

RICHARD MEDICAL ACADEMY
NURSE AIDE TRAINING AND COMPETENCY EVALUATION PROGRAM
ENROLLMENT AGREEMENT
 OHIO STATE BOARD OF CAREER COLLEGES AND SCHOOLS REGISTRATION # 13-01-2005T

Student Name:			
Student DOB:			Full Social Security
Address:			
Phone:		Email	

I am hereby enrolling in the following certificate program and my enrollment is subject to the terms and conditions stated in this enrollment agreement. Richard Medical Academy and above-mentioned student are entering into an agreement under which the student will pay complete tuition and fees as indicated below as well as adhere to the school's rules and regulations as set forth in the RMA specific program handbook. RMA will instruct the above-mentioned student in the curriculum listed below.

Certificate Program: NATCE Program

Length of curriculum (Approved Hours): 76 hours. This program is normally completed in 2 weeks.

Schedule of sessions: Class start date ___/___/_____
 Expected graduation date ___/___/_____

NATCEP student schedule: Theory Classes :Monday to Friday from 8:00am to 5:00pm (last day of class is 4 hours)

Clinical Tuesday - Thursday last week of class 7am -from 3:30 pm

The training includes 76 hours of lecture time, skills training, and two 8-hour days of clinical training experience.

TUITION AND FEES FOR NATCEP CERTIFICATE PROGRAM	
TB Shot Fee	\$20.00
Book Fee	Included in the fees
Tuition Fee	\$340.00
TOTAL TUITION AND TB FEES	\$360.00
PAYMENT PLAN TUITION and FEES (optional)	\$400.00

Tuition and fees are \$ 340.00 if no TB test is needed when paid in full.

Tuition and fees are \$360.00 if TB test is needed when paid in full.

Tuition with the payment plan NO TB test is \$380.00 with a minimum of \$60.00 deposit, weekly payments of \$160.00 for 2 weeks.

Tuition with the payment plan and TB test is \$400.00 with a minimum of \$60.00 deposit, weekly payments of \$170.00 for 2 weeks.

The balance is due before the start of clinical.

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- 2) If the class is cancelled by the school, the student will receive a full refund or have option to start the next available class or quarter.

Cancellation/Termination by Richard Medical Academy Student

If a student withdraws from a course(s) or program, the student's refund amount will be calculated using the Ohio State of Ohio Board of Career and Colleges and Schools Refund Policy 3322-1-10 which is as follows:

- 1) All refundable fees paid by an applicant are refunded if requested within five (5) days after signing an enrollment agreement and making an initial payment without registration fee.
- 2) An applicant requesting cancellation or withdrawal more than five (5) days after signing an enrollment agreement and made an initial payment, and is less than 15% completion of class, is entitled to a refund of 75% of the program tuition paid and all refundable fees paid.
- 3) An applicant requesting cancellation more than five (5) days after signing an enrollment agreement and made an initial payment, and is between 15% to 25% completion of class, is entitled to a refund of 50% of the program tuition paid and all refundable fees paid.
- 4) An applicant requesting cancellation more than five (5) days after signing an enrollment agreement and made an initial payment, and is between 25% to 40% completion of class, is entitled to a refund of 25% of the program tuition paid and all refundable fees paid.
- 5) An applicant requesting cancellation more than five (5) days after signing an enrollment agreement and making an initial payment, who are more than 40% completion of quarter, is not entitled to any refund.

% of the clock hours attempted:	Tuition refund amount:
15% or less	75%
More than 15% and less than or equal to 25%	50%
More than 25% and less than or equal to 40%	25%
More than 40%	No Refund is required

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

RMA makes all required refunds within 30 days from the student's withdrawal or termination date.

STUDENT CODE OF CONDUCT

I. Attendance:

Lecture class and clinical **attendance is mandatory** as mandated by the Ohio Department of Health (ODH) regulations for the NATCEP training. All students must sign-in at the beginning of each class session or you will not be given credit for attending the class. We understand that an absence may be unavoidable due to illness or death in the family. In either case you will be eligible for a make-up session.

