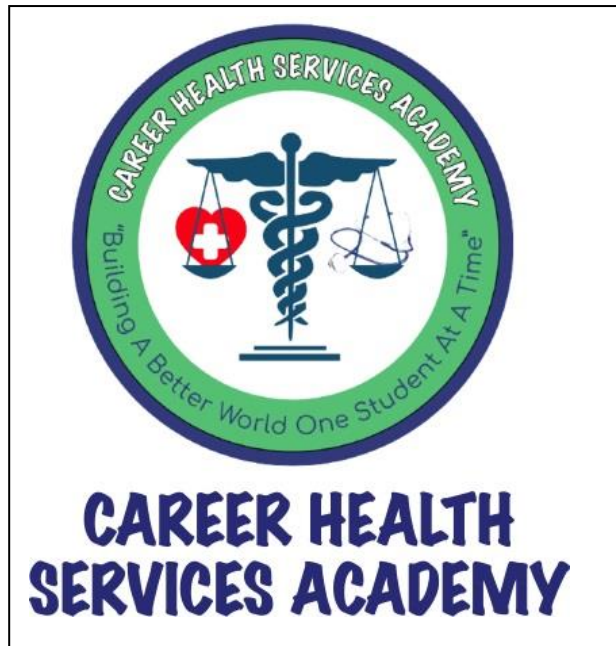


# **Career Health Services Academy, LLC**

## **Pelham, Al & Trussville, Al**

1974 Chandalar Drive, Suite B, Pelham, Al 35124

5290 Old Springville Road, Pinson, Al 35126



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## **Changes in Programs, Cost, Schedules etc.**

Career Health Services Academy, LLC reserves the right to make changes in regulations, courses, schedules, fees, office locations, and other matters of policy and procedures as and when deemed necessary.

## **Approvals, Licensure, and Accreditation**

Career Health Services Academy, LLC:

- Is seeking approval from the Private School Licensure Division of the Alabama Community College System

## **Mission Statement**

Career Health Services Academy, LLC is an educational institution that exists to inspire enthusiasm for higher learning, increasing community engagement, and provide equal opportunities for achieving greatness for all. CHSA prides itself on providing the best quality education as we assist our students on their path to career development and advancement.

## **Vision Statement**

It is the vision of Career Health Services Academy, LLC to help individuals utilize stepping stones to achieve an optimal workforce in healthcare by building bridges and close gaps through education and training.

## **General Description of Available Space, Equipment, and Facilities**

The school consists of 1200 sq. ft. facility housing two classrooms, computer lab/library, and one office. The classrooms consist of the necessary equipment to train individuals to become nurse aides. The use of a library is not required to complete any training programs. Journals will be available for student use on site. Individuals attending CHSA will be able to utilize the free virtual library site [www.libraryspot.com](http://www.libraryspot.com) and [digitalbookindex.com](http://digitalbookindex.com).

## **School Policies and Procedures:**

### **Entrance Requirements**

- Applicants must be 18 years of age or older
- Applicants must be a high school graduate/ GED (proof necessary). HS Diploma/GED not necessary for nurse aide program.
- Applicants must have a current TB test
- Applicants are required to provide a current immunization records and clean drug screens
- Applicants must have a clean background check
- Applicants must be a U.S. citizen

### **Credit for Previous Education and Training**

- Career Health Services Academy, LLC does not accept transfer credit nor allow credit for prior experience at the present time.
- The school does not guarantee the transferability of credits to a college, university, or institution. Any Decision on the comparability, appropriateness, and applicability of credit and whether they should be accepted is the decision of the receiving institution.

## **Grading System**

To successfully complete the Nurse Aide Program the student will have to achieve a minimum cumulative passing grade of 80%.

**The grading scale for theory is as follows:**

**A = 93-100 B = 85-92 C = 78-84 D = 70-77 F = 69 and below**

**The grading scale for skills is as follows:**

**S = Satisfactory U = Unsatisfactory**

## **Standards for Satisfactory Progress**

- Students should make every effort to attend all classes and clinical. Absences should only be for sufficient reasons.
- If a student should have to miss class or clinical time, the time must be made up in order to complete the program.
- In addition to completing the minimum hours of instruction (95%), it is required that students complete all homework and test at an 80% cumulative level for satisfactory progress. **Job Placement**
- Although the school may provide placement assistance, the school does not guarantee job placement to graduates upon completion or upon graduation.

