

Renaissance Care Center Basic Nursing Assistant Training Program Academic Catalog and Handbook

This Basic Nursing Assistant Training Program is offered by Renaissance Care Center (RCC.) This is a Facility based program which has been approved by the Illinois Department of Public Health (IDPH.)

The Renaissance Care Center Basic Nursing Assistant Training Program may be referred to as “The Program” throughout the remainder of this document.

Students are expected to comply with policies and Code of Conduct as outlined in the RCC Basic Nursing Assistant Training Program Academic Catalog/Handbook. Failure to comply will result in disciplinary action and may result in removal from the class without the possibility of making the hours up, as well as possible dismissal from RCC Basic Nursing Assistant Training Program. Disciplinary action will be managed by instructor, Program Coordinator, and /or Admissions committee. All decisions will be at the discretion of the instructor, Program Coordinator, and/or Admissions committee. Any student not employed by Renaissance Care Center who is withdrawn due to disciplinary for reasons stated in the Academic Catalog/Handbook will be withdrawn and all monies paid will be forfeited. Students will receive a Program Syllabus and an Enrollment agreement. Compliance with all directives in the Academic Catalog/Handbook, Program Syllabus and Enrollment agreement is required for continuation and successful completion in the RCC Basic Nursing Assistant Training Program.

Renaissance Care Center Basic Nursing Assistant Training Program Guiding Principle

The guiding principle of Renaissance Care Center Basic Nursing Assistant Training Program is to develop both internal and external resources that support person-directed care and meet the needs of all members living and working in our unique, caring community of residents and staff. We accomplish this by empowering individuals from our facility, from facilities within our communities, as well as individual community members to provide person-directed care through a dynamic face to face training program.

Renaissance Care Center Basic Nursing Assistant Training Program Mission Statement

The Mission statement of Renaissance Care Center Basic Nursing Assistant Training Program is to train individuals to provide prompt, professional, and person-directed care while maintaining safety and residents' rights in an infection-controlled environment, thereby improving quality of life for the most vulnerable members of our communities.

Renaissance Care Center Basic Nursing Assistant Training Program believes it is necessary that certain standards of conduct, safety, discipline, attendance, health, workmanship, and honesty be established and fairly maintained. The Renaissance Care Center Basic Nursing Assistant Training Program Academic Catalog and Handbook outlines these policies, rules, and disciplinary procedures. Disregard or violation of these rules or incapacity or refusal to meet established standards will subject a student to disciplinary action up to and including dismissal from the Program. These rules are designed to protect the rights of everyone, not restrict

the rights of anyone. These rules and procedures are designed to protect the employees and students in this program. These rules are also designed with the intent to create an environment in which students can thrive and successfully meet the requirements of this program.

Renaissance Care Center Basic Nursing Assistant Training Program does not offer college credit upon completion of this course.

Equal Opportunity Policy

Our policy and philosophy are to provide equal opportunities to all applicants, students and employees without regard to their race, sex, religion, color, national origin, citizenship, disability, age, sexual orientation, gender identity, any other gender related/sexual orientation, marital status, ancestry, genetic information, pregnancy, child birth or related medical conditions, or any other bias prohibited by law. We also prohibit harassment against any of our applicants, students, and employees based on any of these protected categories.

In order to provide equal access to applicants, students and employees, we also provide reasonable accommodations(s) to applicants, students and employees, with disabilities. We also provide reasonable accommodations to applicants, students and employees affected by pregnancy, childbirth, or related medical conditions, provided the individual is otherwise qualified to perform the essential functions of the job. If such assistance is needed, we encourage you to contact the Program Coordinator who will meet with the Admissions committee to discuss each case on an individual basis. We will strive to make every reasonable accommodation to help ensure the success of each person enrolled in our Program.

Disability Statement:

Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the Program Coordinator at (309) 635-7064 or via email at educator@renaissancecarerehab.com This will help ensure necessary accommodations as far as the Program is able to provide.

The Student must provide their Individualized Education Plan (IEP) or 504 plan to the Instructor or Program Coordinator at the earliest possible time, no later than the first day of class. Accommodations may not be made without the required documentation. The Illinois State Competency Exam also allows for extra time and a read-aloud test, providing those specific accommodations are documented on the IEP. Tutoring and additional time for lab skills practice will be offered immediately after most theory sessions and by appointment.

Program Description: Renaissance Care Center Basic Nursing Assistant program follows the Model Program as outlined in the State of Illinois Administrative Code, section 395 and meets all requirements of the Illinois Department of Public Health (IDPH) Basic Nursing Assistant Training Program (BNATP) requirements. This course also complies with Center for Medicare and Medicaid Services (CMS) regulation

Program Design:

Renaissance Care Center Basic Nursing Assistant Training Program is designed to prepare those seeking employment as nursing assistants in long-term care, hospitals, home health and other health care settings. Nursing Assistants function under the direction and supervision of a Licensed Nurse. Upon successful completion of this program the student will be trained to safely provide person-directed care while advocating for and maintaining the persons' rights in an infection-controlled environment. This program facilitates learning in a variety of settings including classroom, lab and clinical. Clinical rotation will take place at Renaissance Care Center or other long term care center as circumstances dictate. The instructor to student ratio for the classroom will be at least 1 instructor to 15 students. The instructor to student ratio for clinical will be at least one instructor to 8 students.

The program schedule may vary from class to class to meet the needs of the community. Classes may be rescheduled or cancelled with or without notice, based on class size and instructor availability.

Program Outcomes:

1. The student will demonstrate proficiency in application of knowledge gained in the classroom by translating it to the clinical setting as it relates to delivery of person-directed care including communication, customer service, teambuilding and conflict resolution.
2. The student will demonstrate proficiency in performing all skills related to delivery of person-directed care in a variety of clinical settings, while maintaining safety.
3. The student will understand and demonstrate professional behaviors expected of the nursing assistant in a variety of clinical settings.
4. The student will demonstrate proficiency in safely providing person-directed care while advocating for and maintaining the persons' rights in an infection-controlled environment.

Successful completion of this program will result in eligibility to register for and take the Illinois State competency exam. Upon passing the Illinois State competency exam, the student will be listed on the State of Illinois Health Care Worker registry as eligible for employment as a certified nursing assistant. Please refer to the following website for detailed information. Successful completion of this program does not guarantee successful completion and passing of the Illinois State competency exam.

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You have 12 months from the program completion date to pass the Illinois Nurse Assistant/Aide Competency Exam. If you fail the exam three times, you must retake a CNA training program.

The following website provides guidance regarding Basic Nurse Aide Training Programs, Illinois State Competency Exam requirements and Certified Nurse Aide requirements.

<http://www.nurseaidetesting.com/basic-nurse-assistant-training-program-bnatp/>

Renaissance Care Center Basic Nursing Assistant Training Program does not offer or provide college credit.

Renaissance Care Center Basic Nursing Assistant Training Program does not provide an official course transcript.

Renaissance Care Center Basic Nursing Assistant Training Program does not accept transfers from other programs/institutions.

Renaissance Care Center Basic Nursing Assistant Training Program does not offer any course or program other than the Basic Nursing Assistant Training Program.

Renaissance Care Center Basic Nursing Assistant Training Program pays all tuition for students who are current employees of RCC. Students employed by RCC will incur no program expenses, apart from a watch with a sweeping second hand, a pair of shoes in compliance with the uniform requirements, a pen and a pocket notebook.

Students employed by Renaissance Care Center may be dismissed from the program if, for any reason their employment is terminated by RCC. Termination of employment and continued enrollment and participation in the Renaissance Care Center Basic Nursing Assistant Training Program will be reviewed on an individual basis.

Program Success Data

The Renaissance Care Center Basic Nursing Assistant Training Program, which was approved by IDPH, has operated successfully since June 2022. The first-time pass rate in 2022 was 90.91%. The first-time pass rate for 2023 and to date in 2024 is 100%, with a total of 53 students testing and 52 students passing since the inception of the program. Our students have also consistently scored well above average in all content areas of the Illinois State Competency Exam. This can be verified at www.nurseaidetesting.com ours and surrounding communities. Our program strives to provide intensive training while instilling a love for learning and a passion for providing quality care to our residents. Please refer to our Disclosure information on the separate Consumer Information page provided with this document.

Renaissance Care Center Basic Nursing Assistant Training Program Registration and Admission requirements

Students may register in person at Renaissance Care Center, 1675 E Ash Canton, IL between the hours of 9 am and 4 pm Monday-Friday or by appointment, during enrollment periods designated on the Academic calendar which is found on the website at www.renaissancecarerehab.com

Renaissance Care Center Basic Nursing Assistant Training Program Admission requirements include the following:

1. The prospective student must be at least 16 years of age, of temperate habits and good moral character, honest, reliable and trustworthy.
2. The prospective student must complete a Health Care Worker Background Check Disclosure and Authorization form so that a search of the Health Care Worker Registry can be conducted. This form must be completed in person on or before Orientation Day of the class in which you are planning to enroll.

Students who are not already on the Health Care Worker Registry with a FEE_APP or CAAPS on the requirement for a fingerprint background check must submit to a fingerprint background check prior to the first day of class. Students not employed by Renaissance Care Center or the sponsoring employer are responsible for all costs/fees related to this requirement.

