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April 2022
Volume 1



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**NURSE AIDE TRAINING PROGRAM REQUIREMENTS FOR THE STATE OF
New York**

1. State requirements: Students who wish to become candidates for the Certified Nurse Aide (CNA) New York state exam must complete the state required 125 minimum hours of training in which 95 hours must be in the classroom setting (60 theory and 35 skilled) and 30 must be hands on clinical experience in a long-term care facility. Journey Allied Health Training Center meets these requirements set forth by the State Department of Education.
2. Upon the student's successful completion of the Nurse Aide Training Program and clinical rotation Journey Allied Health Training Center will issue a training program completion certificate and/ or the candidate will be submitted to the state of New York as eligible for testing of the Certified Nurse Aide Certification with the written/oral and skills competency examination with the State of New York.
3. After the completion of the state approved Nurse Aide Training program the candidate must take and pass the state competency evaluation examination. The examination includes a written/oral and skills competency examination that is evaluated by an approved Registered Nurse with the approved testing agency. Candidates who successfully pass the written/ oral and skills competency examination will be listed on the States Nurse Aide Registry. The student will have 3 attempts at passing the written/oral and skills competency examination within one year of graduating from the Nurse Aide Training Program. After the 3rd attempt without passing the competency examination, the student must re-take the nurse aide training program.
4. If for any reason a student completes the Nurse Aide Training program in the state of New York but wishes to take the state exam in another state, the students should know that the new state may or may not accept New York hours of training as each state has a different requirement for hours of training for nurse aides Journey Allied Health Training Center does not guarantee that any state other than New York will accept the hours of education and allow the student to sit as a candidate for the CNA exam.
5. Once certified as a CNA, individuals must renew their certification every 2 years in order to stay active on the States Nurse Aide Registry. In order to remain on the registry and to be eligible to work in a licensed facility, the nurse aide must meet the requirements for re-certification. Federal/ State Regulations require that the nurse aide must be compensated as a CNA and work a minimum of eight hours within the last 24 consecutive months under the supervision of a Registered Nurse. If the nurse aide is unable to meet these requirements, then the nurse aide may have to take and pass the written/oral and skills competency examination again in order to update their

certification or comply with any re-certification requirements set forth by the state of New York.

6. Students should know that once certified in the state of New York you are only certified to work as a CNA in New York. If you choose to transfer your certification to another state, the student must apply to that state's reciprocity process. Please know that each state may consider the number of hours of training you have completed in comparison to their state's requirements before allowing your certification to transfer. It is possible that another state may not accept the number of Nurse Aide training hours completed with Journey Health Care Training Academy.

***You must attend every class and finish all hours in order to obtain a certificate of completion and take the state exam.**

PREREQUISITES FOR ACCEPTANCE INTO THE NURSE AIDE TRAINING PROGRAM

1. Enrollment requirements

- NATP application
- Registration fee of \$100.00 non-refundable in any event
- Course Deposit
- Government issued ID
- Social Security Card
- PPD
- GED/High School Diploma
- Physical
- Drug Screen
- Hep B Immunization or titers
- Measles, Mumps, Rubella, Varicella (MMRV) Immunization or titers
- Covid-19 complete vaccination

*****No student will be added to the roster after the second day of class**

CRIMINAL SCREEN AND BACKGROUND REQUIRMENTS

I understand that in accordance with the state Commissioner of Health that if I am to be employed in a nursing home and or home care services agency. I must submit to a criminal background check and routine substance abuse screening. I understand that if I do have a criminal record or am unable to pass a routine substance abuse screening, that it may prevent me from obtaining employment in a nursing home. Criminal background checks will be done by the prospective employer prior to employment.

Students enrolling in this program must be aware that their successful completion of this course does not permit them to take the CNA exam, nor does it permit them to work in a

long-term care facility. Journey Allied Health Training Center cannot be held responsible for a student's inability to obtain employment as it is up to the students to know their criminal history.

If you have worked as Nurse Aide in a prior state and have any allegations that have been reported to the nurse aide registry that are pending, please know this information may also prohibit you from working in a long-term care facility in the state of New York as well. Any adverse information on criminal background checks can hinder an individual from obtaining employment.

