Licensure: This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to:

**Student complaints about this nursing assistant training program can be filed with the Washington State Board of Nursing (WABON), formerly called the Nursing Care Quality Assurance Commission**

https://fortress.wa.gov/doh/opinio/s?s=EducationComplaintForm

**Advanced Nursing Assistant School**

**607 SW Grady Way Renton, WA 98057**

**PH# 206-327-4182**

**Owners, Personnel, and Licensure**

Owners: Rajveer Kaur, Yashpreet Kang

Administrators:Rajveer Kaur, Yashpreet Kang , John Archer

Governing Board: N/A

Name and Address of School’s Administrative Offices and Auxiliary Facilities: 607 SW Grady Way Renton, WA 98057; Regency Newcastle - 7454 Newcastle Golf Club Road Newcastle WA 98059, Valley Medical Center 400 Talbot RD Renton WA 98055

Name and Address of Parent Company: N/A

Instructors and ***Summary of Qualifications***:

Rajveer Kaur RN; John Archer, RN ; Yashpreet Kang ARNP

**Joint Jurisdiction with Department of Health of Washington**

**School Calendar, Class Schedules, and Program Starting Dates**

The following holidays will be observed, and classes will not be held.

**New Year’s Day**

**Martin Luther King Day**

**Independence Day**

**Memorial Day**

**Labor Day**

**Thanksgiving Day**

**Christmas Day**

**Diwali**

The total hours of each program vary and are dependent upon the curriculum. Business hours are from 8 a.m. until 4 p.m Monday through Friday via phone appointment. Hybrid classes are scheduled on Weekdays Monday- Wednesday 5 p.m to 10:30 p.m and Weekends Friday - Sunday from 9 a.m until 3 p.m.

**Facilities**

Advanced Nursing Assistant School features an up-to-date facility with a reception area and two classrooms. Training equipment includes: Adjustable bed with side rails, Clock or wristwatch with second hand, Soiled linen container, Bedside table, Toilet or commode, Trash can, Wheelchair with footrests, Bath basin, Emesis basin, Standard bedpan, Blood pressure cuff, Knee-high elastic stockings, Stethoscope, Stethoscope with dual ear piece, Syringe for catheter, Transfer belts / gait belts, Clothing (shirts), Patient gowns, Linens for the beds, Washcloths, Pillows, Towels, Supportive devices for positioning (pillows, blanket rolls or wedges) ,Waterproof / incontinent pads, Measuring container for measuring urinary output, Dirty and clean supply area, Linen disposal containers or bags, Trash bags, Alcohol swabs or alcohol and cotton balls, Drinking cups, Food for feeding skill, Gloves, Hand sanitizer, Hand wipes (you can use washcloths), Lotion, Meal tray with a name card, Paper towels (the program may also want napkins for the feeding skills), Paper plates, Disposable spoons, Liquid soap (for hand washing, bed baths and other skills), Toilet tissue or wipes, Individually wrapped toothbrushes, Toothpaste, isolation gown. The school has a break room for students with a microwave, refrigerator, sink, and tables and chairs. Both male and female lavatories are available. There is parking available in a well-lit parking lot. The facility is located in close proximity to public transit. This is an ADA accessible facility with handicapped ramps and lavatories, reasonable accommodation will be provided at the request of the student. The maximum class size is 20 and the student/teacher ratio is 20 to 1 and 10 to 1 in the clinic setting.

**Auxiliary Facilities**

Advanced CNA School LLC

607 SW Grady Way Renton WA 98057

206-393-2214

Regency Newcastle

7454 Newcastle Golf Club Road Newcastle WA 98059

425-453-1508

Valley Medical Center

400 Talbot Rd

Renton WA 98055

**Entrance/Admission Requirements**

**WAC 490-105-140**

Students must complete a background check to ensure appropriate placement at clinical sites. Please make sure to disclose if any criminal offences, that could prevent the student from obtaining licensure and/or obtaining a job.

Advanced Nursing Assistant School encourages diversity and accepts applications from all minorities. Advanced Nursing Assistant School does not discriminate on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability. Advanced Nursing Assistant School acknowledges that information pertaining an applicant’s disability is voluntary and confidential and will be made on an individual basis. If this information is presented, Advanced Nursing Assistant School will reasonably attempt to provide an accommodation to overcome the effects of the limitation of the qualified applicant. All inquiries about accommodations should be made to the admissions administrator upon registration of the program. To be qualified, an individual with a disability must meet the basic skill, education, training and other eligibility requirements of the relevant job or vocational program and must be able to perform the essential functions of the relevant job or vocational program, either with or without reasonable accommodation; the employment and academic standards are the same for all individuals enrolled.

**Grading System/Standards of Progress**

Grading system - Percentages

Minimum grades considered satisfactory- 75%

How and when you report grades to students? Will report to students via paperback at the end of the exam week

**Student Evaluation Techniques**

A test may be administered after each lesson to determine the amount of learning that has taken place. Test scores that are below *75 percent* are an indication that the necessary skills for entry into employment were not acquired. Administration may provide progress reports at predetermined intervals in the program. Students should make arrangements for additional practice, independent study, or tutoring, if needed. Grades and/or assessments will be provided to the students on a weekly basis with a final report and transcript provided at the completion of the program if the student is in good status. Other methods of evaluation may include oral quizzes, skill development tests, hands-on skill evaluation, and individual and group projects.

