



Avid CNA School

School Catalog/ Student Handbook 2017-
2018

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General Information

Certificate of Approval

Issued by:
Illinois Board of Higher Education
1 N. Old State Capitol Plaza
Suite 333
Springfield, Illinois 62701-1394
Website: www.ibhe.org
Complaint Call Line: (217) 557-7359
Email: complaints@ibhe.org

Avid CNA School is not accredited by a U.S Department of Education recognized accrediting body.

Brief History

For several years, the program coordinator at Avid CNA School has been active in the field of nursing education. The importance of providing the right training to students is very critical in order for them to perform their work properly, efficiently and safely. Avid CNA School was created with a purpose of producing high performing graduates and send them on their way to a strong path towards a career in healthcare.

Mission Statement

Avid CNA school seeks to provide quality training for future nurses' aides who would care for patients with compassion and safe quality care as a service to God and mankind. It also hopes to encourage and inspire future graduates to venture into higher health careers to provide the healthcare needs of the aging population.

Vision

To be recognized as the leader in the community in providing innovative and quality training for future healthcare workers.

Institutional Objectives

Avid CNA School seeks to create an educational and training experience that will help prepare students obtain a beginning career in the healthcare industry, contribute to the nursing staffing needs of prospective employers and ultimately become productive members of the society. This can be accomplished by:

1. Recruiting individuals to become CNAs
2. Offering quality, low cost programs with flexible scheduling
3. Assisting students obtain job placement through networking with prospective employers
4. Offering continuing education classes to help the students maintain competence
5. Integrating the use of technology in our instructions
6. Promoting awareness and embracing cultural diversity in the workplace
7. To keep students abreast of the contemporary nursing concepts that impact their practice.

Accreditation, Approvals and Memberships

Avid CNA School is approved by the Illinois Board of Higher Education to operate as a Private Business Vocational School.

Avid CNA School is approved by the Illinois Department of Public Health to offer the Basic Nurse Assistant Training Program (Certified Nursing Assistant)

Avid CNA School is not accredited by a U.S Department of Education recognized accrediting body.

Legal Entity

Avid Associates, LLC

Description of School

Location

67 S. Sutton Rd.
 Streamwood, IL 60107
 Tel: 630 855 3977/Fax: 630 855 8453
 Website: avidcnaschool.com/Email: admin@avidschool.com

Hours of Operation

MONDAY to FRIDAY

Academic Services	9:00AM to 7:00PM
Student Services	9:00AM to 5:00PM
Business Services	9:00AM to 5:00PM
Skills Lab Center	9:00AM to 9:00PM

SATURDAY (by appointment)

2017

January 1	New Year's Day
3 rd Monday in January	Martin Luther King, Jr. Day
Last Monday in May	Memorial Day
July 4	Independence Day
First Monday in September	Labor Day
4 th Thursday in November	Thanksgiving Day
December 25	Christmas Day

2018

January 1	New Year's Day
3 rd Monday in January	Martin Luther King, Jr. Day
Last Monday in May	Memorial Day
July 4	Independence Day
1 st Monday in September	Labor Day
4 th Thursday in November	Thanksgiving Day
December 25	Christmas Day

PROJECTED COURSE OFFERINGS

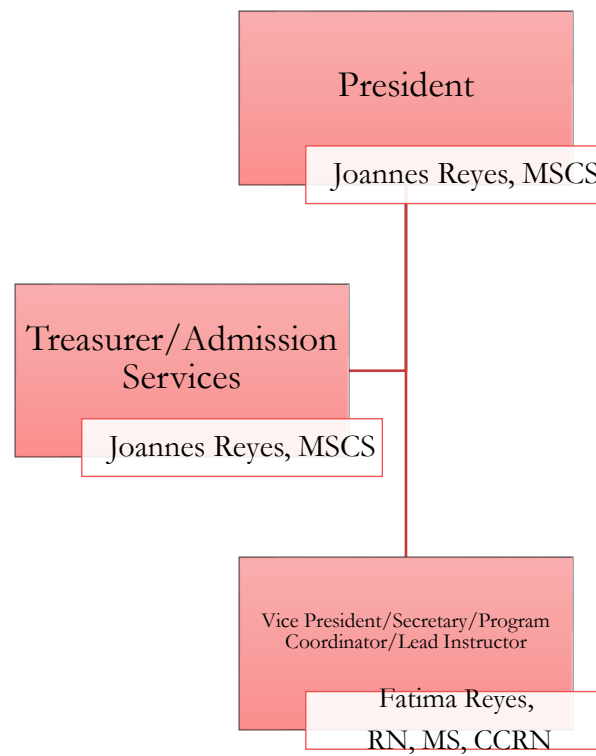
2016

1 st Term	2 nd Term	3 rd Term	4 th Term
Jan5-Mar27	April6--June 26	July6-September 25	October5-December 18
		BNATP	BNATP