NURSE AIDE TRAINING PROGRAM INCLUDES

1. Tuition paid for this course provides you with access to the following:

- State approved Nurse Aide Training program
- 4 weeks day course or 9 weeks P.T Day or weekend, 8 & 11 weeks P.T evening.
- Classroom, lab and clinical experience
- CPR, and AED certification (if not already obtained)
- Textbook and Student Workbook
- Student ID badge
- Student Schedule
- Lab supplies
- Uniform
- Student Insurance
- Job placement assistance

*Your name should be same on both government issued documents provided otherwise, the state testing center may refuse your testing application.

2. Should the student lose any tangible items listed above the student will be responsible for replacing the items and the replacement cost associated with that item. In order for the students to be successful in the course, each student must have all of their own equipment.

Replacement costs:

- Textbook \$50
- Student Workbook \$20
- CPR card \$25
- Uniform \$40
- Student ID badge \$5

RESPECT POLICY

The code of conduct is the professional standards for conduct, attitude, performance, and ethics while enrolled in a nurse aide training program shall be observed during class, lab, clinical rotation and the testing for the state competency examination. Students must display professionalism and self-control in order to meet the demands of the duties as a nurse aide. Disruptive behavior and inappropriate language such as profanity will not be tolerated. Inappropriate discussion of personal problems during any phase of training and testing is not permitted. Failure to follow the code of conduct is immediate basis for dismissal from the program.

CODE OF CONDUCT

- Appropriate interaction with instructors, coworkers, residents, etc.
- No personal cell phone usage during class, lab, or clinical rotation. Phone use is limited only to emergencies. All other calls must be made and received during breaks. The student must leave the classroom to make and receive calls. Cell phones should never be visible in resident's rooms.
- Disruptive behavior or inappropriate language, such as, profanity or inappropriate discussion of personal problems, during any phase of training and testing is not permitted.
- Display of professionalism and self-control is required to meet the demands of the duties as a nurse aide, instructor, program coordinator and school administrator.
- Student shall not perform a task for which the trainee has not received training.
- Practice all safety precautions taught for each lab skill.
- Reporting appropriate information, such as changes or problems in resident, to instructor and/or appropriate staff member.
- Student must follow and adhere to HIPAA Guidelines.
- Student must respond to emergencies in the clinical area.
- No sleeping or distractive behavior during class.
- Anyone caught cheating will be immediately dismissed form the program and tuition fees will be non-refundable. Anyone turning in an item without his/her name on it will not receive credit for the item; it will not be graded.
- No playing/horsing around with lab equipment; utilize equipment for learning purposes only.
- You are responsible for your own activity and are expected to abide by the rules of the Nurse Aid Training program.
- Student must bring books (note / text / work/pen/pencil) to class every day.
- Maintain proper infection prevention guidelines when caring for residents.

DRESS CODE

- Dress Code with name tag identification is to be worn every day. Name tag identification will be provided by Journey Health Care Training Academy.
- Student must wear school issued scrubs during class, lab and clinical rotations.
- Students must wear all white, closed toed nursing shoes while in scrubs/uniform.
- Student must maintain adequate personal hygiene, socks and shoes at all times to classroom, lab and clinical. Uniform must be clean, neat and crisp. Your undergarments should not be visible underneath your uniform.

- Hair should be neat, clean and tied up.
- Fragrance should not be worn when working around patients/residents. People may have allergic reaction or may suffer with respiratory problems causing difficulty breathing.
- Come prepared with a second-hand watch, a small notebook and a pen.
- Nails are to be kept short to prevent client/resident injury.

COMPLAINT/GRIEVANCE PROCEDURE

All grievances need to be submitted in writing via the student grievance form to the program coordinator. The program coordinator must follow up on the grievance within 2 days of grievance submission to investigate the problem. The Program coordinator will interview all parties involved and make a determination regarding the problem. The student will receive a final answer regarding the grievance within 5 days from the date the grievance was filed. Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information? Contact the New York State Education Department at: New York State Education Department 116 West 32nd Street, 5th Floor New York, New York 10001 Attention: Bureau of Proprietary School Supervision (212) 643-4760 (See Appendix A).

TERMINATION/WITHDRAW

1. In case of termination by the school for inappropriate behavior, unsafe practices, or any other cause for course dismissal, the student will not receive a refund.
2. Withdrawal from class must be requested in writing and is not official until the administrator receives the letter. A withdrawal does not cancel the student's financial obligation entered until this day. A student who does not formally withdraw from class is liable for all fees and associated expenses. A "Business Office Hold" will be placed on the student's record until the financial obligation has been paid. If payment is not received after 30 business days, information will be sent to agency collection.
3. Student withdrawing within the first day of school will receive a refund. \$100 will be deducted to cover registration fee.
4. Student will be recorded as 'released from the program' on the date the student has signed the official termination/withdrawal form.

