

Virginia School for Nurse Aides

Rules and Regulations



I. Mission

The mission of Virginia School for Nurse Aides (VSNA) is to graduate no less than competent Nurse Aides, Medication Aides, and Personal Care Aides into our communities.

II. Objectives

A. Nurse Aide

VSNA's objective for the Nurse Aide student is to achieve the standards set forth by the school as evidenced by receiving a minimum of the following:

1. 85% in lecture
2. 90% on skill exams in addition to a grade of Satisfactory on performance of skills
3. Grade of Satisfactory in the clinical portion

B. Medication Aide

VSNA's objective for the Medication Aide student is to achieve the standards set forth by the school as evidenced by receiving a minimum of the following:

1. 90% in lecture
2. Grade of Satisfactory in skills and clinical portion

C. Personal Care Aide

VSNA's objective for the Personal Care Aide Student is to achieve the standards set forth by the school as evidenced by receiving a minimum of the following:

1. 80% in lecture
2. Grade of Satisfactory in skills

III. Course Descriptions

A. Nurse Aide

This five week course covers communication and interpersonal skills, infection prevention, safety and emergency procedures, promoting residents' independence, basic nursing skills, mental health and social service needs, and other topics typical of a Nurse Aide.

B. Medication Aide

This three week course covers legal and ethical issues, a basic introduction to pharmacology, preparation for the safe administration of medications, storage and disposal of medications, special issues in medication administration, insulin and intramuscular injections.

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C. Personal Care Aide

This course covers communication and interpersonal skills, infection prevention and control, safety and emergency procedures, promoting residents' independence, basic nursing skills, personal care skills, mental health and social service needs, and other topics typical of a Personal Care Aide.

IV. Entrance Requirements

1. Must have documentation of a negative Covid-19 test, done no more than 7 days prior to class. Another Covid-19 test will be required prior to attending clinical.
2. All applicants must present a state issued picture ID and social security card upon submitting application. No one will be admitted into the program without proper ID.
3. Applicants must be able to read, write, and understand English.
4. Applicants must provide their own transportation to and from clinical site.
5. Applicants must be able to meet ALL financial obligations.
6. Must be able to lift 50lbs unassisted.
7. Applicants must have an e-mail address and daily internet access.
8. Applicants must agree to and adhere to the Rules and Regulations of the school.

MEDICATION AIDE STUDENTS ONLY

1. PPD/Chest X-Ray. If you do not have a current PPD, one will be provided to you by the school at a cost of \$25.00 if required by the clinical site. This must be done by the first week of class.
2. Must have proof of completion of an CNA, PCA, or DCA course by an approved school.

V. Required Course Materials

- 1 inch binder for curriculum, syllabus, schedule, rules and regulations
- Rules and Regulations printed and kept in binder or readily available via electronic device other than a cell phone
- Nurse Aide Students only - curriculum printed and kept in binder or readily available via electronic device other than a cell phone
- Pen/pencil
- Paper
- Black non-skid sneakers
- Memo pad (for skills portion of course)
- Watch with a second hand (for skills portion of course)

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- Must have a device that allows for teleconferencing

The following additional materials are required for Nurse Aide and PCA students only:

- Virginia Nurse Aide skills handbook
- Toothbrush (for skills portion of course)
- 2 washcloths and 1 towel (for skills portion of course)
- 2 boxes of non-latex gloves of your size-**due first day of class**
 - Discount Medical Supply, located at 1220 N. Boulevard, Richmond, VA 23230 is the least expensive
- Textbook- School property. Must be returned to the school. If not, one of the following will happen:
 1. You will not move on to the next phase of the program
 2. You will be charged \$50 for the replacement of the book
 3. You will not receive your Certificate of Completion

VI. Attendance Policy

All video conferences are MANDATORY and part of the attendance policy. During video conferences the following must be adhered to:

- a. All faces must be shown.
- b. Participation and engagement is a must.
- c. No pets or children in view.
- d. Must be sitting upright.
- e. No eating of large meals.
- f. No cellphone use.

A. Nurse Aide

1. Classroom- Only one absence is permitted without having to pay a fee. If a student misses more than one day of lecture or skills he/she will need to make up that time in a subsequent class if space is available. A sitting fee of \$35 per missed class shall be paid before the start of the class. If more than three days are missed during the program, the student will have to repeat that portion of the course and pay a re-entry fee of \$135 in addition to any remaining tuition balances if applicable.