2017

1 st Term	2 nd Term	3 rd Term	4 th Term
Jan4-Mar25	April4--June 24	July5-September 23	October3-December 16
BNATP	BNATP	BNATP	BNATP

Organizational Structure



General Admission Requirements

Admission Requirements

The following criteria will be used for acceptance to Avid CNA School

1. Completed Application
2. Signed Enrollment Agreement
3. Education Requirement:

Every applicant must submit proof of the following documentation:

- Copy of high school diploma or
- Copy of GED certificate or
- Standardized exam with 10th grade or higher reading proficiency
- Physical Examination
 - must show result with TB skin test within the last 12 months.
- Criminal Background Check (to be initiated by school)

All candidates must go through criminal background check (CBC) within the last 12 months. Applicants with a conviction may be accepted into the program, however eligibility to sit for the state Competency Exam will be at the discretion of the state. A waiver will be needed for the application to be approved.

Certificate Program Offerings: Allied Health Programs

BASIC NURSING ASSISTANT TRAINING (CIP Code 51.3902)

The Basic Nursing Assistant Training Program (CIP Code 51.3902) consists of 120 clock hour of coordinated theory, lab and clinical learning activities. The program covers concepts on basic nursing skills. It is designed to prepare students to function under the supervision of the Registered Nurse in various healthcare settings. Successful completion of the program will lead to eligibility to sit for the competency exam administered by Southern Illinois University of Carbondale (SIUC). Upon successful passing of the state competency exam, the student's name will be added in the Nurse Aide Registry which means that a student can work as a Certified Nursing Assistant (CNA) in healthcare facilities.

Specific Admission Requirements:

1. The prospective student must be at least 16 years of age.
2. A reading comprehension proficiency of at least 10th grade level.
3. A Physical examination, which includes a TB test within the last 12 months
4. Criminal Background Check (to be initiated by school)
5. Copy of health insurance coverage

Program Objectives/Outcomes

At the end of the program, the nursing assistant graduate must be able to:

Describe the healthcare system and its role as part of the nursing team

Identify good work ethics

Demonstrate how to communicate with the healthcare team

Have an enhanced understanding of the older adults

Identify the human body structure and function

Demonstrate how to provide care for the older adults

Demonstrate how to promote safety

Discuss and demonstrate on how to prevent falls

Discuss and demonstrate the use of restraint alternatives and safe restraint use

Discuss and demonstrate how to prevent infection

Demonstrate good body mechanics

Discuss and demonstrate how to safely handle, move and transfer the person

Discuss and demonstrate how to perform grooming and hygiene

Discuss and demonstrate how to assist residents with bowel and urine elimination

Discuss and demonstrate how to collect specimen

Discuss and demonstrate how to assist with exercise and activity

Discuss and demonstrate how to assist with wound care

Discuss and demonstrate how to assist with oxygen needs

Discuss and demonstrate how to assist with rehabilitation and restorative nursing care

Discuss and demonstrate how to care of person with common health problems

Discuss and demonstrate how to care of person with mental health problems

Discuss and demonstrate how to care of person with confusion and dementia

Discuss and demonstrate how to assist with emergency care

Discuss and demonstrate how to care for the dying person

Course Outline

(5.5 hours/session) = 80 hours (plus clinical = 40 hours training):

- | | |
|-----------|---|
| Session 1 | Introduction to Hospitals and Nursing Centers |
| | The Nursing Assistant |
| Session 2 | Work Ethics |
| | Communicating with the Healthcare Team |
| Session 3 | Understanding the Person |
| | Body Structure and Function |
| Session 4 | Care of the Older Person |
| Session 5 | Promoting Safety |
| | Preventing Falls |
| | Restraints Alternatives and Safe Restraint Use |
| Session 6 | Preventing Infection |
| Session 7 | Body Mechanics |
| | Safely Handling, Moving and Transferring the Person |
| Session 8 | SUMMARY/MID TERM REVIEW/ EXAM |

