



Vital Healthcare Training Center

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Catalog Volume II

School Year 2024-2025

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WELCOME!

Welcome to Vital Healthcare Training where it is our goal to provide training ensuring that your loved ones are cared for.

Our Mission & Vision:

Vital Healthcare Training Center's mission is to prepare diverse student populations to become professional, and integral parts of the healthcare team. Through academic excellence and rigorous hands-on training, students will learn the essential skills needed to be advocates, promote safety, provide quality and compassionate care to every patient they serve.

ACCREDITATION AND APPROVALS

Vital Healthcare Training Center is approved by the Washington Workforce Training and Education Coordinating Board (PCS).

Vital Healthcare Training Center is Approved and regulated by the Washington Department of Health, Washington Board of Nursing

OFFICE HOURS

Monday - Wednesday 8:00am-5:00pm
Thursday and Friday by appointment
Saturday and Sunday 8:00am-5:00pm

FACILITIES AND EQUIPMENT

The building space of Vital Healthcare Training Center is equipped with comfortable heating/air conditioning, with adequate lighting and an atmosphere conducive to learning and testing. The classroom offers many aids to help with learning such as TV screens, white boards, and reference materials for instruction and student use. The school is equipped with an ADA restroom and has disabled parking with wheelchair access. There is ample space for students to practice scenarios and skills to aid with their learning. There is also a beverage/snack area for students.

The skills lab is set-up to simulate a healthcare environment equipped with supplies necessary for performing patient care. There are 2 hospital beds, 2 manikins, 2 bedside tables, a sink, and other needed supplies for a patient area. Other items for learning include but are not limited to: bath basins, dentures, tooth brushes, walkers, tooth brushes, emesis basins, and bedside commode.

ADMINISTRATION

Leonardo Afan Owner/ Administrator/ Instructor
Glenn Javelona Co-Owner/ Instructor

COURSES OFFERED

Title of Course: Certified Nursing Assistant (CNA) Program

Objective/ Purpose of Course:

The Certified Nursing Assistant program is a comprehensive course designed to teach students the fundamental skills needed to provide basic care to those in need. Patient care areas range from nursing homes, hospice, hospitals, home care and more. The Certified Nursing Assistant Program includes a combination of classroom learning, laboratory practice, and supervised hands-on clinical training in a Long-Term Care facility. Graduates of this program will be able to communicate with patients effectively, recognize medical emergencies, provide hands-on daily care needs while respecting and observing resident rights. Students will learn how to perform basic first aid, CPR, vital signs, observing/ reporting, and follow infection prevention measures. Graduates of this program may find entry-level employment as a Certified Nursing Assistant after passing the state exam to become certified. Employment opportunities include working in hospitals, nursing homes, home health, hospice facilities and more.

Course Hours:

108 Clock hours with 40 hours in clinical and 35 hours of classroom and 33 hours of lab practice

Performance Objectives:

- Understand the types of long-term care facilities and healthcare settings
- Understand the chain of command and identify the different members of the interdisciplinary team.
- Identify and understand the responsibilities of the Registered Nurse, Licensed Vocational Nurse, and Certified Nursing Assistant in various settings.
- Understand and explain the nursing assistant scope of practice.
- Describe legal and ethical behavior and explain resident rights.
- Engage in proper infection control procedures.
- Demonstrate basic care skills and patient care procedures.
- Identify medical emergencies and how to respond effectively.

Title of Course: Home Care Aide (HCA) Bridge to CNA Program

Objective/ Purpose of Course:

This program provides training for Home Care Aides to transition to Certified Nursing Assistants (CNAs). Patient care areas range from nursing homes, hospice, hospitals, home care and more. This program includes a combination of classroom learning, laboratory practice, and supervised hands-on clinical training in a Long-Term Care facility. Graduates of this program will be able to communicate with patients effectively, recognize medical emergencies, provide hands-on daily care needs while respecting and observing resident rights. Students will learn how to perform vital signs, observing/ reporting, follow infection prevention measures and additional nursing skills. Graduates of this program may find entry-level employment as a Certified Nursing Assistant after passing the state exam to become certified. Employment opportunities include working in hospitals, nursing homes, home health, hospice facilities and more.