## **Scholarships**

- Career Health Services Academy, LLC does not offer any scholarships currently.

## **Academic Probation**

- Career Health Services Academy, LLC does not have an academic probation policy at the present time.

## **Academic Suspension or Termination**

- If the student has not brought his/her grades to meet satisfactory progress (80%) or has not made up missed class (eight (8) hours or less) or clinical time, then he/she will be withdrawn from the course.
- The student has a right to appeal the decision to the school's director. The appeal should be submitted in writing within one week of the committee's decision.

## **Student Conduct and Conditions for Dismissal**

Career Health Services Academy, LLC reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when in judgment of faculty, a

student's conduct disrupts or threatens to disrupt the class, lab, or clinical setting appropriate disciplinary action will be taken to restore order.

Career Health Services Academy, LLC maintains a high standard of **academic integrity code**. Conduct that violates this code may include, but not limited to cheating, falsification, plagiarism, or abuse of academic materials. Any student who violates the academic integrity code is subject to disciplinary action which may include, but not limited to entry of the incident in the student record, reduced grades, and dismissal from the program.

### **Clinical**

Students are required to make every effort to be at clinical sites on time. If you are dismissed from clinical for poor attendance or disruptive behavior, you will not be allowed to make up your clinical and will be dismissed from the program (Clinical Failure).

### **Re-entrance**

Students dismissed from the program due to misconduct or infraction of the academic integrity code cannot re-enter the training programs at CHSA. The student will be dismissed with status of not eligible for program re-entry.

Students dismissed due to poor attendance will be considered for re-entry into the program 90 days after the student was dismissed from the program. The student must meet with the instructor and/or coordinator to obtain approval for re-entry first. Upon approval, the student can begin the admission process. **Upon re-entry, the student will be required to re-pay all tuition and fees. Tuition and fees paid previously will not be applied to future classes.**

### **Attendance**

- Students should make every effort to attend all classes, laboratory, and clinical time. Absences should only be for sufficient reasons which includes but not limited to military duty, illness, hospitalization, jury duty, funerals, medical emergencies, family emergencies.
- Students will be withdrawn from the course enrolled in if more than four (4) hours of lecture or any clinical/internship hours are not completed. Students may make-up up to eight (8) hours of his/her clinical hours within the next scheduled class at no additional cost if he/she must miss clinical due to illness or unforeseen circumstances.
- Tardiness is defined as showing up more than ten minutes late for the beginning of a class. Tardiness without legitimate reason on more than three different occasions will be considered as one unexcused absence.
- Students are expected to notify administrative staff if they are unable to attend class, laboratory, or clinical. All missed time must be made up in order to complete the program.

- **Note: It is the student's responsibility to contact the instructor to make up any missed time.** Graduation from the program requires all students to complete the minimum hours of instruction per program. If a student is absent one day of a test, a different make-up test will be given within 3 days of original test.
- Providing documentation for being absent does not remove the absence from the student's record.

### **Leave of Absences**

Students may request a leave of absence at any point during their studies. To receive a leave of absence a student must submit a written notice to the school explaining the reason they are not able to attend school. If a student fails to notify the school director of their leave of absence the student will be held to the standards discussed in the Attendance section. This includes probation and possible dismissal for lack of attendance. Students wishing to return to classes after a leave of absence must contact the school's director. The school director and student will both determine when and if the student will return to class.

### **Graduation Requirements**

Students must have a cumulative grade of an 80 to successfully pass the courses.

### **Student Records**

- School records will be kept on file for a period of five (5) years. Student transcripts are kept on file permanently.

