

THE HEALTHCARE ACADEMY PASSPORT LLC



CATALOG 2022

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Authorized to operate by the Nebraska Commissioner of Education under the provisions of
Nebraska Revised Statute, Sections 85-1601 through 85-1658

Approved by The Nebraska Department of Health and Humans services (DHHS)

THE HEALTHARE ACADEMY PASSPORT, LLC

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School Theory

The Healthcare Academy Passport believes to be the stepping stone to future education and professional advancement of individuals in the community.

Mission

The Healthcare Academy Passport, LLC (THAP) strives for excellence in educating and training each individual student, encouraging them to not only achieve but surpass their educational and career goals. As a teaching facility, we believe our success is built solely on the success of each student who passes through our doors.

Educational Objectives

The courses at THAP are designed to provide the student with the skills necessary to embrace his/her career among the healthcare professional team. The Healthcare Academy Passport sets high academic expectations and standards for all its students and staff. The catalog is intended to inform students with the policies of the training center. Students are responsible for knowing and following the content of this catalog. Students are welcome to ask any burning question pertaining to this catalog.

Goals of The Healthcare Academy Passport

- To provide students with the training and the knowledge needed to become a valued, integral part of the fast changing and versatile healthcare field
- To prepare the best C.N.A (Certified Nursing Assistant) in town by going above and beyond its efforts to invest in the education of its students at the end of each section.
- To provide qualified, experienced faculty, ensuring that accurate and up-to-date material is delivered to all students in a way they can learn
- To encourage students to look at education as a lifelong process.

Administration

Administrator: Peace Johnson, BSN, RN

Instructor: Peace Johnson, BSN, RN

Instructor: Valerie Whitmore BSN, RN

Academic Calendar

Spring Classes: January- April

Nurse Aide Course **(CPR included)**

Medication Aide Course

Summer Classes: May – August

Nurse Aide Course **(CPR included)**

Medication Aide Course

Fall Classes: September - December

Nurse Aide Course **(CPR included)**

Medication Aide Course

The Nurse Aide course is **100 clock hours** in length [(96 hours (72 hours classroom lecture and labs skills) and 24 hours clinical) and 4 hours CPR)], *excluded the breaks hours*.

The Medication Aide course is **40 clock hours** in length.

Please visit our website for more details regarding enrollment periods, and beginning and ending dates of terms at www.myhealthaccpass.com

Location and Description

We are located at 1502 J F Kennedy Dr, Bellevue, NE 68005 behind Subway. In the premises, include the administrator office, the classrooms; a fully furnished operational laboratory; restrooms (Male & Female) and a break room equipped with a refrigerator, a microwave and a coffer maker for our students. Our classrooms are furnished with modern equipment including: computer, chairs and tables, TV set for educational videos, a projector with screen to enhance classroom activities. Please refer to each course outline for a full description of equipment

available for that course.

COURSE DESCRIPTION

Nursing Assistant

52 classroom hours, 20 laboratory hours, 24 clinical hours ~ 4 weeks

Classes are limited to 10 students: Instructor to student ratio 1:10

The Nursing Assistant course has been designed to provide students with the theory and skills necessary to give basic patient care in long-term and acute care settings. The course includes foundations of resident care; understanding residents; body systems and related conditions; confusion, dementia, and Alzheimer's Disease; personal care skills; basic nursing skills; nutrition and hydration; rehabilitation and restorative care; caring for yourself including BLS CPR; patient rights, recognizing and report abuse services; health care team member skills including time management and prioritizing work; legal aspect of nursing assistant practice, medical terminology. In addition to 52 hours of classroom training, students will spend 20 hours in the laboratory setting. Moreover, students will complete 24 hours of directly supervised clinical hours. Graduates will be qualified to make application for Nebraska' State Board of (CNA) examination.

Certificate Courses/Course Cost

Two Options:

Option 1: Tuition *All inclusive* **\$700.00** (CPR; Background check; State Exams (written and clinicals skills exams); top uniforms; BP Cuffs & Stethoscope & textbooks)

Option 2: Tuition **\$500.00** (Student provide for his/her own training/course materials, but CPR).

Use of textbook, scrub top, supplies, and background check, State exams fees and CPR card are all included in the cost of the tuition for those who choose "all-inclusive tuition" option. All students, regardless of the type of tuition they choose, are responsible for obtaining their TB test. Students who are required to obtain a chest x-ray for negative TB verification are responsible for costs incurred.

