Certified Nursing Assistant: A career that can change your life.

Imagine a job that rewards you for caring about others...that is exciting and challenging...a job where you make a difference. Whether you’re just starting your career or ready for a change, now is the time to consider becoming a Certified Nurse Assistant.

The American Red Cross is the premier provider of Nurse Assistant Training and has prepared individuals for work in the nursing field for over 100 years. Students learn in a hands-on environment under the eyes of caring and professional nurses, supported by a nationally developed Red Cross Curriculum that exceeds state standards.

Although scholarships are usually available, the Red Cross CNA training program fee is $800 which includes a total of 120 hours of fully supervised classroom, lab and clinical training, all participant materials, certification in Adult CPR/AED and Community First Aid certifications to provide you with a competitive advantage when searching for employment. We also include an additional day referred to as an “Exam Cram” day. Students are given the opportunity to come back into the classroom a day or two before their state exam to review and practice their skills. Students will receive Blood Pressure training at this time to help continue to grow their resumes. Students are provided with Life-Skills Training which includes assistance with writing a resume’ and cover letter along with interviewing tips and tidbits. In addition, we pre-arrange the State of WI CNA Evaluation Exam to guarantee our students a testing date within 2 - 3 weeks of course completion to ensure their ability to obtain gainful employment as soon as possible. This also provides our students with the opportunity to test in a classroom of which they are familiar and with their fellow classmates. This helps relieve a lot of the additional stress behind testing. Students are promptly given their testing results that same day so they can immediately start their healthcare career.

Enclosed are copies of the CNA Training course details, application form, health and TB forms to be completed by a physician, program information and policies, background check disclosure release, general course information and the 2014 training schedule.

We look forward to working with you and helping you build a successful career in nursing!

Tanya Christianson, CNA Training Coordinator
(715) 902-1035 (c)  (800) 727-0477 (o)  (715) 258-5979 (f)
Tanya.Christianson@redcross.org
Application Process and Procedures

Course Forms:

I understand that in order to register for a class I need to return the following items with my completed application at one of the Registration Days Listed below.

_____ The completed application. (Pages 1-3)

_____ Background Check Information: Required Background Check Forms through both Asurint and the DOJ/DHS.

_____ A copy of your driver’s license and a “SIGNED” copy of your social security card (please put both on one page)

_____ Payment in the form of a Credit Card, Money Order or Cashier’s Check (NO PERSONAL CHECKS or CASH Accepted)

_____ If an outside source is covering all or a portion of the cost of the training (UMOS, DWD, DVR, NEW CAP, W2-WIA, CAP Services, St Vincent De Paul, etc.) a signed voucher must be included with the application.

_____ Copy of HS Diploma, Transcripts or GED (If not included or available students are required to complete a reading and math TABE Test to ensure students are able to read, write and comprehend at an 8th grade level or above. TABE Testing will be done at the Registration Session at no additional cost to the students)

_____ Completed Grant Application if funding is requested must be submitted along with proof of income and letter of recommendation from anyone accept an immediate family member.

_____ Students with a “current” CPR & First Aid certificate do not need to attend the CPR & First Aid portion of the class if a copy of a “current” certification is provided at registration.

_____ Physical Exam completed by your health care provider (NOTE: Please see attached form)

_____ 1-Step TB test, Chest X-ray or Quantiferon Gold Blood Test (La Crosse students must complete a 2-Step TB test)

Registration Sessions are held at:

1. Green Bay – 121 Bader St. Green Bay on the 2nd & 4th Thursdays of each month at 11am – 1pm
2. Oshkosh – 515 S. Washburn St, Oshkosh on the 1st & 3rd Thursdays of each month at 11am – 1pm
3. Waupaca – 418 School St, Waupaca on the 2nd & 4th Mondays of each month at 11am – 1pm

Course Uniforms:

_____ I understand that I will need to wear a WHITE scrub top for and RED scrub bottoms to class activity including CPR/First Aid, classroom, lab and clinical, graduation day, exam cram day and for the State Exam. PLEASE NOTE: Red scrub pants are available for you to purchase from the Red Cross at the Registration Day.

