01/2026

Avid CNA School

School Catalog/Student Handbook 2026-2027

67 S Sutton Rd
Streamwood, IL 60107

p. 630.855.3977
f. 630.855.8453

admin@avidcnaschool.com
www.avidcnaschool.com

Table of Contents

I. **General Information** **3**

Certificate of Approval 3

Brief History 3

Mission Statement 3

Vision 3

Institutional Objectives 3

Accreditation, Approvals and Memberships 4

Legal Entity 4

II. **Description of School** **5**

Location 5

Hours of Operation 5

Organizational Structure 8

III. **General Admission Requirements** **9**

Admission Requirements 9

IV. **Certificate Program Offerings: Allied Health Programs** **10**

BASIC NURSING ASSISTANT TRAINING (CIP Code 51.3902) 10

BNATP Course Syllabus 11

ELECTROCARDIOGRAM (ECG/EKG) TECHNICIAN (CIP Code 51.0902) 13

PHLEBOTOMY TECHNICIAN (CIP Code 51.1009) 15

Patient Care Technician Program (CIP Code 51.3902) 19

Specific Admission Requirements: 19

Program Objectives: 19

Content Outline 20

Basic Nurse Assistant Training Program 20

Phlebotomy Technician Program 21

V. **Grading Standards** **25**

Grading Scale and Standards 25

VI. **Criteria for Issuance of Certificate** **27**

BASIC NURSING ASSISTANT TRAINING PROGRAM (BNATP) 27

ELECTROCARDIOGRAM (ECG/EKG) TECHNICIAN 27

VII. **Policy on Time and Attendance** **28**

Absences 28

Tardiness 28

Health Care Worker Background Check 30

VIII. **Code of Conduct** **31**

IX. **Policy on Non-Discrimination** **36**

X. **Procedure on Obtaining Transcript** **37**

XI. **Student Services** **38**

XII. **Policies on Tuition, Fees and Refunds** **40**

XIII. **Policies on Complaints and Grievances** **43**

XIV. **Enrollment Agreement** **44**

BASIC NURSING ASSISTANT TRAINING (CIP Code 51.3902) 45

ELECTROCARDIOGRAM (ECG/EKG) TECHNICIAN (CIP Code 51.0902) 48

PHLEBOTOMY TECHNICIAN (CIP Code 51.1009) 50

XV. **Enrollment Agreement** **54**

Tuition and Fees 61

Payments, Refund, Cancellation Policy 61

Cancellation Policy 62

Withdrawal Procedure 63

NOTICE TO STUDENT 64

STUDENT ACKNOWLEDGEMENTS 65

General Information

Certificate of Approval

Issued by:
Illinois Board of Higher Education
1 N. Old State Capitol Plaza
Suite 333
Springfield, Illinois 62701-1394
Website: www.ibhe.org
Email: complaints@ibhe.org

Avid CNA School is not approved by a U.S Department of Education recognized accrediting body.

Brief History

For several years, the program coordinator at Avid CNA School has been active in the field of nursing education. The importance of providing the right training to students is very critical in order for them to perform their work properly, efficiently and safely. Avid CNA School was created with a purpose of producing high performing graduates and send them on their way to a strong path towards a career in healthcare.

Mission Statement

Avid CNA school seeks to provide quality training for future nurses' aides who would care for patients with compassion and safe quality care as a service to God and mankind. It also hopes to encourage and inspire future graduates to venture into higher health careers to provide the healthcare needs of the aging population.

Vision

To be recognized as the leader in the community in providing innovative and quality training for future healthcare workers.

Institutional Objectives

Avid CNA School seeks to create an educational and training experience that will help prepare students obtain a beginning career in the healthcare industry, contribute to the nursing staffing needs

of prospective employers and ultimately become productive members of the society. This can be accomplished by:

1. Recruiting individuals to become CNAs
2. Offering quality, low-cost programs with flexible scheduling
3. Assisting students obtain job placement through networking with prospective employers
4. Offering continuing education classes to help the students maintain competence
5. Integrating the use of technology in our instructions
6. Promoting awareness and embracing cultural diversity in the workplace

7. To keep students abreast of the contemporary nursing concepts that impact their practice.

Accreditation, Approvals and Memberships

Avid CNA School is approved by the Illinois Board of Higher Education to operate as a Private Business Vocational School.

Avid CNA School is approved by the Illinois Department of Public Health to offer the Basic Nurse Assistant Training Program (Certified Nursing Assistant)

Avid CNA School is not approved by a U.S Department of Education recognized accrediting body.

Legal Entity

Avid Associates, LLC

Description of School

Location

67 S. Sutton Rd.
Streamwood, IL 60107
Tel: 630 855 3977/Fax: 630 855 8453
Website: avidcnaschool.com/Email: admin@avidschool.com

Hours of Operation

MONDAY to FRIDAY (SATURDAY by appointment)

Academic Services	9:00AM to 7:00PM
Student Services	9:00AM to 5:00PM
Business Services	9:00AM to 5:00PM
Skills Lab Center	9:00AM to 9:00PM

2026

January 1	New Year's Day
3rd Monday in January	Martin Luther King, Jr. Day
3rd Monday in February	President's Day
Last Monday in May	Memorial Day
July 4	Independence Day
First Monday in September	Labor Day
2nd Monday in October	Indigenous Peoples' Day/Columbus Day
4th Thursday in November	Thanksgiving Day

December 25	Christmas Day

2027

January 1	New Year's Day
3rd Monday in January	Martin Luther King, Jr. Day
3rd Monday in February	President's Day
Last Monday in May	Memorial Day
July 4	Independence Day
First Monday in September	Labor Day
2nd Monday in October	Indigenous Peoples' Day/Columbus Day
4th Thursday in November	Thanksgiving Day
December 25	Christmas Day

PROJECTED COURSE OFFERINGS

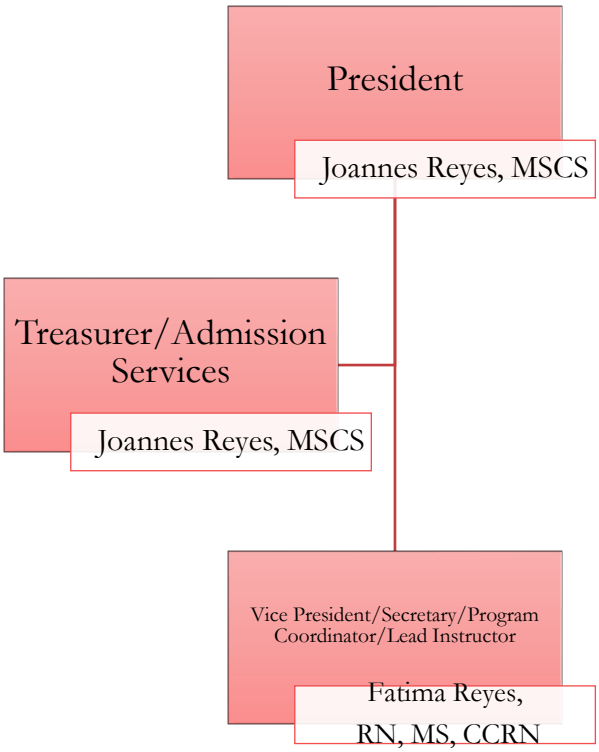
2026

1ST Term Feb 7-Mar 27	2nd Term April 6-June 26	3rd Term July 6-September 25	4th Term October 5-December 10
BNATP	BNATP, PHLEBOTOMY	BNATP, PHLEBOTOMY, EKG	BNATP, PHLEBOTOMY, EKG