Course Hours:

36 Clock hours with 6 hours in clinical and 17 hours of classroom and 13 hours of lab practice

Performance Objectives:

- Understand the types of long-term care facilities and healthcare settings
- Understand the chain of command and identify the different members of the interdisciplinary team.
- Identify and understand the responsibilities of the Registered Nurse, Licensed Vocational Nurse, and Certified Nursing Assistant in various settings.
- Understand and explain the Nursing Assistant scope of practice.
- Describe legal and ethical behavior and explain resident rights.
- Engage in proper infection control procedures.
- Demonstrate basic care skills and patient care procedures.
- Identify medical emergencies and how to respond effectively.

(Please note that both programs will utilize the same the same textbook, methods of instruction, and the same student instructor ratio)

Required Textbooks:

Textbook CNA: August's Nurse Assisting: The Complete Guide: Dr. Carrie L. Jarosinski RN, CNE, CWP Copyright © 2023, August Learning Solutions, ISBN: 978-1-941626-57-3

Instructional Methods:

Instruction for this course will include lectures, PowerPoint presentations, case studies, videos, clinical skills, instructor demonstration, return demonstration, interactive games, and role play.

Maximum class size: 30

Student to clinical instructor ratio 10:1

A SYNOPSIS OF EACH SUBJECT OFFERED

NA-1- Introduction to Long Term

Students will learn about the Nursing Assistant role, the different care settings, how to provide a safe environment for residents, infection control, and how to respond to emergency situations. Students will learn about the interdisciplinary team and the chain of command.

NA-2- Personal Care Skills

Students will learn proper skin care measures, how to perform basic hygiene needs for residents such as bathing, grooming and toileting. Students will also engage in proper position and moving of residents to ensure their safety.

NA-3 – Basic Nursing Skills

Students will learn and demonstrate how to properly obtain and record vital signs, height, and weight. Students will be able to recognize, document, and report abnormal changes in body functioning. Students will also learn how to ensure residents maintain proper oral intake and nutrition. Care of the residents' belongings, environment and safety are also addressed.

NA-4- Mental health & Social Service Needs

Students will learn psychosocial needs of residents based on the Maslow's hierarchy of needs, developmental tasks of older adults, the effects of losses/changes associated with aging with aging. Students will also learn about cultural and spiritual needs of residents and how to respect residents' needs and rights. Developmental disabilities will also be addressed.

NA-5- Care of Cognitively Impaired Residents

Students will be able to identify how to care for residents with Alzheimer's, dementia, confusion and difficult behaviors. Students will be able to identify different traits associated with different resident disease processes and how to address or report them. Discussion and activities centered around how to react in uncomfortable situations are addressed.

NA-6-Basic Restorative Services

Students will learn and be able to demonstrate how to utilize assistive devices in transfers, ambulation, eating, and dressing. Students will learn and demonstrate how to properly turn and position a resident in bed and chair.

NA-7-Resident Rights

Students will learn resident rights as defined by the OBRA Act of 1987. Students will be able to describe the responsibility of the Nursing Assistant in reporting suspected abuse, neglect or misappropriation of resident property.

NA-8- Clinical Experience

Students will commute off campus to the assigned nursing home to engage in their clinical rotation. Students will utilize everything they have learned in the classroom/lab and use it in providing direct care to residents in the clinical setting.

COURSE HOURS FOR CNA PROGRAM

DAY:

Monday- Wednesday 8:00am-4:30pm, Clinical 6:00am-2:30pm, 5 weeks

WEEKEND:

Saturday & Sunday Classroom, 8:00am-5:00pm, Clinical 6:00am-2:30pm, 7 weeks

This is a 108-hour course in which 40 hours are clinical and 60 are devoted to classroom instruction/ lab instruction.

LENGTH OF TIME FOR COMPLETION OF THE COURSE

This course is 5 weeks for the day courses and 7 for the weekend course.