All absences are to be made up at RMA training center. The first sixteen (16) of class lecture/instruction, according to the Ohio Department of Health (ODH) must be made up HOURLY FOR HOURLY before the student will be allowed to have direct contact with any Long-Term Care (LTC) resident/patient. Documentation of any missed time, all make up work, and make up class hours which have been completed satisfactorily, will be

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included in the student's file.

Any student who fails to complete missed hours will not be allowed to take the final exam or attend the clinical experience at the LTC facility. In addition, the student must be reported to ODH as "in process" and they will have 60 days to complete the missed work or their name will be reported as "dropped" to the ODH, and the entire class will need to be repeated. Any student missing more than two (2) days will be dropped from the class and will have to repeat the class from Day 1. Class or Clinical credits are not accepted from other NATCEP training sites to RMA nor transferred from RMA to another center.

All students are expected to be in the classroom, in their seats promptly at the beginning of class. The sign in the sheet will be removed at the beginning of the class and the student's tardy time recorded. Tardiness will be "accumulated time" that must be made up before attending clinical or taking the final exam per ODH. If you are going to be late, or cannot make it to clinical or class, you must call RMA at 419-534-2371.

II. Successful Course Completion and Grading Policy:

Performance in the classroom, skills lab, and clinical setting means achieving a final score of 80% or greater on all classroom, written, skills lab and the clinical experience in order to be reported as "passed" to the ODH. If a student fails either the classroom portion or the skills portion, they must return to repeat that portion of their training. There will be **no refund** of any kind for any student who fails a class. Your instructor will help you if you are having problems with either the written portion or the skills portion of this training. RMA will retain all NATCEP training records for a period of two (2) years.

III. Clinical Health:

All students are required to have a two-step TB skin test or chest x-ray report, within the past 12 months, before attending clinical and patient contact. This is a state regulation for the prevention of disease in the State of Ohio. Students may submit a copy of their current TB (Mantoux) skin test from their Doctors office or place of employment. If you have not had a TB test within the last 12 months, you may obtain one from The Health Department, your doctor's office, an Urgent care Center, or here at RMA. Your TB test takes two days before it can be read or evaluated for a negative or positive reaction, so please plan accordingly. A second step TB is required 1-3 weeks after the reading of the first step. A reactive TB skin test will mean an additional chest x-ray exam is required. Again, anyone who has not had a negative TB test cannot attend clinical in an LTC facility and will not be allowed to take the final exam.

IV. General Classroom and Clinical Behavior:

Respect, dignity, and professionalism for residents, fellow students, RMA staff, and visitors are expected at **ALL TIMES** from the students in the adult training sessions for NATCEP education. Fighting, either verbally or physically on RMA property or RMA clinical site, will not be tolerated and will result in immediate expulsion from RMA training center without refund of any kind. In addition, the police will be called, you will be restrained from entering the training center and site, and a report of the problem will be sent to the proper State authorities and the NATCEP Department of the Ohio Dept. of Health. **All documentation will remain part of the student's permanent file, and any student file of a person with a dismissal or expulsion from the program will be kept on file beyond the 2-year regulation period.**

Foul and/or abusive language will not be tolerated at any time while on RMA property.

Any problems related to resident/patient care during the clinical experience, including but not limited to, harm, neglect, or attempting to receive funds from a resident or theft of any type, will be reported immediately to the proper authorities.

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All resident/patient care at our clinical site will be done according to the TCEP training and ODH rules. No student is allowed in the clinical area without the instructor being present per ODH.

V. Dress Code:

Classroom:

All students must be properly dressed in clean neat attire and free from odor. Ripped or dirty clothes with offensive slogans or words are not permitted. Revealing clothing that may be disruptive to the class are not acceptable including very short skirts or shorts and tight clothing that “rides up” or “down” revealing undergarments and/or skin. You should purchase your GREEN scrubs prior to the end of your third classroom day and begin wearing them each day thereafter.