PAYMENT POLICY

Paid in Full- Students may pay for the Certified Nurse Aide (CNA) Training program course in full prior to the start of the course. This is the preferred method. Payments will only be accepted in the following forms: cash, money order, certified funds check, credit card, or debit card. No personal checks will be accepted.

Program	CNA Day	CNA Evenings	CNA Weekend	CNA part-time evenings 4 days a week
Hours	125	125	125	125
Tuition	1830.00	\$1830.00	\$1830.00	\$1830.00
Books	\$70.00	\$70.00	\$70.00	\$70.00
Registration Fee*	\$100.00	\$100.00	\$100.00	\$100.00
Total	\$2,000.00	\$2,000.00	\$2000	\$2000

(Please note Journey Allied Health Training Center, LLC currently does not participate in outside funding).

- CNA Full Time AM/PM 4 Weeks- This Curriculum follows the mini refund policy.**

125 HOUR CNA TUITION

\$2,000

THEORY/SKILLS: 3 weeks, Monday -Friday; 8am to 3:00 pm
or 4pm to 11:00pm 6 hours/day
(30 hours a week).

Externship: 1 Week, 6 hrs. Per day = 30 hours.

TOTAL = Four (4) Weeks 125 hours.

- CNA Part Time Evening 8 Weeks This Curriculum follows the Quarters refund policy.**

THEORY/SKILLS: 8 weeks Monday through
Thursday 6pm-10pm

4 hours/4days= 16 hour/ week x6 wks.

Externship: 2weeks (16 hours/weekly for CNA class)

TOTAL = Eight (8) Weeks 125 hours

- CNA Part Time AM 10 Weeks- This Curriculum follows the Quarters refund policy.**

150 HOUR NURSING ASSISTANT TUITION \$2,000

THEORY/SKILLS: 7 weeks, Tuesdays and Thursdays,
8am to 4pm (7.5 hours/day)
(15 hours/week)

Externship: 2 week, 7.5 hours/day, (15 hours/weekly
for CNA class) = 30 hours.

TOTAL = Nine (9) Weeks 125 hours.

CNA Part Time PM 11 Weeks-This Curriculum follows the Quarters refund policy.

125 HOUR NURSING ASSISTANT TUITION
\$2,000

THEORY/SKILLS: 9 weeks Tuesdays and
Thursday, 4:00pm-11:00pm.

6 hours/day (12 hours/week).

Externship: 2 weeks, and 1 day 6 hours/day, (12
hours/weekly for CNA class) = 30 hours. TOTAL =
Eleven Weeks = 125 hours.

CNA Weekend 9 Weeks-This Curriculum follows the Quarters refund policy.

125 HOUR NURSING ASSISTANT TUITION \$2,000

THEORY/SKILLS: 7 weeks, Saturday and Sunday, 8am to
4pm (30 min break) 7.5 hours/day (15 hours/week)

Externship: 2 week, 7.5 hours/day, (15 hours/weekly
for CNA class) = 30 hours.

TOTAL = Eleven (11) Weeks, 125 hours.

CNA COURSE

Method of Payment: Plan A Payment in full: Tuition \$1830.00,
Registration \$100.00, Books: \$70.00= \$2,000

Method of Payment: Plan B Initial Down Payment of \$544 with weekly
payments of \$364.00 until balance is paid. This must be paid in full by the end
of class.

See late payments for more information.

Policy for granting previous education and training

Please note that the program is a 125 hour course. Credit is not given for previous education
and training. You must complete the full 125 for course completion.

REFUND POLICY

MINI Refund Policy:

Any Curriculum that is 6 weeks or less will follow the mini refund policy see below.

A. A student who cancels within 7 days of signing the enrollment agreement receives all monies returned with the exception of the non-refundable registration fee.

B. Thereafter, a student will be liable for

1. The non-refundable registration fee plus
2. The cost of any textbooks or supplies accepted plus
3. Tuition liability as of the student's last date of physical

attendance.

Tuition liability is determined by the percentage of the program offered to the student.