2027

1ST Term February 7-April 15	2nd Term April 18-June 28	3rd Term July5-September 9	4th Term September 12-November 29
BNATP	BNATP, PHLEBOTOMY	BNATP, PHLEBOTOMY, EKG	BNATP, PHLEBOTOMY, EKG

Organizational Structure



General Admission Requirements

Admission Requirements

The following criteria will be used for acceptance to Avid CNA School

1. Completed Application
2. Signed Enrollment Agreement
3. Education Requirement:

Every applicant must submit proof of the following documentation:

- Copy of high school diploma or
- Copy of GED certificate or
- Standardized exam with 10th grade or higher reading proficiency

-Physical Examination

-must show result with TB skin test within the last 12 months.

-Criminal Background Check (to be initiated by school)

All candidates must go through criminal background check (CBC) within the last 12 months. Applicants with a conviction may be accepted into the program, however eligibility to sit for the state Competency Exam will be at the discretion of the state. A waiver will be needed for the application to be approved.

Certificate Program Offerings: Allied Health Programs

BASIC NURSING ASSISTANT TRAINING (CIP Code 51.3902)

The Basic Nursing Assistant Training Program (CIP Code 51.3902) consists of 120 clock hour of coordinated theory, lab and clinical learning activities. The program covers concepts on basic nursing skills. It is designed to prepare students to function under the supervision of the Registered Nurse in various healthcare settings. Successful completion of the program will lead to eligibility to sit for the competency exam administered by Southern Illinois University of Carbondale (SIUC). Upon successful passing of the state competency exam, the student's name will be added in the Nurse Aide Registry which means that a student can work as a Certified Nursing Assistant (CNA) in healthcare facilities.

Specific Admission Requirements:

1. The prospective student must be at least 16 years of age.
2. A reading comprehension proficiency of at least 10th grade level.
3. A Physical examination, which includes a TB test within the last 12 months
4. Criminal Background Check (to be initiated by school)
5. Copy of health insurance coverage if available
6. Must have a valid social security number

BNATP Course Syllabus

Program Objectives/Outcomes

At the end of the program, the nursing assistant graduate must be able to:
Describe the healthcare system and its role as part of the nursing team
Identify good work ethics
Demonstrate how to communicate with the healthcare team
Have an enhanced understanding of the older adults
Identify the human body structure and function
Demonstrate how to provide care for the older adults
Demonstrate how to promote safety
Discuss and demonstrate on how to prevent falls
Discuss and demonstrate the use of restraint alternatives and safe restraint use
Discuss and demonstrate how to prevent infection
Demonstrate good body mechanics
Discuss and demonstrate how to safely handle, move and transfer the person
Discuss and demonstrate how to perform grooming and hygiene
Discuss and demonstrate how to assist residents with bowel and urine elimination
Discuss and demonstrate how to collect specimen
Discuss and demonstrate how to assist with exercise and activity
Discuss and demonstrate how to assist with wound care
Discuss and demonstrate how to assist with oxygen needs
Discuss and demonstrate how to assist with rehabilitation and restorative nursing care
Discuss and demonstrate how to care of person with common health problems
Discuss and demonstrate how to care of person with mental health problems
Discuss and demonstrate how to care of person with confusion and dementia
Discuss and demonstrate how to assist with emergency care
Discuss and demonstrate how to care for the dying person

Course Outline

(5.5 hours/session) = 80 hours (plus clinical = 40 hours training):

Session 1	Introduction to Hospitals and Nursing Centers
	The Nursing Assistant
Session 2	Work Ethics
	Communicating with the Healthcare Team
Session 3	Understanding the Person
	Body Structure and Function
Session 4	Care of the Older Person
Session 5	Promoting Safety
	Preventing Falls
	Restraints Alternatives and Safe Restraint Use
Session 6	Preventing Infection
Session 7	Body Mechanics
	Safely Handling, Moving and Transferring the Person
Session 8	SUMMARY/MID TERM REVIEW/ EXAM
Session 9	Assisting with Comfort
	Assisting with Hygiene
	Assisting with Grooming
Session 10	Assisting with Elimination
	Assisting with Bowel Elimination
Session 11	Assisting with Elimination and Fluids
	Assisting with Assessment
	Assisting with Specimens
Session 12	Assisting with Exercise and Activity
	Assisting with Wound Care
Session 13	Assisting with Oxygen Needs
	Assisting with Rehabilitation and Restorative Nursing Care
Session 14	Caring for Person with Common Health Problems
	Caring for Person with Mental Health Problems
	Caring for Person with Confusion and Dementia
Session 15	Assisting with Emergency Care
	Caring for the Dying Person
Session 16	SUMMARY/FINAL REVIEW/EXAM

Textbooks:

Sorrentino, A. (2022). Essentials for Nursing Assistants, Mosby, 7th Edition, Evolve Elsevier.

Additional Materials:

Mosby's Nursing Assistant Skills Video Series- 10 volumes

Program Cost Full Assessment:

Item	Cost
Tuition	1095
Registration	50
Textbook and Workbook	170
Lab/Technology Fee	253
Exam Fee	85
Fingerprinting Fee	40
Uniform	92
BLS Training	80
Supplies	120
TOTAL	1985

ELECTROCARDIOGRAM (ECG/EKG) TECHNICIAN (CIP Code 51.0902)

Description
Clock Hours: 40
Theory/Lab/Clinical: 30/10/00
This 40-hour training will discuss the basic structure and functions of the heart, common cardiac disorders, subjective and objective data, diagnostic tests, how to perform ECG or record the heart's electrical impulses onto a paper strip. Students will have an understanding of the pattern of the signals of the heart to determine to determine normal or abnormal electrical problems. The ECG Technician will administer and document various types of ECG monitoring and will provide appropriate care of the equipment.

Specific Admission Requirements:

1. The prospective student must be at least 17 years of age.
2. A reading comprehension proficiency of at least 10th grade level.
3. A Physical examination, which includes a TB test within the last 12 months
4. Criminal Background Check (to be initiated by school)
5. Copy of health insurance coverage if available
6. Must have a valid social security number

Potential Places of Employment:

The ECG Technician works in physicians' offices, clinics, hospitals, and diagnostic centers.

Certification:

Successful graduates are encouraged to obtain a National Certification from the National Health Career Association. Benefits to obtaining an EKG Certification may include: more job opportunities, an increased pay scale, job security, and increased subject matter expertise.