FACULTY AND INSTRUCTORS

Program Coordinator: Leonardo Afan

Email: l.afan@vitalhctrainingcenter.com

Number: 206-861-2061

Office Hours:

Monday - Thursday 8:00am-5:00pm

Friday 8:00am-5:00pm

Saturday 8:00am-12:00pm

Sunday 8:00am-5:00pm

Education: BSN, RN

Nursing Assistant Instructor: Glenn Javelona

Email: g.javelona@vitalhctrainingcenter.com

Number: 425-829-2715

Office Hours:

Monday - Thursday 8:00am-5:00pm

Friday 8:00am-5:00pm

Saturday 8:00am-12:00pm

Sunday 8:00am-5:00pm

Education: BSN, RN

School Address:

25833 104th Ave SE, Kent, WA 98030

Clinical Sites:

Silver Living Adult Family Home, LLC

22534 108th Ave SE, Kent, WA 98031

253-277-0057

Prestige Senior Living Auburn Meadows

945 22nd St NE, Auburn, WA 98002

253-333-0171

FEES, TUITIONS AND/OR SPECIAL CHARGES

Course Registration: \$85

Course Fees:

- Books: \$55
- Skills lab kit: \$25
- ID Badge: \$5
- CPR card: \$10

Replacement Costs:

- Books: \$55
- Badge: \$5
- Skills Lab Kit \$ 25
- CPR card \$10
- Badge \$5

Total fees and Tuition: \$1150

Vital Healthcare Training Center does not offer scholarships or financial aid assistance.

ENROLLMENT PERIODS

Enrollment periods are 5 calendar days prior to the first day of classes for each program.

CLASS SCHEDULE

Weekday Classes

Monday- Wednesday 9:00am-2:30pm, Clinical 6:00am-2:30pm

First Day of Class	Mid Term	Last Day of Class	Classroom/Lab Make-Up Day
5/6/24	5/21/24	6/6/24	6/7/24
6/24/24	7/8/24	7/23/24	7/24/24
8/5/24	8/19/24	9/4/24	9/5/24
9/23/24	10/7/24	10/23/24	10/24/24
11/11/24	11/25/24	12/11/24	12/12/24
1/6/25	1/20/25	2/5/25	2/6/25
2/24/25	3/10/25	3/26/25	3/27/25
4/14/25	4/28/25	5/14/25	5/15/25
6/2/25	6/16/25	7/2/25	7/3/25

Weekend Classes

Saturday & Sunday Classroom, 8:00am-5:00pm, Clinical 6:00am-5:00pm

First Day of Class	Mid Term	Last Day of Class	Classroom/Lab Make-Up Day
4/27/24	5/18/24	6/9/24	6/15/24
6/22/24	7/13/24	7/28/24	8/3/24
8/10/24	8/31/24	9/22/24	9/28/24
10/5/24	10/26/24	11/17/24	11/23/24
1/4/25	1/25/25	2/16/25	2/22/25
3/1/25	3/22/25	4/13/25	4/19/25
4/26/25	5/17/25	6/8/25	6/14/25
6/21/25	7/12/25	8/3/25	8/9/25

COURSE HOURS FOR HCA-CNA BRIDGE PROGRAM

Monday-Thursday: 8:00am- 4:00pm; Friday: Clinical 7:00am-1:30pm , 5 day program

This is a 36-hour course in which 6 hours are clinical and 30 are devoted to classroom instruction/ lab instruction.

LENGTH OF TIME FOR COMPLETION OF THE COURSE

The HCA-CNA bridge program is a 5-day course.

FACULTY AND INSTRUCTORS

Program Coordinator: Leonardo Afan

Email: l.afan@vitalhctrainingcenter.com

Number: 206-861-2061

Office Hours:

Monday - Thursday 8:00am-5:00pm

Friday 8:00am-5:00pm

Saturday 8:00am-12:00pm

Sunday 8:00am-5:00pm

Education: BSN, RN

Nurse Assistant Instructor: Glenn Javelona

Email: g.javelona@vitalhctrainingcenter.com

Number: 425-829-2715

Office Hours:

Monday - Thursday 8:00am-5:00pm

Friday 8:00am-5:00pm

Saturday 8:00am-12:00pm

Sunday 8:00am-5:00pm

Education: BSN, RN

FEES, TUITIONS AND/OR SPECIAL CHARGES

Course Registration: \$85

Course Fees:

- Books: \$55
- Skills lab kit: \$25
- ID Badge: \$5

Replacement Costs:

- Books: \$55
- Badge: \$5

Total fees and Tuition: \$725

Vital Healthcare Training Center does not offer scholarships or financial aid assistance.