****Upon successful completion of the course, THAP will schedule and fund graduates to take the State Board Exam**** See pages 24, 25, 26 of this catalog for the complete detailed steps to take for the State CNA Exam. Students can also reach the school administrator @ (402) 706-8901 or peacejo9@yahoo.com; info@myhealthaccpass.com for more clarification/questions they may have.

The Names and Authors of Textbooks to be Used:

Fuzy, J. (2019). Hartman's Nursing Assistant Care: The Basics. (S.A. Hedman, Ed.) (5th edition). Hartman Publishing, Inc

Additional Cost to the Student:

Immunizations:	approximately \$15.00, (cost varies based on the type of immunization needed)
White scrub pants	approximately \$15.00, (cost varies based on the type purchased)
Watch	approximately \$25.00, (cost varies based on the type purchased)
TB Test/X-Ray	approximately \$50.00 (cost varies based on healthcare facility)

Classroom/Laboratory Days and Hours

Monday – Thursday Time 08:30 – 15:00 and Evening Section is from 03:30 pm to 10:00 pm

Monday – Friday Time 08:00 – 04:30 PM and Evening Section is from 02:00 pm to 10:30 pm (For CMA) students

One Saturday throughout the course (TBA) 08:00 – 12:00 noon/ 03:00 pm to 07:00 pm CPR

Clinical Days and Hours

Monday – Thursday 6:30 am to 1:30 pm. Students will be given a 30-minute lunch break. Clinical conference will be held daily. Time; TBA. Attendance is mandatory. Clinical days and hours are subject to change. See Course outline for more details.

Admission Requirements

It is required that all perspective students complete an interview with an admission representative. This allows the applicant the opportunity to ask specific questions relating to admission requirements, course length, course cost, curriculum and employment possibilities. During the interview the student catalog is reviewed and well as Nebraska State Board Nursing requirements for certification, including background check requirements.

+The Following Requirements Are Needed at The Time of Enrollment.

- Proof individual is 16 years of age or older and eligible citizen
- Even though a high school Diploma or GED is not a requirement for this class, students are highly encouraged to get that high school Diploma or GED.

- Be able to speak, read, write and understand English OR have mastery of a language that is understood by a substantial portion of the residents the CNA will provide services to.
- Have no open court cases, including for misdemeanors, OR have no criminal convictions involving moral turpitude
- Completion of the School's application (ONLINE or ON-SITE).
- Ability to pass a drug test
- Current (less than 6 months) negative TB skin test or negative chest x-ray (must be completed by the second week of class). A student may not participate in clinical's without a clear chest x-ray or negative TB test
- Payment and/or satisfactory arrangements to pay tuition.
- Ability to pass a background check. THAP reserves the right to run a background check on students participating in clinicals at a site that requires background checks.
- Proof of all childhood immunizations: MMR, DTaP, IPV, Hep V, Hib or blood Titers (if required by clinical site)
- Clinical's held between October and April require proof of yearly influenza vaccination and/or COVID vaccine.

Students with Disabilities

The school does not discriminate against any students with disabilities. The school provides facilities and services for special need students. These services include; Handicap student parking, and wheelchair accessibility to classrooms and restrooms. Additional one on one tutoring time, extra time to take quizzes and exams. Recording lectures.

Certified Nursing Assistants: Occupational Objective

The Certified Nursing Assistant assists professional nursing personnel in providing quality, compassionate patient care by performing tasks involving direct and indirect patient care, using skills and knowledge in basic nursing assistant procedures and techniques under the direction and supervision of a registered nurse.

Essential Functions:

Certified Nursing Assistants work directly under the supervision of practical and registered nurses. They perform basic technical skills which may include: CPR; taking and recording vital signs; measuring and recording fluid intake/output; recognizing and reporting signs and symptoms of common diseases or conditions; administering treatments as directed by a physician or nurse. Additionally, they assist patient with personal care which may include: bathing; mouth and skin care; grooming and dressing; toileting assistance; eating and hydration; assist patients with help walking, exercising, and moving in and out of bed. Their role in performing patient care is to assist the licensed staff in providing quality nursing care to the patient.

