

C.N.A Academy

3327 N 109th Plaza

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ABOUT C.N.A ACADEMY

C.N.A Academy is a private, postsecondary career school licensed by the Nebraska Department of Education and the Department of Health and Human Services (DHHS) as a training center providing the 76-hour Certified Nurse Aide and 40-hour Certified Medication Aide courses.

Owner: Gavin INC

Governing Board: Chad Seim

Program Director: Chad Seim

info@mycnaacademy.com

Instructors: Chad Seim RN

Alfred Salanitro RN

SCHOOL FACILITIES/LOCATIONS

C.N.A Academy is located at 3327 N 109th Plaza, Omaha, NE 68164. Normal business hours are Monday – Friday, 8:00am – 5:00pm.

Additional offsite locations: Home Instead 10830 Old Mill Road, Omaha, NE 68154. Uta Halee Academy 10625 Calhoun Road, Omaha, NE 68112. QLI 6404 N 70th Plaza, Omaha, NE 68104

C.N.A Academy uses the following training equipment: practice mannequins, hoier lift, blood pressure cuffs, gait belts, hospital beds, medication cart, walkers, denture and oral kits, bed pans, linens, dining set, tub, wheelchairs, scale, oxygen tank, canes, nail kit, urinals, bed pans, transfer bench and commode.

SCHOOL CALENDAR

C.N.A Academy school calendar runs from January 1st to December 31st and observes the following holidays:

- New Year's Day
- Easter Weekend
- Independence Day
- Memorial Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

No classes and the office will not be open on these days. Because of the needs of the students and the classroom hours required to complete the courses the class schedule will vary during the year. A calendar will be posted on the website and others will be available upon request. C.N.A Academy has open enrollment for all listed classes.

EDUCATIONAL SERVICES OFFERED

Certified Nurse Aide (CNA)

Certified Medication Aide (CMA)

PROGRAM OBJECTIVES

CNA

C.N.A Academy will provide students with the education and training necessary to be able to provide safe and effective certified nursing assistant cares to the patients in any health care environment.

Students will be provided the opportunity of many different types of training. Changes in the curriculum will be made as needed to meet their educational needs.

Our training program is focused on providing the student with the knowledge and skills necessary to be able to successfully complete the course and pass the State Written and Skills Examinations.

Training is designed to meet the training requirements of both federal and Nebraska laws for nursing assistants working in a licensed nursing facility. The skills and knowledge contained in this material can be adapted to any health care or residential setting.

The participant will be able to:

- Define/understand the scope of practice of the nurse aide and their role as part of the health care team.
- Demonstrate effective communication with staff, co-workers, faculty, and other members of the healthcare team.
- Understand privacy and security of patients and others.

CMA

The Medication aide program is designed to prepare the participant to meet the requirements of the Medication Aide Act and to assume the role and responsibilities of a medication aide. The training is intended for the medication aide in an assisted living facility, nursing facility, or intermediate care facility for the mentally retarded. It can be used to train medication aides in other settings.

The participant will be able to:

- Define the five rights of safe medication administration including accurate and complete documentation.
- Understand resident rights, especially the right to refuse medications.
- Demonstrate in clinical setting providing medications by the following routes: oral, inhalation, topical and instillation.

ENROLLMENT PROCEDURES

Enrollment dates are open. All students accepted for admission must demonstrate a desire to acquire new information and skills. A GED or High School Diploma is not required for the courses offered at C.N.A Academy.

Students enrolling at C.N.A Academy consent to being photographed and videotaped during educational sessions for possible use in future educational materials published by C.N.A Academy.

All requests for admission and completed course application forms must be submitted to C.N.A Academy.

Course applications are available on the C.N.A Academy website at www.mycnaacademy.com or at C.N.A Academy, 3327 N 109th Plaza, Omaha, NE 68164.

WITHDRAWAL POLICY

Students must initiate a withdrawal form from a program. To withdraw from a class, an official withdrawal form must be completed and submitted directly to the Program Director of C.N.A Academy. This form must be received during normal business hours. Failure to attend class, notification by telephone, email, or texting does not constitute withdrawing from a class. Withdrawal forms are available in the office, or in the classroom. If a student would like to switch classes, the student must completely withdraw from the course and re-register for the new course. The non-refundable registration fee may be applied and is at the discretion of C.N.A Academy.