3. The prospective student must be able to speak and understand English or a language understood by a substantial percentage of a facility's residents.
4. The prospective student must have completed at least eight years of grade school or provide proof of equivalent knowledge.
5. The prospective student must take reading and math assessment prior to registration for the program.
6. The prospective student must receive an 80% or higher on the reading assessment.
7. Prospective students scoring less than 80% on the math assessment must agree to attend math tutoring sessions which will be noted on each class schedule and available by appointment. Individual student and instructor schedules may dictate the scheduling of the tutoring session.

Medical Requirements for students who are NOT employed by Renaissance Care Center:

1. Physical and Immunization requirements must be completed and turned into your instructor/program coordinator prior to the first day of clinical. The Renaissance Care Center Basic Nursing Assistant Training Program Physical form must be used, and all information must be completed, including signature of the licensed provider.
2. The student must obtain a current physical, including past and current immunization documentation, from a licensed medical provider attesting to the applicant's physical abilities to perform NA duties.
3. The physical exam must be dated within the past 90 days and be provided before the first day of clinical.
4. The cost of all medical requirements for the Renaissance Care Center Basic Nursing Assistant Training Program will be the sole responsibility of the student or the sponsoring employer.
5. Failure to submit required documentation by the first day of clinical will result in the dismissal of the student from the Renaissance Care Center Basic Nursing Assistant Training Program with no refund of monies paid.

Students employed by Renaissance Care Center have met health requirements per Renaissance Care Center policy are not required to obtain a current physical.

Any student, regardless of employment status who has a change of health status during their enrollment in the Renaissance Care Center Basic Nursing Assistant Training Program is required to have an updated physical, stating the student's health status will not prohibit them from safely meeting the course requirements as stated in The Renaissance Care Center Basic Nursing Assistant Training Program Academic Catalog and Program Syllabus.

TB testing for students employed by Renaissance Care Center will follow Renaissance Care Center policies/procedures.

1. TB testing is not a requirement for the theory or lab portion of a program, but clinical sites will require a two-step negative TB test or follow-up annual TB testing or a chest x-ray. For foreign-born students, make sure the student identifies whether the student has ever had the Calmette-Guerin (BCG) vaccine which is a vaccine to prevent tuberculosis given in some countries. The student cannot have a PPD skin test for TB if the student has been vaccinated.
2. IDPH also accepts IGRA (interferon-gamma release assay) testing. These tests are approved under QuantiFERON® or T-SPOT®. These tests are the preferred method of testing for persons who have had the BCG vaccine.
3. The results of the two-step tb test must be recorded in "mm". The word "negative" or "positive" will not be acceptable results.
4. Complete a Hepatitis B vaccination series or sign a waiver as required by facility.

5. Influenza vaccination as required by clinical site. RCC Basic Nursing Assistant Training Program does not require proof of an Influenza vaccine.
6. Covid testing as required by clinical site. Proof of Covid vaccine or exempt status is required. RCC will follow all current CDC and IDPH guidelines regarding COVID 19.

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7. IDPH also accepts IGRA (interferon-gamma release assay) testing. These tests are approved under QuantiFERON® or T-SPOT®. These tests are the preferred method of testing for persons who have had the BCG vaccine.
8. The results of the two-step tb test must be recorded in “mm”. The word “negative” or “positive” will not be acceptable results.
9. Complete a Hepatitis B vaccination series or sign a waiver as required by clinical site.
10. Influenza vaccination as required by clinical site. RCC Basic Nursing Assistant Training Program does not require proof of an Influenza vaccine.
11. Covid testing as required by clinical site. Proof of Covid vaccine or exempt status is required by clinical site. Renaissance Care Center will follow all current CDC and IDPH guidelines regarding COVID 19 and other communicable diseases or outbreaks.

The Renaissance Care Center Basic Nursing Assistant Training Program Admissions Department will require original documents for the admission process. Documents will not be accepted by mail, fax or email.

Please make copies of all documents that you submit to the RCC Basic Nursing Assistant Training Admissions Department.

All required physical forms and tb testing results must be completed prior to the first day of clinical. Failure to submit required documentation by the first day of clinical will result in the dismissal of the student from the Renaissance Care Center Basic Nursing Assistant Training Program with no refund of monies paid.

Social Security Card

1. It is the policy of the IDPH that an individual must have a valid Social Security number to take the state written competency examination for the ANAPT or a BNATP. There are no exceptions!
2. Licensed individuals (nurses, physicians, etc.) may apply for a license with a TIN through the Illinois Department of Financial and Professional Regulation (IDFPR), but a CNA student must have a Social Security Number.
3. You must produce a valid Social Security by the first day of class to continue in the RCC Basic Nursing Assistant Training Program. A copy of your Social Security card will be copied and kept in a secure file. This will not be shared with any entity other than the IDPH as per their regulations.

Health Care Worker Criminal History Records Background Check:

1. The prospective student must complete a Health Care Worker Background Check Disclosure and Authorization form on or before Orientation Day of the class in which the student is enrolled, so that a Criminal History records search of the Health Care Worker Registry can be conducted.
2. The Program Coordinator will conduct a search of the State of Illinois Health Care Worker Registry. Prospective students found to be in good standing on the Illinois Health Care Worker Registry and meet IDPH and Federal requirements, will not have to submit to an additional Fingerprint Criminal Background Check.
3. Students who are **NOT** already on the Health Care Worker Registry with a FEE_APP or CAAPS on the requirement for a fingerprint background check **MUST** submit to a live-scan fingerprint background check **prior to the first day of class**. Students not employed by Renaissance Care Center or the sponsoring employer will be responsible for all fees related to obtaining the live-scan fingerprint background check.
4. The result of the fingerprint background check must result in “no hit” or “automatic waiver”. If a hit results and is a disqualifying conviction the student will receive a letter from IDPH stating they have a disqualifying conviction and will also receive a waiver application with directions. If a student does have a disqualifying conviction, the student must be immediately

disenrolled. The student cannot continue any portion of the course until a waiver has been granted. It is the responsibility of the student to obtain the waiver. Obtaining a waiver can be a lengthy process, up to approximately six months. Training programs are not obligated in any way to offer assistance with obtaining waivers for disqualifying convictions.

5. Prospective students with disqualifying convictions must apply for and obtain a waiver before being admitted to any Illinois Department of Public Health Approved Basic Nursing Assistant Training Program. The following website contains information regarding disqualifying convictions and waivers.

<https://dph.illinois.gov/topics-services/health-care-regulation/health-care-worker-registry/disqualifying-convictions.html>

IDPH Approved Vendor Names

<u>Vendor Name</u>	<u>Phone Number</u>
Accurate Biometrics Inc. www.accuratebiometrics.com	1-866-361-9944

The following information regarding disqualifying convictions is taken directly from the Illinois Department of Public Health Administrative Code.

**TITLE 77: PUBLIC HEALTH
CHAPTER I: DEPARTMENT OF PUBLIC HEALTH
SUBCHAPTER u: MISCELLANEOUS PROGRAMS AND SERVICES
PART 955 HEALTH CARE WORKER BACKGROUND CHECK CODE
SECTION 955.160 DISQUALIFYING OFFENSES**

Section 955.160 Disqualifying Offenses

The following offenses are disqualifying under the Act and this Part. Offenses are not considered disqualifying until the effective date of the legislation adding the offenses to the Act, regardless of the date an individual is convicted of the offense (see Appendix A through Appendix C).

- a) Violations under the Criminal Code of 1961 or 2012:

- 1) Solicitation of murder, solicitation of murder for hire [720 ILCS 5/8-1(b), 8-1.1, and 8-1.2] (formerly Ill. Rev. Stat. 1991, ch. 38, pars. 8-1.1 and 8-1.2);
- 2) First degree murder, intentional homicide of an unborn child, second degree murder, voluntary manslaughter of an unborn child, involuntary manslaughter and reckless homicide, concealment of homicidal death, involuntary manslaughter and reckless homicide of an unborn child, and drug-induced homicide [720 ILCS 5/9-1, 9-1.2, 9-2, 9-2.1, 9-3, 9-3.1, 9-3.2, 9-3.3, and 9-3.4] (formerly Ill. Rev. Stat. 1991, ch. 38, pars. 9-1, 9-1.2, 9-2, 9-2.1, 9-3, 9-3.1, 9-3.2, and 9-3.3; Ill. Rev. Stat. 1985, ch. 38, par. 9-1.1; Ill. Rev. Stat. 1961, ch. 38, pars. 3, 236, 358, 360, 361, 362, 363, 364, 364a, 365, 370, 373, 373a, 417, and 474);
- 3) Kidnapping, aggravated kidnapping, child abduction, and aiding and abetting child abduction [720 ILCS 5/10-1, 10-2, 10-5, and 10-7] (formerly Ill. Rev. Stat. 1991, ch. 38, pars. 10-1, 10-2, 10-5, and 10-7; Ill. Rev. Stat. 1985, ch. 38, par. 10-6; Ill. Rev. Stat. 1961, ch. 38, pars. 384 to 386);
- 4) Unlawful restraint, aggravated unlawful restraint, and forcible detention [720 ILCS 5/10-3, 10-3.1, and 10-4] (formerly Ill. Rev. Stat. 1991, ch. 38, pars. 10-3, 10-3.1, and 10-4; Ill. Rev. Stat. 1961, ch. 38, pars. 252, 252.1, and 252.4);
- 5) Indecent solicitation of a child, sexual exploitation of a child, sexual misconduct with a person with a disability, exploitation of a child, and child pornography, promoting juvenile prostitution, custodial sexual misconduct, presence of a sex offender in a school zone, and presence of a sexual predator or sex offender near a public park [720 ILCS 5/11-6, 11-9.1, 11-9.2, 11-9.3, 11-9.4-1, 11-9.5, 11-14.4(a), 11-19.2, 11-20.1, 11-20.1B, and 11-20.3] (formerly Ill. Rev. Stat. 1991, ch. 38, pars. 11-6, 11-19.2, and 11-20.1; Ill. Rev. Stat. 1983, ch. 38, par. 11-20a; Ill. Rev. Stat. 1961, ch. 38, pars. 103 and 104);
- 6) Assault; aggravated assault; battery; battery of an unborn child; domestic battery; aggravated domestic battery; aggravated battery; heinous battery;

