



**Open Door Healthcare Services, Inc  
Nurse Assistant Training Program  
Participant Catalog**

**2025-2026**

<http://www.opendoorhealthagency.com>

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## OWNERSHIP

Open Door Healthcare Services, Inc is a community base Home Health agency located in Chelmsford, Massachusetts. We are a minority owned business providing a variety of services. Those services help us to deliver our goal which is to provide and support our clients with the appropriate resources in the community. It also helps individuals achieve higher heights by attending the Nurse Aide Training Program to enable them to pursue a career in the healthcare industry.

## MISSION STATEMENT

Our mission and vision of the nurse aide training program is to educate and train individuals in our community to provide quality care to our clients and in our surrounding communities. We aim to support the healthcare field with candidates that has the appropriate skills to enable residents to live a dignified life in a facility or in their homes.

## PHILOSOPHY AND PURPOSE

The program is rooted in six principles of care: ***Privacy, Dignity, Independence, Communication, Safety, and Infection Control***. The program is designed to motivate the participant and establish a deeper appreciation of his/her important role in providing quality care in a variety of healthcare settings. The purpose of the program is to provide the information and skills that will enable candidates to provide quality care for residents in nursing homes, patients in hospitals and other healthcare facilities as a nurse assistant. Supplemental information and skills are taught to enable them to provide quality healthcare for clients at home.

## PROGRAM OVERVIEW

The Nurse Assistant Training program meets the Massachusetts Department of Public Health's Nurse Aide Registry requirements in Massachusetts. The program includes 40 hours of online theory, 19 hours of skill lab and 21 hours of clinical. The expectation of excellence is high within our fast-paced and focused program. We train our students to provide compassionate care for people within the healthcare system. The program will give students hands-on laboratory and clinical practice; our students learn procedural skills such as bathing, dressing, positioning, and vital signs. Students will also learn key communication techniques in the life skills reference materials. Sample resume writing tools and interview preparation are provided to students to assist with their employment search after graduation. After students graduate from the program, they are eligible to sit for the Massachusetts Nurse Assistant Competency Exam to become a Certified Nurse Assistant. All students' records are kept as an electronic format, including certificates and transcripts.

## PROGRAM OFFERED

**NURSE ASSISTANT BLENDED LEARNING TRAINING-(304WebC)** The Blended Learning program is an alternate delivery method which makes the training a viable option for students unable to take the program in a fully led instructor setting. Students will complete the theory content via online; a participant guide will be provided to each student introducing them to the online platform. Skills in the lab and clinical training will be led by Registered Nurses and Licensed Vocational Nurses who have completed a training course and meet all Federal, and State requirements. Students will participate in a FirstAid/CPR/AED training offered on the first day of their scheduled program

## PROGRAM COMPONENTS

### **NURSE ASSISTANT BLENDED LEARNING TRAINING (304WEBC)**

**Online Content (40 Hours)** - includes multimodal presentations, engaging graphics, storytelling, and problem-based learning. Each theory section will be completed online within an allotted schedule given to students in advance of enrollment. Students must complete this component before being eligible to participate in the lab sessions.

**Activities:** Activities are designed to involve students in the experiential learning process. This is accomplished through the format which includes movie episodes, close-up videos, assessments, and simulations.

**Lab sessions (19 Hours):** Lab sessions allow students to demonstrate competency in each skill prior to the clinical experience.

**Clinical experience (21 Hours):** The clinical component of the program will provide students a real world, hands-on learning opportunity in a long-term healthcare facility.

## ATTENDANCE

The student is required to satisfactorily complete all the program instruction (this includes didactics, lab, and clinical). You are expected to be on time for class. Time will be measured by the classroom clock only. It is necessary to attend each day of the program. Missing any class hours can result in dismissal from the program. Tardiness for clinical will not be tolerated. A written warning will be given for the first offence. The second offence will result in dismissal from the program. If a student is unable to attend class due to an emergency, the student must call the instructor and leave a message by 6:00 A.M. An emergency number for your local class will be provided on your first day of the NAT orientation for the program. Instructors will make themselves available before and/or after class during specified times. If a student would like additional guidance on skills practice or other program content, they should make an appointment with the instructor directly.