Clinical experience:

You are required to wear a clean, wrinkle free, well fitted GREEN scrub top and bottom with white socks and athletic shoes. Your identification tag from RMA should be worn on your left scrub pocket at all times. A plain white t-shirt may be worn under your scrub top with short or long sleeves. But nothing over top of scrub top. All tattoos must be covered, and no hats or head coverings are allowed (proof of religion). The only ring allowed to be worn is a wedding band and the only piercing allowed is one set of stud earrings to the ears. All other piercing must be removed and left at home, as well as excess rings, bracelets, and necklaces. This is for the resident/patient and student safety. Artificial nails will not be permitted for any reason. Fungus and many germs reside under these kinds of nails and would be an endangerment to the residents/patients you care for. Fingernails of both male and female are to be clean with jagged edges filed to no more than ¼ “over the fingertips. No heavy perfumes or after shave is allowed, but underarm deodorant is expected. No cigarettes allowed in the uniform pocket or lighters are allowed in the facility due to the oxygen safety rules. Keep these in your car. Do not bring purse to the site as storage and safety cannot be guaranteed. RMA is not responsible for the lost or stolen items that you take to the site so please leave at home.

Refusal to follow the above dress code rules will result in dismissal, that day, from the classroom and/or clinical area. The day will have to be made up when the student becomes compliant with rules. There will be no exceptions!

VI. Electronic devices:

No cell phones and/or earbuds will be permitted to be turned on during the classroom, skills lab, or clinical setting (**immediate expulsion**). Text messaging is not permitted. Electronic devices are very distracting and do interrupt the classroom and skills lab and are considered rude and disruptive behavior. If you are having children or family problems, you will have to leave the course until you can return and give full attention to your training.

VII. Violence, weapons, drugs:

Richard Medical Academy has zero tolerance to violence, weapons, and/or drugs in the workplace and will result in a 911 Call to the police and the student(s) will be expelled immediately without further discussion. It is the policy of RMA to keep a safe and healthy environment for our trainees and the residents/patients that they may come in contact with.

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VIII. Cheating:

RMA will not tolerate cheating of any kind and cheating will result in immediate failure of the course and dismissal from the training. Any reported cheating will be investigated, and the student reported will be counseled and/or expelled. If the report is false, then the student reporting the false information will be counseled and/or expelled.

IX. Smoking Policy for RMA:

Smoking by students and/or staff will be permitted **ONLY** in the designated smoking area away from the front door of the building entrance. There is a container for the cigarette butts, please use it. You may also smoke in your car but do not throw cigarette butts in the parking lot.

X. Incident, Accident or Injury reporting:

All incidents, injuries, accidents that occur while on RMA premises, must be reported to the NATCEP instructor as soon as it happens. Each person witnessing or involved in an accident or any incident must complete an incident report prior to leaving the class or clinical area on the day of the accident or incident.

XI. Harassment:

You have the right to a harassment-free environment. Sexual harassment is unlawful and unacceptable in the workplace. Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitutes sexual harassment. Sexual harassment is illegal whether an instructor, trainee, applicant, manager, or any non-employee initiates it. Because of the importance we place on these types of issues, this company has instituted a procedure for investigating harassment complaints. It is our policy to investigate and resolve these issues in a prompt manner. If you have been harassed, or another's conduct creates an intimidating, hostile, or offensive environment, follow the chain of command.... Notify your instructor, the Program Coordinator, the DON or the Chief Operating Office.

XII. Confidentiality:

In the course of the program, trainees will have access to personal information regarding residents/patients. This may be in the form of medical information, behavior management, social services, personal background information or personal care needs, medications, etc.

All information regarding the resident's condition or any aspect of their medical or nursing care is **CONFIDENTIAL** and must not be revealed to unauthorized persons. This includes other NATCEP trainees, your family members, other residents/patients, etc. if asked a question regarding your clinical resident, explain you are a trainee and refer them to a staff nurse.

