



Gateway Achievement, LLC – Program Catalog

Published September 2021

Courses: January 1, 2026 through December 31, 2026

Gateway Achievement, LLC

7151 Lee Hwy, Ste 100

Chattanooga, TN 37421

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I. Owner: Cody Stone

Institutional Director: Elizabeth Ford, RN, MS

- Registered Nurse for 25 years, with experience in dialysis clinics administration and Certified Case Management

Instructor: Adriel Parker, RN

- Registered Nurse for 18 years
- Experience in LTC, ED, ICU, Peds and Management

II. THEC Authorization: Gateway Achievement, LLC is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning the quality of education, ethical business practices, and fiscal responsibility.

III. Gateway Achievement, LLC calendar January 1, 2026-December 31, 2026

- a. Each CNA Training class will be 4-5 weeks long, starting on Monday and ending on the Friday of the 5th week. The first day will be January 6, 2025
- b. Gateway Achievement, LLC will be closed on all major holidays. Those holidays are: New Years, Easter, Memorial Day, Labor Day, Thanksgiving, and Christmas. In the event there is a major holiday during the 5 weeks class period, 1.5 hours will be added to the non-holiday days the same week to ensure all material is covered.
- c. This schedule may change as needs arise.

IV. Enrollment policy:

- a. Gateway Achievement, LLC has an open enrollment policy
 - i. Students are welcome to enroll at any time
- b. All students must be enrolled no less than 10 days prior to the beginning of the course
- c. All enrolling students must have a HS Diploma or GED
- d. Prior to enrollment all students must do the following
 - i. Review and sign the “Transferability of Contact Hours Disclosure”
 - ii. Tour the institution
 - iii. Receive an electronic version of the Gateway Achievement, LLC catalog (hard copy available)
 - iv. Review institutional policies in the catalog
 - v. Review length of the program: classroom/lab/clinical
 - vi. Is informed of the program tuition & other fees
 - vii. Is informed of the cost of books and scrub purchases
 - viii. Been given a copy of the institutional refund policy
 - ix. Understands any person claiming damage or loss as a result of any act or practice by this institution that is a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540.01.02 may file a complaint with the Tennessee Higher Education Commission. Division of Postsecondary State Authorization (DPSA). DPSA’s address is 312 Rosa Parks Ave. 9th floor, Nashville, TN 37243. The phone number is: 615-741-3605
 - x. Understands that this is a new program and placement, completion and withdrawal information will be provided by the THEC approximately one year after the institution begins offering the program

V. Attendance Policy:

a. Students are required to complete 75 total hours of a combination of classroom, lab, and clinical contact hours to pass the CNA Training Program. If a student does not complete all 75 hours, they will not receive a certificate of completion.

i. Fifty-nine (59) of the seventy-five (75) hours will be classroom/lab training that will be held Monday-Friday from 8:00A-1:00P or 3P-7P the first and second week of classes. Each student must complete the 59 hours of classroom/lab hours to qualify for a certificate of completion.

1. A maximum of one (1) day equivalent to five (5) hours of classroom/lab training can be missed, but the student must make that day up in the week following the 3rd week of classes on a day both the instructor and the student agree upon.

ii. Sixteen (16) of the seventy-five (75) hours will be clinicals to be held at a pre-determined long term care facility. All clinical hours must be satisfied for a student to receive a certificate of completion. There will not be a make-up day for clinicals.

iii. A student's course will be interrupted for unsatisfactory attendance when they do not meet the minimum requirement of attendance.

1. If a student misses more than 5 hours of classroom/lab hours without making the day up in the week following the third week of classes, they will not receive a certificate of completion unless they complete the course again

2. If a student misses any clinical hours they will not receive a certificate of completion unless they complete the course again.

3. Any student arriving to classroom/lab more than 15 minutes late on any given day will be considered absent for that day and will be required to make it up in the week following the third week of classes.
4. Any student arriving to clinicals more than 15 minutes late on any given day will be considered absent, and will not have the opportunity to make the day up, and will not receive the certificate of completion, unless they complete the course again.
5. If a student chooses to utilize a make-up day in the week following the final week of classes, but does not attend, they will not receive a certificate of completion.
6. Once it has been established a student has withdrawn, dropped out, or been expelled, the last day of attendance will be determined, and if a refund is due based on the cancellation and refund policy, it will be paid within 30 days.
7. A student will have the opportunity to take the course at a later date and will have to pay for the course fees again.