HOLIDAYS TO BE OBSERVED

- New Year's Eve
- New Year's
- Martin Luther King Day
- Washington's Birthday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Black Friday
- Christmas Eve
- Christmas

ENROLLMENT PERIODS

Enrollment periods are 5 calendar days prior to the first day of classes for each program.

CLASS SCHEDULE

Monday- Thursday 8:00am- 4:30pm, Friday Clinical 8:00am-1:30pm, 5-day program

First Day of Class	Final Test	Last Day of Class	Classroom/Lab Make-Up Day
4/15/24	4/18/24	4/19/24	4/26/24
6/10/24	6/13/24	06/14/24	06/21/24
7/29/24	8/1/24	8/2/24	8/9/24
9/9/24	9/12/24	9/13/24	9/20/24
10/8/24	10/31/24	11/1/24	11/8/24
12/16/24	12/19/24	12/20/24	12/27/24

2/10/25	2/13/25	2/14/25	2/21/25
3/31/25	4/3/25	4/4/25	4/11/25
05/19/25	5/22/25	5/23/25	5/30/25
7/7/25	7/10/25	7/11/25	7/18/25

EMERGENCIES AND INCLEMENT WEATHER

In the event of an emergency, the school will notify students of any class delay or cancellation via the remind app.

When class/clinical is delayed, the time must be made up prior to the completion of course per federal regulations. Course make up dates are predesignated on the course calendar. Please see the course calendar above. However, in the event of multiple emergencies or inclement weather issues every effort will be made to arrange with students for a common make up day. This may result in the student finishing class with the next scheduled class.

ADMISSION/ENROLLMENT POLICIES

Individuals applying for this course are required to:

1. Government issued ID and social security card
2. High School Diploma, GED, or score at least 12/20 on the Intake Examination
3. Complete and pass a background check
4. Negative 2-step PPD skin test or negative QuantiFERON gold
5. COVID Vaccine

** Please note that some employers may require a High School Diploma and/or G.E.D for employment.*

CREDIT FOR PREVIOUS EDUCATION, TRAINING, OR EXPERIENCE

There are no credit transfer agreements with any other institution for this program. Please note that any other experience or education doesn't transfer or count as hour credits to the training program.

Students **will not** be able to transfer hours completed at Vital Healthcare Training Center. Transfer students from another state nursing assistant program will have to contact their state's regulatory body to inquire about the ability to practice as a Nursing Assistant in Washington. If it is decided that a person must retake the Nursing Assistant program, no credit will be given for previous knowledge or certification.

CANCELLATION AND REFUND POLICIES

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days. An \$85 registration fee is nonrefundable.

REFUND POLICY

1. Refund computations will be based on scheduled course time of classes through the last documented day of an academically related activity. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - a) the date of termination, if the student is terminated by the school;
 - b) the date of receipt of written notice from the student; or
 - c) ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, \$85 in administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain \$85 in administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. (More simply, the refund is based on the precise number of course hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due.)
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:

- a) an enrollee is not accepted by the school.
- b) if the course of instruction is discontinued by the school and this prevents the student from completing the course; or
- c) if the student's enrollment was procured because of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

Refund Policy for Students Called to Active Military Service

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Washington National Guard may elect one of the following options for each program in which the student is enrolled:

- a. if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal.
- b. a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- c. the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - 1. satisfactorily completed at least 90 percent of the required coursework for the program; and
 - 2. demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

GRADING:

TRADITIONAL CNA PROGRAM: Grades evaluation will be separate for classroom, lab

and clinicals. Classroom evaluation will consist of 9 quizzes and a final exam. The class grade consists of: unit quizzes (25%), workbook assignments (25%), attendance and participation (10%), and final exam (40%). Lab practice and clinical will be a Pass/Fail system based on performance observation by the instructor. Students must receive an overall course grade of 70% in order to pass the course and receive a certificate of completion to take the state exam to become a nursing assistant.

