



The Intentional Group CNA Training Program
3725 Marysville Blvd., Sacramento, CA 95838
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916-385-0965

Enrollment Agreement

STUDENT INFORMATION

STUDENT NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBERS: H) _____ C) _____

E-MAIL ADDRESS: _____ SOCIAL SECURITY #: _____

STUDENT ID #: _____ EMERGENCY CONTACT: _____

RELATIONSHIP: _____ TELEPHONE #: _____

PROGRAM INFORMATION

DATE OF ADMISSION: ____/____/____

PROGRAM / COURSE NAME: Nursing Assistant Training Program

DESCRIPTION OF PROGRAM / COURSE: 6- week Training for the Certified Nursing Assistant State Exam

Weekday Course:

Theory: Monday through Friday - 8:00am-4:00pm x 2 weeks

Clinical: Monday through Friday - 7:00am- 2:00pm x 3 weeks

PREREQUISITE COURSES & OTHER REQUIREMENTS FOR ADMISSION TO THE PROGRAM / COURSE:

- PPD Skin Test (required before patient contact)
- Live Scan Background Check (required prior to patient contact)
- Physical exam (required prior to patient contact)
- GED or High School Diploma
- Government-issued ID
- Social Security card

PROGRAM / COURSE OBJECTIVES: The Certified Nursing Assistant Training Program will prepare students interested in careers in the healthcare field. This course is designed for students who are interested in caring for those in need of assistance, such as elderly persons, those with cognitive issues, multiple co-morbidities, etc. Students will perform ADLs such as bathing, ambulating, turning for those in need, or assisting those in need with these functions. Students who take this course will complete 160 hours of instruction, 60 hours in Theory, and 100 hours of clinical. Students will receive a certificate of completion upon successful completion of the course. Students who complete the nursing assistant training program will be eligible to sit for the state-certified nursing assistant exam.

Course Description and Program Information: The Intentional Group offers a Nursing Assistant Training Program that has been approved by the California Department of Public Health. This program is 160 hours and, once successfully completed, prepares students to sit for the California State Certified Nursing Assistant Exam. This course is offered in a day format. Please see below for course hours.

TUITION & FEES

NON-REFUNDABLE REGISTRATION FEE: \$300

- Uniform (1): \$70
- ID Badge: \$15
- Stethoscope & Blood Pressure Cuff: \$50
- Textbook: \$80
- Workbook: \$40
- Supplemental Supplies \$45
- State-Approved Nurse Aide Training Program: \$1500

TOTAL COST FOR THE CNA TRAINING PROGRAM / COURSE: \$1,800

PAYMENT SCHEDULE

We do not offer financial aid assistance, however, we do offer a payment plan option. The initial deposit of \$300.00 will be due at the time of registration (non-refundable). Payments are always due on Monday no later than 5pm. The payment plan would occur as follows. Initial deposit \$300 before 1st day of class, Week 1: \$375, Week 2: \$375, Week 3: \$375, Week 4: \$375.

REFUND / CANCELLATION POLICY

Refund Policy/ Cancellation Policy: The following policy refers to when a student's enrollment is terminated or should the student decide to withdraw. If a student decides they no longer wish to proceed with the Nurse Aide Training Program before the first day of class, they may withdraw with no penalties, and all tuition monies refunded. The application fee of \$300 is non-refundable. The student must withdraw formally via a withdraw request form given to the administrator or program coordinator, and it must occur prior to the first day of class and NOT the same day as the first day of class.

Withdraw Procedure: Withdrawing from the school may have both academic and financial aid consequences. You are encouraged to understand the consequences before you decide to withdraw. Any student who would like to withdraw after the first day of class must submit a formal withdrawal request form to the program coordinator. The student's request will be evaluated upon receipt. Once students enroll in the program, they have until the 3rd day of class to decide if they would like to withdraw with a full refund minus \$300 to cover any administrative costs. Any student who submits a withdrawal request form after the 3rd day of class will be subject to the following fee schedule:

Tuition Reimbursement Scale

Week 1 – Full refund minus \$300 for admin costs.

Week 2 - \$750 refund

Week 3 - \$750 refund

Week 4 - no refund

Any student who is terminated from the program will be refunded based on the refund scale above. Any student who is terminated for non-academic reasons will not receive a refund of any kind.

Unprofessional conduct will NOT be tolerated. All refunds will be processed and sent out by check via US mail to the student within 2 weeks of the withdrawal request.

Cancellation Policy: Once a student has enrolled in the CNA Training Program, they can cancel at any time for a full refund (minus the enrollment fee) as long as the cancellation occurs by 5pm on the first day of class.

Complaint Policy: The Intentional Group CNA Training Program believes in listening to their student's concerns and investigating every concern. Any student who has a concern with clinical instruction, grading, discipline, advising, classroom instruction, course requirements, or any other issues with the school will complete the student complaint form and turn it into the Administrator or Program Coordinator as soon as possible. Forms can be found on the school website. The Administrator or Program Coordinator will have 48 hours from receipt of the form to contact the student to gain clarification of their concern. The Administrator or Program Coordinator will then contact the party whom the complaint regards to understand and document their response to the accusations. The Administrator or Program Coordinator will have 5 days from receipt of the complaint to make a decision regarding the complaint and will document and notify the student of their decision.