Tuition Refund – see page 15

READMISSION POLICY

A student will be considered a new applicant even if they have been in a previous class and want to return to take another class. All paperwork, enrollment requirements, etc. will need to be completed again. Tuition and fee schedules remain the same. There is no waiting period between classes. This does not apply to students dismissed for violation of the student conduct policy (see page 14).

ENTRANCE REQUIREMENTS

For the CNA course:

- Be at least 15 years old and expected to turn 16 within three months of completion of the course.
- Be able to speak, read, write and understand English.
- Be aware of eligibility requirements for placement on the state Nurse Aide Registry and/or employment. Persons with a criminal record, substance abuse problems or health problems that would interfere with safe practices may not be eligible for state testing or employment.
- Be in good physical health and able to lift 25 pounds.

For the CMA course:

- Be at least 17 years old and expected to turn 18 within three months of completion of the course.

- Be able to speak, read, write and understand English.
- Be aware of eligibility requirements for placement on the state Medication Aide Registration.

TUITION, FEES AND LENGTH OF PROGRAM(S)

Tuition

CNA

Tuition for the course includes the \$150.00 registration fee.

- Paid in full receives a discount from the payment plan cost
- \$425 is due at the time of registration
- Does not include books – Text (required) \$40.00, Workbook (optional) \$20.00
- Payment Plan - \$450 (\$475 if between April and August classes.)
- \$225 is due at the time of registration
- \$125 is due five business days before class begins (if not paid by the first day of class, the student will be dismissed)
- \$100 (remaining balance) is due by the 32nd hour of class time
- Does not include books
- \$450 is tuition for classes held between April 1, 2021 and August 31, 2021.

CMA

Tuition for the course includes the \$150.00 registration fee.

- Paid in full at the time of registration - \$250
- Paid in full price receives discount of \$30 from payment plan.
- Payment Plan - \$280
- \$150 is due at the time of registration
- \$80 is due five business days before class begins (if not paid by the first day of class, the student will be dismissed)
- \$50 (remaining balance) is due by 16th hour of class time
- Does not include book - \$55.00

Payment Options:

- Cash
- Credit card - on-line at www.mycnaacademy.com for enrollment, payment plan payments, and make up time.
- Check - can only be accepted up until two weeks prior to the first day of class or payment due date.
- Checks will not be accepted for book purchases.
- Approved program vouchers.

Fees

CNA Class State Testing:

- All testing to be conducted by a State Approved Testing Program and fees will be determined by that Program

Late fee:

- \$20 for the first day the payment is late
- \$10 for every day after that, up to a total of 5 days, at which point you will be dismissed from class if not paid in full.

Make Up Hours: (see page 10)

- \$35 per hour assessed
- \$10 administrative fee per occurrence

Medication Aide Fees:

- \$20 administrative fee to reschedule a shadowing shift
- \$40 medication recompetency testing

Transcript/DHHS replacement form fee:

- \$10 (see page 13)

Stop payment (lost or stolen checks) or insufficient funds (for returned checks)

- \$40

Length of Program

CNA

To be in accordance with all state mandates for the CNA program, the length of the CNA program is 76 clock hours of on-site instruction and training. Testing is additional time. Length of program varies depending on the current class, see director or class syllabus for specific class information.

The class is finalized 2 weeks from the last day of class and all hours and skills competencies must be completed by that day.

CMA

To work as a Medication Aide in Assisted Living, ICF-DD Facilities or Nursing Homes each C.M.A. student must complete a 40-hour course on the competencies required for the provision of medication. The class is finalized 2 weeks from the last day of class and all hours, written exams, and skills exams must be completed by that day.

ATTENDANCE POLICY

Students are expected to attend all sessions of the class in which they are enrolled. If a student is to be absent for any time, for any reason, C.N.A Academy must be notified immediately. If a student is ill, this includes but is not limited to, having a fever, being contagious, etc. C.N.A Academy reserves the right to ask a student to not attend class or ask a student to leave class. Normal make-up process applies.

Students who have missed hours need to make up the material covered from that absence individually with an instructor. This will be arranged by C.N.A Academy and these hours might not be during the normal class schedule. Payment for the makeup hours is due prior to the makeup session.

