

**AMERICAN RED CROSS
LOS ANGELES REGION
NURSE ASSISTANT TRAINING
Catalog and Application***

This 171 Hour course will train you to provide quality care to residents in nursing homes. It is approved by the California Department of Public Health (CDPH)

Upon successfully completing the course you will qualify to take the State Competency Evaluation Test to be a Certified Nurse Assistant (CNA). This Course prepares students to seek employment in various health care settings, including, skilled nursing facilities, hospice care, board and care/retirement facilities, rehabilitation hospitals, psychiatric hospitals and day care facilities for elderly.

COURSE LENGTH: 171 Hours

COURSE INSTRUCTORS: All instructors are Registered or Licensed Vocational Nurses approved by the California Department of Public Health (CDPH) and authorized to teach Nurse Assistant Training Courses.

COURSES OFFERED: Day and weekend courses (see attached class schedule)

ALL COURSES ARE TAUGHT IN ENGLISH

REGISTRATION FEE: \$100.00 (non-refundable)

COURSE FEE: \$1,400.00 (Includes: Books, stethoscope & Blood Pressure Cuff, CPR training, 2 Uniforms, and the State Exam Fee)

Course Fee schedule available

(Methods of payment accepted)

Money Order, Credit card, Cashier check

No personal checks or cash accepted

PLEASE NOTE: *If you cancel or drop the course, the first \$300.00 (not including the \$100 registration fee) of course fee is non-refundable, please refer to the cancellation policy for any additional charges.*

ENROLLMENT LIMITED: *Pre-Register Early-Enroll before orientation day*

TO REGISTER: **MAIL OR BRING TO:**
American Red Cross of Greater Los Angeles
Health and Safety Department/Call Center
2227 Atlantic Blvd Commerce, CA 90040
 Completed Registration and Enrollment Agreement Form (white)
 Registration Fee \$100.00 (non-refundable)

ORIENTATION DAY: **MUST BRING TO ORIENTATION**
 Completed Physical form (Yellow)-with *P.P.D. or Chest x-ray test result form attachment*
 First Payment of \$700.00 is due by orientation day.

No personal checks or cash accepted

FOR FURTHER INFORMATION CALL 1-800-627-7000

***All information contained in this document is subject to change without notice.**

HEALTH PHYSICAL EXAM

In order to perform the clinical portion of the course in a long-term care facility you must show evidence of a recent physical and TB test by a Medical doctor within 6 months. Your physician must state that you have no physical limitation which would prevent you from working as a Nurse Assistant and that you are free from any communicable diseases.

Please have the attached PHYSICAL EXAMINATION FORM and PPD or Chest x-ray test result form completed and bring on the day of orientation.

LIVE SCAN

The California Department of Public Health (CDPH) requires that all Nurse Assistant applicants enrolling in or beginning a training program **MUST BE FINGERPRINTED**. Fingerprints (Live Scan) will be submitted to the California Department of Public Health (CDPH) with an application the first week of class. The criminal background screening must be completed and the student must be cleared of criminal convictions before taking the State Competency test to be certified

Live Scan will be provided prior to or the day of orientation. There is no charge for the Live Scan and the cost is not included in Course Fee.

(LIVE SCAN PROVIDED AT THE AMERICAN RED CROSS AFTER STUDENT HAS REGISTERED)

DO NOT MAIL YOUR FINGERPRINTS TO CALIFORNIA DEPARTMENT OF PUBLIC HEALTH (CDPH). THIS WILL BE DONE BY THE AMERICAN RED CROSS ON THE FIRST DAY OF CLASS.

OR

Proof of stamped clearance form California Department of Public Health (CDPH) or a copy of your Certified Nurse Assistant Certificate, which indicates your clearance date.

PRIOR CONVICTIONS

If you have ever been convicted by any court of a crime, other than minor traffic violation, you must submit your fingerprints and application to California Department of Public Health (CDPH). You must supply the following information to the , Nurse Assistant & Home Health Aide Certification Unit (Enforcement Unit) P.O. Box 942732, Sacramento, CA 94234-7320, (916) 322-1084 to obtain clearance

- X Statement of facts, i.e., date (s) and nature of the incident
- X Disposition of the case (provide court paper)
- X Current status
- X Letter from your probation officer (if applicable)
- X Letter of recommendation (if applicable)

THE STAMPED CLEARANCE (FORM 283-B) FROM CALIFORNIA DEPARTMENT OF PUBLIC HEALTH (CDPH) WILL BE REQUIRED TO REGISTER FOR THE COURSE.

UNIFORMS/DRESS

You are required to wear uniforms (matching tops and bottoms), nylons or socks and white shoes with non-skid soles on all clinical days. White or blue undershirts may be worn underneath scrubs.

You will also need a watch with a second hand.