_____ Small, Medium, Large, XL: $15.00 each  _____ 2XL: $17.00

For any questions or concerns please contact Tanya Christianson via email at Tanya.Christianson@redcross.org or 715-902-1035.
AMERICAN RED CROSS NURSE ASSISTANT TRAINING APPLICATION

The purpose of the American Red Cross Nurse Assistant Training course is to provide the information and skills that will enable nurse assistants to provide quality care for residents in nursing homes, as well as supplemental information and skills that will enable them to provide quality health care for clients at home and patients in hospitals. The program is designed with input from educators, caregivers, and long-term industry representatives from across the United States. The American Red Cross Nurse Assistant Training course is approved by the State of Wisconsin Department of Health Services and provides students with job skills needed to become a qualified CNA.

The American Red Cross is accepting applications for upcoming Nurse Assistant Training classes. Classes are offered at the following American Red Cross office locations.

Altoona - 3728 Spooner Ave. Altoona WI 54720  ●  Green Bay - 121 Bader St. Green Bay WI 54308
Oshkosh - 515 S. Washburn St. Oshkosh WI 54904  ●  Waupaca - 418 School St. Waupaca, WI 54981
La Crosse - 2927 Losey Blvd. La Crosse WI 54601  ●  Woodville – 220 Lockwood St. Woodville, WI 54028

Registration Guidelines: Students are required to attend the minimum 120 hours as required by the state. Minimum class size is 8 students / maximum of 16 students. Enrollment is limited! Acceptance is based on first come, first served, with completion of a student application packet, copies of DL & SS Card and the course payment of $800. If applying for a scholarship, the completed application must be submitted with all of the required documentation in order to be considered. A student is not considered registered until the required paperwork has been received. Textbook and materials will be provided at the mandatory Registration Day.

Refunds: If a student decides not to take a class after payment has been received, student will receive a refund of what has been paid less the $250.00 enrollment fee. Occasionally there are significant life events – health issue, family emergency, etc., that make them unable to attend or complete a course. Students must provide documentation of a personal health issue within 2 weeks of course start day to be eligible for a waiver of the fees. Students who have started the course, but have requested a refund before 60 hours of training have elapsed, will receive a refund of 50% of course fees paid. Students dropping from the course after the first 60 hours will not receive a refund. Students do not receive a refund if they are dismissed from the course for cause, regardless of the elapsed time. Students will not receive a refund if they fail the course.

Absentee Hours: Students who miss classroom hours need to utilize the pre-scheduled make-up day and will be required to pay an additional $25.00 per hour that needs to be made-up. Students who are late or miss clinical time will be dropped from the program without refund.

State Exam: The evaluation fee to include nurse aide applicants on the state registry is not part of the training program. The evaluation (testing fee) is $115. NO PERSONAL CHECKS or CASH is accepted. The State of WI contracts with the American Red Cross to provide the testing service to conduct the evaluation for those that successfully complete the training course. The American Red Cross training center is an approved “in-facility” testing site. If either the written or skills portion of the initial evaluation is failed, subsequent evaluation(s) must be scheduled at a regional testing site. Completed testing applications, documentation, and the testing fee of $115 must be processed or submitted by the final classroom date listed on the class schedule in order to be included with the group for “in-facility” testing at the American Red Cross office. Those successfully completing the American Red Cross Nurse Assistant Training program that DO NOT wish to participate in “in-facility” testing will be responsible for submitting the necessary paperwork and payment individually.

Acceptance into this course does not guarantee receiving a certificate of completion, nor does it guarantee passing the state test for licensure if the course certification is received. For questions regarding the CNA program contact Tanya Christianson, Training Coordinator at (715) 902-1035 or by email at Tanya.Christianson@redcross.org. All registration packets can be sent via email to Tanya.Christianson@redcross.org, faxed to 715-258-5979 or mailed to the Red Cross at 418 School St. Waupaca WI 54981.

(Signature below indicates that I have read and understand the American Red Cross payment information listed above.)

SIGNATURE: ____________________________ DATE: ____________________________

PRINT NAME: __________________________________________________________________

Consent of parent or legal guardian if above individual is a minor.
I consent and agree, individually and as a parent or legal guardian of the minor named above, to the foregoing terms and provisions.