HCA-CNA BRIDGE PROGRAM: Grades evaluation will be separate for classroom, lab and clinicals. Classroom evaluation will consist of 4 exams. The class grade consists of: unit quizzes (45%), workbook assignments (40%), attendance and participation (15%). Lab practice and clinical will be a Pass/Fail system based on performance observation by the instructor. Students must receive an overall course grade of 70% in order to pass the course and receive a certificate of completion to take the state exam to become a nursing assistant.

Numerical Grade	Letter Grade Point
100-90	A 4.0
89-80	B 3.0
79-70	C 2.0
69-60	D 1.0
Below 60	F 0.0
Incomplete	I 0.0
Withdraw	W 0.0

SATISFACTORY PROGRESS

To remain in good standing and receive a certificate of completion, students must maintain at least a minimum grade point average of 2.00 with no more than one subject class grade below 70. Students will receive written notification of their progress at the midpoint (after 50 hours of instruction) and end of the course (the second to last day of the course).

Written numeric grade reports will be given to the student for the classroom portion of the course and progress in lab/ clinical will be provided separately. A student who is not making satisfactory progress at the midpoint will be placed on academic probation for the remainder of the progress evaluation period. The school program director will counsel the student placed on probation prior to the student returning to class. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file. If the student does not achieve the probationary standards set forth, the student will not be able to pass the course.

Students who fail the course will be able to re-enroll one additional time to take the course or any other course offerings. If a student enrolls twice and fails both times, the student will not be able to re-enroll into **Vital Healthcare Training Center**. A student whose enrollment was terminated for unsatisfactory progress may re-enroll after a minimum of one progress evaluation period. Such reenrollment does not circumvent the approved refund policy. A student who returns after termination of enrollment for unsatisfactory progress will be placed on academic probation for the next grading period. The student will be advised of this action, and it will be documented in the student's file. If the student does not demonstrate satisfactory progress at the end of this probationary period, the student's enrollment will be terminated.

CERTIFICATE AWARDED

Students graduating from this course with a 70% or higher and pass in both lab and clinicals will receive a certificate of completion which allows them to sit for the state exam to become a Certified Nursing Assistant.

ACADEMIC PROBATION/ TERMINATION

A student who is not making satisfactory progress as defined above at the completion of a subject class will be placed on academic probation for the next subject class. If a student on academic probation achieves satisfactory progress for the subsequent subject class but does not achieve the required grades to meet overall satisfactory progress for the course, the student may be continued on academic probation for one more subject class. If a student on academic probation fails to achieve satisfactory progress for the first probationary subject class, the student's enrollment will be terminated. The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two successive subject classes will be terminated. Students terminated for unsatisfactory progress cannot be readmitted until a minimum of one grading period has passed.

When a student is placed on academic probation, the school will counsel the student prior to the student returning to class. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file.

After one six-week term has elapsed, a student whose enrollment was terminated for unsatisfactory progress may re-enroll in a subsequent term in the next 12 calendar months. Such reenrollment does not circumvent the approved refund policy.

The school will place a student who returns after his/her enrollment was terminated for unsatisfactory progress on academic probation for the next subject class of the term. The school will advise the student of this action, and it will be documented in the student's file. If the student does not demonstrate satisfactory progress at the end of this probationary period, that student's enrollment will be terminated.

INCOMPLETES:

An "I" for incomplete is assigned when all the work of a subject class cannot be completed due

to circumstances beyond the control of the student. The student may complete the work by the end of the term, or the student can notify the school registrar for readmission for one opportunity to complete the work in a subsequent term beginning no later than 12 calendar months after the end of the term in which the student was assigned the "I". There will be no additional administrative or tuition fees charged for students who exercise this option; however, there may be additional fees for books, supplies, and/or tool kit.

WITHDRAWAL:

Under *Washington Education Code, Section 132.061(f)* a student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. A student receiving a grade of incomplete to reenroll in the program during the 12-month period following the date the student withdraws and completes those incomplete subjects without payment of additional tuition.