Physical Demands

The medical field may not be the appropriate career choice for a person who is not able to stand or walk for long periods of time, has trouble bending over or kneeling, is unable to lift 25 pounds, experiences neuropathy or loss of feelings, sensations or movements of

the arms, hands or fingertips, or vision issues such as nearsightedness. If you have any of the above listed physical issues or any physical issue that is not listed above, it is highly recommend that you disclose them to the school prior to enrollment.

Accident Insurance:

Students without private insurance will not be provided accident insurance coverage.

Students are strongly encouraged to seek their own medical and accident coverage from private or public sources.

Personal health insurance is the responsibility of the student.

In the event a student is injured during scheduled classroom/lab or clinical times, the student must report the injury to his/her instructor and complete an Incident Report that is signed by the student. The Form must be submitted directly in person or email (peacejo9@yahoo.com; info@myhealthaccpass.com) in a PDF format to the school Administrator. This must be filed with the school within 24 hours of the incident.

ACADEMIC POLICIES

Academic Dishonesty

Plagiarism, cheating on tests or assignments, supplying information you know to be wrong to the school, staff or other students is grounds for immediate disciplinary action including probation or dismissal.

Assignment Policy

Graded assignments will contain assignment instructions and a due date. The due date and time will be provided. **All assignments are due on the delineated due date and time.** Late assignment submissions must be approved by the course instructor for exemption for late submission penalties. The exemption shall be based on extreme circumstances out of the student's control. **Nonexempt assignments shall be counted down by 20% for each day late including weekends and holidays.**

THAP does not provide make-up work for points.

Exam Security Policy

Students are not authorized to reproduce or replicate exams in any form. Students are not authorized to communicate the content of their exams. Students will, upon completion of their exam, be able to immediately review the exam in its entirety. After the student turns the exam in, they will not be able to access the content of their exam. Any student wishing to review the exam content must make a request to their instructor to arrange a time for the exam to be reviewed in a supervised setting.

Make-up Exam Policy

Any student who misses an exam must notify their instructor within 24 hours to request a makeup exam. Notification outside of the 24-

hour requirement must be reviewed by the instructor and Director of Education to determine if a make-up exam will be authorized. **Makeup exams will not be the original exam; additionally, the student will automatically lose 20% for the extra study time.** No student will be authorized to make up more than one quiz or check off skill in the Certified Nursing Assistant Course. The makeup quiz may include fill in the blank, essay or any combination of learning assessment tools as determined and decided upon by the course instructor.

All nursing assistant students are required to achieve an 78% or greater on skills check off, and the final examination. The student may retake one skill check off during the course. **Retake of the written and skills final exam is not allowed.**

Academic Progress Policy (SAP Policy)

The following policy governs the determination of satisfactory academic progress for THAP clock hour courses. Students must maintain a passing grade (**C or better or 78% or higher**) in their course to successfully complete the course. The maximum time frame in which a student must complete the course may not exceed 100% of the published length of the course measured in clock hours. Students will complete a skills final examination. The exam will consist of the student performing four of the required state board skills with a score of 78% or better on each skill and without missing any critical steps. The test must be completed within 40 minutes. **In the event the student does not pass the skills final and the written final (with an 78% or higher) the student will be discharged from the program for violation of the academic policy.** Students can retake the course one time at full cost. Grades and attendance will be available for student review.

Academic Progress Policy (SAP Policy) Review

The C.N.A. course will have an initial evaluation completed at the **halfway mark** of the course and then again at the completion of the course. Evaluations are reviewed with the student and the instructor.

The final grade will be an accumulative grade of the course which will be recorded on the student's transcript. All evaluations are explained to each student, and copies are available upon completion of the course.

Certification Information:

Upon satisfactory completion of the Nursing Assistant course, the student is eligible to receive a certification of completion from the school. Students who have outstanding debts to the school will not receive their certificate until the debt has been cleared. Each student must then apply for the certification exam approved by the Nebraska State Board of Nursing.

ATTENDANCE POLICIES

Attendance Policy (Classroom and Laboratory)

Regular and punctual attendance of all scheduled classes and scheduled clinical hours is expected of all students. **Nebraska Board of Nursing requires all nursing assistant students to complete a minimum of 76 hours** of classroom/laboratory training and directly supervised clinical time (in a LTC facility if possible).