Content Outline:

Chapter 1: Anatomy and Physiology
Chapter 2: Basic Electrophysiology
Chapter 3: Sinus Mechanisms
Chapter 4: Atrial Mechanisms
Chapter 5: Junctional Rhythms
Chapter 6: Ventricular Rhythms
Chapter 7: Atrioventricular Blocks
Chapter 8: Pacemaker Rhythms
Chapter 9: Introduction to 12 Lead EKG

Program Objectives/Outcomes:

- Student will be able to discuss the basic structure and function of the human heart
- Student will be able to discuss basic electrophysiology
- Student will be able to understand and recognize atrial rhythms
- Student will be able understand and recognize junctional rhythms
- Student will be able to understand and recognize ventricular rhythms
- Student will be able to understand and recognize heart blocks
- Student will be able to understand and recognize pacemaker rhythms
- Patient will be able to perform 12 lead ECG and manage ECG monitor
- Perform a 12 lead EKG
- Interpret basic arrhythmias
- Assess a patient for cardiac emergency
- Communicate with the patient appropriately
- Attach electrode to the chest, arms and legs
- Provide privacy for the patient during the test
- Provide clean working environment
- Practice universal precautions during the testing
- Document procedures appropriately

Textbooks:

Aehlert, B. (2022). ECG Made Easy 7th edition. Mosby. Evolve Elsevier.

Additional Materials:

Basic Dysrhythmias in CD-ROM (optional)

Program Cost Full Assessment:

Tuition	999
Registration	50
Textbook	100
Study Guide	59
Practice Test	54
Lab/Technology Fee	84
Exam Fee	134
Uniform	46
Supplies	25
TOTAL	1551

PHLEBOTOMY TECHNICIAN (CIP Code 51.1009)

Description
Clock Hours: 80
Theory/Lab/Clinical: 60/20/00
This 80-clock hour program prepares the graduate to function as phlebotomist and as a vital member of the clinical laboratory team whose main function is to obtain patient's blood specimens by venipuncture and micro collection along with transportation of other clinical laboratory specimens.

Specific Admission Requirements:

1. The prospective student must be at least 17 years of age.
2. A reading comprehension proficiency of at least 10th grade level.
3. A Physical examination, which includes a TB test within the last 12 months

4. Criminal Background Check (to be initiated by school)
5. Copy of health insurance coverage if available

Potential Places of Employment:

Phlebotomists are employed throughout the health care system - hospitals, neighborhood health centers, medical group practices, HMO's public health facilities, Veterans hospitals and blood banks. The field of phlebotomy has greatly expanded in the past several years and the role of this integral member of the health care team has recently been brought into much sharper focus.

The threat of AIDS, hepatitis and risks to all segments of society from other infectious diseases has dramatically emphasized the need for quickly expanding training programs, while maintaining the highest possible standards of instruction and continuing education for these health care professionals.

Patient safety and quality assurance, which adhere to the most stringent professional standards are essential at every echelon of the health care process. The society's continuing good health may very well depend on it.

Certification Requirement:

National certification to practice as phlebotomist is not required, however, successful graduates are encouraged to obtain a national certification. Benefits to obtaining a national certification may include: more job opportunities, an increased pay scale, job security, and increased subject matter expertise.

Program Objectives/Outcomes: At the end of the course,

- The student will be able to demonstrate overall knowledge of phlebotomy practice
- The student will be able to identify the organizational healthcare structure
- The student will be able to demonstrate safety practices in the healthcare setting and when conducting phlebotomy
- The student will be able to identify infection control strategies
- The student will be able to use basic medical terminologies
- The student will be able to identify body structure and functions
- The student will be able to discuss the basic circulatory, lymphatic and immune system function and structure
- The student will be able to identify the supplies needed for the venipuncture procedure
- The student will be able to demonstrate the venipuncture procedure proficiently
- The student will be able to demonstrate the dermal venipuncture procedure
- The student will be able to articulate possible complications of venipuncture procedure
- The student will be able to demonstrate arterial blood collection procedure
- The student will be able to identify legal issues affecting the practice of phlebotomy

Content Outline

Unit 1 Introduction to Phlebotomy

Chapter 1: Introduction to Phlebotomy
Chapter 2: Healthcare Structure
Chapter 3: Safety
Chapter 4: Infection Control

Unit 2 Basics of Phlebotomy

Chapter 5: Medical Terminology
Chapter 6: Human Anatomy and Physiology
Chapter 7: Circulatory, Lymphatic, and Immune System

Unit # 3 Specimen Collection

Chapter 8: Venipuncture Equipment
Chapter 9: Routine Venipuncture
Chapter 10: Dermal Puncture
Chapter 11: Venipuncture Complications
Chapter 12: Blood Collection in Special Population
Chapter 13: Arterial Blood Collection
Chapter 14: Special Collections and Procedures
Chapter 15: Special Non-Blood Collection Procedures

Unit 4 Specimen Handling

Chapter 16: Specimen Transport, Handling and Processing
Chapter 17: Point of Care Testing

Unit 5 Professional Issues

Chapter 18: Quality Phlebotomy
Chapter 19: Legal Issues in Phlebotomy

Textbooks:

Warekois, R. (2024). Phlebotomy: Worktext and Procedures Manual. 6th Edition, Elsevier.

Additional Materials:

Primrose, P. (2015). Complete Phlebotomy Exam Review. 2nd Edition, Elsevier.

Program Cost Full Assessment:

Item	Cost
Tuition	1395
Registration	50
Textbook	100
Exam Review	85
Study Guide	59
Practice Test	54
Lab/Technology Fee	100
Exam Fee	134
Scrubs	46
Lab Coat	30
Supplies	200
TOTAL	2253

Patient Care Technician Program (CIP Code 51.3902)

Clock Hours: 240 hours

Description: The student will be able to perform patient assessments, identify abnormalities of the cardiovascular system, interpret basic arrhythmias, perform and interpret electrocardiograph (EKG) results which will help the student become a member of the healthcare delivery team in hospitals, clinics, physician offices and cardiac rehabilitation centers. perform basic nursing skills in assisting medical personnel such as nurses to deliver quality patient care

Specific Admission Requirements:

1. The prospective student must be at least 17 years of age.
2. A reading comprehension proficiency of at least 10th grade level.
3. A Physical examination, which includes a TB test within the last 12 months
4. Criminal Background Check (to be initiated by school)
5. Copy of health insurance coverage if available
6. Must have a valid social security number

Program Objectives:

The EKG module will be able to recognize emergencies and alert physician who will determine the need for possible further invasive testing. The EKG technician will learn to prepare the patient for the exam by attaching the electrodes to the chest, arms and legs. He will learn to detect abnormalities or false readings in the electrocardiogram and to correct technical errors.

The Phlebotomy module. This is an introductory course designed to provide the student with the skills to be accurate, work well under pressure and communicate effectively as part of the healthcare team. This course teaches the student to acquire manual skills such as obtaining blood specimen by venipuncture and skin puncture techniques as well as mental skills such as ability to organize efficiently, perform under pressure and follow written standard procedures. He will obtain thorough knowledge of laboratory test requirement and departmental policies. In addition to training the student in collecting and transporting blood specimens for clinical laboratory analyses, he will be trained to assist in the collection and transportation of specimen other than venous blood. (I.e. urine, tissue, sputum).