Students can be dismissed from the course if he/she has more than 1 absence or have missed more than 6 hours of scheduled classroom hours. Verification of class attendance is done by picture identification and roll call.

CNA

Each C.N.A student must complete a minimum of 76 hours of classroom instruction/training. The Student will not be allowed to take final state written or skills exams until the 76 hours of classroom time and the skills competency sheet is completed.

CMA

C.N.A Academy provides 40 hours of course credit which may consist of classroom instruction, off site shadowing, home study (chapter review) and skills competency testing. The written exam is provided by one of two authorized Medication Aide Exam proctors which are separate from C.N.A Academy.

RECORDS

Policies and procedures have been developed to comply with the Family Educational Rights & Privacy Act (FERPA) of 1974. These rights apply to all students 18 years of age or older, students who are no longer dependent on a parent/guardian,

students in a postsecondary program regardless of their age, and parents of eligible dependent children.

Students have the right to:

- Inspect/review and or receive their educational record at their request.
- A hearing to challenge the contents of their records
- Receive all or part of their educational records upon request

All requests must be made in writing and directed to the Program Director of C.N.A. Academy.

Information that can be released:

- Field of Study/Name of the class
- Dates of attendance
- Awards received
- Students address and telephone number

The student's social security number (SSN) is required as a condition of enrollment. The SSN is considered a part of the educational record under FERPA. Disclosure of SSN is only with the consent of the student.

Retention of Student Records

The official academic records will be retained permanently at C.N.A Academy.

All Financial Records will be maintained for 5 years from the last date of enrollment.

GRADES AND TRANSCRIPTS

Certificates of completion are issued at the end of the class if all financial obligations have been met. Grades are part of the student's permanent record. The student is responsible for reviewing their grade for accuracy. A permanent grade change may be changed only in the event of an instructor or institutional error.

CNA

Students will receive a certificate of completion by email after completing the 76-hour CNA course. Ungraded Unit Exams are given throughout the course to provide students with feedback. A final 50 question written exam will be held at the end of the course, 70% is passing, you can have a total of 3 attempts.

Students are required to complete each clinical skill required by the State of Nebraska DHHS with 70% score or better and not miss a starred item. All clinical skills must be completed by the end of the course.

Students will receive progress reports approximately half way through the course and near the completion of the course. This could be in written or verbal

CMA

Students will receive a certificate of completion by email after completing the 40-hour CMA course as well as the Medication Aide Registration form documenting course completion and competency. To pass the CMA course, each student must be signed off as competent (Pass/No Pass) in three components:

- The physical act of giving or applying a medication
- The recording of the physical act
- The observing and monitoring for, and taking appropriate action regarding, desired effects, side effects, interactions, and contraindications associated with the medication

Transcripts

A transcript will be issued upon written request of the student for a fee of \$10. The request needs to include:

- Name (at time of attendance)
- Social Security Number
- Dates of Attendance
- Signature
- Address where transcript is to be sent.

Transcripts may be picked up, emailed or mailed within five business days from the date of request. Transcript charges must be paid before a transcript will be issued.

Transcripts will not be faxed or given over the telephone.

Transcripts will remain on file at the educational institution.

A transcript request form is available at C.N.A Academy.

Transcripts will not be released if financial obligations to the school have not been met.

PLACEMENT ASSISTANCE

C.N.A Academy does not guarantee job placement with any employer upon completion of a course.

C.N.A Academy does provide a job placement board for facilities or other employers hiring CNA's and CMA's to post active job openings. C.N.A Academy has

numerous connections and relationships with employers within the Omaha/metro area.

No financial aid is available currently.

PROBATION POLICY

Due to the short nature of the training programs offered, C.N.A Academy does not have a probation policy; please refer to the student conduct policy for further information.

CREDIT GRANTED FOR PREVIOUS EDUCATION POLICY

C.N.A Academy does not grant credit for any previous education, training or experience for the purposes of the training courses offered.

STUDENT COMPLAINT POLICY

C.N.A Academy is available to listen to student concerns or complaints. We encourage students to discuss concerns with the course instructor if possible, to attempt to resolve a complaint. Students may also file a complaint with the Owner of C.N.A Academy, Chad Seim RN at 402-704-7733. The student may also contact the Program Director of Private Postsecondary Career Schools at the Nebraska Department of Education at 402-471-4825.

