

Health Education Center, LLC

School Catalog

Revised April 29, 2016



Governing Body / School Officials:

- Cynthia Phillips, RN, BSN, LNHA – RN Program Coordinator

Faculty:

- Faculty members consist of APRN's, Registered Nurses and Licensed Practical Nurses currently licensed by the Kentucky Board of Nursing and have completed a Methods of Instruction Course in order to be eligible to teach the Kentucky Medicaid-Approved Nurse Training Course.

School Calendar:

- Nurse Aide Training Courses are administered on-line @ www.healtheducationcenter.us and can be accessed by students and instructors 24 hours per day, 7 days per week. The student is able to take

the course at their own pace, but must complete and successfully pass the course within one year of registration to be eligible for a certificate of completion and to take the state exam. Clinical experiences are scheduled by the institution based on clinical site and instructor availability.

Courses Offered:

1. The **Kentucky Medicaid-Approved Nurse Aide Training Course** is administered on-line @ www.healtheducationcenter.us.

Course Description: The course consists of a minimum of 59 lecture, theory, reading, testing, and skills practice hours as well as 16 hours in the clinical setting to prepare the student to sit for the state exam to become a Kentucky State Registered Nurse Aide (C.N.A.). The on-line course consists of 8 learning modules for the student to learn at their own pace and each module has a post-test to measure the student's learning. Upon successful completion of the required 59 hours of on-line study, the student will be required to perform 16 hours of clinical practice at an approved clinical site.

Prerequisites / Entrance Requirements: Applicants must be at least 16 years of age for admission to this course. No one will be allowed to complete the course if they are listed on the Kentucky Nurse Aide Abuse Registry. All applicants must provide proof of a current (within the last 12 months) Tuberculin PPD skin test (or equivalent) on or before the first day of clinical practice. The course is taught in the English language and all written materials are printed in the English language. No translation services are provided by the school. Students may utilize (at their own expense) translation dictionaries. No in-class translators or in-class tutors are allowed. All required course fees must be paid before beginning the course.

Course Completion Requirements: The student must have a minimum of 70% average on all test and exam scores and satisfactorily demonstrate all required skills to successfully pass the course. Upon satisfactory completion of the course, a certificate of completion will be issued to the student pending all course fees are paid in full.

Course Fees: Tuition fee: \$395.00

Textbook (required): \$80.00

Liability Insurance (required): \$50.00

TOTAL FEES: \$525.00

The cost of the state exam will be the responsibility of the student which is approximately \$75.00 and will be paid directly to the testing center.

Attendance Requirements:

- Students must successfully complete and pass all course requirements. Attendance at all clinical assignments is required. Students must be on time for their scheduled clinical assignments or BLS classes. *Absences for arranged clinical practice will result in a make-up fee of \$150.00 per day and must be paid before any make-up days will be arranged.* Any clinical practice time missed due to absence or tardiness will be re-scheduled at the convenience of the teaching institution based on instructor availability. No student will be allowed to attend clinical practice if they are tardy. Students that arrive late will be dismissed and must contact the school program coordinator, Judy Bowman @ Contact@healtheducationcenter.us to arrange for make-up days. Failure to attend a scheduled BLS Healthcare Provider Course will result in forfeiting the course fee without refund.

Standards of Academic Progress:

- Students are expected to conduct themselves in a professional manner while in the clinical settings. Students are also expected to attend all scheduled classes and clinical experiences, complete all assigned course assignments, and follow all instructions from the course instructor. Exams are given throughout the course and the student must maintain the minimum passing grade. Any student who fails to maintain the minimum passing grade or fails to satisfactorily perform any required skill at the discretion of the clinical instructor may be dismissed from the course. No

refunds will be issued for any reason. The student must take responsibility for learning the course content.

Withdrawal, Dismissal, and Re-entry:

- There is no refund on any tuition, insurance, or textbook charges. A student may be dismissed from a course for failing to meet the minimum passing requirements, demonstrating arbitrary behavior, displaying unacceptable or unprofessional behavior, or violating any clinical site rules or policies. Cheating of any kind will result in immediate dismissal from the course with no eligibility for re-entry. Any student who wishes to apply for re-entry, must submit a letter to the program coordinator, Judy Bowman, explaining the circumstances before a new application for the course will be considered. Re-entry may only be approved by the program coordinator. All letters for re-consideration must be e-mailed to Contact@healtheducationcenter.us.

Course Completion Documentation:

- All academic records are the sole property of Health Education Center, LLC. Students may request proof of course completion from the business office. There may be a fee associated with providing duplicate certificates of course completion or copies of other academic records. All academic records are stored electronically on the website as of May 06, 2013.

Payment of Fees:

- All course fees are due at the time of student registration. Fees are paid through PayPal using a credit or debit card. Any fees required for make-up days are due prior to re-scheduling with the program coordinator. If tuition and/or other fees are paid through a sponsoring health care institution, all payments must be made by the institution before a transcript or certificate of completion will be released.

Refund Policy:

- **There is no refund on any of the tuition, insurance, or textbook charges.** Since curriculums may vary between educational institutions, no previous credits will be accepted from other educational providers. The entire course must be completed with our institution. The Nurse Aide Certificate of Completion is valid for one full year from the date of issue for state testing eligibility. If a student fails to pass the state-administered exam within this timeframe, it will be necessary to repeat a Medicaid-approved Nurse Aide Training course. The only exception is for nursing students who have completed Fundamentals of Nursing with an approved or accredited school of nursing. Nursing students completing this requirement may sit for the state-administered exam without taking this course with valid proof of passing a Fundamentals of Nursing course. Previous experience as a Nursing Assistant or other ancillary health care worker does not qualify a student for any course credits.

Special Note for Online Courses:

- The required 16 hours of clinical practice for the on-line Nurse Aide Training Course must be completed with a long-term care provider under contract with the Health Education Center, LLC. Clinical practice dates and times will be arranged by the school for on-line students within 72 hours of completing the on-line final module exam.

Filing a Complaint with the Kentucky Commission on Proprietary Education:

To file a complaint with the Kentucky Commission on Proprietary Education, each person filing must submit a completed "Form to File a Complaint" (PE-24) to the Kentucky Commission on Proprietary Education by mail to Capital Plaza Tower, Room 302, 500 Mero Street, Frankfort, KY 40601. This form can be found on the website at www.kcpe.ky.gov.

Student Protection Fund:

KRS 165A.450 requires each school licensed by the Kentucky Commission on Proprietary Education to contribute to a Student Protection Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program. To file a claim against the Student Protection Fund, each person filing must submit a completed "Form for Claims Against the Student Protection Fund". This form can be found on the website at www.kcpe.ky.gov.

All questions can be forwarded to Judy Bowman, Program Manager at Contact@healtheducationcenter.us.