The Basic Nurse Aide program is designed with the Modules developed by the Illinois Department of Health. This includes lecture, skills laboratory with demonstration and return demonstration,

clinical experience in health care settings. This program is designed to meet all of the Illinois Department of Public Health requirements. These include a minimum of

80 hours of class and 40 hours of supervised clinical practice.

Areas of study include communication, infection control, safety and emergency procedures, resident's rights, basic nursing skills, personal care skills, feeding techniques, and skin care.

Students learn how to transfer, position, dress, and ambulate residents and how to perform range-of-motion exercises. They also learn the signs and symptoms of common diseases and conditions and how to care for cognitively impaired residents (Alzheimer's Disease).

Content Outline

Basic Nurse Assistant Training Program

(5.5 hours/session) = 80 hours (plus clinical = 40 hours training):

Session 1	Introduction to Hospitals and Nursing Centers
	The Nursing Assistant
Session 2	Work Ethics
	Communicating with the Healthcare Team
Session 3	Understanding the Person
	Body Structure and Function
Session 4	Care of the Older Person
Session 5	Promoting Safety
	Preventing Falls
	Restraints Alternatives and Safe Restraint Use
Session 6	Preventing Infection
Session 7	Body Mechanics
	Safely Handling, Moving and Transferring the Person
Session 8	SUMMARY/MID TERM REVIEW/ EXAM
Session 9	Assisting with Comfort
	Assisting wi6th Hygiene
	Assisting with Grooming
Session 10	Assisting with Elimination
	Assisting with Bowel Elimination
Session 11	Assisting with Elimination and Fluids
	Assisting with Assessment
	Assisting with Specimens
Session 12	Assisting with Exercise and Activity

	Assisting with Wound Care
Session 13	Assisting with Oxygen Needs
	Assisting with Rehabilitation and Restorative Nursing Care
Session 14	Caring for Person with Common Health Problems
	Caring for Person with Mental Health Problems
	Caring for Person with Confusion and Dementia
Session 15	Assisting with Emergency Care
	Caring for the Dying Person
Session 16	SUMMARY/FINAL REVIEW/EXAM

Textbooks:

Sorrentino, A. (2022). Essentials for Nursing Assistants, Mosby, 7th Edition, Evolve Elsevier.
Additional Materials:
Mosby's Nursing Assistant Skills Video Series- 10 volumes

Phlebotomy Technician Program

Unit 1 Introduction to Phlebotomy

Chapter 1: Introduction to Phlebotomy
Chapter 2: Healthcare Structure
Chapter 3: Safety
Chapter 4: Infection Control

Unit 2 Basics of Phlebotomy

Chapter 5: Medical Terminology
Chapter 6: Human Anatomy and Physiology
Chapter 7: Circulatory, Lymphatic, and Immune System

Unit # 3 Specimen Collection

Chapter 8: Venipuncture Equipment
Chapter 9: Routine Venipuncture
Chapter 10: Dermal Puncture

Chapter 11: Venipuncture Complications
Chapter 12: Blood Collection in Special Population
Chapter 13: Arterial Blood Collection
Chapter 14: Special Collections and Procedures
Chapter 15: Special Non-Blood Collection Procedures

Unit 4 Specimen Handling

Chapter 16: Specimen Transport, Handling and Processing
Chapter 17: Point of Care Testing

Unit 5 Professional Issues

Chapter 18: Quality Phlebotomy
Chapter 19: Legal Issues in Phlebotomy

Textbooks:

Warekois, R. (2024). Phlebotomy. 6th Edition, Elsevier.

Additional Materials:

Primrose, P. (2015). Complete Phlebotomy Exam Review. 2nd Edition, Elsevier.

EKG Technician Program

Chapter 1: Anatomy and Physiology
Chapter 2: Basic Electrophysiology
Chapter 3: Sinus Mechanisms
Chapter 4: Atrial Mechanisms
Chapter 5: Junctional Rhythms
Chapter 6: Ventricular Rhythms
Chapter 7: Atrioventricular Blocks
Chapter 8: Pacemaker Rhythms
Chapter 9: Introduction to 12 Lead EKG

Program Objectives/Outcomes:

- Student will be able to discuss the basic structure and function of the human heart
- Student will be able to discuss basic electrophysiology
- Student will be able to understand and recognize atrial rhythms
- Student will be able understand and recognize junctional rhythms
- Student will be able to understand and recognize ventricular rhythms
- Student will be able to understand and recognize heart blocks
- Student will be able to understand and recognize pacemaker rhythms
- Student will be able to perform 12 lead ECG and manage ECG monitor
- Perform a 12 lead EKG
- Interpret basic arrhythmias
- Assess a patient for cardiac emergency
- Communicate with the patient appropriately
- Attach electrode to the chest, arms and legs
- Provide privacy for the patient during the test
- Provide clean working environment
- Practice universal precautions during the testing
- Document procedures appropriately

Textbooks:

Aehlert, B. (2022). ECG Made Easy. Mosby. Evolve Elsevier.

Additional Materials:

Basic Dysrhythmias in CD-ROM (optional)

Program Cost Full Assessment

Item	Cost
Tuition	3489
Registration	150
Textbook and Workbook	455
Online Prep Pkg	226
Lab/Technology Fee	437
Exam Fee	353
Fingerprinting Fee	40
Uniforms	214
BLS Training	80
Supplies	345
Total	5789

Grading Scale and Standards

The following grading guidelines will apply:

Letter	Percentage	GPA
A	93-100%	4.00
B	86-92%	3.00
C	79-85%	2.00
F	Below 79%	1.00

Student must achieve at least a grade of 80% or higher in order to graduate from the course.

The Program Coordinator have the right to require additional course work as needed to ensure that each student has the readiness to take the state competency exam and to practice safely. A fee of $40/hour to cover additional tutorial hours as needed maybe required as needed.

If a student fails to take a major exam at the scheduled time, a deduction of 5% per day will be applied to the exam score for each day the test is delayed until it is completed.

Clinical Practice Expectations:

Students will be evaluated on a pass/fail basis.

Students are expected to analyze their own strengths, weaknesses and performances.

Students must bring their written self-evaluation to the scheduled conference with the clinical instructor.

Evaluation conferences are held at least twice during the program.

Both student and the faculty will sign the evaluation at the end of the conference.

The student and instructor's signature indicate that the conference has been held.

Students are expected to read the evaluation tool at the beginning of each course.

A student may be dismissed from the clinical site at any time if the student's performance is determined to be detrimental to the patient's well-being and safety.

Criteria for Issuance of Certificate

BASIC NURSING ASSISTANT TRAINING PROGRAM (BNATP)

- Certification requires completion of 120-hour Basic Nursing Assistant Training Program that includes theory and clinical
- Successfully passing of the 21plus skills performance test
- Pass theory with a grade of 80% or greater
- Financial obligation to Avid CNA School has been satisfied

Course Completion Criteria and INACE Eligibility (Illinois Nurse Assistance Competency Exam)

To successfully complete the course, students must achieve a passing grade in the clinical component and a minimum of 80% in the theory component. Failure to pass either component will result in the student being required to retake the failed component. Students retaking a component will be responsible for paying 50% of the tuition plus the registration fee.