VI. Cancellation and Refund Policy:

- a. If a student withdraws from the institution on or before the first day of classes, or fails to begin classes, the refund shall equal the sum of all refundable fees paid and, if the student has institutional loans, forgiveness of the amounts owed by the student for the period of enrollment for which the student was charged, less an administrative fee of one hundred dollars (\$100.00).
- b. A student who withdraws at any time is entitled to a full refund of any fee, regardless of whether the fee is included in tuition, paid to the institution for tangible goods or services not delivered to or fully provided to the student.
- c. In addition to the above paragraph, if after classes have commenced and before expiration of ten percent (10%) of the period of enrollment for which the student was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal seventy-five percent (75%) of all refundable fees paid and, if the student has institutional loans, forgiveness of the loan amount in excess of the twenty-five percent (25%) the student owes the institution, less an administrative fee of one hundred dollars (\$100).
- d. In addition, if after expiration of ten percent (10%) of the period of enrollment for which the student was charged, and before expiration of twenty-five percent (25%) of the period, a student withdraws, drops out, is expelled, or otherwise fails

to attend classes, the refund shall equal twenty-five percent (25%) of all refundable fees paid and, if the student has institutional loans, forgiveness of the loan amount in excess of the seventy-five percent (75%) the student owes the institution, less an administrative fee of one hundred dollars (\$100); or

- e. In addition, if after expiration of twenty-five percent (25%) of the period of enrollment for which the student was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the student may be deemed obligated for one hundred percent (100%) of the tuition and other fees charged by the institution
- f. For a student who cannot complete one or more classes because the institution discontinued such a class during a period of enrollment for which the student was charged, the institution shall refund the sum of all refundable fees paid and, if the student has institutional loans, forgive the amounts owed by the student.
- g. Determining the official date of termination when computing refunds, the last day of attendance for a student shall be one of the following:
 - i. The date on the expulsion notice if a student is expelled or interrupted from the institution
 - ii. The date the institution receives a written notice of withdrawal from a student
 - iii. When no written notice of withdrawal is given, the institution shall use the last day of attendance as the date of withdrawal
- h. All refunds will be paid within 30 days of the date termination.

VII. Progress Reports and Grading System:

- a. Progress shall be determined with review tests at the end of each classroom/lab day.
- b. A score of 80% or higher must be achieved on each daily test to progress to the next class.
- c. At the end of week 2, there will be a comprehensive test covering all classroom/lab material.
- d. A score of 80% or higher will be required before moving on to the third week clinicals.
- e. At the end of the three week course, if all requirements are met (75 total contact hours, 80% or higher on the comprehensive classroom/lab test, and completion of clinicals, a certificate of completion will be given to the student on successful completion of the course.

VIII. Student Conduct Policy:

- a. If at any time a student becomes inappropriate in class, they will be dismissed from the entire class and will not qualify for readmission.
 - i. Examples of inappropriate:
 1. Committing a criminal act under federal, state or municipal law
 2. Disrespect in the form of verbal or physical abuse directed toward fellow students or the institutions administrative staff
 3. Use or possession of ammunition, firearms or other weapons, including, but not limited to guns, BB guns, bows, arrows, knives, brass knuckles, or other device used as a weapon
 4. Stealing, destroying, defacing, damaging or misusing the institutions property or property belong to others
 5. Using, possessing, or distributing intoxicating beverages or substances
 6. Use of any tobacco products or other related devices (e.g., cigarettes, pipes, cigars, electronic cigarettes, vapor devices) is prohibited inside the building
 7. Any act that contributes to the sexual harassment, discrimination, or assault of another person
 8. Engaging in any obscene, profane, slanderous, reckless, destructive or unlawful course of conduct

IX. Program Elements

a. Classes will be 75 hours in length

- i. Week 1 = 25 hours classroom and lab (M-F 8A-1P) 7151
Lee Hwy, Ste 100, Chattanooga, TN 37421
- ii. Week 2 = 25 hours classroom and lab (M-F 8A-1P) 7151
Lee Hwy, Ste 100, Chattanooga, TN 37421
- iii. Week 3 = 25 hours of clinicals (M-F 8A-1P) at Life Care
of East Ridge, 1502 McDonald Rd, East Ridge, TN 37412
or River Grove Health and Rehab, 1520 Grove St,
Loudon, TN 37774

b. Program Course Cost

- i. Program Fee: \$750
- ii. Book Fees: \$75
- iii. Scrub Fees: \$40

c. Course Outline

Day 1 (classroom)

I. Long Term Care CNA

- a. What is Long Term Care?*
- b. Long Term Care facility make-up*
- c. Medicare and Medicaid*
- d. CNA's role*
- e. LTC facility chain of command*
- f. Policies, procedures, and professionalism*
- g. Resident's rights / legal & ethical behavior*
- h. Legal aspects of the resident's medical record*
- i. Explain the Minimum Data Set (MDS)*
- j. Incident Reports*
- k. Workbook exercise*

Day 2 (classroom)

II. Foundations of Resident/Patient Care

- a. Importance of verbal and written communications*
- b. Barriers to Communication*
- c. Guidelines for communicating with residents/patients with special needs*
- d. Identify ways to promote safety and handle non-medical emergencies*
- e. Demonstrate how to recognize and respond to medical emergencies*
- f. Describe and demonstrate infection prevention and control practices*
- g. Workbook exercise*

Day 3 (classroom)