SIGNATURE: ____________________________ DATE: ____________________________

PRINT NAME: __________________________________________________________________
AMERICAN RED CROSS NURSE ASSISTANT TRAINING APPLICATION

Class Location: (Circle 1): Altoona  Green Bay  La Crosse  Oshkosh  Waupaca  Woodville

Start Date: ______________________________ Class ID # ______________________________

PLEASE PRINT LEGIBLY

Last Name: ____________________________ Legal First: ____________________________ Middle Name: ____________________________

Home Address: ____________________________ City: ____________________________ Zip: ____________________________

County: ____________________________ Primary Phone: ____________________________ Alternate Phone: ____________________________

Email: ____________________________

Highest Grade Completed: ____________________________ Month and Year: ____________________________

In Case of an Emergency Notify: Name ______________________________________ Day Phone: ____________________________

Current Employer if Applicable: ____________________________ How Long?: ____________________________

How Did You Learn About This Course?: ____________________________

Please Note Any Special Considerations That Might Affect Your Ability To Participate In this Program: ____________________________

____________________________________________________________________________________

Have you worked as a Nurse Assistant/Home Health Aid before?  YES  NO  Were you previously certified?  YES  NO

BACKGROUND INFORMATION DISCLOSURE RELEASE

I give to the American Red Cross of East Central WI, its representatives and assigns, permission to receive, read, copy, and
duplicate, any criminal justice summary data sheets forwarded from the state of Wisconsin Department of Justice (DOJ) as a result
of submission of Wisconsin Criminal History Request Form (DJ-LE-250A), and any responses received from the Department of
Regulation and Licensing (DRL) and the Department of Health and Family Services (DHFS) for purposes of fulfilling provisions of
sections 48.685 and 50.065 of the Wisconsin Statutes.

I understand that copies of the information listed above and received by American Red Cross of East Central WI will be
presented/delivered to the Clinical Training Facility prior to entry into the clinical portion of the American Red Cross Nurse
Assistant Training program.

I understand that based on the results of this information received by American Red Cross of East Central WI and
presented/delivered to Bethany Home of Waupaca or Weyauwega Health Care Center in Weyauwega prior to the clinical portion of
the American Red Cross Nurse Assistant Training course, I may be denied entry into the clinical portion of the American Red Cross
Nurse Assistant Training program.

I understand that denial of entry into the clinical portion of the American Red Cross Nurse Assistant Training course does not
entitle me to reimbursement of any of the course fee paid or invoiced to date.

(Please print legibly)