Clinical hours differ from classroom hours. A list of class schedule and clinical hours will be provided at orientation. See attached schedule template. Clinical start times are depending on the location. You will be given a complete schedule and program objectives when you registered. Students will not be allowed to attend clinical unless they are successful in the classroom portion. Unless a student qualifies for a transfer into a new session, the refund policy would apply, and students would have to re-enroll into a new program session.

Students who complete the classroom portion but are unable to complete the scheduled clinical time due to an emergency under the transfer policy will have sixty (60) days to complete the clinical experience. They must provide documentation verifying the emergency to the school staff within five (5) business days. After 60 days has lapsed, making up the clinical will no longer be an option and students will need to repeat the entire program by re-applying and paying for all costs.

## GRADING

Students are expected to come prepared to class with all homework assignments completed. Students are required to pass written exams (quizzes and a final exam) with a minimum of 80%. Students have the opportunity to retake quizzes up to one time and may retake the final exam one time. If a student does not successfully pass on their second attempt of a quiz or the final exam, they will be dismissed from the program. A written progress report will be provided to students in person by the time 50% of the program has been completed.

Students are required to demonstrate competency of all skills required in the program. Evaluation of competency occurs both in the lab and clinical components of the program. All

skills listed in the Nurse Assistant Training Program curriculum will be performed with 100% accuracy in the lab portion of the program. This is mandatory before attending the clinical setting. In the clinical setting students are expected to demonstrate respect, truthfulness, reliability, timeliness, and good judgment in providing safe care to residents.

## PROGRAM COST

### **Nurse Assistant Training-(304WebC)**

Total cost payable to Open Door Healthcare Services, Inc for this training. The students have 2 options. To either pay in full or in installments.

#### **PROGRAM COST:**

TUITION:	\$1400.00
(Non-refundable Administrative Fee)	\$ 50.00
DISCOUNTS, IF ANY:	-\$ _____ (\$50 credit, if paid in full)
DEPOSIT	\$ _____
 TOTAL CHARGES:	 \$ _____

#### **ADDITIONAL STUDENT EXPENSES:**

BOOK:	(optional \$80-- non-refundable once purchased)
ESTIMATED COST OF SUPPLIES:	\$70
Competency Evaluation Exam	\$110.00 written & skills test
combined (Fees vary for separate makeup written or skills test). Students are responsible to schedule their tests and pay the fees with TestMasters.	

Students are responsible to obtain their own transportation at their own

expense to and from labs and clinical sessions and state certification exam.

#### **Student's Method of Payment (Program is not eligible for federal or state loans)**

Payments are to be paid only after a School Staff gives the students the approval and the enrollment documentation is completed.

If an outside source is covering all or a portion of the program cost, a signed authorization from the agency/ source must be provided at the time of registration. If the agency is paying less than the full amount for the program, the student is responsible for the balance due at the time of enrollment. The sponsoring agency should contact the School Staff to inquire about the proper invoicing process.

#### **Prospective students have 2 options to pay the program cost:**

**Option #1** - Students can pay in full the tuition cost (\$1,400.00) with the \$50 administration fee waived when paid in one payment via Cashier's Check and/or Money Order or Cash.

**Option #2** – Students are required to provide a \$650.00 deposit which includes the \$50 non-refundable administration fee prior to the start of the first class, Then 2 biweekly payments of \$400.00.

- ☐ CASH  
☐ CHECK  
☐ SCHOOL PAYMENT PLAN  
☐ ZELLE  
☐ OTHER \_\_\_\_\_

## **UNIVERSAL POLICIES FOR PROGRAM**

### **BACKGROUND CHECK/PRIOR CONVICTIONS**

Open Door Healthcare Services, Inc has the right to deny a student enrollment based on a prior conviction. Please contact the school regarding your questions and concerns about prior convictions prior to submitting your application. The school is responsible for the fees of a background check for clinical placement.

## ADMISSION POLICY

Students are required to attend a free information session either on-line or in person prior to applying for admission. At the Information Session you will receive information regarding the program's pricing, policies, and procedure. No enrollment will be accepted without attending the session or completing the on-line information session.

Please register for an NAT Information Session at [www.opendoorhealthagency.com](http://www.opendoorhealthagency.com). Students enrolling in the Nurse Assistant Training Program must be at least 18 years of age and possess a valid Social Security Card.