- aggravated battery with a firearm; aggravated battery with a machine gun or a firearm equipped with any device or attachment designed or used for silencing the report of a firearm; aggravated battery of a child; aggravated battery of an unborn child; aggravated battery of a senior citizen; or drug-induced infliction of great bodily harm [720 ILCS 5/12-1, 12-2, 12-3, 12-3.05, 12-3.1, 12-3.2, 12-3.3, 12-4, 12-4.1, 12-4.2, 12-4.2-5, 12-4.3, 12-4.4, 12-4.6, and 12-4.7] (formerly Ill. Rev. Stat. 1991, ch. 38, pars. 12-1, 12-2, 12-3, 12-3.1, 12-3.2, 12-4, 12-4.1, 12-4.2, 12-4.3, 12-4.4, 12-4.6, and 12-4.7; Ill. Rev. Stat. 1985, ch. 38, par. 9-1.1; Ill. Rev. Stat. 1961, ch. 38, pars. 55, 56, and 56a to 60b);
- 7) Tampering with food, drugs, or cosmetics [720 ILCS 5/12-4.5]; (formerly Ill. Rev. Stat. 1991, ch. 38, par. 12-4.5).
 - 8) Aggravated stalking [720 ILCS 5/12-7.4] (formerly Ill. Rev. Stat. 1991, ch. 38, par. 12-7.4);
 - 9) Home invasion [720 ILCS 5/12-11] (formerly Ill. Rev. Stat. 1991, ch. 38, par. 12-11);
 - 10) Criminal sexual assault; aggravated criminal sexual assault; predatory criminal sexual assault of a child; criminal sexual abuse; aggravated criminal sexual abuse [720 ILCS 5/11-1.20, 11-1.30, 11-1.40, 11-1.50, 11-1.60, 12-13, 12-14, 12-14.1, 12-15, and 12-16] (formerly Ill. Rev. Stat. 1991, ch. 38, pars. 11-1, 11-2, 11-3, 11-4, 11-5, 12-13, 12-14, 12-15, and 12-16; Ill. Rev. Stat. 1985, ch. 38, pars. 11-1, 11-4, and 11-4.1; Ill. Rev. Stat. 1961, ch. 38, pars. 109, 141, 142, 490, and 491);
 - 11) Abuse and criminal neglect of a long-term care facility resident [720 ILCS 5/12-4.4a(a) and 12-19] (formerly Ill. Rev. Stat. 1991, ch. 38, par. 12-19);
 - 12) Criminal abuse or neglect of an elderly person or person with a disability [720 ILCS 5/12-4.4a(b) and 12-21] (formerly Ill. Rev. Stat. 1991, ch. 38, par. 12-21);
 - 13) Endangering the life or health of a child; child abandonment [720 ILCS 5/12C-5, 12C-10, 21.5, and 12-21.6] (formerly Ill. Rev. Stat. 1991, ch. 23, par. 2354; Ill. Rev. Stat. 1961, ch. 38, par. 95);
 - 14) Ritual mutilation, ritualized abuse of a child [720 ILCS 5/12-32 and 12-33] (formerly Ill. Rev. Stat. 1991, ch. 38, pars. 12-32 and 12-33);

- 15) Theft; theft of lost or mislaid property; retail theft; identity theft; aggravated identity theft; and credit and debit card fraud [720 ILCS 5/16-1, 16-2, 16-30, 16A-3, 16G-15, 16G-20, 17-32(b), 17-33, 17-34, 17-36, and 17-44] (formerly Ill. Rev. Stat. 1991, ch. 38, pars. 16-1, 16-2, and 16A-3; Ill. Rev. Stat. 1961, ch. 38, pars. 62, 207 to 218, 240 to 244, 246, 253, 254.1, 258, 262, 262a, 273, 290, 291, 301a, 354, 387 to 388b, 389, 393 to 400, 404a to 404c, 438, 492 to 496);
- 16) Financial exploitation of an elderly person or a person with a disability [720 ILCS 5/16-1.3 and 17-56] (formerly Ill. Rev. Stat. 1991, ch. 38, par. 16-1.3);
- 17) Forgery [720 ILCS 5/17-3] (formerly Ill. Rev. Stat. 1991, ch. 38, par. 17-3; Ill. Rev. Stat. 1961, ch. 38, pars. 151 and 277 to 286);
- 18) Robbery, armed robbery, aggravated robbery [720 ILCS 5/18-1, 18-2, and 18-5] (formerly Ill. Rev. Stat. 1991, ch. 38, pars. 18-1 and 18-2);
- 19) Vehicular hijacking, aggravated vehicular hijacking [720 ILCS 5/18-3 and 18-4];
- 20) Burglary, residential burglary, home invasion [720 ILCS 5/19-1, 19-3, and 19-6] (formerly Ill. Rev. Stat. 1991, ch. 38, pars. 19-1 and 19-3; Ill. Rev. Stat. 1961, ch. 38, pars. 84 to 86, 88, and 501);
- 21) Criminal trespass to a residence [720 ILCS 5/19-4] (formerly Ill. Rev. Stat. 1991, ch. 38, par. 19-4);
- 22) Arson, aggravated arson, residential arson [720 ILCS 5/20-1, 20-1.1, and 20-1.2] (formerly Ill. Rev. Stat. 1991, ch. 38, pars. 20-1 and 20-1.1; Ill. Rev. Stat. 1961, ch. 38, pars. 48 to 53 and 236 to 238);
- 23) Unlawful use of weapons, unlawful use or possession of weapons by felons or persons in the custody of Department of Corrections facilities; aggravated discharge of a firearm; aggravated discharge of a machine gun or a firearm equipped with a device designed or used for silencing the report of a firearm; reckless discharge of a firearm; aggravated unlawful use of a weapon; unlawful discharge of firearm projectiles; unlawful sale or delivery of firearms on the premises of any school; unlawful possession of firearm by street gang member; possession of a stolen firearm [720 ILCS 5/24-1, 24-1.1, 24-1.2, 24-1.2-5, 24-1.5, 24-1.6, 24-3.2, 24-3.3, and 24-3.8] (formerly Ill. Rev. Stat. 1991, ch. 38, pars. 24-1, 24-1.1, 24-1.2, 24-1.2-5, 24-1.5, 24-1.6, 24-1.8, 24-3.2, and 24-3.3; Ill. Rev. Stat. 1961, ch. 38, pars. 152, 152a, 155, 155a to 158b, 414a to 414c, 414e, and 414g);

- 24) Armed violence [720 ILCS 5/33A-2] (formerly Ill. Rev. Stat. 1991, ch. 38, par. 33A-2);
 - 25) Dismembering a human body [720 ILCS 5/20.5].
- b) Violations under the Wrongs to Children Act:
- 1) Endangering life or health of a child [720 ILCS 150/4] (formerly Ill. Rev. Stat. 1991, ch. 23, par. 2354);
 - 2) Permitting sexual abuse of a child [720 ILCS 5/11-9.1A and 720 ILCS 150/5.1] (formerly Ill. Rev. Stat. 1991, ch. 23, par. 2355.1).
- c) Violations under the Illinois Credit Card and Debit Card Act:
- 1) Receiving a stolen credit or debit card [720 ILCS 250/4] (formerly Ill. Rev. Stat. 1991, ch. 17, par. 5917);
 - 2) Receiving a lost or mislaid card with intent to use, sell, or transfer [720 ILCS 250/5] (formerly Ill. Rev. Stat. 1991, ch. 17, par. 5918);
 - 3) Selling a credit card or debit card, without the consent of the issuer [720 ILCS 250/6] (formerly Ill. Rev. Stat. 1991, ch. 17, par. 5919);
 - 4) Using a credit or debit card with the intent to defraud [720 ILCS 250/8] (formerly Ill. Rev. Stat. 1991, ch. 17, par. 5921);
 - 5) Fraudulent use of electronic transmission [720 ILCS 250/17.02] (formerly Ill. Rev. Stat. 1991, ch. 17, par. 5930.2).
- d) Violation of Section 53 of the Criminal Jurisprudence Act: Cruelty to children [720 ILCS 115/53] (formerly Ill. Rev. Stat. 1991, ch. 23, par. 2368).
- e) Violations under the Cannabis Control Act: Manufacture, delivery, or possession with intent to deliver or manufacture cannabis; cannabis trafficking; delivery of cannabis on school grounds; delivering cannabis to a person under 18; calculated criminal cannabis conspiracy [720 ILCS 550/5(c), (d), (e), (f), (g), 5.1, 5.2, 7, and 9] (formerly Ill. Rev. Stat. 1991, ch. 56½, pars. 705, 705.1, 705.2, 707, and 709).
- f) Violations under the Illinois Controlled Substances Act: manufacture or delivery, or possession with intent to manufacture or deliver, a controlled substance other than methamphetamine, a counterfeit substance, or a controlled substance analog; controlled substance trafficking; manufacture, distribution, advertisement, or

possession with intent to manufacture or distribute a look-alike substance; calculated criminal drug conspiracy; criminal drug conspiracy; delivering a controlled, counterfeit or look-alike substance to a person under 18; and engaging or employing a person under 18 to deliver a controlled, counterfeit or look-alike substance [720 ILCS 570/401, 401.1, 404, 405, 405.1, 407, and 407.1] (formerly Ill. Rev. Stat. 1991, ch. 56½, pars. 1401, 1401.1, 1404, 1405, 1405.1, 1407, and 1407.1).