Full Name –First  Middle  Last  Social Security Number

Address, City, State, and Zip Code

Telephone Number  Date of Birth
<table>
<thead>
<tr>
<th>Read &amp; Initial</th>
<th><strong>Nurses Assistant Training Program Information and Policies</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Attendance and punctuality are required for all class and clinical sessions. Refunds will not be given for missing class or clinical time. See course and student information from registration packet for the full policy.</td>
</tr>
<tr>
<td></td>
<td>RED Scrub Bottoms and a WHITE Scrub Top are required to be worn to each course sessions/activity. Footwear must be low heeled, non-skid shoes with closed toes and heels. <strong>tennis shoes are acceptable.</strong> Socks must also be worn. Watch with second hand is optional. Students NOT wearing proper attire will be asked to go home and change. Missed time will fall under the attendance policy listed below.</td>
</tr>
<tr>
<td></td>
<td>ATTENDANCE: Students are responsible for participating in a scheduled make-up day for any missed classroom time as indicated in the course schedule. <strong>Absentee students utilizing the make-up day will be required to pay an additional $25.00 per hour.</strong> No PERSONAL checks accepted &amp; all payments must be made in advance. <strong>Zero hours may be missed from the clinical time. You WILL automatically fail if clinical time is missed.</strong></td>
</tr>
<tr>
<td></td>
<td>Personal hygiene is important. Daily bathing and use of deodorant is required. Aftershave, cologne or perfume use is not appropriate for classrooms and clinical. Outside of wedding, engagement bands and small post earrings in earlobes, jewelry is not permitted. Facial piercing must be removed or covered. Fingernails should be short and clean. Absolutely NO fake or acrylic nails will be permitted. Hair should be clean and neat and should be tied back and away from the face.</td>
</tr>
<tr>
<td></td>
<td><strong>Cell phones and pagers must be turned-off during classroom time and are not allowed during clinical.</strong> Students found text messaging during classroom and/or clinical time will be dismissed from the class without refund. Students are allowed to use cell phones on break but not within the classroom or the clinical setting.</td>
</tr>
<tr>
<td></td>
<td>Professional, respectful, and safe behaviors are expected at all times, both in the classroom and clinical. Verbal or physical abuse of students, residents, instructors, Red Cross or clinical staff will lead to immediate dismissal from class. Class disruptions, theft or damage to property will not be tolerated and will lead to dismissal from the class without refund and other appropriate actions will be taken when necessary.</td>
</tr>
<tr>
<td></td>
<td>Students receiving two memorandums from the instructor with regards to action or lack of action within the training program WILL be dismissed from the program. Students may be dismissed at any time for inappropriate behavior. No refunds will be provided.</td>
</tr>
<tr>
<td></td>
<td>If requested, a partial refund <strong>MAY</strong> be provided if the student drops or is dismissed by the instructor within the first 60 hours of the course. A student must email the CNA Coordinator at <a href="mailto:Tanya.Christianson@redcross.org">Tanya.Christianson@redcross.org</a> to officially cancel from the course. &quot;No Shows&quot; are not considered officially cancelled. If cancellation or dismissal occurs after 60 hours of class, no refund will be given and the sponsoring agency will be invoiced for the full course fee.</td>
</tr>
<tr>
<td></td>
<td>Equipment and supplies are the property of the American Red Cross and/or the clinical site and should not be damaged or altered or a student may be required to pay for the cost of the item(s). All supplies and equipment should not leave the classroom or clinical site.</td>
</tr>
<tr>
<td></td>
<td>Payment of the course fee and attendance does not entitle the student to course certificate, licensure or employment. Completion certificates must be earned by attending and participating, demonstrating the knowledge, attitudes and skills which meet the course exit requirements. Students are expected to complete their homework, skills and assignments, and have a test score of at least 80% to be successful in the course.</td>
</tr>
<tr>
<td></td>
<td>Smoking is prohibited on Red Cross grounds. Please park in designated areas and smoke only inside your vehicle.</td>
</tr>
<tr>
<td></td>
<td>You are expected to arrive for each course session at least 5 minutes prior to the start of class so that you are IN your seat promptly on class start time. You must stay until dismissed and attend all sessions.</td>
</tr>
<tr>
<td></td>
<td>Program questions, concerns and complaints should be emailed to Paulene Kipke, CNA Training Manager at <a href="mailto:Paulene_Kipke@redcross.org">Paulene_Kipke@redcross.org</a> or 715-271-9914 between 8 am - 4:30 pm, Monday-Friday. The CNA Training Manager will conduct a follow-up within two business days to address any situation.</td>
</tr>
</tbody>
</table>

**I have read the N.A.T. Training Program Information and Policies outline and agree to comply with the guidelines.**

| Student Signature |  |
BACKGROUND INFORMATION DISCLOSURE (BID)

Completion of this form is required under the provisions of Chapters 48.685 and 50.065, Wis. Stats. Failure to comply may result in a denial or revocation of your license, certification, or registration; or denial or termination of your employment or contract. Refer to the instructions (F-82064A) on page 1 for additional information. Providing your social security number is voluntary; however, your social security number is one of the unique identifiers used to prevent incorrect matches.

PLEASE PRINT YOUR ANSWERS.

Check the box that applies to you.

☐ Employee / Contractor (including new applicant)  ☐ Household member / lives on premises - but not a client
☐ Applicant for a license or certification or registration (including continuation or renewal)  ☐ Other – Specify:

NOTE: If you are an owner, operator, board member, or non client resident of a Division of Quality Assurance (DQA) regulated facility, complete the BID, F-82064, and the Appendix, F-82069, and submit both forms to the address noted in the Appendix Instructions.

Name – (First and Middle)  Name – (Last)  Position Title (Complete only if you are a prospective employee or contractor, or a current employee or contractor.)