As per Education law 5002(3), the school catalog submitted for approval shall indicate the amount of refund due the student in the event of withdrawal

If termination occurs school may keep:

0-15% of the program = 0%	\$0.00
16-30% of the program = 25%	\$457.50
31-45% of the program = 50%	\$915.00
46-60% of the program =75%	\$1372.50
After 60% of the program= 100%	\$1830.00

Although placement assistance service is provided, the school cannot guarantee a job to any student or graduate.

By my signature, I agree to the conditions of this agreement. I also verify that I have read and received a copy of the agreement and the school catalog.

QUARTERS Refund Policy:

Any Curriculum that is 7-14 weeks will follow the quarter’s refund policy see below.

A. A student who cancels within 7 days of signing the enrollment agreement receives all monies returned with the exception of the non-refundable registration fee.

B. Thereafter, a student will be liable for

1. The non-refundable registration fee plus
2. The cost of any textbooks or supplies accepted plus
3. Tuition liability as of the student's last date of physical

attendance.

Tuition liability is determined by the percentage of the program offered to the student.

As per Education law 5002(3), the school catalog submitted for approval shall indicate the amount of refund due the student in the event of withdrawal

If termination occurs school may keep:

Prior to or during the first week = 0%	\$0.00
During the second week =25%	\$457.50
During the third week = 50%	\$915.00
During the fourth week =75%	\$ 1372.50
After the fourth week =100%	\$1830.00

Although placement assistance service is provided, the school cannot guarantee a job to any student or graduate.

By my signature, I agree to the conditions of this agreement. I also verify that I have read and received a copy of the agreement and the school catalog.

By my signature, I agree to the conditions of this agreement. I also verify that I have read and received a copy of the agreement and the school catalog.

Student Signature _____

Parent/ Guardian Signature _____

Date: _____

The agent who enrolled me was:

Cert. #: _____

Student Signature: _____

Parent/ Guardian Signature _____

Date: _____

I have received a copy of the Student Disclosure

Material.

Student Signature _____ Date:

Parent/Guardian Signature _____

Accepted for the school by _____ Date:

LATE PAYMENTS

1. If tuition is not paid in full by clinical start date the student will not be allowed to take the final exam therefore will not receive certificate of completion. This will prohibit the student from taking the certified nursing assistant state examination.

2. If payments are not made when scheduled, the student will be charged a late fee. Students may be dropped from the program if fees are not paid as promised. Students will be assessed a late fee penalty of \$30 per week if payments have not been made as promised. Student must pay late fees and balance in order to be eligible for clinical, school final exam, and obtain a certificate of completion. If a student is delinquent with payments, they may not be able to attend class.

Failure to comply with the guidelines set forth will result in further disciplinary action and/or withdrawal of program.

HOLIDAY CALENDAR

Journey Allied Health Training Center will observe the following holidays.

- New Year's Day (1st of January)
- Martin Luther King (3rd Monday in January)
- Memorial Day (last Monday in May)
- Independence Day (4th of July)
- Labor Day (1st Monday in September)
- Thanksgiving Day (last Thursday in November) The day before Thanksgiving and the Friday after.
- Christmas Eve (December 24th)
- Christmas Day (December 25th)

EMERGENCIES AND INCLIMENT WEATHER

In the event of an emergency, the school will notify the student of any class/clinical delay or cancellation via (phone, remind app). In the event of inclement weather, such as ice, sleet, flooding or any other natural weather or local disaster, school will close when The Lakeland Central School District and or Peekskill School District are closed or delayed. Evening classes' students will be contacted.

When class/clinical is delayed, the time must be made up prior to the completion of class. Every effort will be made to plan the make up for a day when student is available. There will be pre-planned make up days on the calendar. Please see your schedule to view those dates. However, scheduling conflicts may result in the student finishing class with the next scheduled class.

