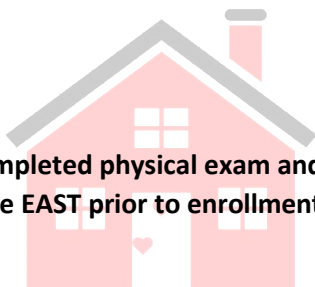




NATCEP HANDBOOK

State Tested Nursing Assistant Training Program

A Promise to Care EAST



Healthcare Headquarters

Important Information

Completed physical exam and proof of two-step Mantoux Test MUST be submitted to A Promise to Care EAST prior to enrollment. You cannot attend clinical experience if not completed.

REFUND POLICY

- i. There is no application fee. The total cost of the Nursing Assistant program is \$2,375.00 (including the course, book set, 2 uniforms from our local scrubs partner, digital in-house exams, technology fee, lab fee, CPR certification, 1st attempt state exam, & immediate job placement).
- ii. An application may be canceled within five calendar days after the date of signing provided the school is notified of the cancellation in writing.
- iii. The school shall promptly refund in full all tuition and fees paid pursuant to the enrollment agreement or school application.
- iv. Such refund shall be made no later than thirty days after cancellation.
- v. This provision shall not apply where a student has already started classes.
- vi. Schools may collect and financially obligate students for tuition and fees for a maximum of three hundred clock hours or six months of instruction at a time, and may not collect or financially obligate students for tuition and fees for the next three hundred hour or six-month segment until it begins.
- vii. A student who starts class and withdraws before the academic term is fifteen per cent completed will be obligated for twenty-five per cent of the tuition and refundable fees for the current academic term plus the registration fee.

- viii. A student who starts class and withdraws after the academic term is fifteen per cent complete but before the academic term is twenty-five per cent completed will be obligated for fifty per cent of the tuition and refundable fees for the current academic term plus the registration fee.
- ix. A student who starts class and withdraws after the academic term is twenty-five per cent complete but before the academic term is forty per cent completed will be obligated for seventy-five per cent of the tuition and refundable fees for the current academic term plus the registration fee.
- x. A student who starts class and withdraws after the academic term is forty per cent completed will not be entitled to a refund of the tuition and fees for the current academic term.
- xi. In the case of documented student illness or accident, death in the family, or other circumstances beyond the control of the student, the student may be entitled to special consideration and the school may settle the account for an amount which is less than that called for by the school's established policy.

Enrollment is on a first come first serve voluntary basis. As a result, once deposits are posted they cannot be refunded.

Course Description

A 81 -hour state approved course covering Basic Nursing skills, Personal Care Skills, Mental Illness and Social Service Needs, Basic Restorative Service, Residents Rights, Promoting Residents independence, Respecting Residents Rights, Safety and Emergency Procedures, Infection Control, Communication and Interpersonal Skills, and Introduction to TCEP and an American Heart Association aligned CPR course. To receive a certificate of Successful Completion student must pass written exam with an overall score of 80% or greater and demonstrate proficiency in all skills learned. Student must also complete 16 of mandatory hands-on clinical in a facility and 59 hours of theory in classroom setting.

Admission Guidelines

Diploma and/or GED is not required, but candidate must be able to read and right and perform basic math skills. Student must be 16 years old to begin training. Good physical health exam, TB tests and background check must be submitted to A Promise to Care EAST before the start of class. If you have an IEP it must be submitted before start of class.

The Role of the Nurse Aide

The Nurse Aide is an important member of the nursing team. This Individual is instrumental in providing residents with basic nursing and personal care, providing emotional and physical support under the direction of the LPN and RN.

Note

We train students with the information that is required to take the Ohio department of Health's Nurse Aide competency test, multiple choice written/oral test and skills test to become a State-tested Nurse Aide (STNA). The state Exam is scheduled any time after the completion of classes & clinical within 2year time frame of expiration of certification. The training received at A Promise to Care EAST will fully prepare students to take the state exam. We encourage all the students to take the exam as soon as possible after completing the training curriculum, and sharing a D&S headmaster paid practice result test with a minimum of %80. We highly suggest continued studying of all provided resources, including study tool provided upon completion of the D&S headmaster practice exam, sample ohio skills youtube video, the D&S headmaster skills book, your class notes, textbook, workbook, & resource binder.