A student may be 1-9 minutes late three times during the classroom portion of the course. Students who are late more than 10 minutes will be considered absent. Three tardy equals one absence. Students must complete 100% of the scheduled class and laboratory time to participate in clinical time. Students must be present in class at the time the class begins to not be counted tardy. Students are to notify The Healthcare Academy Passport by phone prior to the start of class if they are going to be late or absent. All absence time, including late arrivals and early departures, regardless of reason, will be recorded and become part of the student's permanent record.

Student Breaks: Students exceeding their break/lunch will be considered tardy. (10 minutes break and 30 minutes for lunch/dinner).

Attendance Policy (Clinical)

It is mandatory that students attend all scheduled clinical time. **Make up of clinical time is not guaranteed. Make up time will be based on instructor availability and clinical availability.** Additionally, students will be charged an additional \$35 dollars per hour that they need to make up and the payment must be made to the school in advance. It is highly suggested that students arrive at the clinic site 15 minutes early; tardy arrival will not be accepted and will result in immediate discharge from the course. Students must complete 100% of the scheduled clinical hours to successfully complete the courses. All absences are recorded on the instructors' attendance record and in the students' permanent file. During the clinical portion of training a No Call, No Show will not be tolerated and may be grounds for dismissal from the course. Students are expected to complete all clinical hours to successfully complete the course.

Leave of Absence (LOA)

Due to the short term of the C.N.A. course, leave of absences are not granted. Students who need to withdraw for personal issues, emergencies or unforeseen /extenuating circumstances may do so and reapply to the course at a later date.

Attendance Tracking

Attendance is tracked in every class period by the instructor. Additionally, the attendance and gradebook will be available in the classroom every Thursday by 4 pm. If a student does not agree with the attendance data, they may submit a written appeal to the Director of Education within one week of the attendance being reviewed. The DOE will respond to the student's appeal within one week. At the end of the course the attendance data becomes permanent and can no longer be challenged.

Make-up Hours

Make-up hours must be prearranged with the instructor and must be completed outside of normally scheduled class hours. Only time spent on Instructor-approved activities will count as make-up hours. **Students can only make up to 5 hours of missed time.**

Consecutive Absences

A student who is absent for 3 consecutive class days will be dismissed from the course/courses unless approved by the DOE.

Clinical Times:

Clinical time is scheduled Monday – Thursday from 6:30 am – 1:30 pm; hours are subject to change.

Communication

Cell phones must be silenced while class is in session. During all testing sessions students will be required to turn their cell phones off. Students are required to speak **English** during class and lab hours so that all students can participate in the conversation as THAP believes in group learning.

Conduct

Respect/Professionalism is an essential part of training at THAP. Derogatory conduct is not tolerated in class or in the clinical setting. Unacceptable conduct shall be defined as any disruptive behavior or any act of insubordination or intimidation. Examples of this may include but are not limited to the following: Physical or verbal abuse of any person, bringing weapons onto school property or the clinical setting, theft or damages to the property of the school or the clinical setting, sexual harassment, forgery or alteration of documents, misuse of school documents, records or educational materials. The creation of a hostile environment in the classroom or the clinical setting is deemed derogatory conduct and is grounds for dismissal.

Learning the role of the professional and the required skills are the students' primary responsibilities. Students violating the requirements stated in this catalog may be placed on probation or depending on the nature of their behavior may be dismissed from the course.

Food and beverages are not allowed in lab. Smoking is not allowed within THAP building or within 100 feet of the entrance.

Confidentiality

Information learned about residents, staff or other students in the school or in the clinical setting are considered confidential. Only information that is legitimately shared with a patient's Healthcare Team and Instructor or legal authorities can be released.

Disabilities/Affirmative Action & Non-harassment Policy

The school provides facilities and services for special need students. These services include; Handicap student parking, and wheelchair accessibility to classrooms, laboratory, and restrooms. It is the policy of The Healthcare Academy Passport that discrimination based on the grounds of race, color, religion, sex, national origin, marital status, age, and disability or family relationships will not exist in any area, activity or operation of the school.

