

## Upcoming LNA Classes at Central Vermont Career Center

CVCC's Adult Education Program is pleased to announce that we will offer two LNA courses this winter. Detailed information can be found below. A late afternoon/evening and Saturday course will begin in January. A daytime class will begin in February. Please note that we can only accept 8 students per session, and courses tend to fill quickly. We encourage you to register early to ensure your place.

**Tuition:**        **\$1,100.00 plus \$150.00 State License and Exam Fees.** Total course cost: \$1,250.00.

**To Register:**    **Complete the attached application form and return it to the CVCC Adult Education Office with a \$150.00 deposit.**

Space is limited, and each class will be filled on a first paid, first enrolled basis.

Once we receive your application and \$150 deposit, we will send you a letter detailing the steps you must take in order to finish your registration. All steps in the letter and all forms that accompany it must be completed by the date indicated in order for you to keep your place in the scheduled class.

**Eligibility:**     Applicants must be 18 years of age by the first clinical session in order to enroll. Students will be expected to perform, in classroom and clinical settings, the physical demands an LNA job description requires, such as moving and transferring patients safely.

### **Financial**

**Aid:**            VSAC Non-degree Grants: You may be eligible for a non-degree grant through VSAC. If awarded, VSAC may cover up to \$1,100.00 of the total LNA course costs. *VSAC does not cover the State Exam and State License Fees.* You can schedule an appointment with Andrea Gould at VSAC by calling 1-800-642-3177. Andrea will meet with you and help you complete the application form. When you call VSAC, please ask for Outreach, and then ask the person who answers the phone to schedule an appointment for you with Andrea Gould. Please plan to schedule an appointment with Andrea as soon as possible, as it will take a few weeks for your application to be processed and for you to receive confirmation about any financial award.

If you receive services through Reach Up, the VT Department of Labor, Voc Rehab, or another agency, please speak with your case worker to see if funding may be available. In order to waive the \$150.00 deposit requirement, a voucher from the appropriate agency must accompany your application form.

**Tuition Payment Plans:** For any applicant who does not have confirmation of financial assistance from VSAC or another agency, CVCC will develop a payment plan to allow you to pay the course tuition over several weeks. Typically, payments are made before the first class and then once every week or two weeks until the full balance is paid. All course costs must be paid before the course ends. *Failure to make payments by the established due dates may result in dismissal from the LNA program.* CVCC accepts cash, money orders, or checks made payable to CVCC Adult Education. Please call the Adult Education Office at 802-476-6237 ext. 2131 for more information about payment plan options.

*Non-sufficient Funds payment note: In the event that a check is returned as non-sufficient funds, all future payments must be made in cash or by money order.*

**Cancellations:** Cancellations must be received at least seven days before the scheduled class start date in order for you to qualify for a refund of your course deposit.

**If you attend the first class, you will be responsible for the full course tuition.**

**Criminal Background Check Requirements:** You will have to undergo a full criminal background and abuse registry check in order to participate in the course and attend clinical training. Forms will be provided by the first class session. If you have a felony conviction, you are not eligible to take the course. If you have a misdemeanor conviction, please contact the Adult Education Office to discuss whether it will prevent you from attending clinical training.

**The Adult Education Office can be reached as follows:**

CVCC Adult Education Office  
155 Ayers St.  
Barre, VT 05641  
802-476-6237 ext. 2131  
Fax: 802-476-4045 (Please put Attention: Adult Education Office on the cover page)

*Please note: A high school diploma or a GED is not required for licensure as a nursing assistant. However, employers establish their minimum educational and hiring requirements. Successful completion of CVCC's LNA program and/or licensure by the Vermont Board of Nursing are not a guarantee of employment. CVCC does not offer job placement assistance.*

## Winter Course 1: January 2018 Schedule

<b>Classroom and Lab Instruction at Central Vermont Career Center</b>	
Tuesday, January 9th	4:00 - 8:00 p.m.
Thursday, January 11th	4:00 - 8:00 p.m.
Tuesday, January 16th	4:00 - 8:00 p.m.
Thursday, January 18th	4:00 - 8:00 p.m.
Saturday, January 20th	8:00 a.m. - 2:00 p.m.
Tuesday, January 23rd	4:00 - 8:00 p.m.
Thursday, January 25th	4:00 - 8:00 p.m.
Tuesday, January 30th	4:00 - 8:00 p.m.
Thursday, February 1st	4:00 - 8:00 p.m.
Tuesday, February 6th	4:00 - 8:00 p.m.