Session 9	Assisting with Comfort
	Assisting with Hygiene
	Assisting with Grooming
Session 10	Assisting with Elimination
	Assisting with Bowel Elimination
Session 11	Assisting with Elimination and Fluids
	Assisting with Assessment
	Assisting with Specimens
Session 12	Assisting with Exercise and Activity
	Assisting with Wound Care
Session 13	Assisting with Oxygen Needs
	Assisting with Rehabilitation and Restorative Nursing Care
Session 14	Caring for Person with Common Health Problems
	Caring for Person with Mental Health Problems
	Caring for Person with Confusion and Dementia
Session 15	Assisting with Emergency Care
	Caring for the Dying Person
Session 16	SUMMARY/FINAL REVIEW/EXAM

Textbooks:

Sorrentino, A. (2010). Essentials for Nursing Assistants, Mosby, 4th Edition, Evolve Elsevier.

Additional Materials:

Mosby's Nursing Assistant Skills Video Series- 10 volumes

Mosby's Nursing Assistant Transparency Acetate

Program Cost Full Assessment:

<u>Tuition</u> <u>and Registration Fee</u>	<u>\$ 999.00</u>
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<u>Book/Workbook, Scrub Uniform, Equipment, Laboratory Fee/Clinical</u> <u>Fee/Student Liability Insurance, Handouts, BLS</u>	
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	<u>404.00</u>
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<u>Stethoscope/Sphygmomanometer/AE Stockings</u>	
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	<u>65.00</u>
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<u>Criminal Background Check (Student Responsibility)</u>	<u>State</u>
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<u>Exam \$67 (Student Responsibility)</u>	
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*Prices subject to change

ELECTROCARDIOGRAM (ECG/EKG) TECHNICIAN (CIP Code 51.0902)**Description:****Clock Hours: 40****Theory/Lab/Clinical: 30/10/00**

This 40 hours training will discuss the basic structure and functions of the heart, common cardiac disorders, subjective and objective data, diagnostic tests, how to perform ECG or record the heart's electrical impulses onto a paper strip. Students will have an understanding of the pattern of the signals of the heart to determine normal or abnormal electrical problems. The ECG Technician will administer and document various types of ECG monitoring and will provide appropriate care of the equipment.

Specific Admission Requirements:

1. The prospective student must be at least 16 years of age.
2. A reading comprehension proficiency of at least 10th grade level.
3. A Physical examination, which includes a TB test within the last 12 months
4. Criminal Background Check (to be initiated by school)
5. Copy of health insurance coverage

Potential Places of Employment:

The ECG Technician works in physicians' offices, clinics, hospitals, and diagnostic centers.

Certification:

Successful graduates are encouraged to obtain a National Certification from the National Health Career Association. Benefits to obtaining an EKG Certification may include: more job opportunities, an increased pay scale, job security, and increased subject matter expertise.

Content Outline:

Chapter 1: Anatomy and Physiology

Chapter 2: Basic Electrophysiology

Chapter 3: Sinus Mechanisms

Chapter 4: Atrial Mechanisms

Chapter 5: Junctional Rhythms

Chapter 6: Ventricular Rhythms

Chapter 7: Atrioventricular Blocks

Chapter 8: Pacemaker Rhythms

Chapter 9: Introduction to 12 Lead EKG

Program Objectives/Outcomes:

- Student will be able to discuss the basic structure and function of the human heart
- Student will be able to discuss basic electrophysiology
- Student will be able to understand and recognize atrial rhythms
- Student will be able to understand and recognize junctional rhythms
- Student will be able to understand and recognize ventricular rhythms
- Student will be able to understand and recognize heart blocks
- Student will be able to understand and recognize pacemaker rhythms
- Patient will be able to perform 12 lead ECG and manage ECG monitor
- Perform a 12 lead EKG
- Interpret basic arrhythmias
- Assess a patient for cardiac emergency
- Communicate with the patient appropriately
- Attach electrode to the chest, arms and legs
- Provide privacy for the patient during the test
- Provide clean working environment

- Practice universal precautions during the testing
- Document procedures appropriately

Textbooks:

Aehlert, B. (2013). ECG Made Easy. Mosby. Evolve Elsevier.

Additional Materials:

Basic Dysrhythmias in CD-ROM (optional)

Program Cost Full Assessment:

Registration Fee	50.00
Tuition Fee	\$ 949.00
Laboratory Fee/Liability Insurance	50.00
Books, online practice test	177.00
Uniforms, Handouts/Packet	71.00
Certification Exam Fee (NHA- Student Responsibility)	

TOTAL AMOUNT DUE	\$ 1272.00
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PHLEBOTOMY TECHNICIAN (CIP Code 51.1009)**Description****Clock Hours: 120****Theory/Lab/Clinical: 80/20/20**

This 120 clock hour program prepares the graduate to function as phlebotomist and as a vital member of the clinical laboratory team whose main function is to obtain patient's blood specimens by venipuncture and micro collection along with transportation of other clinical laboratory specimens.