- g) Violation under the Nurse Practice Act: practice of nursing without a license [225 ILCS 65/10-5 and 50-50] (formerly Ill. Rev. Stat. 1991, ch. 111, par. 3506).
- h) Violations under the Methamphetamine Control and Community Protection Act [720 ILCS 646].
- i) Violations under the Humane Care for Animals Act: cruel treatment, aggravated cruelty, and animal torture [510 ILCS 70/3.01(a), 3.02, and 3.03].

(Source: Amended at 46 Ill. Reg. 6104, effective April 4, 2022)

Additional information regarding Illinois and Federal employment requirements, disqualifying convictions and obtaining waivers for disqualifying convictions for Certified Nursing Assistants can be accessed at the following websites.

<https://dph.illinois.gov/topics-services/health-care-regulation/health-care-worker-registry/disqualifying-convictions.html>

<https://dph.illinois.gov/topics-services/health-care-regulation/health-care-worker-registry/cna-facts.html>

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Additional resources for Certified Nursing Assistants and Certified Nursing Assistant Students can be found at the following website:

www.nurseaidetesting.com

The Illinois Department of Public Health, Health care worker registry can be accessed at

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www.idph.state.il.us/nar

The Illinois Department of Public Health, Health care worker registry email is dph.hcwr@illinois.gov

The Illinois Department of Public Health address for submission of a written request is
Illinois Department of Public Health
Health Care Worker Registry
525 W. Jefferson St Fourth floor
Springfield, Illinois 61761

The Illinois Department of Public Health phone number is 217-785-51133
Hours are Monday-Friday, 8:30 a.m. to 5p.m.

Tuition and Fees:

Students employed by Renaissance Care Center will incur no expenses for the cost of this program, including the Illinois State Competency Exam fee.

All students, including students employed by Renaissance Care center are expected to provide their shoes, watch with a sweeping second hand, pen and notebook.

Students must complete The Renaissance Care Center Basic Nursing Assistant Training Program Enrollment Agreement which includes a Tuition and Cancellation Policy agreement and Consumer Information section.

Specific tuition costs and fees will be listed on the Renaissance Care Center Basic Nursing Assistant Training Program Enrollment Agreement and are subject to change with notice.

Tuition includes:

1. 147 hours Classroom/Lab/Clinical instruction with additional hours dedicated to tutoring and open lab.
2. Required Text book Mosby's Essentials for Nursing Assistants Textbook 11th Ed., by Leighann Remmert, MS, RN ISBN: 9780443121319, Copyright 2025.
3. AHA 2020 BLS Provider Student Manual. ISBN 978-1-61669-768-6 will be issued for use during the AHA BLS (CPR) class which is a 2-year AHA BLS (CPR) certification.
4. Skills packet including transfer belt, gown, mask and goggles.
5. Reimbursement of up to \$50.00 for one uniform consisting of scrub top and pants that meet requirements as stated in the dress code. Receipt must be provided prior to the end date of the course in which the student is enrolled.
6. The State of Illinois Competency exam fee.

Non-Covered expenses include:

1. Shoes, a watch with a sweeping second hand, pen and notebook for all students.
2. Physical and Immunization requirements for students NOT employed by RCC

Students who are NOT already on the Health Care Worker Registry with a FEE_APP or CAAPS on the requirement for a fingerprint background check MUST submit to a live-scan fingerprint background check prior to the first day of class. Students not employed by Renaissance Care Center or the student's sponsoring employer will be responsible for all fees related to the Health Care Worker Criminal History Records Background Check.

TUITION and Program costs

<u>Tuition</u>	<u>\$1555.00</u>
<u>Textbook</u>	<u>\$85.00</u>
<u>CPR 2 year certification</u>	<u>\$70.00</u>
<u>Gait Belt</u>	<u>\$18.00</u>
<u>Goggles/Face shield</u>	<u>\$7.00</u>
<u>State Competency Exam</u>	<u>\$85.00</u>
<u>Uniform reimbursement</u>	<u>Up to \$50.00</u>
<u>Total Program Cost</u>	<u>\$1870.00</u>

Any student who possesses and can provide a current AHA BLS Certification will not be required to attend the theory session that is scheduled for CPR certification and the \$70.00 will be deducted from the cost of the tuition.

TUITION PAYMENTS:

Upon receipt and satisfactory review of the Renaissance Care Center Basic Nursing Assistant Training Program application by the Admission Committee, and successful completion of the reading Assessment with a minimum score of 80%, a Letter of Acceptance will be sent to the student via the email provided and this enrollment agreement will be offered for signature. A non-refundable registration fee of \$100.00 is due with the signing of this enrollment agreement. The enrollment agreement secures your seat in the class. Please refer to the Renaissance Care Center Basic Nursing Assistant Training Program Academic Catalog/Handbook/Program Syllabus/Enrollment agreement for criteria that must be met for continuation and

successful completion of The Program. The 100.00 enrollment fee will be deducted from the total tuition cost of \$1870.00.

Balance of tuition is payable by cash, certified Check, Money order or Cashier's check.

Installment agreements may be individualized with the understanding that Tuition must be paid in full by the end of the program.

These options are available to all students NOT employed by Renaissance Care Center.

Students who are employed by Renaissance Care Center will not be charged for any portion of this training. Students not employed by Renaissance Care Center will not be eligible to take the final exam if full tuition has not been paid before the date and time of the final exam.

CANCELLATION AND REFUND POLICY:

Three-Day Cancellation: An applicant who is not employed by Renaissance Care Center who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid with the exception of the 100.00 registration fee. No later than 30 days of receiving the notice of cancellation, the school shall provide the refund.

Other Cancellations: An applicant who is not an employee of Renaissance Care Center requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a pro-rated refund of all monies paid, minus the registration fee of **\$100.00**.

Refund after the commencement of classes:

1. Procedure for withdrawal/withdrawal date:
 - A. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Program Coordinator. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
 - B. Students in the Renaissance Care Center Basic Nursing Assistant Training Program are not eligible for a leave of absence due to Federal and State attendance requirements.
 - C. A student will be determined to be withdrawn from the institution if the student has missed greater than 6 hours of theory/lab sessions and or 7.5 hours of clinical sessions as stated in the attendance policy.

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D. All refunds will be issued within 30 days of the determination of the withdrawal date.

2. Tuition charges/refunds:

Any student not employed by Renaissance Care Center who is withdrawn because of disciplinary action for reasons stated in the Renaissance Care Center Basic Nursing Assistant Training Program Academic Catalog/Handbook/Program Syllabus/Enrollment agreement will forfeit all monies paid to Renaissance Care Center Basic Nursing Assistant Training Program.

- A. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition, minus the registration fee of **\$100.00**
- B. After the commencement of classes, the prorated tuition refund, minus the registration fee of **\$100.00**, will be determined as follows:

% of the clock hours attempted:	Tuition refund amount:
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No Refund is required

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

Books, Skills packet and CPR certification fees are not eligible for refund.

Refunds minus the registration fee of \$100.00 will be issued within 30 days of the date of student notification, or date of school determination (withdrawal due to absences or other criteria as specified in the Renaissance Care Center Basic Nursing Assistant Training Program Academic Catalog/Handbook/Program Syllabus/Enrollment agreement).

Parental Involvement for students under the age of 18

The Family Education Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records. FERPA guidelines indicate that rights under FERPA transfer from the parent/guardian to the student once the student is enrolled in a college course. Although the rights under FERPA transfer to the student, the college may disclose educational record to the parents, without written consent, if the student is a dependent for tax purposes. This Program is not operating as a college; however, this program will abide by FERPA guidelines. Students will not receive college credit or a transcript for this course. This Program will obtain emergency contact information from students and will contact parents if they are listed as an emergency contact.