Dress Code

Students are required to wear school-issued uniforms upon receipt. Classroom, laboratory and clinical attire shall be defined as a school issued scrub top (Royal blue), white scrub pants and white closed toed shoes. Students who do not follow dress code will be given one warning. Upon second violation they will be asked to leave and counted absent for the day. The following is a list of guidelines to help you determine what is acceptable:

- Natural nails shall not extend more than one half inch past the end of the finger
- Nail polish and false nails are not allowed
- Allowable jewelry shall consist of one ring per hand, two sets of post earrings in the earlobes only
- Hair that is longer than shoulder length shall be pulled back. Hair must be a natural color and professional
- No hats or caps shall be worn in the school or during clinical
- Tattoos must be covered
- Uniforms will be clean and pressed
- Uniform pants may not fall below shoes
- Maintain professional hygiene

Drug Screening Procedure

Students should be aware that they may be required to undergo random drug testing before participating in the clinical setting, depending on the clinical sites requirements as well as if the school suspects drug use. If a student tests positive, continuation in the courses will not be possible. Students with chronic or recurring performance limitations (physical or mental) that restrict the students' ability to meet the courses requirements, including the consistent deliver of safe nursing care, may be asked to provide a statement from a qualified healthcare provider addressing the applicant's/students' ability to perform procedures and make decision required of a C.N.A. Any performance limitations that cannot be accommodated while maintain standards of competent and safe nursing care will interfere with admission to and progression in the C.N.A. course.

Failure to provide information requested to carry out the above policies may result in an applicant's being denied admission to or a student's dismissal from the course.

Testing required by the nursing assistant course to corroborate or refute a suspicion of substance use will be arranged for and paid for by the school. Payment for any subsequent testing will be the responsibility of the student. The test results will be reported directly to the Director of Education. A student who disputes a positive test may have the test sent out to the lab for further testing; sending the specimen out to the lab will be at the student's cost of \$75.00 payable at the time of the request.

Refusal to provide specimens of body fluids for testing or failure to provide the necessary consent to implement this policy will be interpreted as an implied admission of substance use and grounds for dismissal.

Before a final decision is rendered concerning an applicant admission to the C.N.A. course or the dismissal of a student from the course, the person shall be notified of the reasons for that decision and he/she will be given an opportunity to respond. The appeal process for decisions made under this statement shall be put in writing and submitted to the Director of Education.

Grading System

Each course will provide the student with specific grading criteria listed on the student syllabi. Grading criteria may differ slightly, but all

are based on quizzes, homework, laboratory tests and procedures, skills check off list and a final examination. Accumulation of the scores shall be assigned a final grade:

93-100 = A

86-92 = B

78-85 = C

70-77 = D

Below 70 = Failing

Graduation Requirements

- Students must successfully complete all the course work, laboratory assignments, and skills assessment with an accumulative **grade of 78% or greater.**
- Students are required to score a minimum of **78% on the final examination and the skills final** to successfully pass.
- Students must be in compliance with the Attendance Policy.
- Students must have a **satisfactory performance report from their clinical site and have completed all hours**
- Possess a current CPR card.
- Satisfied with all monetary obligations to the school.

Nebraska requires a State Licensing examination of Nursing Assistants to practice in the state of Nebraska. Upon successful completion of the course the school will submit the graduate's name along with the testing fee to DHHS Department. DHHS will coordinate with the student a test time and location. Graduates will be issued a Certificate of Completion and an official transcript at no cost within 5 business days from the date of graduation.

Health/Accident Insurance

Students understand that The Healthcare Academy Passport does not require that the student carries medical insurance on themselves.

Furthermore, the student understands the school is not responsible to provide students with medical insurance at any time during the courses, including clinical. If a student does not have health insurance and/or does not wish to purchase a student health insurance policy the student will be completing the laboratory/clinical portion of the courses at their own risk. In the event the student is injured

while in class or on clinical the student will not hold THAP or the facility responsible for any medical bills incurred as a result of their injuries or illness.

Holidays

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone or email. Classes are not held on the following holidays:

New Year's	Eve New Year's Day	Memorial Day	Independence Day
Labor Day	Thanksgiving	Christmas Eve	Christmas Day

Repeat Course

Any student dismissed for attendance related reasons, consecutive absences, failure to maintain the 100% accumulative attendance, more than 3 tardies or more than 3 early departures, or failure to meet the terms of attendance probation, may restart classes in the next enrollment period with the written authorization from the Director of Education at full cost. In the event the student is dismissed from the clinical setting due to derogatory behavior, unprofessional behavior, insubordination, and/or violation of the attendance policy, the school will not be responsible for obtaining a new site and the student will be dismissed from the course.