Specific Admission Requirements:

1. The prospective student must be at least 16 years of age.
2. A reading comprehension proficiency of at least 10th grade level.
3. A Physical examination, which includes a TB test within the last 12 months
4. Criminal Background Check (to be initiated by school)
5. Copy of health insurance coverage

Potential Places of Employment:

Phlebotomists are employed throughout the health care system - hospitals, neighborhood health centers, medical group practices, HMO's public health facilities, Veterans hospitals and blood banks. The field of phlebotomy has greatly expanded in the past several years and the role of this integral member of the health care team has recently been brought into much sharper focus.

The threat of AIDS, hepatitis and risks to all segments of society from other infectious diseases has dramatically emphasized the need for quickly expanding training programs, while maintaining the highest possible standards of instruction and continuing education for these health care professionals.

Patient safety and quality assurance, which adhere to the most stringent professional standards are essential at every echelon of the health care process. The society's continuing good health may very well depend on it.

Certification Requirement:

National certification to practice as phlebotomist is not required, however, successful graduates are encouraged to obtain a national certification. Benefits to obtaining a national certification may include: more job opportunities, an increased pay scale, job security, and increased subject matter expertise.

Program Objectives/Outcomes: At the end of the course,

- The student will be able to demonstrate overall knowledge of phlebotomy practice
- The student will be able to identify the organizational healthcare structure
- The student will be able to demonstrate safety practices in the healthcare setting and when conducting phlebotomy
- The student will be able to identify infection control strategies
- The student will be able to use basic medical terminologies
- The student will be able to identify body structure and functions
- The student will be able to discuss the basic circulatory, lymphatic and immune system function and structure
- The student will be able to identify the supplies needed for the venipuncture procedure
- The student will be able to demonstrate the venipuncture procedure proficiently
- The student will be able to demonstrate the dermal venipuncture procedure
- The student will be able to articulate possible complications of venipuncture procedure
- The student will be able to demonstrate arterial blood collection procedure
- The student will be able to identify legal issues affecting the practice of phlebotomy

Content Outline

Unit 1 Introduction to Phlebotomy

Chapter 1: Introduction to Phlebotomy

Chapter 2: Healthcare Structure

Chapter 3: Safety

Chapter 4: Infection Control

Unit 2 Basics of Phlebotomy

Chapter 5: Medical Terminology

Chapter 6: Human Anatomy and Physiology

Chapter 7: Circulatory, Lymphatic, and Immune System

Unit # 3 Specimen Collection

Chapter 8: Venipuncture Equipment

Chapter 9: Routine Venipuncture

Chapter 10: Dermal Puncture

Chapter 11: Venipuncture Complications

Chapter 12: Blood Collection in Special Population

Chapter 13: Arterial Blood Collection

Chapter 14: Special Collections and Procedures

Chapter 15: Special Non-Blood Collection Procedures

Unit 4 Specimen Handling

Chapter 16: Specimen Transport, Handling and Processing

Chapter 17: Point of Care Testing

Unit 5 Professional Issues

Chapter 18: Quality Phlebotomy

Chapter 19: Legal Issues in Phlebotomy

Textbooks:

Warekois, R. (2015). Phlebotomy. 4th Edition, Elsevier.

Additional Materials:

Phlebotomy Techniques: A Laboratory Workbook

Program Cost Full Assessment:

Registration Fee	50.00
Tuition Fee	\$ 1395.00
Laboratory Fee/Clinical Fee/Student Liability Insurance	100.00
Study materials: Books, worktext, online practice test	230.00
Materials & Equipment**	71.00
Uniforms, Handouts/Packet,	
Certification Exam Fee (NHA-Student Responsibility \$115)	

TOTAL AMOUNT DUE	\$ 1,821.00
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Grading Standards

Grading Scale and Standards

The following grading guidelines will apply:

Letter	Percentage	GPA
A	93-100%	4.00
B	86-92%	3.00
C	79-85%	2.00
F	below 79%	1.00

Student must achieve at least a grade of “C” (81%) or higher in order to graduate from the course.