<b>Clinical Instruction at Mayo Healthcare, Northfield, Vermont</b>	
Thursday, February 8th	4:00 - 8:00 p.m.
Tuesday, February 13th	4:00 - 8:00 p.m.
Thursday, February 15th	4:00 - 8:00 p.m.
Saturday, February 17th	7:00 a.m. - 1:00 p.m.
Tuesday, February 20th	4:00 - 8:00 p.m.
Thursday, February 22nd	4:00 - 8:00 p.m.
Tuesday, February 27th	4:00 - 8:00 p.m.

<b>Review and Test Preparation at Central Vermont Career Center</b>	
Thursday, March 8th	4:00 - 8:00 p.m.
Saturday, March 10th	8:00 am - 2:00 pm
Tuesday, March 13th	4:00 - 8:00 p.m.
Thursday, March 15th	4:00 - 8:00 p.m.

**State Exam Date: To be determined between April 4 and 11, depending on tester availability.**

**Winter Course 2: February Schedule: Class will begin the week of February 5th.**

Course dates to be finalized in January. The class will meet two afternoons per week from 1:00 - 6:00 pm for Classroom and Lab instruction; two mornings per week from 8:00 am - 2:00 pm for Clinical Instruction, and three afternoons from 1:00 - 6:00 pm for review.

## Nursing Assistant Education Program

CVCC offers a program to prepare students for Vermont licensure as a licensed nursing assistant. The course includes theory, skills, and clinical instruction in preparation for the state LNA examination and certification. The course length is a minimum of 90 hours.

### Students' Rights and Responsibilities

Students in CVCC's LNA program have the right to:

- Be treated with dignity and respect.
- Have access to appropriate equipment, supplies, and information in order to complete a class.
- Ask questions and express opinions.
- Train in an environment conducive to learning.
- Receive reasonable breaks from the classroom.
- Express concerns or grievances in a private manner to the course instructor and/or the Assistant Director.
- Complete a written evaluation of the course instructor upon completion of the course.
- Choose to have exams and quizzes read to them if reading tests poses a challenge to successful course completion.
- Be free from discrimination based on race, color, national origin, religion, disability, gender, sexual orientation, gender identity or marital/civil union status.

In return, students are responsible for:

- Attending each scheduled day of training in order to be adequately prepared and to be eligible for testing for licensure as a nursing assistant. Punctuality is required.
- In case of extreme illness or emergency, calling the instructor to let the instructor know of any class absence or tardiness and successfully completing all make-up assignments. Generally, CVCC's LNA program adheres to a strict "no absence" policy. However, in extreme circumstances and contingent upon approval by the course instructor and/or Assistant Director students will be allowed to make up missed class time.
- Completing all course reading and homework assignments.
- Achieving an 80% or higher average on quizzes and practice tests and performing clinical skills that meet or exceed the minimum standards.
- Respecting patients' rights at all times.
- Maintaining patient confidentiality in all contexts, including through the use of social media.
- Communicating professionally and appropriately with all CVCC Adult Education staff, instructors, clinical site employees and residents/patients, and fellow students.
- Adhering to the policies of each training site, e.g. there is no smoking anywhere on CVCC's school grounds, including smoking while in a vehicle parked on school property.
- Dressing in work-appropriate clothing in the clinical area and meeting the clinical setting's requirements. Specifically, this includes:
  - Wearing clean neat scrubs
  - Wearing a watch with a second hand
  - Wearing clean comfortable shoes
  - Keeping fingernails clean and short
  - Keeping hair off the collar and away from the face
  - Wearing only modest make-up
  - Jewelry is limited to a ring on each hand
  - Jewelry is not worn in pierced eyebrows, nose, cheeks, lips, tongue, or other visible areas
  - Tattoos and body piercings (other than pierced ears) must not be visible or must be adequately covered
  - No gum chewing
  - Wearing name tags identifying students at all times in the clinical setting.