CLASSROOM, LAB AND CLINICAL POLICIES

- 1. Sign in/out sheet:** Students must sign in and out every day. Students are responsible for keeping up with their own sign in sheet for class, lab and clinical.
- 2. Attendance, absences, and tardiness:** Student must attend class every day and be on time. Due to the critical nature of the program, students may *not* make up more than one classroom day. *Clinical is mandatory and only one day of clinical may be made up on the day set forth by instructor.* Students who miss more than the allowed class time will have to attend a make-up day which will be pre-assigned at the start of the class session. There will be an additional fee for this make-up day of \$100.00. All class make up time must be conducted during the hours in which the state has approved the facility to operate. Excessive tardiness and/or leaving class early will be grounds for dismissal. After two or more days of tardiness student will be placed on probation and/or terminated from the program.
- 3. Breaks:** Student must take breaks as scheduled. Students are allotted a 5-minute grace period to return from any break or lunch. A student that is more than 5 minutes late from a break is considered late and it will be counted as a tardy. Students that have more than two tardy occurrences from a break will be placed on probation and/or terminated from the program.
- 4. Late:** If a student knows that he/she is going to be late or absent, the student must call the school to notify a staff member at least 30 minutes prior to class start time. If no answer the student must leave a message. Notification by anyone other than the student will not be accepted and will compromise the student's enrollment status. Any absences must be made up. Extensive absences may result in dismissal from the program. It is the student's responsibility to consult with the instructor for the requirements and date of make-up work. Student must complete all required hours and lessons in order to qualify for graduation.
- 5. Assignments:** Students must read over the assigned material before and after each class and complete assignments for next day. Students who have not completed the required reading or assignments will be placed on probation and/ or could be terminated from the course.
- 6. Evaluations:** Students will receive three evaluations. The first evaluation will occur during the midpoint of classroom/lab learning. The second evaluation will occur during the midpoint of the clinical portion of the course. The last evaluation will be the final evaluation and will inform the student of their overall progress in the course.

All evaluations will be provided to the students by the instructor in written format and the student will be responsible to sign understanding of the evaluation.

- 7. Passing criteria:** To pass the classroom instruction of the course, the student must maintain an average of 70% or above on all tests. Students below 70% or a 'C' will need remediation. Assistance from instructor will be available if necessary.

GRADING SCALE

Grade	%
A	100-90
B	89-80
C	79-70
D	69-60
F	59 or below

- 8.** Lab is based on a pass/fail scale and each student must receive a grade of pass in order to graduate from the program. Students will be given only TWO chances to demonstrate a skill properly. If a student is unable to demonstrate a skill properly after two tries, the student will be removed from the program without a refund. If a student is unable to pass the skill demonstrations in the lab, student will not be allowed to attend clinical until the skills are mastered in the lab.

Clinical is based on a pass/fail scale and each student must receive a pass in order to graduate from the program. If a student is unable to demonstrate satisfactory skill mastery in the clinical setting or preforms tasks in an unsafe fashion, the student will be removed from the program without a refund.

9. Class schedule:

Full-time Daytime Monday thru Friday 8:00 a.m. –3:00 p.m.
Full-time Evening Monday thru Friday 4:00 p.m. – 11:00 p.m.
Weekend Saturday and Sunday Part-time 8:00 a.m.- 4:00 p.m.
Part-time day Tuesdays and Thursdays 8:00 a.m.- 4:00 p.m.
Part-time evenings Tuesdays and Thursdays 4:00p.m.- 10:00 p.m.

- 10. Tests and final exam:** A test may be administered daily. No test or exam will be given unless the student has completed the required assignments. Student must arrive on time in order to take any test or exam. Only one make-up test or exam is allowed per program. It is the student's responsibility to consult with their instructor for the requirements and date of their make-up test or exam. Student must successfully pass a final exam with the school to graduate.

- 11. Academic dishonesty:** Cheating of any kind during a test or any assignments will be grounds for dismissal from the school, including but not limited to: talking during a test, discussing or reviewing any items on the exam with anyone else during the

exam, consulting books or notes during an exam, and/or sharing answers to tests or assignments with a student who has missed a class.

- 12. Sexual harassment and abuse:** Absolutely no sexual harassment in any form will be tolerated and is ground for immediate dismissal from the program. Verbal or physical abuse will not be tolerated either. Vulgar or suggestive language, reference to racial, sexual, and ethnic, ridiculing or excluding other students, gang attire, and bullying will not be tolerated. All above behavior will result in the student being removed from the program and no refund will be provided.
- 13. Smoking:** Smoking is only allowed outside the school in designated area and cigarette butts must be disposed of properly. No smoking is allowed on clinical site at any time.
- 14. Drug and alcohol:** No drug and/or alcohol is allowed at the school or at the clinical site. Students caught on campus or in clinicals with any of these substances will be immediately dismissed from the program. Any student suspected to be under the influence of these substances will be subject to a drug/ toxicology screen and removed from the course pending results. Journey Allied Health Training Center retains the right to administer random drug tests to any student attending the nurse aide training program. Refusal to take the drug test/ screening is grounds for immediate dismissal from the program.