The Program Coordinator have the right to require additional course work as needed to ensure that each student has the readiness to take the state competency exam and to practice safely. A fee of \$40/hour to cover additional tutorial hours as needed maybe required as needed.

Clinical Practice Expectations:

Students will be evaluated on a pass/fail basis.

Students are expected to analyze their own strengths, weaknesses and performances.

Students must bring their written self-evaluation to the scheduled conference with the clinical instructor.

Evaluation conferences are held at least twice during the program.

Both student and the faculty will sign the evaluation at the end of the conference.

The student and instructor's signature indicates that the conference has been held.

Students are expected to read the evaluation tool at the beginning of each course.

A student may be dismissed from the clinical site at any time if the student's performance is determined to be detrimental to the patient's well-being and safety.

*Note – Students must receive a (pass) in the clinical component and a 81% or greater in the theory component in order to pass the course. If either component is failed, the student will be required to retake both components of the course.

Criteria for Issuance of Certificate

BASIC NURSING ASSISTANT TRAINING (BNAT)

- Certification requires completion of a 120-hour Basic Nursing Assistant Training course that includes theory and clinical
- Successfully passing of the 21plus skills performance test
- Pass theory with a grade of 81% or greater
- Financial obligation to Avid CNA School Inc. has been satisfied

ELECTROCARDIOGRAM (ECG/EKG) TECHNICIAN

- Certification requires successful completion of the 40-hour ECG Technician program
- Ability to perform ECG monitoring and provide basic interpretation of recording
- A grade of 81% or higher in theory and in lab
- Tuition payment must be paid in full based on the financial payment arrangement

PHLEBOTOMY TECHNICIAN

- Certification requires completion of the 120-hour Phlebotomy Technician program
- A grade of 81% or higher in theory and in lab
- Tuition payment must be paid in full based on the financial payment arrangement

Policy on Time and Attendance

Absences

- In order to graduate from this program, each student must satisfy the 120 clock hour requirement by the IDPH. Therefore, there are no excuse absences.
- Verbal warning notification will be given on the first (1st) absence for theory or clinical class and a probation notification on the second (2nd) absence.

Tardiness

- A student is expected to arrive at the school before the start of the class and is expected to stay until the end of the class.
- A student will be considered tardy when he/she is more than 30 minutes late in class.
- No student is allowed to report to the clinical site more than 30 minutes late.
- Three unexcused tardiness shall be equivalent to one unexcused absence.
- *Avid CNA School recognizes that there are unexpected circumstances that can lead to absences. If this occurs, you must call the office and arrange to have a makeup day completed before the class ends.*

Absences must be made up with the instructor at the student's expense before credit can be earned for the course. This rate is currently billed at \$40/hour at a minimum of four hour increment.

Code of Conduct

Violations

Violations of the Code of Academic Conduct are activities (observed or reported) that demonstrate character that is deceitful and dishonest.

All employees, including full and part-time faculty members, staff and employees who are directly involved or indirectly involved in teaching or overseeing the work of the students, are authorized to report incidents of dishonesty that they witness to the appropriate faculty member or employees and are encourage to self-report any violations in which they have participated.

The Code of Academic Conduct prohibits violations of academic integrity, including but not limited to:

Cheating: In any work submitted for evaluation (tests or assignments), copying or attempting to copy from another student's work; using or attempting to use unauthorized collaboration with others who may or may not be students, in work to be presented for a grade; altering graded work after it has been returned then submitting the work to be re-graded; tampering with the work of other students.

Plagiarism: Presenting the work of another as one's own (i.e., without proper acknowledgment of the source or sources) or submitting material that is not entirely one's own work without attributing the unoriginal portions to their correct sources. The sole exception to the requirement of acknowledging sources occurs when ideas or information are common knowledge.

Falsification and Fabrication: Altering, counterfeiting, or inventing information or material presented in evaluation activity, "padding" a bibliography with made up titles or works not consulted, or providing false citations in footnotes, using inappropriate methods for collecting or generating data or including a substantially inaccurate account of the method by which the data were gathered or collected.

Abuse of Academic Materials: Destroying, stealing or making inaccessible library, laboratory or other resource material, or attempting to do so, stealing or otherwise obtaining advance copies of placement tests, examinations or other course materials or attempting to do so, duplicating copyrighted software without authorization or using such software on school computers, "hacking" on school computers or installing virus programs.

Complicity in Academic Dishonesty: Helping another to commit an act of dishonesty, especially providing material or information to another person with knowledge that this material or information will be used deceitfully in an evaluation activity, permitting one's own work to be submitted by another person as if it were that person's original work.