ATTENDANCE POLICY

1. Course must be taken in its entirety.
2. Complete attendance is required every day of the course.
3. An absence of more than 2 hours, the first 8 days of the course, clinical orientation time or any classroom day will result in immediate dismissal.
4. Supervised make-up will be provided by instructor for **only** one excused absence (up to 8 hours) of a **clinical** day.

LEAVE OF ABSENCE POLICY: If a student requires a leave of absence, he/she requests it in writing. If granted the student may repeat the course only if the student still meets all of the original conditions of enrollment without re-registering within 6 months of the first day of the leave of absence.

GRADING POLICY

Grades are assigned according to Pass (P), Fail (F), or Incomplete (Inc.)

In order to successfully pass the Certified Nurse Assistant course, student must:

- Participate in all class and clinical sessions.
- Satisfactorily complete required clinical hours and skills.
- Receive at least a score of 85% on the final exam.

Academic Progress: If an instructor feels that a student is having difficulty with a portion of the course, he/she may counsel the student to determine the source of the difficulty. The instructor will work with the student in an effort to resolve such difficulty. The instructor will document all consultations with the students on the Student Consultation forms and place a copy of such in the student file.

UPON COMPLETION OF ALL REQUIREMENTS, THE COMPLETED 283B FORM ISSUED BY THE AMERICAN RED CROSS ALLOWS YOU TO SIT FOR THE STATE ADMINISTERED COMPETENCY EXAMINATION.

COURSE FEE SCHEDULE

Recommended schedule	\$700.00 (Minimum due-Orientation day) \$700.00 (Balance due-13 th Day of class)*
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(Methods of payment accepted)

Money Order, Credit card, Cashier check

No personal checks or cash accepted

*Full payment is required by the end of the 13th day of the course. The American Red Cross reserves the right to dismiss any student at the 13th day of the course if full payment has not been received.
Refunds will be given according to the refund policy below.

CANCELLATION AND REFUND POLICY

Should the student be terminated or cancel for any reason, all refunds will be made according to the following refund policy:

1. Cancellation must be made in writing, either in person or by mail.
2. All monies will be refunded if the applicant is not accepted by the school, minus the \$100 Registration Fee.
3. The student has a right to a refund, less the first \$300 of course fee and not including the initial deposit of \$100 which is not refundable after the first day of training. In addition, the student who has completed 60 percent (day 13) or less of the course may withdraw from a course after instruction has started and receive a prorated refund based on the number of days completed in the course and less the \$100 Registration Fee and Less the first \$300 of course fee.
4. Cancellation after completing day 13 of the course will result in no refund.
5. The Termination Date to determine the refund is the last date actually attended by the student.
6. Refunds will be made within thirty (30) days of receipt of cancellation notice.

There will be no refunds of course fee monies for students dismissed due to a violation of the code of conduct.

1. Repeated tardiness and /or class absences without prior notification to the instructor.
2. Failure to make up excused absences.
3. Any disruptive behavior, foul language, possession of un-prescribed drugs or alcoholic beverages.
4. Theft or property from school, clinical setting, staff or other student.
5. Failure to arrive to clinical location in appropriate uniform. One warning will be given before dismissal.
6. Cheating on exam.

If Course Fee is not paid the student will not be able to take the final course examination to qualify for a Red Cross Certification of completion.

A scheduled course may be cancelled by the Red Cross if less than six (6) students are registered.

COMPLAINT PROCEDURE

Student complaints, oral or written, shall be directed to the School Director, Attn: Health and Safety Department, American Red Cross of Greater Los Angeles, 2227 S Atlantic Blvd, Commerce, CA 90040. Directors are available during Nurse Assistant course training class hours (Monday-Friday-8:30am-5:00 pm) at 323-780-7644 or you may contact the Health and Safety Officer at 310-445-9949. Complaints will be resolved per the California Code of Regulations as follows:

The Director or Associate Director will be responsible for:

1. Investigating the complaint thoroughly for its validity.
2. Rejecting the complaint, if determined to be unfounded, or resolving the complaint in any reasonable manner, including a refund, if appropriate.
3. Recording a summary of the complaint, its disposition and the reason for action taken and placing it in students file, as well as making appropriate entry in the log of student complaint.
4. If the complaint is valid, determine whether or not any other students were affected and provide an appropriate remedy as well as, implement reasonable policies or procedures to avoid similar complaints in the future.
5. Written complaints must be responded to in writing within 10 days. The written response must include a summary of the investigation and disposition of it.

RECORD RETENTION POLICY

A printed copy of the student's record will be retained by the American Red Cross of Greater Los Angeles for at least 7 years from the student's completion of, withdrawal or termination from the course. Record will be made available to the student or any duly authorized individual by contacting the Director or Associate Director, Health Care Training, Health and Education Services, American Red Cross of Greater Los Angeles, 11355 Ohio Avenue Los Angeles, CA 90025