In order to be eligible to take the Illinois Nurse Aide Competency Exam (INACE), students must have successfully passed both components of the course and fulfilled all financial obligations to the program.

ELECTROCARDIOGRAM (ECG/EKG) TECHNICIAN

- Certification requires successful completion of the 40-hour ECG Technician program
- Ability to perform ECG monitoring and provide basic interpretation of recording
- A grade of 80% or higher in theory and in lab
- Tuition payment must be paid in full based on the financial payment arrangement

PHLEBOTOMY TECHNICIAN

- Certification requires completion of the 80-hour Phlebotomy Technician program
- A grade of 80% or higher in theory and in lab
- Tuition payment must be paid in full based on the financial payment arrangement

Policy on Time, Attendance, Make-Up

Absences

- In order to graduate from this program, each student must satisfy the required clock hours as indicated above.
- BNATP: Each student must satisfy 120-clock hour requirement by the IDPH. Therefore, there are no excused absences and any absences will result in failure of the program.
- BNATP Theory or Clinical Make-Up: Students are required to attend the next available theory or clinical day to make up for their missed time. This may not align with their regular schedule, and students must adjust their availability accordingly. Due to the need for make-up sessions, students may not complete the program at the same time as other students. This delay will depend on the availability of theory sessions or clinical sessions and the number of missed hours.
- Verbal warning notification will be given on the first (1st) absence for theory or clinical class and a probation notification on the second (2nd) absence.

Tardiness

- A student is expected to be in class (online or face to face) at the start of the class and is expected to stay until the end of the class.
- A student will be considered tardy when he/she is more than 30 minutes late in class.
- Three unexcused tardiness shall be equivalent to one unexcused absence.
- *Avid CNA School recognizes that there are unexpected circumstances that can lead to absences. If this occurs, you must call the office and arrange to have a makeup day completed before the class ends.*

Absences must be made up with the instructor at the student's expense before credit can be earned for the course. This rate is currently billed at $40/hour at a minimum of four-hour increment.

Make-Up Policy

Clinical Attendance, Make-Up, and Rescheduling Policy

1. Mandatory Clinical Hours

Students must complete a minimum of 40 clinical hours in an approved healthcare facility under the supervision of a qualified clinical instructor, in accordance with state requirements.

2. Attendance Requirements

a. Clinical attendance is mandatory. Students are required to attend all scheduled clinical sessions on time and remain for the full duration.

b. Tardiness, early departure, or absence from any portion of a clinical shift will result in the requirement to make up missed time on an hour-for-hour basis.

3. Make-Up Procedures

a. Students who miss any clinical hours must complete those hours during a scheduled make-up session assigned by the school.

b. Make-up clinicals are subject to availability and may require the student to join a subsequent cohort.

c. All make-up clinicals must be completed in a comparable clinical setting and under instructor supervision.

d. Students must successfully demonstrate all required clinical skills for any missed time.

4. Clinical Rescheduling Fee

a. A $40 clinical rescheduling fee will be assessed for each unexcused absence from a scheduled clinical session.

b. For the purposes of this policy, an unexcused absence includes, but is not limited to:

Failure to attend a scheduled clinical session without prior notice

Oversleeping or personal scheduling conflicts

Non-documented illness

c. Absences may be considered excused at the school's discretion with appropriate documentation (e.g., medical note, emergency circumstance).

d. The rescheduling fee is intended to offset administrative costs, instructor scheduling, and clinical site coordination associated with missed placements.

e. All outstanding fees must be paid prior to assignment of make-up clinical hours.

General Policy

Timeframe:

All make-up hours must be completed within the program's scheduled training period or during the next scheduled class.

Limits on Classroom Absences:

Students who exceed the following absence thresholds may be subject to dismissal from the program:

Classroom: More than 10% of scheduled classroom hours (8 hours).

Responsibility:

It is the student's responsibility to arrange and complete make-up hours promptly. Failure to do so may result in disqualification from the program.

Health Care Worker Background Check

Our Basic Nurse Assistant Training Program complies with the Illinois Health Care Worker Background Check Act and provides the following guidance to all prospective students:

Counseling Prior to Enrollment:

Students are informed that a fingerprint-based criminal history check is required for employment as a CNA.

Students are notified of the disqualifying offenses under Section 25 of the Act, which may prevent employment unless a waiver is granted.

Eligibility for Enrollment:

Students cannot enroll unless their criminal background check reveals no disqualifying convictions, or they have obtained a waiver.

Students must also have no findings of abuse, neglect, or misappropriation of property.

Fingerprint-Based Criminal History Records Check

All students entering the BNATP must undergo a fingerprint-based criminal history records check, as required by the Illinois Health Care Worker Background Check Act. The following guidelines apply:

Health Care Worker Registry (HCWR) Check:

Before starting the program, we verify whether a fingerprint-based criminal history check has been conducted. If a student remains active on the HCWR, no further checks are required.

Inactive individuals or those with disqualifying convictions (without a granted waiver) are prohibited from participating.

Background Check Procedure:

If no previous check exists or the student is inactive on the HCWR, we will initiate a fingerprint-based check before enrollment.

Students must visit a livescan vendor for fingerprint collection within 10 days of signing the authorization form. Failure to do so within 30 days will result in removal from the program.

Conditional Program Participation:

Students may conditionally participate for up to three months pending background check results, but they will be under appropriate supervision during this period.

Criminal Convictions:

If a new disqualifying conviction arises, the individual will be removed from the HCWR, and their eligibility to continue in the program or employment will be revoked unless a waiver is obtained.

This policy ensures compliance with Illinois state regulations and promotes a safe and qualified workforce.

Code of Conduct

Violations

Violations of the Code of Academic Conduct are activities (observed or reported) that demonstrate character that is deceitful and dishonest.

All employees, including full and part-time faculty members, staff and employees who are directly involved or indirectly involved in teaching or overseeing the work of the students, are authorized to report incidents of dishonesty that they witness to the appropriate faculty member or employees and are encourage to self-report any violations in which they have participated.

The Code of Academic Conduct prohibits violations of academic integrity, including but not limited to:

Cheating: In any work submitted for evaluation (tests or assignments), copying or attempting to copy from another student's work; using or attempting to use unauthorized collaboration with others who may or may not be students, in work to be presented for a grade; altering graded work after it has been returned then submitting the work to be re-graded; tampering with the work of other students.

Plagiarism: Presenting the work of another as one's own (i.e., without proper acknowledgment of the source or sources) or submitting material that is not entirely one's own work without attributing the unoriginal portions to their correct sources. The sole exception to the requirement of acknowledging sources occurs when ideas or information are common knowledge.

