

## **Course Disclosure Statement ccCNA**

**5282 South Commerce Drive D 100 Murray Utah 84107**

**801.968.2262 (classroom phone) [www.ccna.com](http://www.ccna.com)**

1. Authority to Operate ccCNA is a Utah approved nurse aide program by Utah Nursing Assistant Registry 550 East 300 South Kaysville, Utah 84037 801.547.9947. ccCNA is exempt from REGISTRATION UNDER THE UTAH POSTSECONDARY PROPRIETARY SCHOOL ACT (Title 13, Chapter 34, Utah Code). The institution is not accredited by a regional or national accrediting agency recognized by the United States Department of Education.
2. Our Facility ccCNA classroom is fully equipped with hospital beds, IV poles, mannequins, desks, chairs, multi media projection equipment, built in sound system, wheelchairs, catheter bags, crutches, walkers, bedside commodes and the equipment and supplies needed for hands on learning.
3. Owners and Instructors Carol Lindsay, owner has been a Registered Nurse for 30+ years. Carol has taught CNA classes for 30+ years. She has worked in long term care, pediatrics, emergency, and labor & delivery. She holds a BSN in Nursing and a Masters in Management and a Masters in Nursing Education from the University of Wyoming. In addition to teaching Carol has been published in NurseWeek, Nursing Spectrum, American Journal of Nursing, Journal of Emergency Nursing and Nursing and the Salt Lake Tribune. Claudia Wilcox, owner has been a Registered Nurse for 30+ years. Claudia has taught CNA classes for 25+ years. She has worked as a Registered Nurse in long term care, emergency, pediatrics, home care, cardiology, endoscopy and OR. Nursing instructors and assistants include: Carol Lindsay MSN, RN, Claudia Wilcox RN, Connie Howard LPN, Charity Rast RN, Linda Olson LPN, Ginger Law RN,
4. Courses Offered ccCNA offers an 100 hour hybrid training course that prepares students to apply for and complete the state testing allowing them to be certified by the state of Utah as certified nurse aides and be placed on the state registry. At completion of the class students who pass our test and complete clinical hours will be placed on the state "completer" list and be given an application stating they have completed the requirements set by the state to take the state nurse aide certification test. Classes run throughout the year on a biweekly or monthly basis.
5. Cost Total costs and payment plans for each program, including application, registration fees, tuition, books, supplies, equipment, laboratory, special tutoring, late payment, and graduation fees. There are no payment plans. Full tuition to be paid on the first day of class. Total cost for the C.N.A. class is \$525. There are no loans, no installment plans and no interest.
6. Admission Requirements Student admission and enrollment requirements is 16. There is no granting of prior credit such as reduced hours in the program or any tuition discount for any previous education or training completed. Students in the nurse aide course must attend all 100 hours of nurse aide class complete the classes. Classes may be made up within a 3 month period at no additional charge. To pass the C.N.A. class and qualify to take the state test student must pass a final exam with 80% (80/100 test questions) Those who do not pass the C.N.A class may retake the class at no additional charge up to three times in a 3 month period after the original class is completed. Students who practice inappropriate behavior in the classroom or clinical setting will be expelled from the program. This

includes: drugs, alcohol, and inappropriate verbal or physical behavior with residents. Students will dress in a professional manner for their clinical experience. No one with a felony conviction or who is listed on a sex offender registry will be admitted to class. Clean, neat scrubs will be worn to clinical. Clean shoes. No facial jewelry. One pair of earrings only. Hair tied back away from face. No extra jewelry. No underwear, thong or otherwise to be visible at any time. Students will be charged \$25 for a first missed clinical, \$50 for second and third missed clinical and will be dropped from the program after a 4<sup>th</sup> missed clinical.

7. Job Placement Assistance with job placement is available through our clinical sites and recruiters who visit the classroom. Students who request assistance finding Jobs in long term care facilities are assisted in filling out applications and arranging interviews. Our clinical sites offer employment opportunities for the majority of our staff.

8. Refund Policy The refund policy for both withdrawn and dismissed students is the same. The \$525 fee is refundable up to 72 hours after payment.

Student \_\_\_\_\_

Carol Lindsay \_\_\_\_\_

Or Claudia Wilcox \_\_\_\_\_

Date \_\_\_\_\_