Passing Criteria: This course is divided into three areas for grading: Theory/ Clinical. The students must pass all three areas in order to be awarded a certificate of completion. There is no retention policy

for this course as it is only 6 weeks in length.

Theory: A student must have an overall grade of **80%** in order to be considered successful and pass the theory portion of the course. The theory will be composed of quizzes, tests, assignments and class participation. The grading scale will be as follows.

A-100%-90%
B- 89%-80%
C- 79%-70%
D- 69%-60%
F- 59% - 0%

Clinical: Clinical is based on a pass/fail scale, and each student must receive a pass in order to graduate from the program. Criteria evaluation is based on collaboration with the interdisciplinary team, effective communication, utilizing care plans appropriately, utilizing infection prevention procedures, demonstrating safe and competent care, displaying professional appearance and behavior, and attendance. If a student misses more than one day of clinical the student will be removed from the program without a refund.

Students will be provided with instructor feedback/ evaluation at midpoint. This evaluation will provide the student with written documentation of where they stand in all areas of instruction, tardiness/ absenteeism, and behavior.

Tardiness and Absenteeism: Students more than 15 minutes late to class are considered late. If a student is late after 3 times, it will be considered an absence. Due to the short nature of this course and its condensed content, students are only allowed one absence during the lab or theory portion of the entire course. If a student misses one day of lab or theory or is late 3 times, the student **MUST** make up that theory or lab day on the pre-designated make-up day, which is noted on the Master Schedule and discussed on the first day of class. There are no other offered make-up days, and there are no exceptions. If a student misses more than 1 day of class, they will be removed from the course without a refund.

Students are expected to make every clinical day as there are only five of them, and students are made aware of the clinical days well in advance. If a student misses a clinical, there is no make-up day for the clinical during their class offering. The student must wait until the next scheduled clinical rotation day offered by the school for the next class offering. Classes are offered every 5 weeks. The student must note that if the class offering is not in session due to low or no enrollment, or if the class is too full, they may need to wait until the next course/ clinical offering. Students **MUST** take the next clinical rotation offered by the school and cannot choose from the dates that they prefer. Students will not have to wait any longer than 12 weeks to finish the missed/ final clinical day. There is no fee for this make-up day.

If a student misses a day of class, it is up to them to contact the instructor and make the proper arrangements. Excessive tardiness, excessive lateness, or excessively leaving class early will result in the student's termination from the program with no refund.

Student behaviors: If students choose not to participate in appropriate behaviors, they will be terminated from the program. Unacceptable behaviors include but are not limited to:

No smoking while on school or clinical premises, No cell phone usage while in class, or the clinical area, horseplay or unsafe behaviors in the clinical or classroom, uniforms that are dirty, wrinkled, or not school issues, shoes that are dirty, no artificial nails, no perfumes or colognes, no disrespectful talk or offensive behavior.

Students should limit jewelry, be non-dangling, neat, and pulled back from the face, protect resident privacy, comply with HIPAA, respond to emergencies, report evidence of resident neglect, must wear a school-issued ID badge at all times.

Graduation: Students who complete all areas of instruction with a passing grade will be provided with a certificate of completion and submitted to the state as eligible to sit for the state certification exam.

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the initial enrollment agreement until 5 pm of the 1st day of class after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within 14 days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

STUDENT ACKNOWLEDGMENTS

1. I hereby acknowledge receipt of the student handbook, which contains information describing programs offered and policies for the program. I acknowledge that I have reviewed a copy of this handbook.

Student Initials _____

2. I have carefully read and received an exact copy of this enrollment agreement.

Student Initials _____

3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate or credential may be awarded.

Student Initials _____

4. I understand that the school does not guarantee the transferability of credit and that in most cases,

credits or coursework are not likely to transfer to another institution. In cases where transferability is guaranteed, [school name] must provide me copies of transfer agreements that name the exact institution(s) and include agreement details and limitations.

Student Initials _____

5. I understand that the school does not guarantee job placement to graduates upon program completion.

Student Initials _____

6. I, _____, CONSENT AND GIVE PERMISSION TO "The Intentional Group CNA Training Program" to photograph my Nurse Assistant Training Program. I understand that any such photographs, and all rights associated with them, will belong solely and exclusively TO "The Intentional Group CNA Training Program", which shall have the absolute right to copyright, duplicate, reproduce, alter, display, distribute, and/or publish them in any manner, for any purpose, and in any form including, but not limited to print, electronic, video, and/or internet. I voluntarily waive any and all rights with respect to any such photographs, including compensation, copyright, and privacy rights, and any right to inspect or approve such photographs and/or copy, print, or other materials that may be used in connection with them. I hereby release and discharge, and agree to hold harmless, Assured and Associates, its officers, agents and employees, and all persons acting under its permission or authority, from any TO "The Intentional Group CNA Training Program" claims and liability in connection with such photographs and/or their use. *(Optional)

If Yes. Enter Full Names to consent _____ If No.
Please skip task 6.

The student acknowledges receiving a copy of this completed agreement, the school catalog, and written confirmation of acceptance prior to signing this contract. The student, by signing this contract, acknowledges that he/she has read this contract, understands the terms and conditions, and agrees to the conditions outlined in this contract. It is further understood that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. The student and the school will retain a copy of this agreement.

Student Signature

Date

Program Director Signature

Date