### ENTRANCE REQUIREMENTS:

- Must be of 18 years or older
- Produce a Physical Exam by a healthcare provider
- Produce proof of COVID vaccination
- Produce a current Influenza vaccination documentation
- Produce a negative tuberculosis test  
(must be completed within 1 year of the start of class; or a negative chest x-ray will be accepted)
- Speak, write, and understand English
- Have CORI clearance for clinical (which requires a valid social security number)
- Copy of Government issued photo ID/Passport
- Have 2 personal references for the application

### DOCUMENTS REQUIRED FOR APPLICATION

- 1) Background Check Release Form
- 2) Copy of Government issued photo ID/Passport
- 3) Have 2 personal references

### DOCUMENTS REQUIRED FOR ENROLLMENT

- 1) TB Form documenting negative TB test (must be completed within 1 year of the start of clinicals); a negative chest x-ray will be accepted
- 2) Physical Exam completed by Healthcare Practitioner  
(must be completed within 1 year of the start of clinical)
- 3) Documentation of Covid & Flu Vaccination
- 4) CORI Clearance (need valid social security number)
- 5) Payment(s)

Once candidates are approved for admission into the program, the enrollment process may be initiated and candidates will provide the \$50 non-refundable administrative fee. All application and enrollment documents listed above including payment, must be received to secure an enrollment into the program. Enrollment is done on a first-come first-served basis and classes may fill to capacity. Please contact the school at 1-855-379-6347 to pay program fees.

## EMPLOYER FAIR

Open Door Healthcare Services will host a job fair for all students periodically during the year. Current and previous students are welcome to attend. Fair schedules will be posted on-line at

[www.opendoorhealthagency.com](http://www.opendoorhealthagency.com). The fair will help students learn about jobs but does not guarantee employment. Students will have the opportunity to complete job applications and schedule interviews with prospective employers. Open Door Healthcare Services, Inc does not provide job placement for students.

### REQUEST FOR ACCOMMODATIONS

If a student requires or requests any accommodations, they must first notify the appropriate School Staff who will seek approval from the Lead RN prior to application. Complete documentation must be provided; to be granted under the sole discretion of Open Door Healthcare Services, Inc.

The classroom, online content, lab, and clinical sessions require the ability to learn in a fast-paced, structured schedule. In addition, it requires strenuous physical activities, which includes bending, lifting and twisting. If you have any conditions that could affect your ability to participate including learning disability, pregnancy, chronic condition, or an injury, please provide written permission from your physician or clinician. Applicable conditions revealed after enrollment without permission to participate will be grounds for non-refundable dismissal.

### STUDENT DRESS CODE

The Nurse Assistant student uniform is a blue scrub top, white bottoms, and white shoes. Students are expected to be in uniform for every class, clinical, State exam days, the employer fair, and graduation. A watch with a second hand is part of your uniform. Failure to follow the dress code will result in a warning and if not corrected will result in dismissal from the program.

Shoes should be an athletic/tennis shoe and must be closed toe and closed heel. Shoes may have some other small color or design, as long as they are mostly white.

#### PERMITTED

- Scarf or skirt (neutral colors) for those with religious necessity
- Small earring studs and rings with personal significance (limit one per hand)
- Natural makeup
- Nails trimmed not extending beyond tips of fingers. No colors or designs

#### NOT PERMITTED

- Cellular phones (should be put away and turned off during class and clinical)
- Hats or scarves (religious exception)
- Dangling jewelry or visible facial piercings (nose, eyebrow, lip, chin, etc.)
- Long, loose hair, extreme hair color or styles
- Acrylic nails or overlays
- Heeled, open-back, or clogged shoes
- No jackets over the uniform attire unless they are professional scrub jackets. If you are cold, we allow a long-sleeved blue, white, gray, or black shirt under the blue scrub top.

Please cover tattoos for the clinical experience

### COMPETENCY EVALUATION PRACTICAL LICENSE EXAM

Upon successful completion of the Nurse Assistant Training Program, you are eligible to take the State Exam to become certified as a Nurse Assistant in Massachusetts. The application form for the State Testing and a copy of your Nurse Assistant Training certification will be given to you at graduation. It is the student's responsibility to enroll for the state exam at the DPH website at graduation. The students are responsible for any cost associated with the State Testing Agency; they will schedule your test and confirm your test date upon receiving your application.