III. Understanding Residents/Patients

- a. Identify basic human needs*
- b. Define holistic care*
- c. Promoting independence and self-care*
- d. Need for Activity*
- e. Discuss family roles and their significance in health care*
- f. Stages of human growth and development*
- g. Developmental disabilities*
- h. Types of mental health disorders*
- i. Caring for residents who are dying*
- j. Goals of a hospice program*
- k. Workbook exercise*

Day 4 (classroom)

IV. Body Systems and Related Conditions

- a. The Integumentary system*
- b. The musculoskeletal system and related conditions*
- c. The nervous system and related conditions*
- d. The circulatory system and related conditions*
- e. The respiratory system and related conditions*
- f. The urinary system and related conditions*
- g. The gastrointestinal system and related conditions*
- h. The endocrine system and related conditions*
- i. The reproductive system and related conditions*
- j. The immune and lymphatic systems and related conditions*

Day 5 (classroom)

V. Confusion, Dementia, and Alzheimers Disease

- a. Discuss confusion and delirium*
- b. Describe dementia and discuss Alzheimer's disease*
- c. Strategies for better communication with residents with Alzheimer's disease*
- d. Interventions for problems with common activities of daily living (ADLs)*
- e. Interventions for common difficult behaviors related to Alzheimer's disease*
- f. Creative therapies for residents with Alzheimer's disease*

Day 6 (classroom/lab)

VI. Personal Care Skills

- a. Personal care of residents/patients*
- b. Guidelines for providing skin care and preventing pressure injuries*
- c. Guidelines for assisting with bathing*
- d. Guidelines for assisting with grooming*
- e. Assisting with dressing*
- f. Proper oral hygiene*
- g. Guidelines for assisting with toileting*
- h. Guidelines for safely positioning and moving residents/patients*

Day 7 (classroom/lab)

VII. Basic Nursing Skills

- a. Admission, transfer, and discharge of a resident*
- b. Monitoring vital signs*
- c. Measuring height and weight*
- d. Restraints and how to promote a restraint-free environment*
- e. Fluid balance – intake and output (I&O)*
- f. Care guidelines for urinary catheters, oxygen therapy, and IV therapy*
- g. Discuss a resident's unit and related care*
- h. Importance of sleep and perform proper bedmaking*
- i. Dressings and bandages*

Day 8 (classroom)

VIII. Nutrition and Hydration

- a. Identify the six basic nutrients and explain MyPlate*
- b. Describe factors that influence food preferences*
- c. Special diets*
- d. Assist residents in maintaining fluid balance*
- e. Identifying and preventing unintended weight loss*
- f. Promoting appetites at mealtime*
- g. Assisting with eating*
- h. Signs and symptoms of swallowing problems*
- i. Assisting residents with special needs*

Day 9 (classroom)

IX. Rehabilitation and Restorative Care

- a. Rehabilitation and restorative care*
- b. Importance of promoting independence and list ways exercise improves health*
- c. Ambulation and assistive devices and equipment*
- d. Maintaining proper body alignment*
- e. Care guidelines for prosthetic devices*
- f. Range of motion exercises*
- g. Guidelines for assisting with bladder and bowel retraining*

Day 10 (classroom)

X. Caring for Yourself

- a. How to find a job*
- b. Standard job description and how to manage time and assignments*
- c. How to manage and resolve conflict*
- d. Employee evaluations and appropriate responses to feedback*
- e. Certification and the state's registry*
- f. Continuing Education*
- g. Managing Stress*

Day 10, 11, 12, 13, 14 (Clinicals) – 5 hours per day

X. Placement Assistance:

- a. Placement Assistance is not provided

XI. Policy concerning Credit Granted for Previous Education, training, and experience

- a. There will be no credit granted for previous education, training, and experience

XII. Facilities and Equipment:

- a. Facility is located at 7151 Lee Hwy, Ste 100, Chattanooga, TN 37421 in the classroom and training lab
- b. Equipment will consist of everything needed to support classroom and lab training including, but not limited to: hospital bed(s), over-bed table, blood pressure equipment, gait belts, wheel chairs, walkers, hoyer lifts, etc.

XIII. Grievance Policy:

- a. All grievances should be addressed to the Institutional Director, Elizabeth Ford

Address:

Gateway Achievement, LLC

7151 Lee Hwy, Ste 100, Chattanooga, TN 37421

Phone: 865-293-5888

- b. The institutional director will conduct an investigation into the complaint/grievance and respond to you via written letter and email within 14 days.
- c. Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization.
 - i. THEC Address: 312 Rosa L Parks Ave 9th Floor,
Nashville, TN 37243
Phone number: 615.741-5293

XIV: Transfer of Contact Hours:

Gateway Achievement, LLC is a special purpose institution. That purpose is to provide an exceptional education in preparing students who aspire to become a certified nursing assistant through innovative teaching and engaged learning in both the classroom, lab, and clinical setting for the benefit of the community in which we live. Students should be aware that transfer of contact hours is always the responsibility of the receiving institution. Whether or not contact hours transfer is solely up to the receiving institution. Any student interested in transferring contact hours should check with the receiving institution directly to determine to what extent, if any, contact hours can be transferred.