2. Skills – It is HIGHLY recommended that students DO NOT miss ANY skill time. If a student misses a skill day, it is the responsibility of that individual to ensure that he/she has a thorough understanding of what was missed and must have the ability to demonstrate missed skills appropriately upon return.

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3. Clinical – No missed clinical time is permitted without penalty. If a student misses a clinical day, he/she will need to make up that time in a subsequent class if space is available and a sitting fee of \$75 per missed clinical day shall be paid prior to the next clinical date. No student shall receive their Certificate of Completion unless ALL clinical time is completed. Due to Covid-19, clinical dates and times may vary or be delayed. Clinical must be completed in the allotted time.

4. Punctuality and Tardiness – Two tardies/early departures from class including any mixture of the two will equal an absence. For example:

- a. If a student is late to class twice, that will equal an absence.
- b. If a student leaves class early twice, that will equal an absence.
- c. If a student is late once and leaves class early once, that will equal an absence.
- d. There are no grace periods. Punctuality is key to your success.

5. If any of these situations occur, the student should continue with the current class, but will not receive a Certificate of Completion until all class/clinical time has been made up.

6. More than three days of absences will possibly result in the student being suspended from the program and no refund will be issued.

7. Alternatively, the student may be reassigned to a subsequent class if space is available after paying the \$135 re-entry/continuance fee in addition to any remaining tuition balances if applicable. Depending on grades and where the student left off, he/she may be able to pick up where he/she has left off. This applies only if the absences were consecutive.

8. Please note that a doctor's note does not necessarily excuse an absence and will be reviewed on a case by case basis. It is the student's responsibility to contact the instructor and arrange to make up missed material. The student will receive his/her Certificate of Completion when all missed time has been made up and tuition obligations have been fulfilled. If all missed time is NOT made up within thirty (30) days (beginning from the students last day of attendance), the student must retake the entire program and pay the full tuition cost again. ***Per state regulations, any time missed during the first sixteen (16) hours of the program will disqualify the student from attending clinical rotations during their scheduled program.***

B. Medication Aide

1. Classroom- Only one absence is permitted without having to pay a fee. If a student misses more than one day of lecture or skills he/she will need to make up that time in a subsequent class if space is available. A sitting fee of \$35 per missed class shall be paid before the start of the class. If more than three days are missed during the program, the student will have to repeat that portion of the course and pay a re-entry fee of \$135 in addition to any remaining tuition balances if applicable.

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2. Clinical – No missed clinical time is permitted without penalty. If a student misses a clinical day, he/she will need to make up that time in a subsequent class if space is available and a sitting fee of \$75 per missed clinical day shall be paid prior to the next clinical date. No student shall receive their Certificate of Completion unless ALL clinical time is completed.

3. If either of these situations occur, the student should continue with the current class, but will not receive a Certificate of Completion until all class/clinical time has been made up.

4. Punctuality and Tardiness – Two tardies/early departures from class including any mixture of the two will equal an absence. For example:

- a. If a student is late to class twice, that will equal an absence.
- b. If a student leaves class early twice, that will equal an absence.
- c. If a student is late once and leaves class early once, that will equal an absence.
- d. There are no grace periods. Punctuality is key to your success.

5. More than 2 days of absences will result in the student being suspended from the class (NO TUITION REFUND) and reassigned to a subsequent class after paying the \$135.00 re-entry fee in addition to any remaining tuition balances if applicable.

6. Please note that a doctor's note does not necessarily excuse an absence and will be reviewed on a case by case basis. It is the student's responsibility to contact the instructor and arrange to make up missed material. The student will receive his/her Certificate of Completion when all missed time has been made up and tuition obligations have been fulfilled. If all missed time is NOT made up within thirty (30) days (beginning from the student's last day of attendance), the student must retake the entire program and pay the full tuition cost again.

C. Personal Care Aide

1. No absences are permitted without penalty. If a student misses any day during the course, he/she must pay a fee of \$35.