Any Other Names By Which You Have Been Known (Including Maiden Name)  Birth Date  Gender (M / F)  Race

Address Street, City, State, ZIP Code  Social Security Number(s)

Business Name and Address - Employer or Care Provider (Entity)

SECTION A - ACTS, CRIMES, AND OFFENSES THAT MAY ACT AS A BAR OR RESTRICTION

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Do you have any criminal charges pending against you or were you ever convicted of any crime anywhere, including in federal, state, local, military and tribal courts?</td>
<td></td>
</tr>
<tr>
<td>➢ If Yes, list each crime, when it occurred or the date of the conviction, and the city and state where the court is located. You may be asked to supply additional information including a certified copy of the judgment of conviction, a copy of the criminal complaint, or any other relevant court or police documents.</td>
<td></td>
</tr>
</tbody>
</table>

| 2. Were you ever found to be (adjudicated) delinquent by a court of law on or after your 10th birthday for a crime or offense? (NOTE: A response to this question is only required for group and family day care centers for children and day camps for children.) | |
| ➢ If Yes, list each crime, when and where it happened, and the location of the court (city and state). You may be asked to supply additional information including a certified copy of the delinquency petition, the delinquency adjudication, or any other relevant court or police documents. | |

| 3. Has any government or regulatory agency (other than the police) ever found that you committed child abuse or neglect? A response is required if the box below is checked: | |
| ☐ (Only employers and regulatory agencies entitled to obtain this information per sec. 48.981(7) are authorized to, and should, check this box.) | |
| ➢ If Yes, explain, including when and where it happened. | |

| 4. Has any government or regulatory agency (other than the police) ever found that you abused or neglected any person or client? | |
| ➢ If Yes, explain, including when and where it happened. | |

(continued on next page)
### SECTION A (continued)

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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</table>
| 5. Has any government or regulatory agency (other than the police) ever found that you misappropriated (improperly took or used) the property of a person or client?  
  ➢ If Yes, explain, including when and where it happened. |   |
| 6. Has any government or regulatory agency (other than the police) ever found that you **abused an elderly person**?  
  ➢ If Yes, explain, including when and where it happened. |   |
| 7. Do you have a government issued credential that is not current or is limited so as to restrict you from providing care to clients?  
  ➢ If Yes, explain, including credential name, limitations or restrictions, and time period. |   |

### SECTION B – OTHER REQUIRED INFORMATION

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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</table>
| 1. Has any government or regulatory agency ever limited, denied, or revoked your license, certification, or registration to provide care, treatment, or educational services?  
  ➢ If Yes, explain, including when and where it happened. |   |
| 2. Has any government or regulatory agency ever denied you permission or restricted your ability to live on the premises of a care providing facility?  
  ➢ If Yes, explain, including when and where it happened and the reason. |   |
| 3. Have you been discharged from a branch of the US Armed Forces, including any reserve component?  
  ➢ If yes, indicate the year of discharge:  
  ➢ Attach a copy of your DD214 if you were discharged within the last 3 years. |   |
| 4. Have you resided outside of Wisconsin in the last 3 years?  
  ➢ If Yes, list each state and the dates you lived there. |   |
| 5. Have you had a caregiver background check done within the last 4 years?  
  ➢ If Yes, list the date of each check, and the name, address, and phone number of the person, facility, or government agency that conducted each check. |   |
| 6. Have you ever requested a rehabilitation review with the Wisconsin Department of Health Services, a county department, a private child placing agency, school board, or DHS designated tribe?  
  ➢ If Yes, list the review date and the review result. You may be asked to provide a copy of the review decision. |   |

A “NO” answer to all questions does not guarantee employment, residency, a contract, or regulatory approval.

I understand, under penalty of law, that the information provided above is truthful and accurate to the best of my knowledge and that knowingly providing false information or omitting information may result in a forfeiture of up to $1,000.00 and other sanctions as provided in DHS 12.05 (4), Wis. Adm. Code.

**SIGNATURE**

**Date Signed**
AMERICAN RED CROSS NURSE ASSISTANT TRAINING PROGRAM
STUDENT & COURSE INFORMATION

Program Objectives: The program helps nurse assistants to:
- Form a relationship, communicate and interact competently on a one-to-one basis with the resident.
- Demonstrate sensitivity to each resident’s emotional, social and mental health needs through skillful, directed interactions.
- Assist residents in attaining and maintaining functional independence.
- Exhibit behavior in support and promotion of each resident’s rights.
- Demonstrate observation and documentation skills needed in the assessment of residents’ health, physical condition, and well-being.

Instruction: The Nurse Assistant Training course is taught by instructors who are authorized by the American Red Cross. These instructors include registered nurses and sections of the training program may also be instructed by workplace program instructors and doctors of chiropractic. The instructional program meets state and federal standards for nurse aides and is approved by the State of Wisconsin Department of Health and Social Services. The maximum student/teacher ratio for classroom instruction is sixteen to one (16/1) and the maximum student/teacher ratio for clinical is eight to one (8/1).