Falsification and Fabrication: Altering, counterfeiting, or inventing information or material presented in evaluation activity, "padding" a bibliography with made up titles or works not consulted, or providing false citations in footnotes, using inappropriate methods for collecting or generating data or including a substantially inaccurate account of the method by which the data were gathered or collected.

Abuse of Academic Materials: Destroying, stealing or making inaccessible library, laboratory or other resource material, or attempting to do so, stealing or otherwise obtaining advance copies of placement tests, examinations or other course materials or attempting to do so, duplicating copyrighted software without authorization or using such software on school computers, "hacking" on school computers or installing virus programs.

Complicity in Academic Dishonesty: Helping another to commit an act of dishonesty, especially providing material or information to another person with knowledge that this material or information will be used deceitfully in an evaluation activity, permitting one's own work to be submitted by another person as if it were that person's original work.

Falsification of Records and Official Documents: Altering grade reports, or other documents affecting records, forging signature of authorization or falsifying information on any document, such as permission forms, petitions or other documents.

Personal Misrepresentation and Proxy: Taking another person's place in an exam, activity, either before or after enrollment, having another person participate in an evaluation activity or evaluation in place of oneself.

Bribes, Favors, Threats: Bribing or attempting to bribe, promising favors to, or making threats against any person, with the intention of affecting an evaluation of a student's performance, conspiring with another person who then performs one of these acts in one's behalf.

Filing a Complaint

If the faculty member determines that a situation involves an apparent Code violation, he or she will confer with the Program Coordinator and will then write a written complaint which will then be reviewed by the Faculty, Program Coordinator and Student. The process will include:

- Notifying the student by mail that the complaint has been filed (enclosing copies of the complaint and the Code of Academic Conduct) and invite the student to an initial meeting.
- Placing the student's registration on temporary hold, so that he or she can neither withdraw from the course in question nor register for future courses until the current question is settled. If the process cannot be completed within 10 working days, the instructor will be directed to assign the student an Incomplete (Inc) grade in place of a course grade, to be changed when the matter is resolved.

It is the responsibility of Avid CNA School to provide equal access to educational opportunities by maintaining an orderly, civil, and safe educational environment.

The purpose of the Code of Student Conduct is to provide fair and reasonable rules, regulations, policies and procedures to promote human development and to ensure that students do not engage in conduct that materially or substantially interfere with the requirements appropriate to any student, in class or out of class. Sanctions imposed for violating the Code may include sanctions up to and including separation from the school.

Dismissal due to Unsatisfactory Conduct

Students at Avid CNA School are expected to demonstrate qualities of good moral values, honesty, civility, honor and respect. Behavior, which violates this standard, are represented by, but not necessarily limited to the following list. Any student found to have committed the following misconduct is subject to the disciplinary sanctions:

1. Acts of dishonesty, including but not limited to the following:
   a. Furnishing false information to any school official, faculty member or office.
   b. Forgery, alteration, or misuse of any school document, record, or instrument of identification.

2. Speech and related behavior
   a. Any verbal or physical behavior, such as disparaging comment, epithet, slur, insult or other expressive behavior, that is directed at a particular person or a group of persons and which creates an environment wherein the verbal or physical behavior is inherently likely to provoke a violent reaction whether or not it actually does so.
   b. Behavior by any reason materially disrupts the class work of others, involves substantial disorder, invades the rights of others, or otherwise disrupts the regular and essential operation of the school.

   c. Disruption or obstruction of teaching and activities.

   d. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, sexual assault, exploitation, and/or other conduct which threatens or endangers the health or safety of any person.
3. Attempted or actual theft of and/or damage to property of the school or property of a member of the school or other personal or public property.

4. Failure to comply with directions of school officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

5. Unauthorized possession, duplication or use of keys to any school premises or unauthorized entry to or use of school premises.

6. Violation of published school policies, rules or regulations, HIPAA (Health Insurance Portability and Accountability Act).

7. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.

8. Use, possession or distribution of alcoholic beverages except as expressively permitted by the law and school regulations. Public intoxication.

9. Illegal or unauthorized possession of firearms, explosives, or other weapons, or dangerous chemicals on school premises.

10. Theft or other abuse of computer time, including but not limited to:
    a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.

    b. Unauthorized transfer of a file.

    c. Unauthorized use of another individual's identification and password.

    d. Use of computing facilities to interfere with the work of another student, faculty member or school official.

    e. Use of computing facilities to send obscene or abusive messages.

    f. Use of computing facilities to interfere with normal operation of the school computing system.

Sexual Assault

It is the intent of this policy to prevent any occurrence of sexual assault at Avid CNA School. All members of the school are expected to follow procedures if questions or problems arise. Sexual assault is illegal under state and federal law. Avid CNA School will not tolerate sexual harassment/assault in any form.

Sexual Harassment/Assault is constituted by:

Physical contact of a sexual nature that is against one's will or without one's consent.

Rape, including acquaintance rape, defined as sexual intercourse that is against one's will or without one's consent.
In addition to any criminal prosecution that is initiated, Avid CNA School will pursue disciplinary action through its own channels when there is a reason to believe that the school regulations against sexual assault have been violated. Thus, a member of the school may be persecuted by the state and disciplined by the school at the same time, and even if criminal authorities choose not to prosecute, the school may pursue disciplinary action.

Those wishing to file a sexual assault complaint against another member of the school for violation of this policy should so inform the Program Coordinator, or other administrative staff as soon as possible after the incident has occurred. The Program Coordinator or designated administrator will proceed in accordance with the formal procedures of the Sexual Harassment Policy.

All reports or complaints will be promptly investigated. Substantiated charges will result in appropriate corrective action up to and including discharge or expulsion of the offending party. In responding to complaints of sexual assault, rights of due process will be afforded. At all times, the parties' rights to confidentiality will be respected and protected. Any person who, in good faith, brings forth a complaint of sexual assault will not be subjected to retaliation.

Policy on Non-Discrimination

Avid CNA School does not discriminate on the basis of race, color, creed, religion, national origin, disability, age, marital status, veteran's status, sex or sexual orientation in admission to and participation in its educational programs, school activities and services, or its employment practices.

Inquiries regarding compliance with nondiscrimination policies and regulations should be directed to the Program Coordinator.

Procedure on Obtaining Transcript

Students may obtain a copy of their transcripts from the Program Coordinator or Student Services department and file the request accordingly. The first copy of transcript of Records is provided free of charge. Additional copies are charged at $20.00 per transcript for regular processing which generally takes 5-7 business days. There is an additional $10.00 fee for each expedited transcript request that will take 1 – 2 business days. The student is required to provide his/her signature authorizing release of his/her transcript. Transcripts may be ordered in person at the corporate office or by mail with a signed letter of request including payment by credit card or check payable to: Avid CNA School. Requests without payments will not be processed.

The student has an option to pick up or mail the transcript with proper authorization by the student. Third party requests for a transcript must be accompanied by written authorization, signed by the student.

Student Services

Café and Food Services

A number of restaurants are located within walking distance from the school.

Fax and Telephone Services

Fax machines for students' personal use are generally not available. However, when necessary to address unusual and urgent circumstances, students may be allowed to send or receive faxes via the school's office fax machine.