Welcome to A Promise to Care EAST, Nursing Assistant Training Program (Combined 75-hour STNA Training with 4-hour American Heart Association aligned CPR course). You will be learning the knowledge and skills to become a State tested nursing assistant & CPR Provider.

Program Coordinator, Toniqua Walker,RN,BSN,CEO Office hours Monday-Friday 9am-5pm
Email: ceo@apromisetocareeastllc.com Phone: (216) 282-3099

Flexiquiz: All exams and test are done on this website. Your username and password will be the first initial of your first name capital, last name lower case. Example Kara Smith (Ksmith) Everyone password is Welcome1

Healthcare Headquarters

Classes are in person. You are to be in clean, groomed scrubs with closed toe shoes. Cell phones are not permitted for personal use during class. Day Classes are scheduled Monday through Wednesday 9:00 a.m. to 5:00 pm (3 days/week for 3 weeks), totaling 9 days of training. Day 10 is all finals testing & completes the course.

Day class scheduled as 9am- 5:00 pm

Evening class scheduled for 6pm -10pm

Recording lecture is not permitted. Sharing other students' information is not permitted and is a violation of HIPPA.

If you are more than 15 minutes late to class, you will not be permitted in class. YOU CAN NOT MISS THE FIRST 16HRS OF CLASS, FAILURE TO MEET ATTEANDACE REQRUMENTS WILL RESULT IN DISMISSAL OF CLASS WITHOUT REFUND.

The training program has been designed to help you learn the skills and knowledge you need to provide safe and confident patient care, the course includes video instructions, lectures, demonstrations by class teacher. Final exam and hands-on-practice. Handouts include key points and

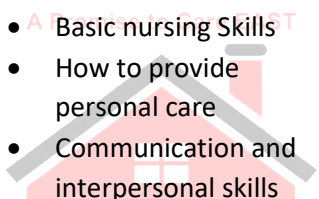
definition and course evaluations, Daily quizzes. Every student will receive a textbook/workbook upon the start of class.

Grading Scale is determined as a percentage by our digital platform or instructor evaluated in person evaluation & requires no less than %80 as the passing requirement for all exams, including skills & Final Exams.

To receive the full benefit from this training program we recommend a skills-building approach.

Attend each class session. Be on time and prepared. Don't be shy to ask questions. Be an active participant. Do class homework. Build on your personal experience.

The following is a summary of what you will study during the program

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- Basic nursing Skills
 - How to provide personal care
 - Communication and interpersonal skills
 - Infection prevention and control
 - Emergency Procedures
 - Residents rights
 - Basic Restorative rights.
 - Social services need
 - Mental Illness
 - Class review

Examples of our Day to Day Instructions

Monday Day 1

9:00-9:30

Welcome Reception/Registration

Program orientation and Overview

9:30-11:00 Chapter 1

11:00-11:10 Break

11:10-12:15 Basic Nursing Skills
(handwashing)

12:15-12:45 Lunch

12:45-2:00 Basic Nursing Chapter 1

2:10-2:45 Overview of chapter 1

2:45-5:00 Chapter Quiz and Skill Check

Tuesday Day 2

9:00-11:00 Communication and interpersonal skills. 2.0hrs

11:00-11:10 Break

11:10-12:15 Chapter skills video and instructor demonstration 1.0hr

12:15-12:45 Lunch

12:45-2:00 Communication and Interpersonal skills 2nd part 1.5hrs

2:00-2:10 2nd Break

2:10-5:00 Chapter Quiz and first

chapter skills demo-return/open discussion.

Signature Page

To the best of my knowledge, I verify that the information I have supplied in this application is accurate and true. I have read the policy of A Promise to Care EAST and I agree to abide by the company's rules and regulations.



Student Name (Print) _____ (Sign) _____ Date _____
APTCE Name (Print) _____ (Sign) _____ Date _____
Representative