce your highest quality work.
 - Take notes, read assignments and study daily
 - Ask questions and seek help when needed.
- Participate in class respectfully. **Any disruptive behavior, disrespect for the instructors or peers, or consistent disregard for school policies (i.e. cell phone use in class), will constitute immediate dismissal from the program which is non-refundable.**

STUDENT IDENTIFICATION (I.D.'s):

Every student will be Issued an identification card with his/her name. A student must have their I.D. card in their possession at all times while at school or at clinical. Failure to possess the I.D. for admission to a clinical event may result in the student not being admitted to the event. Students should report lost or stolen cards to the receptionist. The first lost/stolen card replacement is \$5.00. A second lost/stolen card has a \$10.00 replacement fee. No temporary student I.D. card is available during the replacement time. A student who lends or uses another's I.D. card will be referred to the Student's Coordinator for disciplinary action.

THEFT/LOST AND STOLEN ITEMS: Any schoolbooks, equipment, or clothing items checked out to a student that are lost/stolen are the responsibility of the student and his/her parent/guardian and must be replaced/purchased at the current replacement cost. PCHS and its staff members are not responsible for personal items that are lost or stolen on company premises or at clinicals. A student shall not take, use, or borrow any property by misrepresentation, deception, or by expressed or implied threat. A student shall not take, use, or borrow property belonging to another person without his/her permission.

STATE TEST:

All students are required to pass the final review test given at the end of the course with at least 80% score before they are permitted to register to take the state test. **The total cost for the state test is \$120.** There are 2 parts to the state test: written & skills. You have 2 years after your certification to sit for your state test. Current pass rates for State Tests are 90% from Students.

TEXTBOOK: The school furnishes textbooks to all students on a lease basis. The textbook is leased in order to keep the cost of the program down. Each student must make it a point to always keep their book with them. Replacement for lost or stolen textbook is \$33 and can be purchased at the reception counter. workbooks are also available to purchase for study purposes. Textbooks are to be returned in good condition on the final day of class. Failure to do so will result in collection action against you

PAYMENT INFORMATION:

Each student is required to pay

90 registration fee at the time of enrollment. This fee is applied toward the total tuition of 625 for the 75 clock hour program.

A student may cancel enrollment within **five (5) calendar days** after signing the enrollment agreement and will receive a **full refund of all monies paid**, including the registration fee and any material fees.

If a student cancels after the five-day cancellation period but **before the start of class**, the school may retain the \$90 registration fee; all other monies paid will be refunded.

If a student withdraws **after the start of the program**, the school will calculate a refund using the following **pro-rata formula based on the 75 clock hour program**:

- The percentage of the program completed is calculated as:
clock hours attended ÷ 75 total clock hours
- The amount of tuition earned by the school is calculated as:
\$625 × (clock hours attended ÷ 75)
- The refund due is calculated as:
total amount paid – earned tuition – cost of non-returned or non-returnable materials
- If the student completes **more than 60% of the program (more than 45 clock hours)**, **no refund is required.**

Books and materials are handled as follows:

- If materials are **returnable and returned in good condition**, no charge will be assessed.
- If materials are **not returned, damaged, or non-returnable**, the school may deduct the **actual cost of the materials** from the refund.

- Material costs are not subject to the pro-rata calculation once materials have been used or cannot be returned.

All refunds will be issued within **thirty (30) days** of the student's last date of attendance or the date the school receives written notice of cancellation, whichever occurs first.

All cancellation requests must be submitted in writing via email, mail, or in person to the school.

The remaining balance of tuition is due according to the agreed payment schedule. Any approved payment plan terms will be clearly outlined in the enrollment agreement.

COMPUTER AND INTERNET USE:

Use of the Internet and computers requires efficient, ethical, and legal use of network resources. If a student violates any of these guidelines, their eligibility for using the computer will be terminated and future access to the Internet and computers will be denied. Violation of these guidelines may also result in further disciplinary action.

PROFANITY:

Students shall refrain from using any form of profanity (verbal or written) at all times. Students will be pulled aside and spoken to if improper language is an ongoing problem. If an agreement cannot be reached (re: poor language) student will be asked to leave the class. In such cases PCHS will not refund any deposit made.

SEXUAL HARASSMENT:

The unwelcome sexual advances, request for sexual favors, and any other verbal or physical conduct of a sexual nature by a student to another student or by a student to a staff member will not be tolerated.

WEAPONS:

A student shall not knowingly, intentionally, or recklessly go onto school premises with a firearm, explosives, knife, or any other weapon (real or fake) without written authorization by an administrator. Violators are subject to required withdrawal and may be referred to the appropriate law enforcement authority.

COPIES OF RECORDS: All copies of the course as well as medical records are kept on file for 2 years. Students are given copies on completion of course. If any additional records are needed after course completion, a written request must be made to our email address at pchs@live.com. The requested copies can be picked up, faxed or emailed. Please note that there is a \$5 processing fee assessed.

PREMIER CHOICE HEALTH SERVICES, LLC

1901 E. DUBLIN-GRANVILLE RD.

COLUMBUS, OHIO 43229

PHONE: (614) 896-6421

Fax: (614) 896-6423

My signature below indicates that I have read, understand and agree to the terms and conditions of the Policy and Procedure Agreement information form given to me by Premier Choice Health Services CNA Program.

Students name (print)

Date

Students Signature