Parking

Parking is available within the complex. Students are encouraged to take necessary precautions in safeguarding their vehicles. The school is not responsible for any vehicle damage or lost/stolen items. Students must park in designated parking spaces and adhere to regulations regarding handicapped and special parking.

Placement and Employment Opportunities

Due to the high demand for qualified allied health workers/health care providers, students who successfully complete the program/course of their choice, perform successfully in their clinical requirements, and pass their licensing exams typically find immediate employment by applying directly to any health care facility. The students can also check on the school's bulletin board for job opportunities.

Student Records Access and Disclosure

The Family Educational Rights and Privacy Act (FERPA) of 1974 require that institutions maintain the confidentiality of student education records and permit students to inspect and review their records. Avid CNA School accords all the rights under the law to all students who have registered in courses or programs at the school. A student must submit a request in writing to review any education records. A student will have up to 90 days from the date of the written request to view these records. An appointment must be made; walk-ins will not be entertained. Students may request photocopies of educational records through a written and signed request. A copy fee may apply.

The school may disclose a student's education record (attendance, grades, financial aid and admissions) and corresponding personally identifiable information without the student's consent in the following circumstances:

1- within the administration of Avid CNA School including faculty, as it relates to the educational interests of the student;
2- to parties in connection with financial aid to a student
3- to another school (post-secondary or otherwise), where the student seeks admission or intends to transfer; or to state and federal agencies such as the local authorities, department of education, department of health and department of homeland security.

If a student's record is disclosed to any party above, a record of disclosure will be noted in the student's file via signed transcript requests or via a notation in the student's file outlining the request.

Job Fair for Graduating Student

Avid CNA School will facilitate a Job Fair for students approximately 15 days before graduation. Representatives from home healthcare and in-home care agencies will conduct a job fair. Healthcare facilities are invited to send their representatives in order to recruit students to be placed in any of the respective company's open positions. Most of the graduates will provide services either in patient's homes or long-term care facilities. Counselors conducting in-service for resume writing and job interview skills are also available for this event.

Tutorial Services and Course Re-Enrollment

Students who do not achieve a minimum of 80% during the Midterm exam are required to meet with the designated instructor for academic advising. During this meeting, a warning—either verbal, written, or via email—will be issued, and a plan of action will be created to support the student's success.

If, despite these interventions, a student is still unable to maintain a cumulative average of 80% or higher, they will not pass the class and will not be eligible to take the state competency exam. Such students may re-enroll in the course by paying only the registration fee and half of the tuition fee.

STANDARD PAYMENT POLICY

Students must pay their tuition and fees as specified. Tuition payments by cash, check, money order or credit card are accepted. Final payment in the installment plan, however, should be paid in cash or money order only. Payment for certification examination should likewise be in money order unless otherwise arranged with the administration.

TEXTBOOKS AND SUPPLIES

Books are purchased through the school and are included in the Tuition Fees. Unopened books and unused supplies may be returned for refund based on the stipulated fees in the Enrollment Agreement.

* Books and other printed materials are subject to copyright laws. Photocopying of books and materials, unless authorized by the publisher, is not allowed.

PAYMENT PLANS

Avid CNA School requires at least 10% down payment. Students have the option to pay the tuition fee in full or installment basis. No interest is charged for using the installment mode of payment. Other expenses are not included in the installment payment plans. Students with balances remaining in their accounts will not be allowed to take their final examinations until all fees have been paid. Final payments should be in the form of cash or money order.

FINANCIAL ASSISTANCE

Some employers give their employees a Tuition Reimbursement benefit based on certain criteria. Students must check with their employer if this type of benefit is available to them. Payment for educational expenses through this scheme may be done in 2 ways:

1. Direct Billing – Secure a letter from your employer authorizing and describing the conditions of the arrangement. Avid CNA School will issue an invoice to your employer for payment; employer sends the check directly to the school.

2. Reimbursement – Student will cover the educational cost on his/her own then receive

reimbursement from the employer following the guidelines set by their company.

It is assumed that students are responsible for any portion of the educational expenses and fees that are not paid by the employers.

FINANCIAL RESPONSIBILITY

By registering for classes, a student agrees to pay all tuition and required fees associated with his/her registration, optional services and other fees, whether paying in full or utilizing the installment payment option.

All fees must be paid in full prior to taking the final examination. Failure to pay tuition, fees and other charges before the final examination for the course may result in penalties and/or an automatic withdrawal from the program regardless of the time and work already accomplished for the course. Students will not be allowed to re-enroll in any course until all financial obligations have been settled. Student services and privileges may be withheld until all financial obligations have been settled.

MISCELLANEOUS SERVICE FEES

Returned Check Fee	$25.00
Transcript Fee (First Request)	FREE
(Subsequent)	$20.00
Diploma Re-issue Fee	$10.00
CPR Card Re-issue	$10.00
Clinical Make-up Penalty	$40.00/hour (minimum of 4 hours increments)

Payment is required upon request. All fees are non-refundable.
Note: Additional Student ID fee if lost is $10.00

STUDENT'S RIGHT TO CANCEL

A student has the right to cancel their enrollment agreement at any time prior to the start of scheduled classes. Cancellation must be submitted in writing to an authorized school official.

If a student cancels before the class start date, the school will retain a **non-refundable registration fee of $50** to cover administrative expenses, including processing and documentation. All other monies paid will be refunded.

All applicable refunds will be issued within thirty (30) days of the school's receipt of the written cancellation notice.

REFUND POLICY

Any student applying for a program that is discontinued by the school shall receive a complete refund of all fees and/or tuition paid. Avid CNA School will issue refunds of tuition and fees in a prompt manner provided that the intention to withdraw from a program has been submitted to the admission office.

If no notification of withdrawal is received, and a student has had an unexplained absence of more than 3 consecutive class days, Avid CNA School shall consider the student to have withdrawn from the program. In all cases, the date of withdrawal shall be the last day of attendance.

Refunds will be issued by Avid CNA School within 30 days of the last day of attendance if written notification has been provided to the institution by the student; otherwise, refunds shall be made within 30 days from the date the institution terminates the student or determines that the student has withdrawn. Determination that a student has withdrawn shall be made within 30 days of the last day of attendance.

All refunds shall be made in the form of a company check issued by Avid CNA School and payable to the individual or agency where enrollment payments originated.

Policies on Complaints and Grievances

A student has the right to appeal any disciplinary action taken against them. Any student of Avid CNA School who believes he/she has been offended by a violation shall have the right to file a written complaint within thirty days (30) of the alleged violation. The following process should be followed:

1. Submit the written grievance to the Program Coordinator
2. The Program Coordinator shall provide written acknowledge to the grievant within 10 working days after the receipt of the complaint.
3. The Program Coordinator shall notify and submit in writing a copy of the grievance to any significant administrative personnel.
4. The Program Coordinator shall issue a written finding as to whether there is a need to proceed to the grievance process or a resolution of the concern has occurred.
5. A meeting will be scheduled with the grievant and Program Coordinator, Faculty or other significant administrative personnel.
6. The outcome of the meeting/hearing will be forwarded in writing to the grievant within 10 working days.
7. The action of resolve will be implemented.
8. Program Coordinator will maintain a written record of all student complaints as well as the resolution to the issues.