Posting comments, videos, photos on Facebook or any other social media forum regarding RMA or the clinical site, is a HIPPA violation and strictly prohibited. Dismissal from the course with a failing grade reported to ODH will be sent immediately.

XIII. Clinical Experience Policy addendum:

All rules, policies, and standards of conduct per RMA apply to both the classroom and clinical portion of your training.

All resident/patient care and transfers must be performed by two persons/students in the presence of the instructor. No care of any kind is to be given to a resident/patient by a student without the instructor's prior

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knowledge and approval (ex: Hoyer/mechanical lift). There will be no exceptions.

To attain a passing grade, the trainee must comply with the facility's dress code policy.

RMA will give all trainees an ID badge that must be worn at all times during your training.

No student trainees are allowed in the clinical area or the RMA facility without the instructor's knowledge and approval during non-training hours. Wandering around the facility by yourself or/and sleeping at clinicals/is unacceptable. All students will enter the clinical floor together with the instructor and all students will leave together with the instructor at the end of the day.

No student trainees are allowed to sleep while at RMA facility or clinical site. If student trainees are sleeping in resident/patient room and/or open areas of clinical site, will result in immediate expulsion from RMA training center without refund of any kind.

NATCEP Class Attendance Acknowledgement:

1. I understand that the State of Ohio Department of Health requires a minimum of 75 hours of training to graduate and receive my certification.
2. I understand tardiness and absences are cumulative and **must** be made up to complete my training, and before I can receive my certificate.
3. I understand that any missed lectures, skills training and/or clinical training, regardless of the reason, **MUST** be completed **BEFORE** I graduate.
4. I understand that I will be responsible for compensating an instructor \$2 5.00 per hour to come in and train me for any missed time.

Complaint or Grievance Procedure

All Student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus OH 43215, Phone 614.466.2752: toll free 877.275.4219.

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Student disclosure – Acknowledgment

The School does not accept credit for previous education, training, work experience (experimental learning)

- (1) The School does not guarantee job placement to graduates upon program/course completion or upon graduation.
- (2) The School reserves the right to reschedule the program start date when the number of students scheduled is too small.
- (3) The School will not be responsible for any statement of policy or procedure that does not appear in the School catalog.
- (4) The School reserves the right to discontinue the student’s training for unsatisfactory progress, nonpayment of tuition or failure to abide by School rules

- (5) Information concerning other Schools that may accept the School’s credits toward their programs can be obtained by contacting the office of the President. It should not be assumed that any programs described in the School catalog could be transferred to another institution. The School does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credits and whether they should be accepted is the decision of the receiving institution.

This document does not constitute a binding agreement until accepted in writing by all parties.

I hereby acknowledge receipt of the School’s catalog dated _____, which contains information describing programs offered, and equipment/supplies provided. The RMA’s _____ catalog is included as a part of this enrollment agreement, and I acknowledge that I have received a copy of this catalog.

_____ Student initials

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

_____ Student initials

I understand that RMA may terminate my enrollment if I fail to comply with attendance, academic and financial requirement or if I disrupt the normal activities of the School. 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 may be awarded.

I also understand that RMA does not guarantee job placement to graduates upon program/course completion or upon graduation.

_____ Student’s initials

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. It is further understood and agreed 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. I also understand that if I default upon this agreement, I will be responsible for payment of any collection fees or attorney fees incurred by Richard Medical Academy.

My signature below signifies that I have read and understand all aspects of this agreement and do recognize my legal responsibilities in regard to this contract.

Signed this _____ day of _____ 20____

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Signature of Student

Date

Signature of School Official

Date

Representative's certification: I hereby certify that _____ has been enrolled by me and in my judgment, meets all requirements for acceptance as a student. I further certify that there have been no verbal or written agreements or promises other than those appearing on this agreement.

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