Refund and Cancellation Policy

Any courses cancelled by THAP or any applicant denied entrance by the school is entitled to a refund of all monies paid.

Three-Day Cancellation; An applicant who provides written notice of cancellation within 3 days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement personally to the school director or the administrator through email (info@myhealthaccpass.com), is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Other Cancellations; An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, are entitled to a refund of all monies paid.

Refund after the commencement of classes:

1. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the school director. All cancellations, withdrawal must be directed to the school director or administrator. The notice should indicate the expected last date of attendance and be signed and dated by the student.
2. A student will be determined to be withdrawn from the school if the student has not attended class for 3 consecutive days (excluding Saturday, Sunday, state and federal holidays) without contacting the school.
3. All refunds will be issued within 30 days of the determination of the withdrawal date.
4. After the first week and through fifty percent of the period of financial obligation there will be an administrative fee of \$50 associated with withdrawn or terminated students due to THAP.

Tuition Charges/Refunds:

1. Before beginning of classes, the student is entitled to a refund of 100% of the tuition.
2. After the commencement of classes, the tuition refund shall be determined as follows:

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 course/courses.

Refunds will be issued within 30 days of the date of student notification, or the date determined by the school based on violation of the attendance policy or violation of the SAP policy.

Refund Policy

% of hours completed	Tuition Refund
If cancellation occurs within 72 hours of enrollment	100% tuition refund

If cancellation occurs after 72 hours of enrollment, but before classes begin or distance materials are delivered	100% tuition refund
If cancellation occurs after classes have begun or after distance education materials have been delivered, refund shall be determined as follow:	
10% or less	90% tuition refund
More than 10% and less than or equal to 20%	80% tuition refund
More than 20% and less than or equal to 30%	70% tuition refund
More than 30% and less than or equal to 40%	60% tuition refund
More than 40% and less than or equal to 50%	50% tuition refund
More than 50%	No tuition refund

Student Records

Students may receive official copy of transcripts and certificate upon graduation. Students have the right to review their student records, including grades, attendance, and financial records.

Should the school cease operation, whether voluntarily or involuntarily, all educational records or legible true copies shall be filed with the Nebraska State Board of Private Postsecondary Education.

Student Record Retention:

The Healthcare Academy Passport shall maintain, in a fire-resistant area, permanent records suitable for academic and financial

records for all students. Permanent academic records shall be maintained for fifty (50) calendar years and financial records for five (5) years after the student has departed from the school.

Student Grievance Policy

Students aggrieved by action(s) of the school should attempt to resolve the problem on the level that it occurred. If possible, the first level would be to meet with the instructor or staff member involved. In the event that the parties involved are not able to resolve the issue the student shall submit a letter of complaint to the school director within 7 (excluding Saturday, Sunday, state and federal holidays) days of the aggrieved event.

The letter of complaint must contain the following:

1. A detailed description of the problem
2. The date(s) the problem(s) occurred
3. The full names(s) and title(s) of the individual(s) involved in the problem(s) including both the school staff and or other students who were involved
4. The date and time the student met with the instructor in an attempt to resolve the issue along with the outcome of the meeting.

Upon receipt of the letter of complaint, the school director will respond within 7 working days (excluding Saturday, Sunday, state and federal holidays) by conducting a meeting with the aggrieved, which will be documented. If the complaint cannot be resolved after exhausting the school's grievance procedure, the student may file a complaint with the Program Director of Private Postsecondary Career Schools at the Nebraska Department of Education. The student must contact the State Board for further details.

Drug Free Environment

The Healthcare Academy Passport adheres to a strict Drug Free Environment. In the event a student is identified as having a substance abuse problem the school will provide a list of public agencies that are available to assist the student.

Termination by the School

At its sole discretion, the school reserves the right to terminate any student who fails to maintain satisfactory academic progress; fails to adhere to the attendance policy stated in this catalog; fails to make financial payments as agreed upon; destroys or damages any property of the College or clinical site; engages in unlawful or improper conduct or behavior contrary to the best interest of the College and clinical site; fails mandatory drug tests; brings weapons onto school property or the clinical setting or demonstrate behavior disruptive to the classroom or clinical site. The school director, after consultation with all parties involved, will make the final decision. The student will be notified of termination both in person and certified mail.