CLINICAL GUIDELINES

1. Students are required to arrive at the clinical site 15 minutes before start time. Each day before starting clinical a mandatory 10 to 15 minutes pre-clinical conference will be held to inform students of their duties and the status of the instructor evaluation process.
2. All students must abide by all guidelines, policies, and procedures mandated by the instructors. Students must report resident abuse to the clinical instructor. If student does not adhere to the expectations of clinical, the instructor has the right to ask student to leave the facility. No refund will be given to students.
3. Under no circumstances is the student to contact the clinical facility in an attempt to schedule independent clinical days. Make up clinical days should be arranged with the instructor only.

MISCELLANEOUS RULES

- 1. Physical demands and environmental conditions:** Student should be aware that the following may occur lifting during patient transfers, pushing wheelchairs up to 300

pounds, visual acuity to monitor and evaluate patients, ability to read and write, and exposure to infectious materials.

2. **Visitors:** Students are not allowed to have visitors in the classroom while school is in session or in the clinical or lab setting. Children are not allowed to be in the school while student is in class. We will ask anyone who is not a student to leave the school.
3. **School property:** In the event that the student damages school property, certificate of completion will not be released until the cost of damaged to school property is replaced or paid for. The student may be subject to attorney fees and other filing fees made due to the damage.
4. **Job placement:** Journey Allied Health Training Center does not guarantee job placement after graduation. Students who graduate the program in satisfactory standing may consider using the instructor as a point of reference for future jobs. Instructors may become the student's first job reference based upon the skills and behavior demonstrated while enrolled in the Nurse Aide Training Program.

I have received and read a copy of policy and procedure, code of conduct and customer service in service and I understand and agree by evidence of my signature.

Signature

Date

Witness

Date

VOLUNTARY PHOTOGRAPHS CONSENT, WAIVER, AND RELEASE

I, _____, CONSENT AND GIVE PERMISSION TO Journey Allied Health Training Center to photograph my Certified Nurse Aide Training. I understand that any such photographs, and all rights associated with them, will belong solely and exclusively to Journey Health Care Training Academy, LLC, which shall have the absolute right to copyright, duplicate, reproduce, alter, display, distribute, and/or publish

them in any manner, for any purpose, and in any form including, but not limited to: print, electronic, video, and/or internet.

I voluntarily waive any and all rights with respect to any such photographs, including compensation, copyright, and privacy rights and any right to inspect or approve such photographs and/or copy, print or other materials that may be used in connection with them. I hereby release and discharge, and agree to hold harmless, Assured and Associates, its officers, agents and employees, and all persons acting under its permission or authority, from any to Journey Allied Health Training Center, LLC claims and liability in connection with such photographs and/or their use.

I HAVE READ AND FULLY UNDERSTAND THE CONTENTS OF THIS CONSENT, WAIVER, AND RELEASE FORM, AND I SIGN IT FREELY AND VOLUNTARILY. (Please note agreement to the consent/waiver & release is not a condition for enrollment)

Student Name (First, Last) _____

Signature _____

Date _____

Parent/Guardian Signature & Date _____

<p>Addendum to the Enrollment Agreement for Nurse Aide Programs</p>
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I, _____, understand that federal and state law requires any person employed in a Residential Health Care Facility (RHCF) as a nurse aide or nurse assistant or orderly to be listed in the Nurse Aides Registry maintained by each state. Although the law pertains to Nursing homes, most New York City hospitals are also requiring certification of hiring.

1. I may obtain placement on the New York State RHCF Nurse Aide Registry by successfully completing a training program approved by the New York State Education Department AND by passing a two-part Nurse Aide competency exam offered by Prometric, the contracting agency for New York State. This exam consists of a clinical skills portion and a written or oral portion.
2. I understand that in accordance with rules set forth by Prometric, I will not be able to take the New York State Nurse Aide Competency Exam without my Social Security Card.