2. If more than one day of class is missed, he/she will be terminated from the course.

VII. Dress Code

1. Class- Purple scrubs OR purple scrub bottom and school t-shirt.
2. Clinical – Purple scrubs.
3. Footwear – Black non-skid sneakers.
4. Students **may not** wear any facial jewelry (e.g. nose rings, eyebrow rings, tongue studs)
5. Students may wear studs in their ears; no dangling or hoop earrings are permitted.
6. Students **may not** wear bracelets or any rings other than a wedding ring.

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7. Tattoos that are visible shall be covered.
8. Clothing and uniforms shall fit appropriately; this means no excessive tight or loose clothing or uniform. This also includes making sure that the entire buttock is covered while in a sitting position.
9. Students MUST wear the uniform in its entirety or 1% will be deducted from the next exam taken. Uniforms consist of appropriate colored scrub top and bottom and name badge. For example, if a student does not have a name badge on and he/she scores an 88% on that exam, a score of 87% will be recorded.
10. Hair must be pulled back so as not to interfere with the line of sight.
11. Students may not wear any type of head/hair wrap during clinical unless it is associated with a religious practice.
12. Students must keep fingernails short and clean; only clear or light polish is permitted.
13. Male students must be clean shaven. Beards and mustaches must be neatly trimmed.

A. Name badges

1. Once issued, name badges shall be worn on the left chest always.
2. If a name badge needs to be re-issued, there will be a \$10 replacement fee.
3. Students that do not have a name badge on will be sent to the front desk to purchase a replacement.

VIII. Behavior

A. Cell Phone Policy

All cell phones and smart watches shall be turned off and put away during all classroom instruction and exams, as well as clinical (smart watches shall be removed from the wrist). Failure to do so can result in the student being dismissed from class and receiving a zero on his/her exam.

B. Cooperation

1. Cooperation with Instructors, Administration, and other students as well as staff at our clinical sites is mandatory.
2. Disruptive and inappropriate behavior will not be tolerated.
3. Examples of such behavior include, but are not limited to:
 - Neglecting, abusing, or mistreating residents during the clinical experience.
 - Providing improper care to residents.
 - Breaching confidentiality of residents during the clinical experience.

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- Mistreating/inappropriate use of school/clinical equipment.
- Smoking in the classroom of facility.
- Chewing gum in or on the premises.
- Eating in the classroom
- No microwave popcorn.
- Loud, inappropriate, or excessive talking between students while class is in session.
- Talking while instructors are teaching.
- Using profane language.
- Threatening any student, instructor, or administrative staff before, during, or after class.
- Sleeping during class.
- Incoming/Outgoing cell phone calls or audible pages during class.
- Talking back to instructor(s)/staff, arguing/debating with instructor(s), staff, clinical site staff or other students
- Rolling of the eyes, “huffing and puffing” while being spoken to by staff or defensive body language.
- Any behavior VSNA staff or our clinical site staff deems disrespectful.

4. Instructors have the right to dismiss students from the classroom or clinical experience due to disruptive behavior and to discipline them according to the Disciplinary Action Policy.

C. Disciplinary Action Policy

1. VSNA’s Disciplinary Action Policy is as follows:

- a. First offense – counseling/verbal warning
- b. Second offense – counseling and written warning
- c. Third offense – elimination from the program

2. All warnings will be documented and placed in the student’s permanent file. If the student’s employer or a third party paid for the course, that agency and program director shall be notified. The program coordinator reserves the right to skip or repeat steps or not to utilize the disciplinary action policy at all.

3. There may be occasions when the termination of a student from the program will be immediate. Such a decision will be made at the discretion of the instructor and/or the program coordinator.

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4. Examples of behavior justifying immediate dismissal include, but are not limited to:

- Any criminal act
- Evidence of intoxication or substance abuse. Students suspected of being under the influence of drugs or alcohol may be ordered to submit immediately to a drug screen test. Refusal to submit to this test is grounds for immediate dismissal from the program.
- Neglect, mistreatment, or abuse of residents during the clinical experience.
- Cheating. Students caught cheating will be terminated and not allowed to re-enroll for a period of one (1) year, if allowed back.
- Continued poor performance at clinical.
- Disrespectful behavior toward VSNA/students, people we share the building with, or ANY staff of the Nursing Home(s) where we have clinical.
- Inappropriate sexual (physical or verbal) interactions with VSNA staff/students, residents, or clinical site employees.