Students are considered registered and accepted when a completed Student Application form, Health & TB form, Background Information Disclosure form, Background Information Release form, verification of date of birth, verification of social security number, and deposit or signed facility agreement are on file with the American Red Cross Medical Education Training office. The Red Cross does not discriminate on the basis of race, color, national origin, handicap, or age regarding admission to, access of or treatment during this program or activities.

Class Location: Classroom and Labs are held at the American Red Cross offices in Altoona, Green Bay, La Crosse, Oshkosh and Waupaca. The clinical portion of the program will be held at a facility close to the training site unless otherwise notified. Classes held in Woodville at the Park View Community Center. Incoming and outgoing calls during training hours are limited to EMERGENCIES ONLY. Do not call the clinical site for questions regarding this program. Please contact Tanya Christianson, CNA Coordinator at 715-902-1035 or Tanya.Christianson@redcross.org for inquiries and/or concerns.

Cancellation of Classes: Courses will not be held for fewer than eight (8) students. Classes are filled on a first-come, first-served basis. A full refund of course fees will be made to the student for a course canceled by the American Red Cross, if it is not feasible to reschedule a student in a subsequent class. Students will receive a call from the instructor if classes are cancelled due to weather conditions. DO NOT call the facility to check for a canceled clinical. "Bad weather" days are not built into the schedules. Class will be rescheduled according to the availability of the classroom, clinical facility, and instructors. Students are expected to attend ALL classroom sessions and the clinical sessions to which they are assigned.

Refunds:
- If a student decides not to take a class after payment has been received, student will receive a refund of what has been paid less the $250.00 enrollment fee.
- Occasionally there are significant life events – health issue, family emergency, etc., that make them unable to attend or complete a course. Students must provide documentation of a personal health issue within 2 weeks of course start day to be considered for a waiver of the fees.
- Students who have started the course, but have requested a refund before 60 hours of training have elapsed, will receive a refund of 50% of course fees paid.
- Students dropping from the course after the first 60 hours will not receive a refund.
- Students do not typically receive a refund if they are dismissed from the course for cause, regardless of the elapsed time.
- Students will not receive a refund if they fail the course.
- Students receiving financial assistance through a Red Cross grant programs are not eligible for a refund if they drop / fail / or do not complete the program for any reason.
Attendance: **UNEXCUSED ABSENTEEISM IS NOT ALLOWED.** Attendance is required at all sessions. It is the responsibility of the student to be physically present at all classes. Students will be responsible for contacting the instructor on the number provided during the orientation day prior to the start of a class if an emergency arises. Students must complete all classroom work. A make-up session will be scheduled at the end of the course for students with excused absences or tardiness. Students with an excess number of absences or tardiness will be automatically dismissed from the class without a refund. Students will be charged an additional $25.00 per hour utilized during the make-up day. This fee is to be paid in advance. No PERSONAL checks are allowed.

**Attendance for all 32 hours of the scheduled clinical is required. No Exceptions! If you miss you fail.**

- **Arrivals:** Class will begin promptly at the time designated on the class schedule. The student is responsible for all missed work. The instructor will make no allowances in the workload. Students should arrive 5 - 10 minutes early so they can be in their seats promptly at the start of class.
- **Departures:** Class will end at the official dismissal of the instructor.
- **Breaks:** Are given as assessed by the instructor. Students are expected to stay within the set time frames.

**Dress Code:** All students are required to wear a name tag supplied by the Red Cross while in the classroom and clinical setting. These name tags are NOT to go home with you. They are to remain in the classroom.

- Students must be appropriately dressed in RED Scrub Bottoms and a WHITE Scrub Top during ALL program activities including CPR/First Aid, classroom, lab and clinical days, graduation day, exam cram day and for the State Exam. Shoes must be closed toed and closed heeled with non-skid soles and worn with socks, hair pulled back, and no dangly jewelry. Jewelry must be limited to wedding or engagement bands only. Tattoos should be covered when possible and facial piercing must be removed or covered with a Band-Aid. Fingernails should be short and clean. Absolutely NO fake or acrylic nails will be permitted. Personal hygiene is important. Daily bathing and use of deodorant is required. Aftershave, cologne or perfume use is not appropriate for classrooms and clinical.