Required Supplies:

Nursing Assistant Skills Lab and Clinical items:

- Dark Gray scrub top and Dark gray scrub pants are required for lab and clinical.
- Scrub uniform must fit well, even while providing care that requires bending.
- Uniforms must be clean and wrinkle-free.
- No cleavage and no skin of the back or abdomen should be visible while bending or providing care.
- Scrub pants should not be cuffed and should be appropriate length, not touching the floor and not so short that socks are visible.
- Clean socks must be worn!
- Shoes must be clean, black or white with minimal color, have no mesh or open areas, no open toes, (no crocs or similar style) and no open backs.
- Shoes must be leather or leather-like and cannot be made from canvas or other fabric which cannot be disinfected with spray or disinfectant wipes.
- Students must have a watch with a second hand, black pen, and pocket notebook.
- **A student will be sent home if the uniform does not meet the requirements as stated above, the student will be dismissed from the clinical session and the missed hours will be unexcused.**
- **The Transfer belt from the skills packet should also be part of your uniform for every lab and clinical.**

Renaissance Care Center Basic Nursing Assistant Training Program content will be taken completely from the Illinois Department of Public Health Model Program.

IDPH Model Program

Module I Introduction to Healthcare

1. Functions of Healthcare Organizations
2. The Interdisciplinary Team
3. The CNA's Role Across Health Care Settings
4. Nursing Assistant as a Para-professional
5. Information Sharing

Module II Rights and Relationships

1. Rights
2. Holistic Care
3. Communication

Module III Infection Control in the Healthcare Setting

1. Infection Control Issues
2. Equipment and Supplies

Module IV Emergency Procedures

1. Fire Safety
2. Disasters
3. Foreign Body Airway Obstruction
4. Incidents
5. State and Federal Regulations

Module V Injury Prevention in the Healthcare Environment

1. Risk Management
2. Resident Safety
3. Personal Safety
4. Equipment Safety
5. Documentation

Module IV Care of the resident

1. Resident living space
2. Admission, Transfer, Discharge
3. Psychosocial Concerns
4. Promoting Resident Comfort and Managing Pain
5. Body Structure
6. Integumentary System
7. Musculoskeletal System

8. Gastrointestinal System
9. Urinary System
10. Reproductive System
11. Cardiovascular System
12. Respiratory System
13. Nervous System

Module VII Fundamentals of Rehabilitative/Restorative Nursing

1. Philosophy
2. Principles
3. Purposes
4. Team
5. State and Federal Regulations
6. CNA Role
7. ADL Programs

Module VIII End of Life Care

1. End of life issues
2. State and Federal Regulations
3. Care of the Dying Person
4. Hospice and Palliative Care
5. Post-mortem Care

Module IX Alzheimer's and Related Dementia

1. Cognitive impairment
2. Alzheimer's Disease
3. Impacts of Cognitive Impairment
4. State and Federal Regulations
5. Ability Centered Care
6. Understanding Behaviors as Unmet Needs
7. Safety
8. Psychosocial Needs
9. Resources

Methods of Instruction/Course Format/Delivery:

1. Theory/Lecture
2. Videos/DVDs/Multimedia related to subject matter
3. Classroom discussion/role play/study groups
4. Resident care scenarios/Case studies
5. Interactive learning activities

6. Observation of skills performed by instructor in Lab
7. Demonstration and return demonstration of skills in Lab and Clinical setting
8. Textbook reading and other reading related to subject matter
9. Online and printed study guides /Chrome books will be provided for class use.
10. Digital activities related to subject matter
11. Other assignments may be made at the discretion of the instructor.
12. Additional hours of optional clinical practice at the facility, providing hands-on care to residents with instructor demonstration/supervision, will be offered to students prior to the first day of clinical. Skills will not be evaluated during this time and this time will not be counted in the Program hours. This day will be Scheduled prior to the first clinical day.

Methods of Assessment:

The instructors will use the following methods of assessment:

1. Tests including Final exam
2. Quizzes
3. Skills demonstrations and evaluations in both lab and clinical
4. Classroom discussions/Activities and Assignments
5. Case scenarios involving implementation of the Nursing Process

Grading Scale:

The grading scale for Theory is as follows:

96% to 100% =A

86%-95% =B

80%-85% =C

75%-79% =D This is a failing grade and will result in failure of the program.

74% or below =F This is a failing grade and will result in failure of the program.

Successful course completion requirements:

1. Successful completion of the Theory component of this program requires a cumulative final grade of **80% (C)** which includes all assignments, quizzes, tests, and final exam. The breakdown of points are as follows:
 - a. Syllabus Quiz = 40 points
 - b. Module Quizzes x 15 = 300 points
 - c. AHA BLS Test = 25 points
 - d. Module Tests x 9 = 900 points
 - e. Cultural Diversity Assignment =100 points
 - f. Movie review and discussion Assignment = 10 points
 - g. Final Exam = 200 points

Total points =1575 points

1. Program attendance requirements must be met as outlined in the attendance policy.
2. Successful completion of assigned performance skills within in the lab setting.
 - a. No student may progress to the clinical setting for completion of designated skills until those designated skills have been successfully completed in the lab setting.
 - b. Lab skills must be completed successfully completed before the end of the last scheduled lab day unless other arrangements have been made with the instructor or program coordinator.
3. Successful completion of all **mandatory** skills in the clinical setting.
4. A student may follow the grade progression electronically.
5. The instructor will review student progress including but not limited to grades and skills performance at a minimum of once, at mid-term.
6. Students will have access to grades through the electronic platform, EVOLVE.
7. The instructor or student may at any time during the course, request a review of progress. This will serve to provide the student with assistance and guidance.
8. Rubrics (specific criteria) will be available to students for the two assignments.
9. It is the student's responsibility to provide their Individualized Education Plan to the Program Coordinator or instructor to receive special classroom or academic accommodations.

Placement on the Illinois Department of Public Health Healthcare Worker Registry requires:

Successful completion an Illinois approved BNATP (NA) training program which includes:

- a. Successful completion of all required theory components and all required skills.
- b. Passing the State of Illinois written competency exam
- c. Meeting all criteria as stated in the Healthcare Worker Background Check Act

Post Course Completion Requirements:

1. Completion of course/instructor evaluation.
2. The Competency Exam fee of \$85.00, which is included in the price of tuition, reserves a seat for you to sit for the Illinois state exam, after successful completion of the Program.
3. State competency exam registration instructions will be given on the last day of the course upon successful completion of the Program.
4. You have 3 attempts to pass the Illinois State Competency Exam which must occur within 12 months of the program completion date. If you fail the exam three times or do not successfully pass the Illinois State competency exam within one year from the date of course completion, you are no longer eligible to take the Illinois State Competency Exam.
5. Successful completion of the competency exam will result in placement of your name and information on the State of Illinois Healthcare Worker Registry as a Certified Nurse Assistant/Aide.

Attendance Policy:

1. Regular attendance is very important to comply with IDPH and Federal requirements of hours for certification as a nursing assistant.
2. This Program has **mandatory content** which includes all content covering Safety including CPR, Communication, Resident Rights, Infection Control, and Dementia.
3. Absences during theory sessions in which mandatory content is presented will be reviewed and discussed by the student and instructor, Program Coordinator on an individual basis.
4. A student who exhibits signs or symptoms of illness or infection will be asked to leave the class or clinical session. This will be an excused absence. Failure to meet the required program attendance time and/or failure to complete all assignments, quizzes and tests as outlined in the program and syllabus, regardless of reason, whether excused or unexcused, will result in dismissal from the program.
5. Excused absence(s) during theory sessions in which mandatory content is presented **may** be eligible to make up the time unless time is deemed excessive and/or no opportunity to make up the time is available. This may be accomplished by completing a special assignment, practicing skills or other classroom activities in the classroom on a day and time agreed upon by the instructor and student. Excused absence(s) from clinical **may** be eligible to make up the time unless time is deemed excessive and/or no opportunity to make up the time is available. The decision to allow this time to be made up will be evaluated on an individual basis and will be decided by the Instructor, Program Coordinator and possibly the Admissions committee. Student attendance, performance, attitude, and evidence of motivation to succeed will be determining factors in the decision that is made.

6. All assignments, quizzes and tests must be completed whether or not absences are excused or unexcused.
7. Absences/tardiness must be reported to the instructor at least **one (1) hour** prior to the class/lab/clinical/ session if possible.
8. Under special circumstances, and with prior approval of the instructor and Program Coordinator, digital meetings, such as ZOOM may be arranged for Theory attendance. The following requirements must be met for digital attendance to be approved and counted as present in theory.
 - a. The student must always have the video on, excluding breaks.
 - b. The student must mute their audio until the instructor asks the student to verbally participate.
9. If there is a sequence of absences, **notification must be given to the instructor each day.**
10. Notification to the instructor may be done via a text message to the instructor's provided contact number, via email to the instructor, or via the Program's Digital Learning Platform messaging center.
11. **Three (3) cumulative "tardies"** during any theory/lab session will result in the deduction of program time equal to **one (1) theory session or 6 hours.** Whether or not these tardies are excused and the missed hours are allowed to be made up will be evaluated on an individual basis by the Instructor/Program Coordinator and/or Admissions committee.
12. Punctual return from all assigned breaks during Theory, Lab, and Clinical is required.
13. Late return from any assigned break during Theory and/or Lab will count as one of the **three (3) tardies. Three (3) cumulative** tardies will result in the deduction of **one (1) Theory or Lab session or 6 hours.** Whether or not these are excused, and the missed hours are allowed to be made up will be evaluated on an individual basis by the Instructor/Program Coordinator and/or Admissions committee.
14. **Three (3) cumulative "tardies"** during clinical rotation will result in the deduction of program time equal to **one (1) clinical session or 7.5 hours.** Whether or not these are excused, and the missed hours are allowed to be made up will be evaluated on an individual basis by the Instructor/Program Coordinator and/or Admissions committee.
15. Late return from any assigned break during Clinical will count as **one of the three (3) tardies. Three (3) cumulative tardies** will result in the deduction of **one (1) Clinical session or 7.5 hours.**
16. Students not using clinical time for interaction with residents or resident care will have that time documented and deducted from the clinical session. This time will be unexcused.