### **School Calendar**

- The school operates on a non-traditional term. We do not utilize the conventional academic calendar of quarters or semesters.
- The weather will play a major role in actual class schedule. Classes cancelled due to weather are made up at the end of the program. Should inclement weather conditions arise or be anticipated that would make class attendance unsafe, please follow the Community Colleges inclement weather plan for delays or closings not Shelby/Jefferson School System.
- The following holidays are observed and no classes are held:

- **New Year's Day**
  - **Martin Luther King Jr. Day**
  - **Memorial Day**
  - **Independence Day**
  - **Labor Day**
  - **Thanksgiving Day**
  - **Christmas Day**
- The school reserves the right to amend the calendar.
  - The hours per week vary depending on if the class is academic, lab, or clinical. Please refer to the program's detailed schedule.

### **Criminal Background Check**

A criminal background check is required for all programs. Prior to starting clinical at a contracted healthcare facility, the student must undergo a criminal background investigation. Clinical affiliates may deny a student access to their facilities based on the findings of the criminal record check or drug screen, and the student may be dismissed from the program for failure to progress.

### **Gifts**

As a student you may be offered gifts or favors from people in your care during your clinical experience, however this is considered inappropriate. Student are prohibited from accepting items of value (whether money or other gifts). Students will be subject to disciplinary action for accepting any gifts from clients. Cards, thank-you notes, or candy of minimal value are approved examples of gratuity. If you are unsure whether or not it is appropriate to accept any token of appreciation, you should consult with the clinical instructor.

### **Insurance**

The student is personally responsible for any expenses incurred from accidents or injuries, either in clinical area or at Career Health Services Academy, LLC. While at the clinical facility the student must follow the facility's policies for injury or accident. Personal liability insurance must be purchased by the student prior to starting clinical (For required courses).

### **Social Media Policy**

Career Health Services Academy, LLC follows the social media policy of Career Health Services Academy, LLC on Facebook, and Instagram. All social media pages are maintained by faculty and monitored as such for content relevant to the nursing field. Students are not allowed to post content unrelated to the healthcare field. Students are not allowed to post any information related to specific clinical experiences on closed-group pages, the student's personal pages, or other social media sites including but not limited to Twitter and Instagram.



## **Children in Class**

Children are not permitted in the classroom, lab, or clinical area. Students who bring children to class will not be allowed to remain in class.

## **Dress Code**

The dress code at CHSA is a navy-blue scrub bottom and white scrub top that is required to be worn at all times. One uniform is included in the tuition. Students who do not follow the dress code will be dismissed from class until he/she is able to follow the dress code guideline. Comfortable clean footwear such (nursing shoes, tennis shoes) no bedroom shoes are allowed to be worn. No exceptions!!

## **Classroom**

- Students are required to govern their self accordingly in class.
- **No cell phones will be tolerated.** If you have an emergency. Students need to step out of class.

## **Breaks**

- Students are allowed 30 minutes or an hour break depending on your instructor.
- \*Students must come back on time from break. Students who come back late will be marked tardy

## **Student Grievance Procedure**

Career Health Services Academy, LLC believes that each student or individual who encounters CHSA needs to have access to a forum to express dissatisfaction with the quality of education being provided by the program. CHSA affirms that every grievance will be handled accordingly and in a professional manner. Students will not be subjected to adverse actions by any school officials as a result of initiating a complaint.

Complaints will be handled in a chain of command system. Students who have a complaint should first consult with their instructor. The consultation may be done orally in a formal discussion. If the student's informal attempt to resolve the matter is not successful, the student may implement a formal grievance process.

Formal Grievance Process: The student should send an email or letter to the instructor with supporting documents of the matter at hand. The letter and supporting documents should be submitted within 1 week of the grievance. If the student doesn't submit the grievance within the 7-day period, they waive the right to assert it. The instructor will respond in writing within 7 days of formally receiving the receipt of the student's grievance. If the grievance is still not settled, then the student may contact the school's Director through email, within 3 days of the grievance not being settled with the instructor.

Within 7 days of formally receiving the receipt of the student in person to discuss their grievance, the Director will meet with the student in person to discuss their grievance. In the meeting with the Director students must bring documents supporting the complaint. The Director will then provide a written response to the student's grievance within 7 business days following the date of the meeting. If the student is not satisfied with the response of the Director, they may submit their grievance to the Private School Licensure Division-Alabama Community College System at <https://www.accs.edu/about-accs/private-school-licensure/complaints> and <https://psl.asc.edu/External/Complaints.aspx>.