It is the policy of C.N.A Academy to provide equal opportunity and nondiscrimination in all matters pertaining to admission and attendance matters. This applies to all persons without regard to race, color, religion, sex, national origin, or disability.

DISCIPLINARY PROCEDURES

If a student is suspected of violating a rule or regulation, the student must be immediately informed of the suspicion. The complaint will be thoroughly discussed with the student. The purpose of the discussion is to determine the seriousness of the complaint as well as the appropriate response. The following are options which may be considered:

- Warning: Written or verbal statement to student that rule violation may be subject to more severe disciplinary action.
- Restitution: Required payment for damage. This obligation may be satisfied by payment of money or other appropriate services.
- Dismissal: Termination of student status. No admission is allowed.

STUDENT CONDUCT POLICY

Students are expected to obey all laws, regulations, policies of the nation, state, community and school.

Honesty and integrity are expectations while enrolled at C.N.A Academy. Students shall always act in a professional manner and treat other students, guest speakers, and course instructors with dignity and respect.

Students may be dismissed when violations occur. Suspension or dismissal may be the first action depending on the violation.

Unacceptable behaviors include but are not limited to:

- Falsification of hours
- Cheating, plagiarism, forgery, alterations or misuse of school records
- Unauthorized use of electronic devices such as tablets or iPads
- Disruption or obstruction of teaching, administration or disciplinary procedures
- Excessive unassigned breaks or absences from the classroom
- Conduct which threatens or endangers the health and safety of a person. This abuse includes all forms of harassment and discrimination
- Unlawful possession, use, distribution, or under the influence of illicit chemicals
- Possession of items used as a weapon
- Destruction of property owned by the school
- Removal of property owned by the school
- Unauthorized entry on to school property
- Unauthorized use of school facilities or equipment
- Violation of school rules, policies, or regulations
- Disorderly, obscene, lewd or indecent conduct on school property
- Theft of items deemed student property

Cell phone use of any kind (calls, texting, browsing) is NOT allowed during class time. Calls or texts may be done during breaks or meal periods. Not following this policy can result in immediate dismissal.

There is a zero-tolerance policy for sleeping during class. Not following this policy can result in immediate dismissal. Please do not put other students at risk by attending class when ill and contagious. If dismissed from the course for a violation of the student conduct policy, a student will not be eligible for re-admission.

REFUND POLICIES

Withdrawals

In order to withdraw from a class a student must complete withdrawal form and may receive a prorated tuition refund.

If a withdrawal form is received within 72 hours of enrollment, the student is eligible for a full refund (minus any convenience fees). The request must be submitted on a withdrawal form to the office within 72 hours of registration/enrollment.

If the official withdrawal form is turned in after 72 hours of registration / enrollment but before classes have begun, the \$150 registration fee is NOT refundable while remaining tuition and book fees will be refunded. Online convenience fees will not be refunded. The \$150.00 registration fee is included in your initial tuition payment.

If the withdrawal form is turned in after classes have begun the \$150 registration fee is NOT refunded and remaining tuition and fees will be refunded as follows:

Day 1: 50% refund of tuition

Day 2: 25% refund of tuition

Day 3: No refund

Refunds

A full refund will be given if the applicant is not accepted by the school. Also, a student who has not visited the school facility prior to enrollment will be given the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment. Students who enroll on-line are encouraged to tour the school prior to the first day of class.

Once purchased and provided, any books are considered used property of the student.

All refunds will be processed and mailed to the student at the address provided within 60 days from the withdrawal request.

Official date of termination is the date that the withdrawal request form is turned in to the office. Once classes have started, if a student is dismissed

from the course for a violation of the student conduct policy no refund of tuition and fees will be granted.

GENERAL STUDENT INFORMATION

Appearance

Reasonable cleanliness and appearance are expected of all students. C.N.A Academy does not require scrubs, but you may wear them if preferred. Dress comfortably casual (no pajama pants, slippers) but appropriate.

Solicitations

The sale or solicitation of goods and/or services, including free samples, is not allowed at C.N.A Academy.

Breaks

Day and Weekend classes will be provided with a lunch break as well as rest breaks. Evening classes will only receive a rest break.

You may leave the building during the lunch breaks, but NOT during rest breaks.

Other

Smoking is prohibited except in designated smoking areas.

Parking is allowed in designated areas.