A "W" for Withdrawal indicates that the student officially withdrew or was administratively withdrawn from the subject class. A student with a grade of "W" cannot complete the course of study and will be issued a refund in accordance with the refund policy below.

REMEDIAL WORK AND REPEAT COURSES

Vital Healthcare Training Center does not offer remedial work. Students who miss class must attend a make-up session and must complete the work they missed from the missed class. Students who must repeat the course due to termination or withdraw must repeat the course in its entirety. Students who fail the training program only have two attempts to re-take the course. After the second attempt and if the student fails, they are unable to re-enter the course again.

ATTENDANCE POLICY

Students are expected to attend all lectures, labs, and clinical as the nature of the training program is very fast paced. Instructors will maintain a daily record of attendance for each class offering at the beginning of class and after each break. A **tardy** is defined as arriving in the classroom 10 minutes after the start of class. Students are considered late from breaks when returning more than 5 minutes late from the start of class. Any student that has been marked tardy 3 times must attend the make-up session designated at the beginning of the course. Students may only attend the pre-designated make-up day as seen in the above course schedule and no additional make up day will be arranged. Students who did not attend the pre-designated make-up day will be terminated from the course. **Students whose enrollments are terminated for violation of the attendance policy may not re-enter before the start of the next grading period.**

If a student misses a day of class (**absence**), the student must attend the pre-designated make-up date as seen in the course schedule above. If the student has subsequent days missed or exceeds two tardy occurrences the student will be terminated from the course as they will be unable to meet the state required hours from graduation and to sit for the exam.

Leave of absence will not be granted to students. Students must withdraw and re-enroll in the training program when they are ready to attend the course.

MAKE-UP WORK

No more than 5% of the total course time hours for a course may be made up. Make-up work shall:

- (1) be supervised by an instructor approved for the class being made up;
- (2) require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session; (3) be completed within two weeks of the end of the grading period during which the absence occurred.
- (4) be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and (5) be signed and dated by the student to acknowledge the make-up session.

Note: Make-up of missed clinical hours must be arranged with the Program Director. Make-up time for absences during the clinical is limited to 8 hours. This time may be further limited due to supervised make-up work earlier in the term.

SCHOOL POLICY REGARDING STUDENT CONDUCT

Students may be terminated from the program if they violate any policies or conduct rules. Students who are terminated for violation of these policies will not be eligible for re-enrollment. Some reasons for termination include but are not limited to:

- Theft of supplies from the school, or clinical site whether it be from the school, a resident, or another student. Theft of any kind will NOT be tolerated. or possessions from clinical sites, patients/residents, the school, other students, or employees of the school or clinical agencies.
- Destruction of school property, clinical property, resident property, or another student's property.
- Engaging in disruptive behavior, including foul language, horse play or creating a disturbance in class, campus, or clinical sites.
- Falsifying any documents related to enrollment, educational documents, or resident records.
- Non-adherence to school uniform requirements while in class or clinical. This includes proper scrub colors, uniform free of wrinkles, free of offensive odors, artificial nails, etc.
- Engaging in unsafe care related to patient safety or the safety of other students will not be tolerated.
- Posting inappropriate content, graphics and verbiage to social media while in the program that undermines the rights/ beliefs of patients or that is considered undesirable/ inappropriate in general.

- Engaging in resident abuse or neglect.
- The use, sale, or possession of alcohol, drugs or controlled substances or being under the influence of alcohol or drugs on campus or at clinical.
- Student refusal or failure to follow direct instructions from course instructors, clinical instructors or nurses at the clinical will not be tolerated.
- Possession of weapons such as of guns, knives, explosives, or other weapons on campus or at clinical site.
- Students are not allowed to use electronic devices while on the clinical floor, lab or in the classroom.
- Plagiarism or academic dishonesty.
- Students engaging in HIPAA Health Insurance Portability Accountability Act (HIPAA) violations.
- Students engaging in harassment be it sexual, racial or cultural will not be tolerated on campus or at clinical.

Nothing in this policy prevents the student from contacting the Workforce Board at 360-709-4600 at any time with a concern or complaint.

SEXUAL HARASSMENT

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when.