3. If I am hired to work in a nursing home after graduation, I must pass both parts of the competency exam and be on the registry within four months of graduation.
4. If not employed, I must pass both parts of the exam within two years from the date I graduated. If I do not choose to test within two years and later choose to test, I realize I must complete a new training program before I will be able to take the exam.
5. I will have three chances to pass each part of the exam. If I do not pass the clinical skills portion of the exam by the third try, I may not take the written or oral exam. If I do not pass either section by the third try, I must repeat the program if I wish to work in a nursing home. I understand that I will have to repeat the program at a school different from where I originally trained.
6. The fee for the exam is payable to New York Commissioner of Health not to the school. The fee is \$115.00 for the entire exam (clinical and written). There is an additional fee for repeating either part of the exam. If I fail to appear for the exam, I will have to pay an additional fee of \$115.00 for the exam.
7. If I work for a nursing home upon successful graduation, I understand that I may submit receipts to the nursing home from my CNA training and exam fee in order to receive partial reimbursement from New York State.
8. **I understand that in accordance with the state Commissioner of Health that if I am to be employed in a nursing home and or home care services agency, I must submit to a criminal background check.**
9. **I understand that if I do have a criminal record, it may prevent me from obtaining employment in a nursing home.**

All the points above have been explained to me by the representative of

Journey Allied Health Training Center (School's Name).

Student's Signature

Date

Signature of School Representative

Date

Disclosure

The student must be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school, or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

Make up classes: If students miss a class or clinical day that needs to be made up, the student is responsible for payment of the missed class of \$100 for each class (clinical/ classroom). The make up date will be discussed and decided by the Primary Instructor and Director.

School Description

Journey Allied Health Training Center is a separate entity, located in the Vision office building in the city of Peekskill. There is ample access to parking and is close to public transportation. The classroom is handicap accessible. There is an elevator available, and the bathroom is handicap accessible. The classroom is a self-contained one-room that has both instructional section and the practice area where the student will learn their hands on skills. The classroom contains all the required equipment and elements as required by the NYSDOH and BPSS for the student to learn all the skills required.

Journey Allied Health Training Center employees:

Owner: Dr. Deborah Blades-Clarke, RN, DNP, MSN, ACNP-BC

Director: Dr. Deborah Blades-Clarke, RN, DNP, MSN, ACNP-BC

Program Coordinator: Dr. Deborah Blades-Clarke, RN, DNP, MSN, ACNP-BC

Agent: Dr. Deborah Blades-Clarke, RN, DNP, MSN, ACNP-BC

Primary and Clinical instructor: Dr. Deborah Blades-Clarke, RN, DNP, MSN, ACNP-BC

Biography:

Dr. Deborah Blades-Clarke is a registered nurse and nurse practitioner. She holds a Bachelor of Science degree in Nursing from Lehman College, a Master of Science degree in Nursing with a specialization as Clinical Nurse Specialist in Adult and Aged Nursing from the College of Mount Saint Vincent, a Post-Master's Certificate from the College of New Rochelle as a Nurse Practitioner-Acute Care/ Adult and a Terminal Nursing degree as a Doctor of Nursing Practice with a specialty in Advanced Practice Leadership from Chamberlain College of Nursing.

Dr. Blades-Clarke has worked as a full-time Assistant Professor of Nursing at a college in the Bronx. Dr. Blades-Clarke clinical work experience includes nursing home/ long-term care, assisted living, med-surg, home care and occupational/ employee health.

During Dr. Blades-Clarke second year of nursing school she worked as a nurse's aide at the local nursing home close to the college, this is where her love and passion for the field of geriatrics started. Dr. Blades-Clarke hopes to extend that compassion for this field to the students she serves.



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Appendix A

Information for Students
Student Rights

Schools are required to give this disclosure pamphlet to individuals interested in enrolling in their school.

What is the purpose of this pamphlet?

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Licensed private career schools which are licensed by the New York State Education Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help insure the educational appropriateness of the programs which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department, at minimum, every four years, thereby helping to insure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to ensure that the educational program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful

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employment. In addition, Bureau staff will continue to work with all the schools to help insure that a quality educational program is provided to you.

Who can file a complaint?

If you are or were a student or an employee of a Licensed Private Career School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

What can a student or employee complain about?

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

How can a complaint be filed by a student or employee?

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

The steps you must take to file a complaint with the New York State Education Department are:

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement,

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financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.

2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.
3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

What is the Tuition Reimbursement Fund?

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending non-degree proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

What is the tuition refund and cancellation policy?

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement.

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Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

What should students know about "private school agents?"

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

What should students know about "grants and guaranteed student loans"?

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government).

Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours-the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you.

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It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the interest charged on these loans.

Read and understand all the information and applications for financial aid grants and loans before signing.

Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?

Contact the New York State Education Department at:

New York State Education Department
116 West 32nd Street, 5th Floor
New York, New York 10001
Attention: Bureau of Proprietary School
Supervision
(212) 643-4760

This pamphlet is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Career Schools.