5. Please note that a re-entry/continuance fee of \$135 will be applied to all students that are dismissed for attendance, behavior, or missed payments.

D. Grievance Policy

1. If any student believes that a decision made against him/her is unfair or unjust, he/she can request a grievance meeting.

2. Below are the steps that should be followed:

a. email your request to info@virginiaschoolfornurseaides.com

b. Include the following in your e-mail:

- Full name and contact information
- Course name, including duration. Example: CNA DAY Jan 5-Feb 6, 2018
- Concern(s)
- Date and times that he/she is available to meet. Please provide at least 3 options.
- With whom you'd like to meet

c. Please note that the school will make the decision on the appropriate staff member to be present based on the concern(s).

3. All requests must be made within seven days of incident/concern(s). Requests made after seven days of incident/concern(s) may not be honored. The school has 14 business days to respond. If the school needs more than 14 days to move through the fact finding process, the student will be notified via email.

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IX. Successful Completion

A. To receive a Certificate of Completion, all students must:

1. Complete the required hours of instruction.
2. Meet all objectives as set forth by VSNA and the Board of Nursing.
3. Meet all financial obligations to VSNA.
4. Adhere to all Rules and Regulations of VSNA.

B. Method of Evaluation – All Students

1. Student Evaluations

- a. will consist of written examinations, quizzes, and skills testing.
- b. Not all material in the textbook will be covered necessarily; however, the student is responsible for ALL content in the textbook.

2. Written Examinations

- a. The written examinations shall be administered throughout the course, which consist of multiple choice, fill in the blank, and true/false questions.
- b. If a student does not score the minimum score as set in the objectives, he/she must repeat the lecture portion of the course and pass the exams to obtain a Certificate of Completion. (This is at the discretion of the Program Coordinator/Administrator and the Primary Instructor.)
- c. Students that score less than the state requirement of 80% on exams are required to retake those exams.

-For example: If a student receives an overall grade of 93% in lecture but received 79% on an exam, he/she will be required to retake that exam on the final exam day. Please note that only the FIRST score will count.
- d. Students that are absent on the day of a test or final exam MUST take it on the next class day. Otherwise, a score of zero will be recorded. There are no exceptions.
- e. All students will be given forty-five (45) minutes to complete each exam. If at the end of forty-five (45) minutes a student has not completed the exam in its entirety, the exam will be scored based on what has been completed.
- f. Once an exam is handed out, students are not permitted to leave the room until he/she completes the exam. Students are encouraged to use the restroom, etc., prior to receiving the exam. If a student leaves the room for any reason once the

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exam is given, the exam will be graded based on what has been completed, even if no questions were answered.

g. The student is responsible for viewing all online lectures and attending all online video conferences.

3. Skills Testing

a. Students must score an average of 90% on exams and must be able to demonstrate each skill successfully without assistance in a timely manner.

b. Participation in skills is MANDATORY. Those students who do not participate fully will be asked to leave class and the student will receive a grade of “Unsatisfactory” for the day and the time missed will count against the student.

c. Students will be informed of the skills they will be expected to perform in sufficient time for them to practice and receive help from the instructor if necessary.

d. During the skills portion of the course, the instructor will demonstrate the skill then observe students as they perform return demonstrations of the skills taught on that day, as well as skills taught on previous days.

e. Instructors will determine if students have successfully performed each skill according to the NNAAP handbook and school requirements during return demonstrations.

f. If the instructor determines that a student is not performing a skill(s) in a safe, satisfactory, or timely manner or needs heavy direction, the student may be restricted from attending clinical hours and will have to repeat the skills portion of the course for a fee of \$325.

g. Students must score an overall exam grade of 90% to be considered successful. All students will be given thirty (30) minutes to complete each skills exam. If at the end of thirty (30) minutes a student has not completed their skills exam in its entirety, the exam will be scored based on what has been completed.

h. The student is responsible for viewing all online skills lectures.

C. Clinical – Nurse Aide and Medication Aide Students

1. To successfully pass clinical, students must demonstrate, unassisted, 80% mastery of all skills based on identified elements for each skill as outlined in the NNAAP skills book (Nurse Aide students) AND the following:

a. Be to the clinical site by 6:45 am (day students) and 4:45pm (night students) as scheduled. Be aware that clinical times may vary.