Falsification of Records and Official Documents: Altering grade reports, or other documents affecting records, forging signature of authorization or falsifying information on any document, such as permission forms, petitions or other documents.

Personal Misrepresentation and Proxy: Taking another person's place in an exam, activity, either before or after enrollment, having another person participate in an evaluation activity or evaluation in place of oneself.

Bribes, Favors, Threats: Bribing or attempting to bribe, promising favors to, or making threats against any person, with the intention of affecting an evaluation of a student's performance, conspiring with another person who then performs one of these acts in one's behalf.

Filing a Complaint

If the faculty member determines that a situation involves an apparent Code violation, he or she will confer with the Program Coordinator and will then write a written complaint which will then be reviewed by the Faculty, Program Coordinator and Student. The process will include:

- Notifying the student by mail that the complaint has been filed (enclosing copies of the complaint and the Code of Academic Conduct) and invite the student to an initial meeting.
- Placing the student's registration on temporary hold, so that he or she can neither withdraw from the course in question nor register for future courses until the current question is settled. If the process cannot be completed within 10 working days, the instructor will be directed to assign the student an Incomplete (Inc) grade in place of a course grade, to be changed when the matter is resolved.

It is the responsibility of Avid CNA School to provide equal access to educational opportunities by maintaining an orderly, civil, and safe educational environment.

The purpose of the Code of Student Conduct is to provide fair and reasonable rules, regulations, policies and procedures to promote human development and to ensure that students do not engage in conduct that materially or substantially interfere with the requirements appropriate to any student, in class or out of class. Sanctions imposed for violating the Code may include sanctions up to and including separation from the school.

Rules and Regulations

Students at Avid CNA School are expected to demonstrate qualities of good moral values, honesty, civility, honor and respect. Behavior, which violates this standard, are represented by, but not necessarily limited to the following list. Any student found to have committed the following misconduct is subject to the disciplinary sanctions:

1. Acts of dishonesty, including but not limited to the following:
 - a. Furnishing false information to any school official, faculty member or office.
 - b. Forgery, alteration, or misuse of any school document, record, or instrument of identification.
2. Speech and related behavior
 - a. Any verbal or physical behavior, such as disparaging comment, epithet, slur, insult or other expressive behavior, that is directed at a particular person or a group of persons and which creates an environment wherein the verbal or physical behavior is inherently likely to provoke a violent reaction whether or not it actually does so.
 - b. Behavior by any reason materially disrupts the class work of others, involves substantial disorder, invades the rights of others, or otherwise disrupts the regular and essential operation of the school.
 - c. Disruption or obstruction of teaching and activities.
 - d. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, sexual assault and/or other conduct which threatens or endangers the health or safety of any person.
3. Attempted or actual theft of and/or damage to property of the school or property of a member of the school or other personal or public property.
4. Failure to comply with directions of School officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
5. Unauthorized possession, duplication or use of keys to any school premises or unauthorized entry to or use of school premises.
6. Violation of published school policies, rules or regulations.
7. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
8. Use, possession or distribution of alcoholic beverages except as expressively permitted by the law and school regulations. Public intoxication.

9. Illegal or unauthorized possession of firearms, explosives, or other weapons, or dangerous chemicals on school premises.
10. Theft or other abuse of computer time, including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member or school official.
 - e. Use of computing facilities to send obscene or abusive messages.
 - f. Use of computing facilities to interfere with normal operation of the school computing system.

Sexual Assault

It is the intent of this policy to prevent any occurrence of sexual assault at Avid CNA School. All members of the school are expected to follow procedures if questions or problems arise. Sexual assault is illegal under state and federal law. Avid CNA School will not tolerate sexual harassment/assault in any form.

Sexual Harassment/Assault is constituted by:

Physical contact of a sexual nature that is against one's will or without one's consent.

Rape, including acquaintance rape, defined as sexual intercourse that is against one's will or without one's consent.

In addition to any criminal prosecution that is initiated, Avid CNA School will pursue disciplinary action through its own channels when there is a reason to believe that the school regulations against sexual assault have been violated. Thus a member of the school may be persecuted by the state and disciplined by the school at the same time, and even if criminal authorities choose not to prosecute, the school may pursue disciplinary action.

Those wishing to file a sexual assault complaint against another member of the school for violation of this policy should so inform the Program Coordinator, or other administrative staff as soon as

possible after the incident has occurred. The Program Coordinator or designated administrator will proceed in accordance with the formal procedures of the Sexual Harassment Policy.