**General Information:**

- Children are not allowed to attend classes with parents.
- Students should clean-up work area throughout the duration of the course.
- The American Red Cross is a Smoke-Free Environment; we are promoting a better health environment for all. Thank you for you cooperation.
- Food is allowed in the classroom. **CLEAN UP AFTER YOURSELVES!!** If classrooms are left a mess these privileges will be immediately removed. Beverages need to be in closed containers in the classroom. During clinicals food and beverages will be allowed only during breaks.
- Drugs of any form, including alcohol, are not allowed. Any student who is found using illegal drugs or alcohol or who arrives to class under the influence of drugs or alcohol will automatically be dismissed with no refund.
- A student found cheating will be dismissed with no refund. Cheating is a serious violation of academic integrity.
- Students should cooperate with instructors and other students.
- Please plan ahead to take care of your health throughout the course by eating right and resting adequately.
- Students should expect to spend time out of class for homework assignments and practicing skills. Any student unable or unwilling to complete the necessary out-of-class work should not expect to be successful in the course.
- Please have a back-up plan for both childcare and if your vehicle were to break down.

**Confidentiality:** Confidentiality pertaining to all patient matters shall be strictly enforced. Under NO circumstances may a student divulge any information concerning a patient’s medical, social or financial condition, type of care, diagnosis, prognosis or other matters to the public.

**Accidents:** Any accident, incident, or injury to a patient or student must be reported to the Instructor immediately. Appropriate action will be taken upon receiving a report.
Grounds for Dismissal: The dismissal of a student is an individual matter and the reasons may be complicated and complex. In making a determination to remove a student, the student’s knowledge, skills, and attitude will be considered. Following are examples of valid reasons for discharge and by no means constitute an all-inclusive list. Certain issues may be reported to authorities if warranted. Refunds won’t be given to students who are dismissed.

- Inability to care for residents in a safe and effective manner
- Inability to meet course objectives
- Repeated tardiness
- Missing more than the approved number of classroom training
- Missing any of the scheduled clinical hours
- Disruptive, indecent or immoral conduct or behavior
- Possession or use of un-prescribed drugs or alcohol
- Theft of property of the Red Cross, clinical facility, staff, students, or patients
- Cheating
- Neglect of duty
- Patient abuse
- Indiscretion concerning facility or patient affairs
- Discourteous treatment or incompatibility with patients, public, instructor, staff, or other students
- Obtaining or conveying confidential information
- Falsifying information on records
- Use of personal cell phone
- Receipt of two student memorandums from the instructor

Completion Requirements: To successfully complete this program the student must:
- Attend and participate fully and safely in all scheduled course and clinical sessions.
- Score at least 80% on each written quiz and the final test given in the course.
- Perform all core skills correctly in the skill lab portion of the course.
- Demonstrate mastery of skills and knowledge by providing quality care to residents during clinical assignments. Mastery shall be demonstrated by performing skills at the 100% level, using judgment which indicates an understanding of the course content and a dedication to the safety and dignity of the resident, and attending and behaving appropriately in the clinical setting.

Certification: Upon successful completion of course requirements, the student receives certificates for following:
- American Red Cross – Nursing Assistant Training (wallet certificate and an 8 ½ X 11” certificate for framing)
- American Red Cross – An Adult CPR/AED & Community First Aid (wallet certificate)
- American Red Cross – Bloodborne Pathogens Training (wallet certificate)

Placement: At the end of the course, instructor will complete an evaluation form for each student and will have an individual conference with the student to discuss the evaluation. American Red Cross Instructor will provide a copy of the classroom and clinical evaluation to each student for use when applying for employment. Duplicate copies of any paperwork may be obtained from the C.N.A. Coordinator for an additional fee of $5.00. Do not give your instructors name as a reference. Provide your evaluations to potential employers as a reference of your performance within the program. Completion of the course does not guarantee successful completion of the competency exam nor does it guarantee employment.