**Incomplete Grades**

Incomplete grades are given when a student is unable to complete a course because of illness or other serious problems. An incomplete grade may also be given when students don’t turn in work or don’t take tests. If a student does not make arrangement to take missed tests, a failure grade will be given. A student who misses a final test must contact the instructor within twenty-four hours of the test to arrange for a make-up examination.

**Probation For Below Average Grades**

Students who fail to maintain the minimum grade point average of 75 percent required for graduation will need to enter a probation period. The student will be scheduled for in-school instructor-led assistance. Students unable to increase their grade point averages may be dismissed from the program. Refunds will be given in accordance with the school’s refund policy.

**Student Records**

Student records will be maintained by the school for 50 years or until the school closes. If the school closes, whether voluntary or involuntary, educational records or transcripts will be forwarded to the Workforce Training and Education Coordinating Board. Upon graduation, each student will be given a copy of his or her transcript. These records should be maintained indefinitely by the student. Students may request copies by writing the school. Student records are available for review by the student at any time.

**Attendance Requirements**

**This section should describe the school’s policy relative to tardiness, absences, make-up work, and interruptions for unsatisfactory performance. Please make changes accordingly. Please note that program(s) that are approved under joint jurisdiction with another agency may require a student to complete all program hours to compete and graduate, please make sure your policy meets this requirement.**

Advanced Nursing Assistant School records the daily attendance of each student. Records are available for student review. Any absenteeism of the total program constitutes cause for dismissal. A student who has greater than 20 percent absences will have his or her case reviewed by the school director with the likelihood of being dropped from the program.

**Make-up Work**

Lessons and/or assignments missed due to absences must be made-up within five business days of returning to school. Students should meet with their instructors to get missed assignments. Make-up work may be required to complete the approved hours of the program(s). Without completing all the missed hours the school may withhold the final certificate until the hours are completed.

**Tardiness**

Developing a good work ethic is an important part of the training at Advanced Nursing Assistant School. Students arriving late for class are interrupting the instructor and other students. The following recording system will be used for tardiness.

* 1 to 15 minutes late will be counted as 15 minutes late
* 16 to 30 minutes late will be counted as 30 minutes late
* 31 to 60 minutes late will be counted as 1 hour late

**Withdrawing from School**

Students must prepare a written notification and submit it to the school director. This document must contain the student’s name, address, and date. All financial obligations on the part of the school and the student will be calculated using the last recorded date of attendance.

**Religious Accommodation**

Advanced Nursing Assistant School will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request, in writing, directly to their instructor with as much advance notice as possible. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work.

Examples of religious accommodations may include: rescheduling of an exam or giving a make-up exam for the student in question; altering the time of a student’s presentation; allowing extra-credit assignments to substitute for missed class work or arranging for an increased flexibility in assignment due dates; and releasing a graduate assistant from teaching or research responsibilities on a given day.

**Code of Conduct**

The following conduct is unacceptable and will not be tolerated:

1. All forms of bias including race, religion, ethnicity, gender, disability, national origin, veteran status, and creed as demonstrated through verbal and/or written communication and/or physical acts.
2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.
3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alteration or use of institution documents with intent to defraud.
4. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
6. Student acts of criminal behavior that place any person in imminent danger are prohibited on all school grounds.
7. Violation of the law on school premises. This includes, but is not limited to, the use of alcoholic beverages or controlled dangerous substances.
8. Violation of published school policies.

**Conditions for Dismissal**

Students may be dismissed from the school for the following reasons:

1. Not adhering to the school’s rules, regulations, policies, and code of conduct.
2. Missing any of instruction time
3. Not maintaining the minimum grade point average
4. Not meeting financial responsibilities to the school

The school director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibility of the dismissed student to notify the appropriate lending institution if the student has a student loan or is receiving financial aid. Prepaid tuition will be refunded according to the school’s refund policy.

**Re-entry Policy**

Students dismissed from the school who request re-entry must put the request in writing to the school director. In cases where the student was dismissed for excessive absences (greater than 20 percent) or financial concerns, it may be possible to re-enter within the same school term. In cases where the student was dismissed due to failure to maintain the minimum grade point average, it may be possible for the student to receive private tutoring and then reenter the school. In cases where the student was dismissed due to unacceptable conduct, the student may have to meet with the director before re-entering the school. The decision of the director is final, and the student will receive a letter within five business days stating the decision.