All reports or complaints will be promptly investigated. Substantiated charges will result in appropriate corrective action up to, and including discharge or expulsion of the offending party. In responding to complaints of sexual assault, rights of due process will be afforded. At all times, the parties' rights to confidentiality will be respected and protected. Any person who, in good faith, brings forth a complaint of sexual assault will not be subjected to retaliation.

Policy on Non Discrimination

Avid CNA School does not discriminate on the basis of race, color, creed, religion, national origin, disability, age, marital status, veteran's status, sex or sexual orientation in admission to and participation in its educational programs, school activities and services, or its employment practices.

Inquiries regarding compliance with nondiscrimination policies and regulations should be directed to the Program Coordinator.

Procedure on Obtaining Transcript

Students may obtain a copy of their transcripts from the Program Coordinator or Student Services department and file the request accordingly. The first copy of transcript of Records is provided free of charge. Additional copies are charged at \$20.00 per transcript for regular processing which generally takes 5-7 business days. There is an additional \$10.00 fee for each expedited transcript request that will take 1 – 2 business days. The student is required to provide his/her signature authorizing release of his/her transcript. Transcripts may be ordered in person at the corporate office or by mail with a signed letter of request including payment by credit card or check payable to: Avid CNA School. Requests without payments will not be processed.

The student has an option to pick up or mail the transcript with proper authorization by the student. Third party requests for a transcript must be accompanied by written authorization, signed by the student.

Student Services

Café and Food Services

A number of restaurants are located within walking distance from the school.

Fax and Telephone Services

Fax machines for students' personal use are generally not available. However, when necessary to address unusual and urgent circumstances, students may be allowed to send or receive faxes via the school's office fax machine.

Parking

Parking is available within the complex. Students are encouraged to take necessary precautions in safeguarding their vehicles. The school is not responsible for any vehicle damage or lost/stolen items. Students must park in designated parking spaces and adhere to regulations regarding handicapped and special parking.

Placement and Employment Opportunities

Due to the high-demand for qualified allied health workers/health care providers, students who successfully complete the program/course of their choice, perform successfully in their clinical requirements, and pass their licensing exams typically find immediate employment by applying directly to any health care facility. The students can also check on the school's bulletin board for job opportunities.

Student Records Access and Disclosure

The Family Educational Rights and Privacy Act (FERPA) of 1974 require that institutions maintain the confidentiality of student education records and permit students to inspect and review their records. Avid CNA School accords all the rights under the law to all students who have registered in courses or programs at the school. A student must submit a request in writing to review any education records. A student will have up to 90 days from the date of the written request to view these records. An appointment must be made; walk-ins will not be entertained. Students may request photocopies of educational records through a written and signed request. A copy fee may apply.

The school may disclose a student's education record (attendance, grades, financial aid and admissions) and corresponding personally identifiable information without the student's consent in the following circumstances:

- 1- within the administration of Avid CNA School including faculty, as it relates to the educational interests of the student;
- 2- to another school (post-secondary or otherwise), where the student seeks admission or intends to transfer; or to state and federal agencies such as the local authorities, department of education, department of health and department of homeland security.

If a student's record is disclosed to any party above, a record of disclosure will be noted in the student's file via signed transcript requests or via a notation in the student's file outlining the request.

Job Fair for Graduating Student

Avid CNA School will facilitate a Job Fair for students approximately 15 days before graduation. Representatives from home healthcare and in-home care agencies will conduct a job fair. Healthcare facilities are invited to send their representatives in order to recruit students to be placed in any of the respective company's open positions. Most of the graduates will provide services either in patient's homes or long term care facilities. Counselors conducting in-service for resume writing and job interview skills are also available for this event.

Tutorial Services

Students who are not able to maintain a pass rate of 79% in any of the given exams are required to meet with the designated instructor for academic assistance. A written warning will be issued and a plan of action will be created to ensure students' success.

Policies on Tuition, Fees and Refunds

STANDARD PAYMENT POLICY

Students must pay their tuition and fees as specified. Tuition payments by cash, check, money order or credit card are accepted. Final payment in the installment plan, however, should be paid in cash or money order only. Payment for certification examination should likewise be in money order unless otherwise arranged with the administration.

TEXTBOOKS AND SUPPLIES

Books are purchased through the school and are included in the Tuition Fees. Unopened books and unused supplies may be returned for refund based on the stipulated fees in the Enrollment Agreement.