Competency Evaluation: The State of WI Competency Evaluation fee is not included as part of the nurse assistant training course. The American Red Cross is approved by Pearsonvue as an “in-facility testing agency” which means that students completing the American Red Cross CNA Program will be permitted to test as a group, in a classroom of which they are familiar, within 2 - 3 weeks of course completion. Students are asked to pay the $115.00 testing fee in the form of a cashier’s check, money order or credit card before the final day of class. Once submitted or invoiced, there are no refunds for the testing fee. Each student is responsible for having their testing fee of $115 (or the signed facility agreement indicating that the testing fee is being paid for by the agency), submitted to the American Red Cross by the date indicated on the class schedule in order to participate as part of the group for in-facility testing. Students who DO NOT have the $115 testing fee in as scheduled, must submit the necessary paperwork individually and attend an examination a regional testing site. Each nurse aide applicant will receive a Wisconsin Nurse Aide Candidate Handbook that describes the process of applying for and taking the National Nurse Aide Assessment Program Examination. Each nurse aide applicant is responsible for reading the handbook. Applicants must successfully pass both the written or oral examination and the skills evaluation within 1 year of the nurse aide training program completion in order to be eligible for placement on the Wisconsin Nurse Aide Registry. If the applicant does not pass the examination additional fees outlined in the Wisconsin Nurse Aide Candidate Handbook will apply and participants must apply to a Regional Testing site.
Bias Free Program and Accommodations for Handicapping Conditions

The American Red Cross Nursing Assistant Training Program follows the Fundamental Principles outlined in the mission of the American National Red Cross which include: Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, and Universality.

As part of the impartiality principle, and public service mission of the Red Cross, public course offerings do not discriminate based on: gender, religion, politics, age, sexual orientation, race, or nationality. As of January 26, 1992, the Americans With Disabilities Act bars discrimination against people with disabilities in places of public accommodation. Title III of the law bars private entities (including service organizations), from discriminating against individuals with disabilities in the provision of their goods and services. Because the American Red Cross Health and Safety Services provide courses and training to the public, it in turn provides services to a population of diverse needs.

NAT course participants must be able to demonstrate understanding of the principles of care and have the ability to perform the caregiving skills outlined on the skills checklist. Caregiving skills require that participants have:

- The ability to work from a standing, sitting, kneeling and stooping position. Participants must have the use of both arms and be ambulatory without aids and be able to lift 55 pounds and to push, pull and carry items such as wheelchairs, carts, trays, and laundry carts.
- The ability to read at a minimum 8th grade reading level and must be able to follow directives in English.
- The ability to communicate in written and verbal English.
- Sufficient vision, hearing and problem solving abilities to respond to the needs of the resident during daily activities, aggressive acts, seizures, respiratory distress, or emergencies.

In addition,

- Participants who require eyeglasses or hearing aids are responsible for providing their own devices during the NAT course.
- Participants who become injured or disabled during the NAT program, and are unable to complete the program, become a hazard to the environment or undermine the ability of the participant to perform caregiving skills, will not be eligible to continue in the program as accommodations will not be made. These individuals will be withdrawn and will need to start another course or may continue another course at the point in which they were injured, with a release from their physician and with written permission from the WI Office of Caregiver Quality. Participants with minor, temporary conditions may be accommodated, while in the classroom or skill lab, with clearance from their physician, if the condition does not jeopardize the safety of the student, client, instructor or other students.
- Participants must be able to pass the knowledge assessment tests with 80% or better as passing score for the final exam and demonstrate the skills listed on the required skills check off sheet in order to successfully complete the course and receive certification.
- Participants must be able to attend 120 hours of mandatory classroom hours including 32 hours of clinical.

Upon verification of a handicapping condition the following reasonable accommodations will be offered while enrolled in the NAT course:

- Provide a recorded oral examination for students with reading challenges. The student will listen to the pre-recorded questions and the student will record his/her answer on the answer sheet provided.
- A refrigerator is available for participants to store medications during classroom time.
- Instructional program incorporating a variety of learning styles to support visual, auditory and hands on learning
- Instructor availability before and after class hours (must be pre-arranged).
- 1:1 and/or small group learning in skills lab and clinical.
- Larger font type can be made available for any handout and/or test material upon request.
- Training videos and DVDs will be made available to course participants to review on site, with approval from the instructor and Health and Safety Services office representative during classroom site business hours.
- Frequent stretch breaks as needed.
- Overhead projector with large viewing area.
- Ability to arrange for participant seating to promote adequate sight and hearing during lectures.

Accommodations will not alter the requirements or nature of the NAT program nor will inflict an undue burden on the NAT program or the clinical site.

Revised: 7/1/14