Termination Appeals and Reentry Policy

If a student feels that he or she has been discharged unjustly, the student shall have seven days (excluding Saturday, Sunday, and state and federal holidays) to submit a written appeal to the school director either in person or certified mail. If an appeal is not submitted the termination shall be considered final. Decisions of the school director shall be considered final.

Testing

Students who do not achieve the mandatory 78% on skills check off list may request to repeat the skills check off **skill one time**. In the event the student does not achieve the necessary 78% on the skills check off list the student will be dismissed from the courses for violation of the SAP policy. **Final examination and Final skills check off list may not be repeated.**

Transfer Credits

No credit is granted for previous education, training or experience.

Tuition Cost

Payment plans may be arranged upon request. Tuition must be paid in full by the end of the course, unless other arrangements have been made and agreed upon in advance. Students who have a balance with the school will not receive their certificate of completion or transcript until all monies are paid in full or until all financial agreements have been met in full.

Payment Plan Option:

Students may request to pay their educational expense in installment payments. Deferred payment plans are interest free.

All students who set up a payment plan will be required to provide an approved co-signer.

On all deferment request plans tuition cost will be divided into equal installments.

Optional Payment Plans: Divide the tuition into 2 equal, weekly, interest free payments.

Payments may be made with cash, check, money order and debit card or credit card. A \$50.00 fee will be charged for all NSF checks.

A \$50.00 late fee will be charged for any payment that is 3 or more business days late (excluding Saturday, Sunday and state and federal holidays). In the event a payment is 3 or more business days late the student will be discharged from the course for violation of the deferment payment agreement. The tuition refund policy will be applied to all discharged students. Payments 15 days late or greater will be turned over for legal action and or collections. The student will be responsible to pay any legal fees accrued.

Withdrawal – Student

A student may withdraw from the course at any time. The school requires the student to submit a written statement of their wish to withdraw from the course. Upon receipt of the request the student will be withdrawn from the course and an “I” incomplete will be recorded on the students’ transcript.

STUDENT SERVICES

Certificate of Completion and Transcript

Upon successful completion of his or her course requirements, the student will be awarded a Certificate of Completion. Students’ certificate may be picked up seven (7) days (excluding Saturday, Sunday, state and federal holidays) after completion of the course. It is the school policy not to mail or release certificates to anyone but the student.

Employment Placement Assistance

The Healthcare Academy Passport does not guarantee employment for students, but does provide the following to assist in their search for employment: Current job board, screening for prospective employers; bring in specialist to help them prepare for resume and interviews prep for free. The Healthcare Academy Passport’ graduates should be aware that each employer has the right to set the required qualifications for their job openings.

Laboratory Supplies

- Electric hospital beds

- Manual Hoyer Lifts
- Patient Care simulator
- Bed linen packages and Blankets
- Reusable bed pads/urinals
- Bathing linens/blankets
- Patient gowns
- Over bed tables and Bedside cabinets
- Hygiene packets
- Peri bottles and Wheelchair
- Adjustable folding walker
- Various canes and crutches
- Abductor pillow and Gait belts
- Scale
- PPE equipment
- Antiembolism stockings
- Various catheters
- Graduate container
- Sphygmomanometer/BP cuffs
- Electronic thermometer
- Oral and Tympanic thermometer
- Handheld pulse oximeter

Certified Medication Aide (CMA) Course

Credit hours: 40 hrs.

Tuition: \$400 (include textbook).

Duration: 40 hours

Classes are limited to 10 students: Instructor to student ratio 1:10

Medication Aid Recertified: Tuition \$300 (No textbook)

Program's Objectives:

Upon completion of this course, the student will be able to:

1. Describe the basic role and responsibilities of a certified medication aide.
2. Describe the six rights of medication administration and their application to safe medication administration.
3. Relate the function of administering medications to the promotion of resident's rights.
4. Administer medications accurately, safely and document appropriately.
5. Identify the ethical and legal implications of a medication aide
6. Define pharmacology and related terms
7. List different side effects medication can cause and discuss adverse reactions to medications.
8. Demonstrate effective infection control while administering medication

Course Description

Students will be taught basic medication administration techniques and safety.

Medication Aide can work in settings other than nursing homes, assisted living facilities and intermediate care facilities for the developmentally disabled.