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- b. Be in full uniform (see Dress Code). Students will be sent home if not in full uniform and the missed time will count against you.
 - c. Be prepared – have a watch with a second hand, note pad, and a pen/pencil.
 - d. Do not perform any “hands on” resident care without the instructor’s permission. Always ask permission before providing care to a resident that has not been assigned to you.
 - e. **ALWAYS follow Standard/Universal Precautions.** Wash your hands between residents and any time you remove any gloves worn. Do not wear gloves in the hallway.
 - f. Always use good body mechanics. Never hesitate to ask for assistance.
 - g. Do not leave the building or nursing floor without permission. This is grounds for being sent home and this time will count against you.
 - h. Direct all questions to the instructor, not facility staff members. **DO NOT CALL THE CLINICAL SITE.**
 - i. Dirty linens are transported in the hallway in plastic bags.
2. If an instructor determines that a student does not perform a skill in a safe, timely or professional matter, the instructor may require the student to repeat the clinical experience in part or in full.

D. Failure to Complete – Nurse Aide

1. If any student fails Lecture, Skills, or Clinical, the following will occur:
- a. Lecture- student will continue with course. If they receive a Satisfactory in skills, he/she will continue onto clinical (at instructor and Director discretion). Student may be prevented from moving on to skills if lecture grade is less than 80%, this is at the discretion of the Instructor and Director. Student must come back to complete Lecture and pay a retake fee of \$300.
 - b. Skills – student will NOT move on to clinical, he/she must repeat the skills portion of the course and pay a retake fee of \$325.
 - c. Clinical – student must repeat clinical portion of the course and pay a retake fee of \$375.
2. These fees are for VSNA students only. An additional \$25 will be charged if you are not a VSNA student.

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E. Failure to Complete – Medication Aide

1. If any student fails Lecture, Skills, or Clinical, the following will occur:
 - a. Lecture- student will continue with course. If they receive a Satisfactory in skills, he/she will continue onto clinical (at instructor and Director discretion). Student may be prevented from moving on to skills if lecture grade is less than 90%, this is at the discretion of the Instructor and Director. Student must come back to complete Lecture and pay a retake fee of \$275.
 - b. Skills – student will NOT move on to clinical, he/she must repeat the skills portion of the course and pay a retake fee of \$150.
 - c. Clinical – student must repeat clinical portion of the course and pay a retake fee of \$275.
2. These fees are for VSNA students only. An additional \$25 will be charged if you are not a VSNA student.

F. Failure to Complete- Personal Care Aide

1. If any student fails Lecture or Skills, the following will occur:
 - a. Must pay a retake fee of \$150.
 - b. Students who fail any part of the course twice consecutively will have to wait 6 months before he/she can re-enroll.

X. STATE BOARD EXAM-NURSE AIDES

A. In Facility Testing Site

Virginia School for Nurse Aides is proud to be an In Facility Testing Site, which means we have the privilege of allowing our students to take their state board exam at our school. Having the privilege of allowing our students to test at our school creates a comfortable atmosphere in a time of great anxiety. Although testing at the school is advantage to our graduates, the school has the right to rescind the opportunity at any time due to violations of the Rules and Regulations or at its discretion.

B. Scheduling the Exam

When possible VSNA will afford each student the opportunity to register with a staff member on a specified date. If a student is not able to attend the registration session for any reason, the student will be responsible for registering themselves through the testing agency. If this should happen, the student may be in jeopardy of losing the test date set by the school and may have to test at a regional test center.

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C. Rescheduling the Exam

If a student needs to reschedule any part of the exam for any reason, he/she runs the risk of possibly not being able to test at VSNA. If a student registers themselves to test at VSNA without consent from the school, he/she will be eliminated from the test date and this may result in delay of testing. Our test dates are primarily for first time test takers. At its discretion, VSNA may allow students who need to re-test/reschedule to test at the school if space is available.

XI. Payments

1. Payments are due on the date(s) agreed upon on the promissory note, no exceptions. If payment is not made on the specified date(s), a late fee of \$85 will be incurred. If no promissory note is on file, the balance will be due 2 (two) weeks from the initial payment.

2. If these payments are not met, the student may be terminated from the program for non-payment. If this occurs, the student will be required to pay the remaining balances in cash or by money order and a re-entry fee of \$135 will be paid in cash or money order. Should the student not make the extension payment, he/she will be terminated from the program immediately in addition to being sent to a third-party collection agency.