**Student Concerns and Complaints:** If a student has a concern about any aspect of the LNA program, she/he has the right to meet with the Ruth Durkee to discuss the concern or complaint. If after that meeting the student remains dissatisfied, he/she has the right to appeal the matter to CVCC's director. Appeals should be made in writing.

**Central Vermont Career Center  
Adult Education  
Licensed Nursing Assistant Program Policies and Procedures**

**Application Process:** Registrations are accepted on a first-received with \$150 deposit, first accepted basis. Receipt of a registration form and deposit leads to conditional acceptance to the course. The applicant is then sent a list of additional tasks to complete. The applicant must complete everything asked for by the given deadline(s) in order to be guaranteed a place in the course. Specifically, the applicant must:

- Undergo a criminal background check, and provide any required documentation regarding criminal convictions, court records, license suspensions, etc. (If you have a criminal conviction, you may not be eligible to complete the required clinical training. Please call the Adult Education Office for more information.)
- Provide a 2" x 2" passport photo
- Provide documentation of Hepatitis B vaccinations or sign the release form provided by CVCC
- Submit current TB test results (test must have been administered within 6 months of the first clinical class date)
- Provide documentation of recent influenza vaccination (within the past 12 months)
- Pay the full amount for state exam and licensing fees
- Agree to the payment plan provided by CVCC *or* provide proof of VSAC non degree grant or other funding source (i.e. Department of Labor, Voc Rehab, Reach Up, employer, etc.)
- Complete reading and math assessments at CVCC. Assessment scores will allow CVCC and the applicant to determine if the applicant is academically prepared for the program, and may lead to referrals to other community resources for tutoring or academic support

Failure to complete the above requirements by given deadlines may result in the applicant losing his/her place in the class. Extensions to deadlines may be granted at the discretion of the Adult Education Office. Factors to consider in granting an extension include: timely and appropriate request for an extension, reasons for requesting extra time, and other factors relevant to the individual situation. Extensions will not be granted if the applicant fails to meet the deadline(s) and fails to communicate in advance with the Adult Education Office about the reason for the failure.

Once the applicant completes all required steps, s/he will be issued a textbook (included in the course tuition). The student must complete a reading assignment before the first class session.

**Successful Course Completion Requirements/Causes for Dismissal from Program:**

All LNA students must maintain an 80 average on written tests and quizzes in order to be eligible to attend clinical. All LNA students must also achieve a score of at least 80 on the final exam given on the day of the clinical site tour. If a student's average is below 80 percent on tests and quizzes, the student will be required to meet with the course instructor and Ruth Durkee or the CVCC LNA program administrator to discuss whether the student can continue in the course and work to improve his/her grade. If all parties agree, a written improvement plan will be developed and signed by all parties. The student must then meet the conditions set forth in the written improvement plan in order to continue. Written improvement

plans are not automatically available, and CVCC reserves the right to remove a student from the program who is not making satisfactory progress at any time during the course.

All students must also demonstrate competency in the mastery of all required skills. Students must participate in all skills demonstrations as required by the course instructor.

All LNA students work under the nursing license of the course instructor. A student will be removed from the course for any unprofessional conduct, any violation of patient confidentiality, or any other action that causes the instructor to find that the student is no longer eligible to work under her/his nursing license. In the event this happens, the student will not be eligible to take another LNA course at CVCC.

In order for a student to be eligible to attend clinical, he/she must not be behind in his/her tuition payment plan. Any student who falls behind in his/her tuition payment plan will be required to meet with Ruth Durkee and the course instructor to review payment expectations. Continued failure to meet payment plan deadlines will result in immediate dismissal from the program. The Adult Education Office understands that payment plans may need to be adjusted, but we require students to take the responsibility for making these arrangements in a timely and appropriate way.

CVCC requires honesty, professionalism, and integrity from our LNA students in all matters. This includes being honest about their financial status and working with the Adult Education Office appropriately on financial matters. We cannot let someone work under an instructor's nursing license, with vulnerable adults, if we have any reason to question their honesty or integrity on any issue, including their financial integrity.