17. Every minute the student is absent from class, lab or clinical, regardless of the reason, will be deducted from program time and may result in failure to successfully complete the program.
18. Sleeping in class is considered being absent from class and time missed will be documented and deducted from the class/lab or clinical session. This time will be unexcused. The instructor will not wake the student but will deduct the minutes the student is asleep from their program attendance time.
19. Use of any electronic device other than that being supervised by the instructor for learning purposes during class/lab or clinical session time will be considered being absent from class. Time missed will be documented and unexcused. The instructor will ask the student to put the device away. Failure to comply immediately will result in immediate dismissal from the class. This time will be unexcused. The disciplinary process will be followed as stated in this Academic Catalog/Handbook and Program Syllabus.
20. Tardiness/absences will be excused on an individual basis at the discretion of the instructor/Program Coordinator and/or Admissions Committee with the understanding that the student must comply with the hours outlined in the program and syllabus for successful completion of RCC CNA Training Program.
21. A written excuse from a healthcare provider or other appropriate source (Funeral Director/Obituary) may be required for absence/tardiness to be excused.
22. Failure to meet the required program attendance time and all assignments, quizzes and tests as outlined in the program and syllabus, regardless of reason, whether excused or unexcused, will result in dismissal from the program.
23. Readmission to a later program may be granted at the discretion of the instructor/Program Coordinator and/or Admissions committee, depending upon the circumstances of the absence/tardiness and student performance, attitude, and demonstration of motivation to succeed during class, lab and clinical.
24. An excused absence of **one (1) theory/lab or 6 hours** is allowed and will not affect successful program completion providing all assignments, quizzes and tests have been turned in at a time agreed upon by the instructor and student and no mandatory content as previously outlined has been missed because of the absence.
25. An excused absence of up to **one (1) clinical session or 7.5 hours** is allowed and will not affect successful program completion providing all clinical skills have been successfully completed prior to the last day of clinical at times and dates agreed on by the student and instructor.

26. Theory, Lab, or Clinical may be cancelled by the Program coordinator or instructor due to inclement weather, unavailability of instructor due to illness or emergency, or other unforeseen circumstance. This time will also be made up within the approved program dates unless emergent or unforeseen circumstances arise and approval from IDPH is given to not make up the missed hours. An example might be that the last day of clinical was cancelled due to severe weather and the mandated 40 hours of clinical sessions had been held and all students have successfully completed the required skills.
27. It is imperative that students and instructor agree upon makeup dates as listed in the master schedule.
28. All make-up days must be completed prior to the last designated day of the program course as listed on the Master Schedule and Program calendar.

Code of Conduct:

Renaissance Care Center Basic Nursing Assistant Training Program has established a student code of conduct. Academic Misconduct generally refers to behavior also known as academic fraud in which a student cheats, plagiarizes, or otherwise falsely represents someone else's work as his or her own. Forms of Academic misconduct include, but are by no means limited to:

1. Cheating
2. Plagiarism
3. Lying, deception or attempt to deceive
4. Falsification and Fabrication
5. Abuse of Academic Materials
6. Falsification of Records and Official Documents
7. Personal Misrepresentation and Proxy
8. Bribes, Favors, Threats
9. Misuse or use of RCC Chromebooks for anything other than RCC Basic Nursing Assistant Training Program Purposes.
10. Disciplinary action will be implemented as outlined in the Master Syllabus for any students who violates the RCC Basic Nursing Assistant Training Program Code of Conduct.

VIOLATIONS RESULTING IN IMMEDIATE DISCHARGE from the Program

1. Theft or removal of property of a student, employee, resident, visitor, employee or of the clinical facility, or unauthorized use or possession of same.
2. Possession, storage or use of hallucinatory drugs, narcotics, alcohol, marijuana, or other prescription or non-prescription drug in the facility or on its grounds, unless pursuant to a

physician's prescription and with instructor or Program Coordinator's advance knowledge and permission.

3. Reporting to class or clinical while under the influence of or suffering from the effects of hallucinatory drugs, narcotics, alcohol, marijuana, or other prescription or non-prescription drug unless pursuant to a physician's prescription and with instructor or Program Coordinator's advance knowledge and permission. Any student exhibiting signs or symptoms of being under the influence of any of the aforementioned substances will be immediately dismissed from class and the time will be unexcused. The disciplinary process will be followed as stated in the Academic Catalog/Handbook and Program Syllabus.
4. Possession of or display of firearms, knives, or weapons of any type or explosives in or on the Program property, clinical facility or on its grounds or property.
5. Willful or grossly negligent destruction of or damage to property belonging to the Program, clinical facility, residents, visitors, students, or other employees, or failure to report such an incident immediately to your instructor or Program Coordinator.
6. Abusing, assaulting, attempting, or threatening to injure or harm any resident, visitor, student, or other employee regardless of time or place.
7. Misrepresentation or omission of any material fact on a Program application or any other document used within the Program or clinical facility.
8. Acts of dishonesty, including falsification of clinical facility or patient records, or any other documents used by the Program.
9. Provoking or engaging in a fight, physical or verbal altercation in the Program, clinical facility or on its grounds or property.
10. Commission of any criminal offense in the Program, clinical facility or on its grounds or property; or commission of any criminal offense which has an actual or reasonably foreseeable effect on the student's relationships or on Renaissance Care Center's business or reputations.
11. Failure to report an incident involving a resident, visitor, student, or other employee to your instructor, Program Coordinator or other appropriate person.

12. Unauthorized copying or use of any Program or clinical facility documents.
13. Unauthorized use of cameras or other recording devices.
14. Revealing confidential patient information except to another authorized employee or other person involved in the care of the resident within the clinical facility.
15. Not following directions and instructions given to you by the Instructor, Program Coordinator, Administrator, department head, supervisor, or other insubordination.
16. Failure to follow Safety Rules set forth, resulting in injury or near injury to resident, visitor, student, or other employee of the Program or clinical facility.
17. Engaging in conduct which violates common decency or morality.
18. Asking for or accepting tips from family or residents while at the clinical site.
19. Unsafe actions resulting in harm or potential harm to any resident, visitor, student, or other employee during the class or clinical setting.

Violations resulting in disciplinary action

1. Discourteous behavior to resident, visitor, student, or another employee.
2. Failure to follow parking lot regulations while at theory or clinical. Students must not park in areas designated for family/visitor parking, handicapped parking or areas marked for loading and unloading of residents.
3. Visiting non-assigned parts of the facility or leaving the clinical facility during clinical other than in the line of duty or with the permission of your instructor or Program Coordinator.
4. Gambling on theory or clinical facility premises or grounds.
5. Failure to observe the following rules concerning solicitation and distribution of literature.
 - A. Students shall not engage in solicitation of any kind during class or clinical time. (“Solicitation” includes, among other things, sales of products or raffle tickets, requests for donations or

contributions, or solicitations of membership in or support for any organization or cause.)

- B. Students shall not distribute literature in working areas or resident areas at any time.
 - C. Students shall not distribute literature in **non-working** areas or **non-resident** areas during **class or clinical time**.
 - D. As used in this rule, the term “Class or clinical time” means the period of time that a student is supposed to be present during the assigned program hours. It includes the time when either the student soliciting or distributing literature, or the student being solicited or receiving literature is supposed to be participating in Program assignments during Program hours. **“Class or Clinical time”** does not include free time such as time allotted for break or lunch periods or periods before or after work.
6. Unauthorized posting, removing, tampering with or defacing bulletin board items in the classroom or clinical setting.
 7. Unauthorized personal use of Program or clinical facility stationery, supplies, postage, copier, or telephone or other equipment or supplies.
 8. Loitering in clinical facility or theory site grounds when not scheduled to attend class or clinical except when waiting for transportation in non-working areas and without disruption to residents, visitors, students, or other employees.
 9. Misuse of Class or Clinical time such as watching TV, gossiping, loafing, etc.
 10. Initiating or accepting non-emergency phone calls during class or clinical time.
 11. Failure to follow dress code or good hygiene as outlined in this Academic Catalog/Handbook.
 12. Playing of residents’ radios, music or other media loudly, or otherwise in the classroom or clinical setting.
 13. Smoking, except in authorized areas and at authorized times.
 14. Swearing or using other obscene language while at the class or clinical setting.

15. Allowing non-students or other unauthorized persons to enter the classroom or clinical setting, including but not limited to friends or family of the student unless approved in advance by your instructor or Program Coordinator.
16. Creating disharmony among fellow students or employees by gossiping, or interfering with other residents, visitors, students, or other employees in the classroom or clinical setting.
17. Failure to observe any of the Attendance Policies.