### TRANSFER/WITHDRAW/REFUND LAW

Students requesting transfers up to 3 days prior to class starting can transfer to the next scheduled class that has availability. Students will be allowed only one free transfer prior to class starting.



Sometimes students have significant life events such as personal health issues or immediate death in the family that may impede them from attending or completing the NAT Program. If such an unexpected life event was to occur students must provide documentation within 3 business days of notifying the school. Students providing complete documentation within the appropriate time for any of those unexpected life events may be eligible for a refund or transfer into another class. In the case of death, we may require verification of death and relation to the deceased. A complete description of the refund policy is listed on the Enrollment Agreement.

**Withdrawal:** Per 230 CMR 15.04(7) and (8) (7) Students are allowed to withdraw after attending the 1<sup>st</sup> day. If a student withdraws from a Program in accordance with the School's withdrawal policy, the School shall: (a) treat the withdrawal as a termination of the enrollment contract, effective immediately; (b) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and (c) provide the calculation and any refund to the student within 45 days of the effective date of the termination (8) If a student stops attending School but does not withdraw in accordance with the School's withdrawal policy, the School shall: (a) for purposes of any payments due from the student or refund due to the student, treat the student's nonattendance as a termination of the enrollment contract, effective no later than the last date of attendance or last participation in an instructional activity; (b) determine the effective date of the termination within 30 days after the end of the period of enrollment, the term, or the Program, whichever is earliest; (c) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and (d) provide the calculation and any refund to the student within 45 days from the date the school determines the effective date of termination under 230 CMR 15.04(8)(b).

**Financial Aid-**230 CMR 15.04 (5) and (6) (5) After April 1, 2017, if a School allows a student to begin participation in a Program while an initial award for financial aid, including student loans, is pending, and the student subsequently is denied some or all of that student loan or financial aid amount, the School shall offer that student in writing an opportunity to terminate the enrollment agreement with a full refund of all Monies Paid, less actual reasonable administrative costs as defined under M.G.L. c. 255, § 13K.

(6) In addition to the requirements of M.G.L. c. 255, § 13K, for programs beginning after April 1, 2017, prior to the completion of five school days or five percent of the Program, whichever occurs first, a School shall afford a student the opportunity to withdraw with a full refund of all Monies Paid, less (1) actual reasonable administrative costs as defined under M.G.L. c. 255, § 13K; and (2) actual reasonable costs of non-reusable supplies or Equipment where a School reasonably provided the student with the supplies or Equipment, so long as the student receives the refund to which they are entitled under M.G.L. c. 255, § 13K. Provided, however, that this provision shall not apply to: (1) Programs not subject to division approval; and (2) Programs 80 hours or less in duration and \$2,000 in total cost.

## **STUDENT CONDUCT**

The School has the right to terminate those whose conduct is deemed unsatisfactory. Unsatisfactory conduct may be theft, possession, use of or being under the influence of alcohol or illegal drugs while on school property or during the class, assault upon another student or staff member, destruction of school property or equipment, insubordination to a faculty member, or the disruption of classes or activities or engages in academic dishonesty, cheating or plagiarism. Violations of any of these prohibitions may result in termination from school.

The Standard of Conduct, which includes the school's dress code, is to be upheld by every student attending the school, and are reviewed on the first day of each class.

Misconduct by any student can lead to disciplinary and/or legal action as well as dismissal from the school.



- Use of cell phones, pagers, and other electronic devices, including tablets, iPads, iPods, etc. are prohibited and must be stored away. Cell phones are to be used only in designated areas.
- Smoking is prohibited in the building and on the premises. Smoking is prohibited during clinical experience including breaks.
- If weather conditions are poor and the city schools are delayed or closed in the county; classes will be delayed or cancelled, and time will be made up as directed by the instructor

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### **TERMINATION BY SCHOOL POLICY**

A Student may be terminated from the program if the following situations occur:

1. If student fails or does not complete the online Blended Learning content.
2. If the student does not maintain an 80% grade in the online content or does not pass the final exam after 2 attempts.
3. Absences from lab or clinical
4. The clinical component is graded on a Pass/Fail scale.
5. If student violates any of the Standards of Conduct and/or published student ground rules or school policies in the catalog. This applies to classroom and/or clinical locations.

