

## Certified Nursing Assistant (Hot Springs)

### Program Description

This 90 hour course provides the required training by the State of Arkansas for State certification of nursing assistants. Students are prepared to work in long term care, and are trained in basic nursing assistant procedures including infection prevention and control, residents' rights, transferring and positioning techniques, and obtaining vital signs. It is based on the *Arkansas Long Term Care Facility Nursing Assistant Training Curriculum* and has been approved by the Arkansas Office of Long Term Care (OLTC). Petra Allied Health, Inc. is licensed by the Arkansas State Board of Private Career Education. Students are eligible to begin work after the first week of class, but may only perform skills they have been checked off on. Graduates who do not have a disqualifying criminal record are eligible to take the State certification exams. Long Term Care Facilities cannot allow a nursing assistant to continue working if they do not become State certified within four months of their employment. Students are not eligible for the sponsorship program if they were previously sponsored or certified in the state of Arkansas.

### Admission and Registration

Students register at the beginning of the class (there is no pre-registration), must be at least sixteen years of age (eighteen for sponsorship program with some sponsors), and must complete and sign a registration form. Students who have documentation for class time from an approved program in Arkansas may request credit for such training. Some limitations due to State regulations may apply.

### Tuition and Fees

There is no registration fee for this course. The tuition is \$480.00. Students may pay their own tuition or obtain sponsorship by a facility. Tuition is not charged for students who are attempting to become employed by a sponsoring facility (and thus be sponsored). However, students may not attend clinicals at the end of class until they have either paid the tuition or obtained employment/sponsorship. Students who become employed by an Arkansas long term care facility are not charged the \$89.00 certification examination fees by the State. Textbooks and workbooks are available for purchase at the school for \$30.00. Checks are not accepted for books. The school does not buy back books.

### Sponsorship Program

Petra Allied Health offers a sponsorship program for students who are seeking employment. Students who agree to work for a sponsor (most sponsors are nursing homes) for a *minimum* of three months, are at least sixteen (some sponsors require eighteen) years old, and pass a criminal background check, are eligible for the sponsorship program. The student must apply, be hired, pass a criminal background check, and begin working for the sponsor in order to have their tuition paid by the sponsor. Petra Allied Health can assist students while in class by giving directions to the facilities in the local area where they can apply, and by passing along information regarding available positions. There is a high demand for CNAs, however, the school cannot *guarantee* employment.

### Faculty

Renee Anderson, RN, BSN is the V.P. Educational Services and Primary Instructor. She is responsible for the development and evaluation of the training program, and to ensure that all the course objectives are being met. Renee graduated from East Carolina University in 1979 with a baccalaureate degree in nursing and has extensive experience and training in allied health education. Registered and Licenced nurses that are approved by the State conduct the classroom theory, lab, and clinical training. The Program Director is Tammi Cooper, RMA. She oversees the faculty and is responsible for the day to day operations of the medical programs.

## Training Location and Class Schedule

All classroom and lab training will be conducted at the Eastgate Plaza 2212 Malvern Ave, Suite 2, Hot Springs, Ar 71901. All classroom and lab equipment needed for training nursing assistants is available at the school or clinical site. Clinicals will be scheduled at a local Long Term Care Facility. Day and evening CNA classes are scheduled throughout the year. The current schedule is available at the school or online at PetraAlliedHealth.com. Classes will not meet on the following major holidays: New Years Day, Martin Luther King, Jr. Day, Independence Day, Memorial Day, Labor Day, Thanksgiving Day, and Christmas Day. Visitors are welcome at the school. Please call ahead if you would like an accompanied tour.

## Student Withdrawal/Refund Policy

Students who wish to withdraw from Petra Allied Health's classes and obtain a refund must contact the admissions office. All refunds will be calculated on a prorated basis using the last date a student attended. If a refund is due, it will be mailed to the address on the registration form within 30 days. When a student withdraws, they receive an "incomplete grade" in the class. Students should contact the admissions office to see if they can obtain prior credit if they wish to return to class. Petra Allied Health, Inc. reserves the right to drop students from class or place them on probation if they do not follow the school policies outlined in this bulletin.

## School Policies

### 1. Attendance:

Students are expected to be prompt and attend every class session. Students enrolled in the CNA program must have the 90 hour training program in order to meet the OLTC requirements. Students who are constantly tardy or who do not follow attendance procedures will be put on probation. If a student is absent from class the missed class session must be made up. Visitors are welcome to make an appointment to tour the school; however, only enrolled students are allowed in the building during class hours. Children are not allowed to remain at the school.

### 2. Student Conduct:

Any student whose conduct is unbecoming to accepted professional standards will be subject to probation or dismissal. Under no condition will alcoholic beverages, illegal drugs, or persons under the influence of alcohol or drugs be permitted on school premises. Any violation of this policy will result in dismissal from classes on the first offense. Students engaged in academic dishonesty, stealing, interrupting classes or disturbing normal school operation, profanity, etc, may be dropped from the class. Students also need to refer to the *"Student Code of Conduct at the Clinical Sites"* for Petra's policies and procedures for the clinical areas.

### 3. Evaluation of Academic Progress:

Students will receive a pass, fail, or incomplete in this course. They must have a 70% average on written tests. They must make a perfect score on the Vital Signs Quiz (which may be taken more than once). The student must also demonstrate the correct performance of all required skills on the "Office of Long Term Care Task Performance Record" to pass the course. A student will be placed on academic probation when his/her cumulative grade point average falls below 70% or if they are not able to satisfactorily perform required skills. The student will then be expected to make academic progress, or they will be dropped from the course.

### 4. Student Insurance and T.B. Testing.

The tuition includes the cost for student professional liability insurance. Petra Allied Health, Inc. purchases a blanket plan for all students. All students will be required to have a current T.B. test. The instructor must have a copy of the T.B. test results before students are allowed to attend clinicals. The test can be administered by the County Health Department for a nominal fee.

### 5. Student Grievance Procedures:

A copy of the student grievance procedure is available in the office upon request and is posted on the school bulletin board. Students wishing to file a complaint may do so by contacting the Program Director at (800) 785-9876 ext. 2.

### 6. Class Cancellation/Inclement Weather Policy:

Petra Allied Health, Inc. will not be held liable for failure to provide this course if the failure is the result of any cause beyond the control of the school (i.e. civil disruption, natural disaster, etc.). The school reserves the right to postpone classes that do not have enough students registered to be economically feasible. In the event of inclement weather students should watch the local news channel/web site to determine if classes are cancelled.

© All rights reserved. Revised June 2010. All information contained in this bulletin will remain effective until changed by the President of Petra Allied Health, Inc. and forwarded in advance to the State Board of Private Career Education