Miscellaneous rules, Safety Rules and additional student requirements:

1. No actions, skills or care shall be performed in a manner unsafe to yourself, other resident, visitor, student, or other employee. Students shall not engage in reckless behavior that has the potential to harm another person.
2. No running in the class or clinical setting for any reason.
3. No lifting or ambulating of residents without proper use of a gait belt or other assistive devices and without prior confirmation from the person's electronic medical record of the person's transfer status.
4. Promptly remove and mop any spill noticed on any floor, hallway or other. Use caution signs appropriately.
5. Refer all maintenance problems promptly to the instructor or Program Coordinator. If the item of disrepair can cause imminent harm a person, first remove all persons from the area, then notify your instructor or Program Coordinator.
6. Report all injuries or incidents immediately to your instructor or Program Coordinator whether it happened to you or if you were a witness to an accident or incident.
7. Report names of other witnesses, if any. Follow the instructions of your instructor or Program Coordinator regarding the need to seek medical care.
8. Notify your instructor or Program Coordinator of any change in address, phone number or other contact information.
9. Notify your instructor or Program Coordinator of any change in health condition that could potentially impact your ability to successfully perform the lab and clinical skills or any other requirement to successfully complete the Program.

10. It is the student's responsibility to inform RCC of any changes in name, address or contact information. A valid email is a requirement for this course. This provides communication of schedule changes and other pertinent information.
11. If a student is having difficulty in the classroom/clinical area, it is advised to make an appointment with the instructor or Program Coordinator to discuss this situation.
12. RCC will not provide and will not be responsible for payment of any health services required by a student. Students are responsible for all costs incurred as a result of an accident, injury, or illness. In case of an emergency, students may consult with medical doctors for treatment at the clinics or hospitals located nearest their center of attendance. For this reason, it is recommended that each student has adequate health insurance coverage.
13. During a federal or IDPH survey of the facility, a surveyor may evaluate care performed/provided by a nursing assistant student. The student may ask the surveyor for the instructor to be present, however, not as a resource. The student is expected to perform the care competently, as taught in the Basic Nursing Assistant Training Program and in accordance with all clinical facility policies.
14. RCC Basic Nursing Assistant Training Program reserves the right to revise this Academic Catalog and Handbook and/or Syllabus, including fees.
15. A 30-day notice will be given for any change in fees.
16. RCC Basic Nursing Assistant training program reserves the right to cancel classes based on low enrollment and availability of state approved instructors.
17. The NA student will have to meet the 'Essential Functions of the Position of a Nursing Assistant. They are as follows:

The student must have the ability to use all 5 senses:

- Visual acuity with or without corrective lenses to identify color changes in skin, respiratory movement, read fine print writing on client information sheets, monitors, equipment calibrations, measuring intake and output, etc.
- Hearing ability with or without auditory aids to hear monitor alarms, emergency signals, call bells, telephone orders; to hear blood pressure with a stethoscope; to understand a normal speaking voice without viewing the speaker's face.

- Tactile ability to feel differences in skin temperature.

The student must have reasonable motor ability including but not limited to:

- Physical ability to walk long distances, to stand for prolonged periods, to lift, move, and perform safe transfers, move equipment of 50 lbs. or more, to maneuver in limited space, to perform CPR, to provide routine and emergency care, to have manual dexterity and feeling ability of hands to perform technical skills.

The student must have the ability to communicate including but not limited to:

- Ability to communicate effectively in verbal, electronic and written form through interaction with people from a variety of social, emotional, cultural, and intellectual backgrounds; to write clearly and correctly on flow a person's sheet/record for legal documentation.

The student must have the ability to problem-solve including but not limited to:

- Ability to think critically in order to make decisions, which includes measuring, calculating, reasoning, and prioritizing care.

The student must maintain emotional stability including but not limited to:

- Demonstration of emotional health required to use intellectual abilities, exercise good judgment, promptly fulfill responsibilities, care of, and provide care for and foster mature, sensitive, and effective relationships with the people they interact with.

The student must have the ability to tolerate physically taxing workloads and to function effectively under stress.

The student must have the ability to adapt to quickly changing environments, to display flexibility, and to learn to think critically and act promptly in response to changing conditions of the people in a variety of healthcare settings.

The student must have the ability to maintain social stability including but not limited to:

- The ability to function compassionately with integrity and empathy for others.
- The ability to interact on a therapeutic level with people in a variety of healthcare settings.
- The ability to be motivated and enthusiastic as it relates to providing care for people in a variety of healthcare settings.

Appearance and Dress code

1. Fingernails must be clean, trimmed, filed and may not extend more than $\frac{1}{4}$ inch past the end of the fingertip.
2. Artificial nails are **not** permissible.
3. Nail polish is **not** permissible.
4. Beards and/or mustaches must be clean and neatly trimmed.
5. No chest, chest hair, torso or back shall be visible (including times of bending or stretching). Shirt opening cannot be below the axillary line.
6. Nose hair and ear hair neatly trimmed. The student **must** be able to be fitted for mask requirements.
7. Tattoos are permissible if they do not display profanity, nudity or disparaging messages regarding a race or ethnic group or any other people group. The RCC Admissions committee reserves the right to ask a student to cover the tattoo in the classroom, lab, and clinical setting.
8. Visible hickeys are **not** permissible.
9. Jewelry is limited to one ring without a stone and small stud earring. No piercings or jewelry that dangles, making it possible for residents to grab and pull, are allowed.
10. Clothing must not display messages with profanity, nudity, or disparaging messages regarding a race, ethnic group or people group. The RCC Admissions committee reserves the right to ask a student to cover any clothing deemed inappropriate or in bad taste in the classroom, lab, and clinical setting.
11. Sunglasses and hats are not permitted in the classroom, lab, or clinical setting.
12. Hair must be clean, neat, pulled back from the face and shoulders with simple, discrete, hair-colored materials.
13. Makeup should be kept to a minimum and in subdued colors.
14. Body or clothing odor must be prevented. Body and clothing odor can be prevented by daily baths, deodorant, clean hair, good oral hygiene, laundering of clothing for one time use only (i.e., cigarette odor). Mints may be used to freshen breath (gum is **not** permissible).
15. No perfumes, colognes, aftershaves or scented items are to be used.

16. RCC name badge should not be worn in public places or outside of clinical areas.
17. Only items necessary for client care are allowed to be carried by the student during theory, lab or clinical.

Student Conduct during theory, lab, and clinical

1. Personal electronic/digital devices (Cell phones, smart watches and tablets) are allowed in the classroom **except** during test/quizzes. Electronic/digital devices are **NOT** allowed in the clinical area unless prior approval from the instructor has been issued on an individual basis due to extenuating circumstances such as awaiting a call from a medical provider, school, or family member regarding an emergency situation. The instructor reserves the right to ask any or all students to store all electronic /digital devices. Electronic/Digital devices will not be allowed to be accessible during lecture unless the instructor specifically tells the students these will be allowed for an activity/lesson. Failure to comply with this request will result in immediate dismissal from the class or clinical session. The time missed will be unexcused. The disciplinary process will be followed as stated in this Academic Catalog/Handbook.
2. RCC owned Chromebooks will be available and assigned for student use during theory. These Chromebooks are not to be removed from the RCC classroom. Chromebooks will be distributed during Theory for use at the discretion of the instructor and will be used strictly for RCC Basic Nursing Assistant Training Program purposes. Chromebook use will be monitored very closely by the instructor. Any misuse of the Chromebook will result in disciplinary action.
3. Students are expected to treat all property of RCC Basic Nursing Assistant Training Program with care and respect and to immediately report to Instructor any incident involving damage or destruction of property or injury of student during any theory/lab/clinical session.
4. Students are expected to actively participate in theory/lab/clinical sessions.
5. Students are expected to assist with cleaning and disinfecting all equipment/surfaces utilized in the theory/lab/clinical setting.
6. Students will comply with all infection control guidelines/PPE use as regulated by the clinical facility.
7. Students are expected to be prepared to perform all skills in the clinical setting according to the guidelines established in the theory/lab settings.

8. Students are expected to demonstrate professional and ethical behavior consistent with those outlined in the Academic Catalog /Handbook.

18. Students are not allowed to share their personal problems with residents.

19. Students are expected to maintain professional boundaries between residents/facility staff and themselves.

20. Students must not feed any resident without the presence of the instructor unless the student has been deemed proficient by the instructor.

21. Students must not perform any resident transfers without the presence of the instructor or RCC Direct Care staff member unless the student has been deemed proficient by the instructor.

22. RCC Basic Nursing Assistant Training Program complies with all CMS and IDPH requirements related to operating mechanical lifts. Any student under the age of 18 is not allowed to operate a mechanical lift to transfer a resident.

23. Students may not eat or drink in any resident care area during clinical.

24. Students will comply with all Substance Abuse policies as outlined in the Academic Catalog/Handbook.

Coaching/Disciplinary action policy

Students are expected to follow RCC Basic Nursing Assistant Training Program Code of Conduct, all policies and meet the program objectives. Should deviations from this occur it will be necessary to follow the established plan of coaching, correction and possibly disciplinary action as described in the Academic Catalog and Handbook.