- Must be at least 18 years old.
- Have successfully demonstrated 10 competencies and the basic routes
- Be of good moral character.

After successful completion of this course, students

- Must pass a state exam and
- Must be knowledgeable of the 10 competencies and the basic routes.

CPR (By itself) \$60.00; **Saturdays** from 08:00 am to 12:00 noon/ 03:00 pm to 07:00 pm.

Faculty List

Peace Esther Johnson, BSN-RN
Valerie Whitmore, BSN-RN

Program Director/ Instructor
Instructor

Members of Board of Directors

Peace Esther Johnson CEO

50% shareholder

Cyr Eustache Johnson Treasurer

50% shareholder

Board of Advisors

Cyr Eustache Johnson

****Upon successful completion of the course, THAP will schedule and fund graduates to take the State Board Exam****

After completing CNA training in Nebraska, the individual will complete an approved competency evaluation program which is the equivalent of a state CNA exam in other states. It consists of a Written/Oral Exam and a Skills Exam.

Written/Oral Exam

There are 50 multiple-choice questions, and the person must score at least 70 percent to pass. Individuals get three attempts to pass. If unable to do so, the person will have to retrain and retest.

Skills Exam

This part of the CNA exam requires an individual to demonstrate six skills. The person must pass all six skills in order to pass the Skills Exam. Three attempts are allowed. If the individual cannot pass within three attempts, he or she must retrain and retest.

How to Apply for the Nebraska CNA Exam

Submit your registration for the CNA exam to the testing provider at least seven days before the testing date. At the close of each registration period, the Nebraska Health Care Learning Center – the test administrator – will post a roster of registered testers. If you do not see your name on the list, you should call NEHCA for assistance.

The course instructor will submit a class form providing information about each student. The form will confirm your eligibility to take the test. Register for both the written and skills exam if you're taking the test for the first time.

Following are the steps for registering online:

- Go to <https://www.nehca.org/dcs-testing/> and click Direct Care Staff /Testing.
- Select a test date and location where you'd like to test. Registration for each published date closes 7 business days before the test.
- Select online registration, the tests for which you're registering, and provide your name, address, and contact information.
- Pay the fee using a credit card or debit or select Invoice to submit your payment using a money order or cashier's check.
- Respond to the eligibility question: "Have you ever taken the NA test before?"
- Submit your registration and payment.
- Confirmation of your registration and payment receipt will be sent to the email address you provided.

Exam Costs

The established testing fees in Nebraska are as follows:

- Written exam – \$20
- Clinical skills exam – \$32

Payment must be remitted to the examination provider. You must pay for both the written and skills exam if you're testing for the first time.

What to Bring to The Exam?

You must take a valid photo ID to the test center – you will not be allowed to test if you don't present valid ID. Adhere to the test site rules and pay attention to instructions -outlined before the exam begins. You cannot take study materials, books, and large personal items into the testing room. Electronic devices must be switched off during the exam.

Receiving Your Scores

After the Nebraska Health Care Learning Center grades the written and skills exam, the results will be sent to the Nurse Aide Registry for review. Candidates will only receive results if they were unsuccessful in the exam(s). Results of the failed written exam will be sent via letter. Candidates who fail the skills evaluation will receive immediate results – this eliminates the need for a letter notification.

Each candidate has three attempts to pass the exam. All results (including failing scores) are submitted to the Nurse Aide Registry for tracking purposes. If you are unsuccessful on your third attempt, you must retake a nurse aide training program.

If you pass the exam, your name will be added to the Nurse Aide Registry. You can check your registry status online using the search tab on the Registry's website.

The Registry will be updated with the information within 30 days of the exam date. You may work for 120 days performing nursing assistant duties while waiting for the Registry to be updated.

Contact the Registry

Nebraska Department of Health and Human
Division of Public Health
Licensure Unit
Nursing and Nursing Support
PO Box 94986

Lincoln, NE 68509-4986
(402) 471-0537
(402) 471-1066 Fax

Testing Services

Nebraska Community and Technical College System

Nebraska Health Care Learning Center
1200 Libra Drive, Suite 100
Lincoln, Nebraska 68512
Phone: (402) 435-3551
Nebraska Health Care Learning Center

Providence Health Care Institute

4600 Valley Road, Suite 401
Lincoln, Nebraska 68510
Phone: (402) 326-2792

www.providencehealthcareer.com