3. If a student drops, fails, or is terminated from the course, that student is still responsible for the full tuition balance if any is owed. If the balance is not paid, the account will be forwarded to a third-party collection agency immediately.

4. VSNA reserves the right to cancel a class at its discretion or due to limited enrollment, lack of staff, or clinical site situations. If a class is cancelled by the school for any reason, the student is still responsible for keeping his/her payments current. In addition, the student will not receive a refund for any monies paid unless a class (the same class, same session) has been cancelled twice consecutively.

XII. Cancellation Policy

A. If a student needs to cancel his/her class with the intent on receiving a refund, a written notice must be received by the school at least 21 business days prior to the start of the class he/she is scheduled to attend.

B. All cancellation requests must be sent to: info@virginiaschoolfornurseaides.com.

C. Please note that students who register within 21 days of a class start date will not be eligible to request to cancel their enrollment for that class even if he/she request to be put in a later class.

D. If a cancellation request is granted, a refund will be issued according to the refund policy.

E. If a student wants to reschedule his/her class, a written request must be sent via e-mail (see above) fourteen (14) days prior to the start of the class he/she was originally scheduled for. A student may cancel a class once at their discretion. If a student

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reschedules a class, he/she must attend that class, or all monies paid will be lost and he/she will not be eligible for a refund.

XII. Refund Policy

A. Refunds are tuition less registration fees.

B. Registration fees are as follows:

1. Nurse Aide - \$350
2. Nurse Aide/Med Tech Combo - \$500
3. Personal Care Aide - \$117
4. Personal Care Aide/Med Tech Combo - \$310
5. Medication Aide - \$250

C. There are no refunds for books, uniforms, registration fees, merchant, credit card, or payment plan fees or other materials purchased for the courses offered by VSNA. Payment plan fees cover the cost associated with managing the account.

D. All refund requests must be written to info@virginiaschoolfornurseaides.com. The school has 30 days to process and issue refunds.

XII. Parking

Parking at VSNA is plentiful and free. However, students are only permitted to park along the backside of the lot so the spaces in front of fellow businesses can be used by their employees.

XIII. Inclement Weather

A. VSNA will post closings on CBS 6, NBC 12, and on our website www.virginiaschoolfornurseaides.com, as well as our social media platforms such as Instagram and Facebook.

B. Course hours missed due to inclement weather or any other unforeseen situations equal to or greater than 17.5 hours for day students or equal to or greater than 5 hours for night students will be made up in increments of 15 to 60 minutes.

C. Always check out website for changes and updates: www.vsfna.com

XIV. Rules and Regulations Updates

At various times, VSNA will update our policies including our rules and regulations. While the school will make every effort to ensure that all students have the current policies, the student will be expected to adhere to the updated regulations immediately, even if they have yet to receive the new copy.

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XV. Student Release of Information Policy

A. VSNA shall maintain all records relating to each student for a minimum of 2 years in a locked area that is readily accessible. These records shall be kept confidential and will be released without approval by the individual to whom they apply if requested by any government agency, hiring agencies, third party payers, clinical affiliates, or collection agencies.

B. Records will include, but not be limited to the following:

1. Enrollment Application
2. Certificate of Completion
3. Test/Quiz Scores
4. Attendance
5. Skills Checklist
6. Any Disciplinary Action
7. PPD/Chest X-Ray Results

C. All students shall have the right to review and/or obtain copies of their records for a fee of \$35. Copies will not be released until a Student Records Release Form has been completed and signed. Those documents shall only include the students' grade report, skills checklist, and PPD results. Only the Director and Office Manager are authorized to perform this function.

D. In addition, if a student needs a replacement copy of his/her PPD or skill sheet, a fee of \$15 will be charged.

E. VSNA at some points during your course(s) may take photographs for our website, social media pages, and brochures.

XVI. BARRIER CRIMES

BARRIER CRIMES PROHIBITING EMPLOYMENT IN NURSING HOME FACILITIES, HOME CARE ORGANIZATIONS, HOSPICE PROGRAMS AND ASSISTED LIVING FACILITIES CAN BE FOUND AT:

www.dhp.virginia.gov enter "***GUIDANCE FORM 90-55***" in search bar