### **STUDENT COMPLAINT RESOLUTION PROCESS**

Students are encouraged to communicate any complaints to their instructor and work to identify an appropriate resolution. The instructor will notify the Lead RN of the complaint who may also contact the student for a resolution. If the student's complaint has still not been resolved the student should complete a grievance letter and submit to [njean-francois@opendoorhealthagency.com](mailto:njean-francois@opendoorhealthagency.com) Open Door Healthcare Services, Inc will respond to the student complaints in writing within 10 business days from the submission of the written complaint by the student. A written record of student complaints will be maintained by Open Door Healthcare Services, Inc for a period of at least one year following the graduation or withdrawal of the student. Complaints can also be reported to the Office of Private Occupational School Education Division of Occupational Licensure.

### **NON-DISCRIMINATION & ANTI-HARASSMENT POLICY**

Open Door Healthcare Services, Inc fosters equal employment opportunity for all applicants, volunteers, and employees, without regard to race, color, sex, religion, national origin, age, handicap, or veteran status, except when, with reasonable accommodations, age or handicap substantially limits ability to meet or perform legitimate service standards or poses a safety hazard. If a student believes that she or he has been subjected to illegal harassment, the student must bring the matter to the immediate attention of the instructor. All reports of harassment will be promptly investigated and, if appropriate, remedial action will be taken.

This school is licensed by the Office of Private Occupational School Education, students may contact DOL at any time if they have a complaint.

Office of Private Occupational School  
Education Division of Occupational Licensure  
1000 Washington Street, Suite 710  
Boston, MA 02118  
[Occupational.Schools@mass.gov](mailto:Occupational.Schools@mass.gov)  
617-701-8719

### SCHOOL CALENDER

Open Door Healthcare Services, Inc observes the holidays listed below. If a holiday falls on a Saturday, it is observed on the preceding Friday. If a holiday falls on a Sunday, it is observed on the following Monday. School locations are opened 8:30am to 5pm, however students should contact staff in advance if they would like to set up an individual appointment to ensure there is availability.

New Year's Day  
MLK Jr. Day  
Presidents Day  
Memorial Day

Juneteenth Day  
Independence Day  
Labor Day  
Columbus Day

Veterans Day  
Thanksgiving Day  
Christmas Day

### PROGRAM CALENDAR (see last pages for program schedule and curriculum)

**Classes are scheduled to start online weekly (program is for 5 weeks):**

*January 6, 2025	*March 31, 2025	*September 8, 2025
*February 24, 2025	*May 12, 2025	*October 27, 2025
	*June 16, 2025	

Start dates are subject to change.

### GUIDANCE COUNSELOR

-Students will be provided with a resource staff while enrolled at ODHS NAT Program.

Open Door Healthcare Services, Inc. NAT Blended 5 Week Program Schedule		
Day 1	Online Theory	2 Hours
Section 1 - Orientation Overview		
Chapter 1	Welcome To The Program	
Chapter 2	Your Role	
Chapter 3	`	
Chapter 4	Communication	
Chapter 5	Legal and Ethical Responsibilities	
Day 2	Online Theory	2 Hours
Chapter 6	The Healthcare Team	
Chapter 7	Your Workplace	
Chapter 8	Introduction to Test Preparation	
Chapter 9	The Final Word	
Section 2 - Lily		
Chapter 1	Admissions	
Day 3	Online Theory	2 Hours
Chapter 2	Vital Signs and the Physical Exam	
Chapter 3	Overview of Injuries, Surgery and the Musculoskeletal Disorders	
Chapter 4	Wound Care and Infection Control, Part 1	
Chapter 5	Infection Control, Part 2	
Chapter 6	Positioning, Rehabilitative and Restorative Care	
Day 4	Online Theory	2 Hours
Chapter 7	Bed Baths, Transfers and Discharges	
Chapter 8	Test Preparation	
Chapter 9	Review of Section 2	
Section 3 - Frank		
Chapter 1	The Care Plan and Documentation	
Chapter 2	Reporting and Recording Objective and Subjective Information	
Day 5	Lab Skills	4 Hours
Day 6	Online Theory	2 Hours
Chapter 3	Respiratory Support	
Chapter 4	Supporting Cardiovascular Care	
Chapter 5	Supporting Care for Cancer	
Chapter 6	Care for a Bedridden Resident	
Chapter 7	Hospice and Palliative Care	