* Books and other printed materials are subject to copyright laws. Photocopying of books and materials, unless authorized by the publisher, is not allowed.

PAYMENT PLANS

Avid CNA School requires at least 10% down payment. Students have the option to pay the tuition fee in full or installment basis. No interest is charged for using the installment mode of payment. Other expenses are not included in the installment payment plans. Students with balances remaining in their accounts will not be allowed to take their final examinations until all fees have been paid. Final payments should be in the form of cash or money order.

FINANCIAL ASSISTANCE

Some employers give their employees a Tuition Reimbursement benefit based on certain criteria. Students must check with their employer if this type of benefit is available to them. Payment for educational expenses through this scheme may be done in 2 ways:

1. Direct Billing – Secure a letter from your employer authorizing and describing the conditions of the arrangement. Avid CNA School will issue an invoice to your employer for payment; employer sends the check directly to the school.
2. Reimbursement – Student will cover the educational cost on his/her own then receive

reimbursement from the employer following the guidelines set by their company.

It is assumed that students are responsible for any portion of the educational expenses and fees that are not paid by the employers.

FINANCIAL RESPONSIBILITY

By registering for classes, a student agrees to pay all tuition and required fees associated with his/her registration, optional services and other fees, whether paying in full or utilizing the installment payment option.

All fees must be paid in full prior to taking the final examination. Failure to pay tuition, fees and other charges before the final examination for the course may result in penalties and/or an automatic withdrawal from the program regardless of the time and work already accomplished for the course. Students will not be allowed to re-enroll in any course until all financial obligations have been settled. Student services and privileges may be withheld until all financial obligations have been settled.

MISCELLANEOUS SERVICE FEES

Returned Check Fee	\$ 25.00
Transcript Fee (First Request)	FREE
(Subsequent)	\$ 20.00
Diploma Re-issue Fee	\$ 10.00
CPR / First Aid Card Re-issue	\$ 10.00
Clinical Make-up Penalty	\$ 40.00/hour (minimum of 4 hours increment)

Payment is required upon request. All fees are non-refundable.

Note: Additional Student ID fee if lost is \$10.00

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the initial enrollment agreement until midnight of the fifth business day 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 30 days of cancellation. Cancellation must be submitted to the authorized official of the school in writing.

REFUND POLICY

Any student applying for a program that is discontinued by the school shall receive a complete refund of all fees and/or tuition paid. Avid CNA School will issue refunds of tuition and fees in a prompt manner provided that the intention to withdraw from a program has been submitted to the Admission office.

If no notification of withdrawal is received, and a student has had an unexplained absence of more than 3 consecutive class days, Avid CNA School shall consider the student to have withdrawn from the program. In all cases, the date of withdrawal shall be the last day of attendance.

Refunds will be issued by Avid CNA School within 30 days of the last day of attendance if written notification has been provided to the institution by the student; otherwise, refunds shall be made within 30 days from the date the institution terminates the student or determines that the student has withdrawn. Determination that a student has withdrawn shall be made within 30 days of the last day of attendance.

All refunds shall be made in the form of a company check issued by Avid CNA School and payable to the Individual or agency where enrollment payments originated.

Policies on Complaints and Grievances

A student has the right to appeal any disciplinary action taken against them. Any student of Avid CNA School who believes he/she has been offended by a violation shall have the right to file a written complaint within thirty days (30) of the alleged violation. The following process should be followed:

1. Submit the written grievance to the Program Coordinator
2. The Program Coordinator shall provide written acknowledge to the grievant within 10 working days after the receipt of the complaint.
3. The Program Coordinator shall notify and submit in writing a copy of the grievance to any significant administrative personnel.
4. The Program Coordinator shall issue a written finding as to whether there is a need to proceed to the grievance process or a resolution of the concern has occurred.
5. A meeting will be scheduled with the grievant and Program Coordinator, Faculty or other significant administrative personnel.
6. The outcome of the meeting/hearing will be forwarded in writing to the grievant within 10 working days.
7. The action of resolve will be implemented.
8. Program Coordinator will maintain a written record of all student complaints as well as the resolution to the issues.

Any student who has been notified of their separation from the school has the right to appeal their separation. Complaints against the school may be registered with the Illinois Board of Higher Education.

Illinois Board of Higher Education
 1 N. Old State Capitol Plaza
 Suite 333
 Springfield, Illinois 62701-1394
 Website: www.ibhe.org
 Complaint Call Line: (217) 557-7359
 Email: complaints@ibhe.org