Step 1. The student will meet with the instructor and/or a member of the Admissions Committee and/or Program Coordinator to discuss the alleged action(s), behavior(s) or violation(s) exhibited by the student. An investigation will be conducted. The results of the investigation will be placed in the student file. If action(s), behavior(s) and /or violation(s) are confirmed, this will be documented on the Coaching form and the student's signature will confirm the student's agreement to make the necessary corrections in their behavior/actions

and comply with The RCC Basic Nursing Assistant Training Program Code of Conduct. This documentation will be placed in the student's file.

Step 2. The student will meet with the instructor and/or a member of the Admissions Committee and /or RCC Basic Nursing Assistant Training Program Coordinator to discuss the continued action(s), behavior(s), or violation(s) exhibited by the student and how it might affect their successful completion of the RCC Basic Nursing Assistant Training Program. This will be considered the first formal written disciplinary notice. This notice will state that if the action(s), behavior(s) of the student continue to violate the policies stated in the RCC Basic Nursing Assistant Training Program Syllabus/Student Handbook signed by the student, disciplinary measures will progress to **Step 3 which is dismissal from the RCC Basic Nursing Assistant Training Program.**

Step 3. This is the final step of the Disciplinary process and will result in dismissal from the program

Any violation of RCC Basic Nursing Assistant Training Program Syllabus/Student Handbook that risks the safety of or causes harm to any person will result in immediate progression to Step 3 and will result immediate dismissal from RCC Basic Nursing Assistant Training Program.

Any dishonest action or activity that impacts or has the potential to impact resident care or another student's progress in the program will be dealt with by moving directly to Step 3, resulting in dismissal from the Program.

Refer to the list of violations resulting in immediate dismissal from the Program.

Resolution of complaints

Our students are one of our most important resources. We believe that open communication with an atmosphere of mutual trust is of prime importance in developing a positive learning environment.

Recognizing that effective communication is always a two- way street, Renaissance Care Center Basic Nursing Assistant Training Program has an "open-door" philosophy in an effort to create a positive environment where students and management are comfortable discussing any problem, complaints, suggestions, or questions without retaliation. As part of this policy, we have developed the following procedure in handling any complaints, problems or concerns.

- If possible, first speak to your instructor. You may put your problem or complaint in writing.
- An investigation will be conducted, and an answer will be given as quickly as possible
- IF you are unsatisfied with the proposed resolution, you may contact the Program Coordinator.
- If the program coordinator is the instructor you have the issue with, you may contact the administrator.
- If you remain unsatisfied with the resolution, the matter will be reviewed by the CEO.

- Any complaint whether unresolved or resolved may be sent to the attention of the Illinois Board of Higher Education. The email address is www.ibhe.org
- The IBHE mailing address is 1 North Old State Capitol Plaza Suite 333 Springfield, IL 62701-1377
- The phone number for IBHE is (217)782-2551

This procedure is designed to encourage you to follow an appropriate chain for communication, and is a simple way to ensure that complaints and problems are dealt with in a prompt, orderly and consistent fashion.

Emergency Preparedness

Students will be shown where to locate the Emergency Preparedness Manual at Renaissance Care Center during clinical orientation. Students will also be instructed on appropriate emergency responses for Tornado watches and warnings, Bomb Threats, Active Shooter situations, and Fire emergencies during clinical rotations.

Inclement Weather

1. When a tornado warning has been announced, this means that a tornado has been sighted in the area.
 - A. Keep television sets, radios, or the weather radio tuned to a local station for up-to-date information.
 - B. The instructor will immediately notify all students of the warning.
 - C. All students will IMMEDIATELY move to the lowest level of the building or most interior room of the building if the siren is sounded.
 - D. Students will remain in the lowest level of the building or most interior room of the building until the “all clear” message is received from local emergency services personnel.
2. When a tornado watch has been issued, this means that conditions are favorable for tornado formation.
3. When a winter weather advisory has been issued for an area affecting students or staff, class or clinical may be dismissed early or cancelled. This time must be rescheduled.

Bomb Threat

1. There is no landline at the training center, but if a bomb threat is received it is important to remain calm and exit the building through either the front or back door. All students and staff will exit together and will meet in Jones Park (across the street from the training center) if the front door is the exit route. If the back door is the exit route, all students and staff will meet near the street immediately east of the training center.

2. The instructor will call 911 immediately.
3. In the event that the instructor, Program coordinator, or student receives a bomb threat via phone call or social media platform, the Bomb threat check list shall be retrieved by the instructor/Program Coordinator, and shall be completed as much as possible by the person communicating with the person making the bomb threat.

Active Shooter

1. “Active shooter” as defined by the US Department of Homeland Security “...is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.”
2. An Active Shooter, as defined, does not have a selected, specific victim and is looking to create the greatest number of casualties as possible.
3. Another consideration of concern is the “armed intruder.” An armed intruder, not intending to create mass casualties, may have a specific target victim and an agenda to complete the act of violence toward that victim. Once that target is engaged by the armed intruder and the agenda is realized, the violence may stop.
4. Emergency response personnel should treat an active shooter and armed intruder event as ‘one in the same’ because an armed intruder event can transform into an active shooter event rapidly and without warning.

EMERGENCY PROCEDURE – ARMED INTRUDER/ACTIVE SHOOTER

The following procedure is utilized in the event of an active shooter/armed intruder event.

5. Early and immediate recognition of an active shooter/armed intruder event is imperative to increase the survivability chances of staff and students.
6. Make the following announcement: “CODE GRAY-ACTIVE SHOOTER”) IN _____ (LOCATION). PROCEED WITH FACILITY LOCKDOWN PROCEDURES. DESIGNATED STAFF REPORT TO _____ (LOCATION)) IMMEDIATELY.
7. Begin Resident Safety Protocol or Personal Safety Protocol depending on the location and actions of the active shooter/armed intruder.
8. Staff/Student SAFETY – If the active shooter is distant from your location, apply the FOUR OUTS:
 1. GET OUT: If opportunity allows you to safely direct and move residents. If this occurs during a clinical rotation, the order of evacuation is:
 - A. Ambulatory residents
 - B. Residents with assistive devices
 - C. Residents in wheelchairs
 - D. Bedridden residents
 2. If this occurs at the Staff Training Center, no residents will be present. Staff and Students will apply the FOUR OUTS.

3. **HIDE OUT:** If unable to evacuate because of the active shooter/armed intruder's location, hide in a location that offers the most protection from the shooter.
 4. **KEEP OUT:** If you can hide staff, students or residents, barricade their position utilizing door locks, furniture, etc. to prevent the active shooter/armed intruder from reaching them.
 5. **TAKE OUT:** As a LAST resort, prepare to fight the active shooter by utilizing weapons of opportunity, surprise, diversion and committed actions.
9. If providing Resident Safety Protocols and the active shooter/armed intruder approaches, transition to Personal Safety Protocols.
10. **PERSONAL SAFETY**– If the active shooter/armed intruder is close to your location, apply the **FOUR OUTS:**
1. **GET OUT:** Evacuate, if opportunity allows you to safely leave the classroom or clinical facility.
 2. **HIDE OUT:** If unable to evacuate because of the active shooter/armed intruder's position, hide.
 3. **KEEP OUT:** If you are hiding, barricade your position by utilizing door locks, furniture, etc. to prevent the active shooter from breaching your position.
 4. **TAKE OUT:** As a LAST resort, prepare to fight the active shooter by utilizing weapons of opportunity, surprise, diversion and committed actions.
11. Contact 911: Anyone at any time can call 911 when it is safe to do so. Provide the 911 dispatcher with as much relevant information as possible:
- A. Facility name and location;
 - B. Your name;
 - C. Nature of the event;
 - D. Description of the shooter/intruder (if known);
 - E. Type of weapon(s); and
 - F. Persons injured: number and extent.
 - G. If unable to speak due to the active shooter/armed intruder in your vicinity, dial 911 and leave an open line.
12. When Law Enforcement arrives, follow the officer's directives. In addition:
- A. Empty your hands;
 - B. Keep hands up and fingers spread;
 - C. Do not scream or yell at arriving officers;
 - D. Do not run directly at officers and/or grab onto them; avoid quick movements;
 - E. Follow Law Enforcement instructions; and
 - F. Provide information to officers.
13. The event will be deemed 'All Clear' after law enforcement authorities have concluded emergency operations and declared the situation 'safe.'
14. If hiding/barricaded, wait for Law Enforcement to provide an "All Clear" before leaving your position.
15. Account for all persons involved in the incident.

Fire Safety

1. On Orientation Day, students will be shown where fire extinguishers are located in the classroom.
2. Students will be taught R.A.C.E and P.A.S.S as it relates to Fire emergencies.
3. In the event of a fire, the instructor will call 911 or designate a student to call 911.
4. The building will be evacuated in an orderly manner, exiting the building via the West (front door or main entrance) or back door which exits to the East side of the building. All students and staff will exit together and will meet in Jones Park (across the street from the training center) if the front door is the exit route. If the back door is the exit route, all students and staff will meet near the street immediately east of the training center.

Renaissance Care Center Basic Nursing Assistant Training Program Academic Catalog and Handbook

I have read and understand that I must comply with all policies as outlined in this RCC Basic Nursing Assistant Training Program Academic Catalog and Handbook and have been offered time to ask for clarification of any content I do not fully understand. I understand that non-compliance with any of the policies as stated in this handbook may result in dismissal from RCC Basic Nursing Assistant Training Program.

Signature _____ Date _____