Day 7	Online Theory	3 Hours
Chapter 8	Emergency Care and End of Life	
Chapter 9	Test Preparation	
Chapter 10	Review of Section 3	
Section 4 - Helen		
Chapter 1	Working with Challenging Residents	
Chapter 2	Living with HIV	
Day 8	Online Theory	3 Hours
Chapter 3	Grooming	
Chapter 4	The Compromised Immune System	
Chapter 5	The Infection Cycle and Facility-Based Infection Prevention Control	
Chapter 7	Restraints and Residents' Rights	
Chapter 8	Test Preparation	
Chapter 9	Review of Section 4	
Day 9	Online Theory	3 Hours
Section 5 - Martha		
Chapter 1	Introduction to Diabetes and Obesity	
Chapter 2	Digestive System and Blood Glucose Management	
Chapter 3	Mealtimes, Special Diets and Nutrition	
Chapter 4	Foot Care, Exercise and Range of Motion	
Chapter 5	Working with Residents with Hearing or Visual Impairments	
Day 10	Lab Skills	4 Hours
Day 11	Online Theory	3 Hours
Chapter 6	Pressure Ulcers	
Chapter 7	Morning, Afternoon and Night	
Chapter 8	Revising the Care Plan	
Chapter 9	Test Preparation	
Chapter 10	Review of Section 5	
Day 12	Online Theory	3 Hours
Section 6 - Timothy		
Chapter 1	Assisted Living and Resident Sexuality	
Chapter 2	Introduction: Timothy's Stroke and Change in Condition	
Chapter 3	Working with a Depressed Resident	
Chapter 4	ADL: Toileting, Bathing and Catheter Care	
Chapter 5	ADL: Skin and Nail Care	

Day 13	Online Theory	3 Hours

Chapter 6	Mealtimes	
Chapter 7	Rehabilitative and Restorative Care	
Chapter 8	Test Preparation	
Chapter 9	Review of Section 6	
<b>Section 7 - Stuart</b>		
Chapter 1	Introduction to Dementia and Alzheimer's Disease	
Chapter 2	Care for Moderate Alzheimer's Disease - Part 1	
Day 14	Online Theory	3 Hours
Chapter 3	Care for Moderate Alzheimer's Disease - Part 2	
Chapter 4	Care for Moderate Alzheimer's Disease - Part 3	
Chapter 5	Care for Severe Alzheimer's Disease - Part 1	
Chapter 6	Care for Severe Alzheimer's Disease - Part 2	
Chapter 7	Additional Care Measures for the Bladder and Bowels	
Chapter 8	Death	
<b>Day 15</b>	<b>Lab Skills</b>	<b>4 Hours</b>
Day 16	Online Theory	3 Hours
Chapter 9	Test Preparation	
Chapter 10	Review of Section 7	
<b>Section 8 - Michelle</b>		
Chapter 1	Introduction to Developmental Disabilities	
Chapter 2	The Urinary System	
Chapter 3	Dialysis	
Chapter 4	Suspected Abuse	
Day 17	Online Theory	3 Hours
Chapter 5	Reporting Abuse	
Chapter 6	Test Preparation	
Chapter 7	Review of Section 8	
<b>Section 9 - Beth</b>		
Chapter 1	Introduction to the Reproductive System	
Chapter 2	Pain, Shift Change, Wound Care and Infection Control	
Day 18	Online Theory	3 Hours
Chapter 1	Welcome to Section 10	
Chapter 2	Practice Test 10 A	
Chapter 3	Preparing for Clinicals	

Day 19	Lab Skills	4 Hours
Day 20	Lab Skills	3 Hours
Day 21	Clinicals	7 Hours
Day 22	Clinicals	7 Hours
Day 23	Clinicals	7 Hours
	Total Hours for Online Theory Portion of the Program	40 Hours
	Total Lab/Skills Hours	19 Hours
	Total Clinical Hours	21 Hours
	Program Hours (Theory/Skills Lab/Clinical)	80 Hours