**Tuition and Additional Costs**

Tuition (based on class hours) : $900

Registration fee : $75

Textbooks and workbooks : $20 for purchase

Supplies and materials : Included

Licensing/testing fees: $100 skills test fee

**Paid by student for state examination conducted by Credentia**

Washington partners with the National Nurse Aide Assessment Program ([NNAAP](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.ncsbn.org%2Fnnaap-exam.htm&data=05%7C01%7C%7Cfe28d77d2c37480be33408da3ba53754%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637887878031277499%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=UvrlCKiYTvHMDGbjfXYPJFJaC7MZRE2wjd5HfpSWH14%3D&reserved=0)) to certify its nurses. The **CNA state exam** is distributed by [Credentia](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fhome.pearsonvue.com%2Fwa%2Fnurseaides&data=05%7C01%7C%7Cfe28d77d2c37480be33408da3ba53754%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637887878031277499%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=lkwRZ6uD07%2B60acoH1%2BhfK%2FWvXGVa6%2BlJTPOG8A2xEk%3D&reserved=0) and they provide a multitude of information to help you succeed in the examination process, including a **CNA practice test**, applications, and test site locations and times.

**Students** who withdraw from the program may be able to sell textbooks back to the school if they are in excellent condition. Students will need to meet all financial responsibilities before a Certificate of Completion will be issued.

**Financial Aid Assistance**

Advanced Nursing Assistant School does not currently offer financial aid.

**We assist students in finding placements after successfully completing the course. Placement is not guaranteed but will be provided resources and references. With the demand of caregivers 90% of students are offered position immediately.**

**Credit for Previous Training**

Advanced Nursing Assistant School is committed to helping students reach their educational goals as quickly as possible. However, technology changes rapidly and what was learned in an earlier program may no longer be applicable. To ensure that our students graduate with the skills necessary to achieve success in the workplace we will not give recognition for any previous training.

**Student Grievance-Complaint/Appeal Process**

Nothing in this policy prevents the student from contacting the Workforce Board (the state licensing agency) at 360-709-4600 at any time with a concern or a complaint. Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the school director. The written request should include the following information:

1. Student’s full name and current address
2. A statement of the concern including dates, times, instructors, and if applicable, other students involved
3. Date of complaint letter and signature of the student
4. Three dates in which the student would be available for a meeting with the school director. These dates should be within 10 business days of the complaint.

The school director will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeal. The student will be notified in writing within five business days of the outcome of the meetings. Should the contract be canceled by either the student or the school the last date of attendance will be used as the date to calculate any refund in accordance with the school’s refund policy.

**Cancellation and Refund Policy (Compliance with WAC 490-105-130)**

Should the student’s enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

1. The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.
2. The school must refund all money paid if the applicant cancels within 15 business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
3. The school may retain the established registration fee if the applicant cancels after the 15th business day after signing the contract or making an initial payment. A “registration fee” is any fee charged by a school to process student applications and establish a student record system.
4. If training is terminated after the student enters classes, the school may retain the registration fee established under #3 above, plus a percentage of the total tuition as described in the following table:

|  |  |
| --- | --- |
| **If the student completes this amount of training:** | **The school may keep this percentage of the tuition cost:** |
| One week or up to 10%, whichever is less | 20% |
| More than one week or 10% whichever is less but less than 25% | 35% |
| 25% but less than 50% | 80% |
| More than 50% | 100% |

1. When calculating refunds, the official date of a student’s termination is the last day of recorded attendance:
2. When the school receives notice of the student’s intention to discontinue the training program;
3. When the student is terminated for a violation of a published school policy which provides for termination; or,
4. When a student, without notice, fails to attend classes for 30 calendar days.
5. All refunds must be paid within 30 calendar days of the student’s official termination date.

**Program Description**

We are a Washington based CNA school that offers a hybrid program for those who are interested in pursuing a career in the health care field. Our program will help with gaining the skills to become certified CNA in Washington state and will put our best efforts to connect you to the right resources for placement. Our bilingual teaching staff comes with years of experience in the healthcare field including experience on med surg units who can give you an insight of their hospital experience and can better prepare you to work in that setting. Our staff has community college teaching experience in Washington state as an A & P instructor and continuing education educator. Our clinical sites will give you much needed hands-on experience and prepare you well for skills tests. Our open lab times will give students a chance to practice skills at their convenience. Classroom hours will consist of 35 hours, practice hours in the facility will consist of 40 hours, lab hours will consist of 33 hours, this will in total be 108 hours.

**Student Records**

Student records will be maintained by the school for 50 years or until the school closes. If the school closes, whether voluntary or involuntary, educational records or transcripts will be forwarded to the Workforce Training and Education Coordinating Board. Upon graduation, each student will be given a copy of his or her transcript. These records should be maintained indefinitely by the student. Students may request copies by writing the school. Student records are available for review by the student at any time. Student will receive the class schedule and access to common curriculum materials as provided by the Washington State Board of Nursing (WABON) formerly called the Nursing Care Quality Assurance Commission.

**Courses Required to complete program of study**

**Classroom content – 35 hours**

**Lab Skills/ Clinical- 33/40 hours**

**Programs**

**Certified Nursing Assistant**

**Educational Credential**

Awarded upon completion of the program: Certified Nursing Assistant

**I have read and agree to the terms laid out in this course catalog :**

**X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Signature**