**If the student is not satisfied with the institution's response to the grievance, the student may then submit a complaint to the Private School Licensure Division, Alabama Community College System.**

### **Counseling**

Students are encouraged to seek academic counseling in the event that there is difficulty in successfully completing a course. Appointments can be made on an individual basis.

### **Enrollment Dates**

An applicant may enroll at any time before the start of a new class.

- The school has enrolling admission.

### **Schedule of Fees**

#### **Nurse Aide (Pelham, Al & Trussville, Al)**

Enrollment Fee:

\$100.00 (non-refundable)

Total Cost of Services Rendered:

\$1000.00

Tuition, textbook rental, class uniform and badge are all included in the above total cost of services rendered.

Career Health Services Academy, LLC offers a payment plan to assist applicants financially. The total cost of services rendered is divided into two (2) increments. The first payment of **500.00** is due prior to starting the first day of class. The second payment of **\$500.00 is due two (2) weeks** after the start of the class the applicant has chosen to attend.

\*State exams and certification and textbook are not included in the above stated fees.

\*The ALABAMA State Exam is \$160.00; On-site

\*Textbook is \$40.00

**Cancellation and Refund Policy for Resident Training Programs:**

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

<b>If the student completes this amount of training:</b>	<b>The school may keep this percentage of the tuition cost:</b>
One week or up to 10%, whichever is less	10%
More than one week or 10% whichever is less but less than 25%	25%
25% through 50%	50%
More than 50%	100%

5. When calculating refunds, the official date of a student’s termination is the last day of recorded attendance:

- (a) When the school receives notice of the student’s intention to discontinue the training program; or,
- (b) When the student is terminated for a violation of a published school policy which provides for termination; or,
- (c) When a student, without notice, fails to attend classes for thirty calendar days.

All refunds must be paid within thirty calendar days of the student’s official termination date.

## Program/Course Requirements:

### Program description

- **The Nurse Aide Training I** program fulfills the Alabama Department of Public Health requirements for program content and length. It is a total of 75 which includes 16 hours of clinical. It prepares students to become Nurse Aides working under the supervision of a licensed nurse in caring for residents of a long-term health care facility or to work under limited supervision in the home.

### Program Objectives

- The objective of the **Nurse Aide Training I** program is to prepare students in caring for residents in a long-term health care facility under the supervision of a licensed nurse; students will also be capable to work under limited supervision in the home setting. The Nurse Aide will use basic skills in observation, communication, reporting, and assisting in maintaining a safe, clean environment for the resident. Upon successful completion of the course individuals will be able to sit for the state board exam to become a Certified Nursing Assistant.

### Course Descriptions

- **Nurse Aide Training I (59 hours classroom + 16 hours clinical = 75 hours):** The Nurse Aide training program is a 75-hour (2 week) certificate program approved by the Alabama Board of Nursing. The Nurse Aide will learn how to help patients perform basic day-to-day tasks for patients. Classroom instruction topics include an introduction to healthcare, basic nurse aide skills (taking vital signs, bathing, dressing, feeding, toileting, mobility assistance, and emotional support). Also, the student will learn about documenting and reporting, body structure and function, infection control, safety, etc. This field of work can be a stepping-stone for advanced nursing or other healthcare occupations. This program provides you with the knowledge needed to work competently as a Nurse Aide in general, plus the added knowledge of geriatrics specifically.

The day program consists of 59 hours in the classroom and 16 hours of hands-on experience in a clinical setting. The program is five days per week, Monday-Friday. The evening program is five days per week, Monday-Friday for four (4) weeks.

The day program consists of ten days in the classroom and two days in a clinical setting. The program is five days per week, Monday-Friday for 2 weeks “Day Program” and five days per week Monday-Friday for 4 weeks “Evening Program”.

## **School Administrators and Faculty**

**Linda Pettway, RN, RNC, Director, Instructor**

**Cynthia Harris, RN Instructor**

**Angela Craig, RN Instructor**

**Pamela Hunter, RN Instructor**

**Jonita Calhoun, RN Examiner**

**Lashonda Watson-Williams RN, MSN**

**Lyncia Clay, BS Biology, Administrative Assistant**

**Keithin Pettway, Campus Security Director**