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Re-Enrollment after dismissal/termination for any violation of student conduct is no allowed.

Dress Code:

Students must wear royal blue scrubs to school throughout the course of the program. A school issued ID badge must be worn daily. Closed toed shoes are required

ACCOMODATIONS

The school does not discriminate against students or potential students based on 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. The school's procedure to be used by a student with a disability to request a reasonable accommodation.

TESTING ACCOMODATION

Disabilities affecting access to testing materials and/or testing process may qualify for testing accommodations. Students are to provide historical and/or recent documentation regarding the diagnosis that substantially affects test taking and complete an interview with the director of school.

Please Note: Testing accommodations are not intended to alter the construct of the test being measured or invalidate the results. Reasonable testing accommodations are changes made in the administration of the test to remove obstacles to the test-taking process that are presented by the disability without changing the constructs being tested.

Extended Test Time	The extended test time is time and a half. Extended time beyond double time requires specific direction from the medical professional in the related field of disability and interview with the school's instructor.
Reader	Students who qualify for a test in audio format are provided with assistance from one of the instructors who will read the test in person for the student.
Large Print	When students require a large print to view the test, students should contact the instructor 3 to 4 days before the exam to discuss this accommodation.

PARKING ACCOMODATION

There are 2 designated accessible parking spaces right in front of Vital Healthcare Training Center. Students using those designated spaces **MUST** have a **disabled-parking permit**, which is issued by the DMV.

RELIGIOUS ACCOMODATION

Vital Healthcare Training Center, LLC 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.

REQUIREMENTS FOR GRADUATION

Students will receive a certificate of completion once all hours of instruction and clinical are completed with a grade of passing for the training program. A grade of 70% in the didactic/class, a grade of pass in lab and a grade of pass in clinical must be achieved for a student to successfully graduate from the course.

According to federal regulation and the Washington Department of Health and Human Services, students in the training program must receive the first 16 hour of instruction in the following subjects prior to having resident interaction:

- Communication and interpersonal skills
- Infection control
- Safety and emergency procedures, including the Heimlich maneuver
- Promoting residents' independence; and respecting residents' rights.
- Personal care skills
- Basic nursing skills
- Mental health and social service needs
- Care of cognitively impaired residents
- Basic restorative services; and residents' rights

Graduates of the training program are eligible to sit for the state exam to become a Certified Nurse Assistant

TRANSCRIPT

Upon graduation from the program, students will receive a copy of their transcript free of charge. Students who would like an additional transcript must submit a written request to the Program Director along with a fee of \$20 to receive an official copy of their program transcript. The school must keep student educational records for a minimum of fifty years from the date of each student's enrollment or until the school ceases to be licensed under this chapter, whichever comes first.

TRANSFER OF CREDIT HOURS

Students planning to transfer should check the transfer institution's requirements/guides or discuss their options with an academic advisor or counselor. **Vital Healthcare Training Center** does not have a transfer agreement with any school or institution. Students who wish to transfer should know hours from the training program may not transfer to other institutions.

JOB PLACEMENT ASSISTANCE POLICY

Vital Healthcare Training Center does not provide job placement assistance and does not promise students job placement after graduation. Students should know their clinical rotations provide a platform for possible job opportunities; thus, students should exhibit optimal performance for the opportunity to be offered a position.

GRIEVANCES/COMPLAINTS

Student complaints are defined as any student concern regarding the school programs, services, or staff. A student who has a concern about a school-related issue is encouraged to submit a grievance form to the program director for resolution as soon as possible. Nothing in the policy prevents the student from contacting the Workforce Board at 360-709-4600 at any time with a concern or complaint. The program coordinator will schedule a meeting with all involved parties within 48 business hours of student filing. If needed an investigation will be conducted by the administrator and program director with final finding to be delivered to the student within 5 business days of the student initial complaint filing. For further information regarding complaints see the following website: <https://wtb.wa.gov/private-career-schools/school-complaints/>, or contact the workforce board.

The school is licensed under 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to the: Workforce Board, 128-10 Ave. SW, Box 43105 Olympia, WA 98504-3105; wtb.wa.gov 360-709-4600