If a student must miss class or clinical time, he/she must call the course instructor before the class absence except in cases where an emergency prevents the student from calling. In case of emergency, the student must call the course instructor as soon as possible. Generally, if a student misses class and has not called the instructor before the absence or within 24 hours of the missed class, the student will be dismissed from the program. CVCC reserves the right to grant exceptions to this policy in extreme circumstances (i.e. significant accident involving the student or an immediate family member, death of a family member, etc.)

Students must make up any missed class time or clinical time. If a student misses class, the instructor will arrange for makeup. If a student misses more than two classes, the student must meet with the instructor and a CVCC school administrator if he/she wants to continue in the program or wants to be eligible to be moved to another class. This will only be an option if the student has a valid, documented reason for the absences and if a plan can be developed that allows for full program completion.

A student may be dismissed from the program for:

- Unexcused or excessive absences;
- Repeated tardiness;
- Failure to master required skills;
- Failure to maintain an 80 percent average on tests and quizzes;
- Failure to achieve an 80 percent or better on the final exam;
- Failure to maintain patient confidentiality;
- Failure to submit payments by due dates established by the Adult Education Office;
- Failure to meet one or more of the student responsibilities listed on the Student's Rights and Responsibilities sheet.
- Misrepresentation about criminal record/convictions.

The student has the right to meet with Ruth Durkee to review concerns leading to dismissal.

**Central Vermont Career Center  
Adult Education Program  
Licensed Nursing Assistant Registration Form**

<b>Name</b>		
<b>Mailing Address</b>		
<b>Town</b>	<b>State</b>	<b>Zip Code</b>
<b>Preferred Phone</b>		
<b>Additional Phone</b>		
<b>Email Address</b>		
<b>Date of Birth</b>		
<b>Do you have one of the following?</b> <input type="radio"/> <b>High School Diploma</b> <input type="radio"/> <b>GED</b>		
<b>Please list an emergency contact:</b> <b>Name:</b>		
<b>Phone number:</b>		
<b>Relationship to you:</b>		

*Please write a paragraph below explaining why you are interested in becoming an LNA. (The applicant must write this paragraph him/herself).*


**Course Tuition: \$1,100.00 plus \$150.00 State Exam and State License Fees** -- All payable to CVCC Adult Education. The textbook is included in the course tuition. Students are responsible for the cost of scrubs for clinical practice.

Please note: VSAC Non-degree grants may cover all or part of the \$1,100 course tuition but will not cover the \$150 state exam and state license fees.

**Course Registration for :**  **January 2018 LNA Course**    **OR**     **February 2018 LNA Course**

**A \$150.00 deposit or the full course cost must accompany your application unless you provide a copy of an official VSAC Non-degree grant award letter or a state agency voucher with this form.**

**Method of Payment:**  **Check (made payable to CVCC Adult Education)**  
 **Cash**  
 **Money Order**

*Note: If you do not include the deposit or a VSAC award letter or state agency voucher, you will NOT be registered.*

If you send the \$150 deposit but anticipate receiving financial aid, please let us know.

*My signature below acknowledges that I have read and understand my rights and responsibilities as outlined in CVCC's Students' Rights and Responsibilities and Nursing Assistant Program Policies. I also understand that once I am accepted into the LNA Program, I am financially responsible for timely payments of the full course tuition as outlined in the payment plan that CVCC will send to me, as set forth on tuition invoices, and/or as directed by the Adult Education Office. I further understand that failure to make payments by the due dates may be cause for dismissal from the program.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mail Registration Form and Deposit to:**                      **Central Vermont Career Center  
Adult Education Office  
155 Ayers St, Suite 2  
Barre, VT 05641**

Classes will fill on a first paid, first enrolled basis, and class size is limited. Please register early to ensure your place in the class. Cancellations must be received at least 7 days before the scheduled class start date in order for your deposit to be refunded. If you attend the first class, you will be responsible for the full tuition cost.

For more information, please call CVCC's Adult Education Office at 802-476-6237 ext. 2131.

*CVCC provides equal education opportunities to all learners regardless of race, color, national origin, gender, disability, religion, sexual orientation, gender identity, or marital/civil union status. Questions about this policy should be directed to the Assistant Director -- 802-476-6237.*