Any student who has been notified of their separation from the school has the right to appeal their separation. Complaints against the school may be registered with the Illinois Board of Higher Education.

Illinois Board of Higher Education
1 N. Old State Capitol Plaza
Suite 333
Springfield, Illinois 62701-1394
Website: www.ibhe.org
Email: complaints@ibhe.org

Enrollment Agreement

Avid CNA School
67 S. Sutton Rd.
Streamwood, IL 60107
Tel: 630 855 3977
Fax: 630 855 8453
Website: avidcnaschool.com
Email: admin@avidcnaschool.com

ENROLLMENT AGREEMENT FORM

STUDENT INFORMATION

STUDENT NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBERS: H) _____ C) _____ W) _____

E-MAIL ADDRESS: _____

SOCIAL SECURITY #: _____ STUDENT ID #: _____

EMERGENCY CONTACT: _____

RELATIONSHIP: _____ TELEPHONE #: _____

PROGRAM INFORMATION

DATE OF ADMISSION: _____/_____/_____

COURSE NAME AND DESCRIPTION:

BASIC NURSING ASSISTANT TRAINING (CIP Code 51.3902)

The Basic Nursing Assistant Training Program (CIP Code 51.3902) consists of 120 clock hour of coordinated theory, lab and clinical learning activities. The program covers concepts on basic nursing skills. It is designed to prepare students to function under the supervision of the Registered Nurse in various healthcare settings. Successful completion of the program will lead to eligibility to sit for the competency exam administered by Southern Illinois University of Carbondale (SIUC). Upon successful passing of the state competency exam, the student's name will be added in the Nurse Aide Registry which means that a student can work as a Certified Nursing Assistant (CNA) in healthcare facilities.

Specific Admission Requirements:

1. The prospective student must be at least 16 years of age.
2. A reading comprehension proficiency of at least 10th grade level.
3. A Physical examination, which includes a TB test within the last 12 months
4. Criminal Background Check (to be initiated by school)
5. Copy of health insurance coverage if available

Program Objectives/Outcomes

At the end of the program, the nursing assistant graduate must be able to:

Describe the healthcare system and its role as part of the nursing team
Identify good work ethics
Demonstrate how to communicate with the healthcare team
Have an enhanced understanding of the older adults
Identify the human body structure and function
Demonstrate how to provide care for the older adults
Demonstrate how to promote safety
Discuss and demonstrate on how to prevent falls
Discuss and demonstrate the use of restraint alternatives and safe restraint use
Discuss and demonstrate how to prevent infection
Demonstrate good body mechanics
Discuss and demonstrate how to safely handle, move and transfer the person
Discuss and demonstrate how to perform grooming and hygiene
Discuss and demonstrate how to assist residents with bowel and urine elimination

Discuss and demonstrate how to collect specimen
Discuss and demonstrate how to assist with exercise and activity
Discuss and demonstrate how to assist with wound care
Discuss and demonstrate how to assist with oxygen needs
Discuss and demonstrate how to assist with rehabilitation and restorative nursing care
Discuss and demonstrate how to care of person with common health problems
Discuss and demonstrate how to care of person with mental health problems
Discuss and demonstrate how to care of person with confusion and dementia
Discuss and demonstrate how to assist with emergency care
Discuss and demonstrate how to care for the dying person

Course Outline

(5.5 hours/session) = 80 hours (plus clinical = 40 hours training):

Session 1	Introduction to Hospitals and Nursing Centers
	The Nursing Assistant
Session 2	Work Ethics
	Communicating with the Healthcare Team
Session 3	Understanding the Person
	Body Structure and Function
Session 4	Care of the Older Person
Session 5	Promoting Safety
	Preventing Falls
	Restraints Alternatives and Safe Restraint Use
Session 6	Preventing Infection
Session 7	Body Mechanics
	Safely Handling, Moving and Transferring the Person
Session 8	SUMMARY/MID TERM REVIEW/ EXAM
Session 9	Assisting with Comfort
	Assisting with Hygiene
	Assisting with Grooming
Session 10	Assisting with Elimination
	Assisting with Bowel Elimination
Session 11	Assisting with Elimination and Fluids
	Assisting with Assessment
	Assisting with Specimens
Session 12	Assisting with Exercise and Activity
	Assisting with Wound Care
Session 13	Assisting with Oxygen Needs
	Assisting with Rehabilitation and Restorative Nursing Care
Session 14	Caring for Person with Common Health Problems
	Caring for Person with Mental Health Problems

	Caring for Person with Confusion and Dementia
Session 15	Assisting with Emergency Care
	Caring for the Dying Person
Session 16	SUMMARY/FINAL REVIEW/EXAM

Textbooks:

Sorrentino, A. (2026). Essentials for Nursing Assistants, Mosby, 8th Edition, Evolve Elsevier.
Additional Materials:
Mosby's Nursing Assistant Skills Video Series- 10 volumes

Program Cost Full Assessment:

Item	Cost
Tuition	1095
Registration	50
Textbook and Workbook	170
Lab/Technology Fee	253
Exam Fee	85
Fingerprinting Fee	40
Uniform	92
BLS Training	80
Supplies	120
TOTAL	1985

ELECTROCARDIOGRAM (ECG/EKG) TECHNICIAN (CIP Code 51.0902)

Description:
Clock Hours: 40
Theory/Lab/Clinical: 30/10/00
This 40-hour training will discuss the basic structure and functions of the heart, common cardiac disorders, subjective and objective data, diagnostic tests, how to perform ECG or record the heart's electrical impulses onto a paper strip. Students will have an understanding of the pattern of the signals of the heart to determine to determine normal or abnormal electrical problems. The ECG Technician will administer and document various types of ECG monitoring and will provide appropriate care of the equipment.

Specific Admission Requirements:

1. The prospective student must be at least 17 years of age.
2. A reading comprehension proficiency of at least 10th grade level.
3. A Physical examination, which includes a TB test within the last 12 months
4. Criminal Background Check (to be initiated by school)
5. Copy of health insurance coverage (if available)

Potential Places of Employment:

The ECG Technician works in physicians' offices, clinics, hospitals, and diagnostic centers.

Certification:

Successful graduates are encouraged to obtain a National Certification from the National Health Career Association. Benefits to obtaining an EKG Certification may include: more job opportunities, an increased pay scale, job security, and increased subject matter expertise.

Content Outline:

Chapter 1: Anatomy and Physiology
Chapter 2: Basic Electrophysiology
Chapter 3: Sinus Mechanisms
Chapter 4: Atrial Mechanisms
Chapter 5: Junctional Rhythms
Chapter 6: Ventricular Rhythms
Chapter 7: Atrioventricular Blocks

Chapter 8: Pacemaker Rhythms
Chapter 9: Introduction to 12 Lead EKG

Program Objectives/Outcomes:

- Student will be able to discuss the basic structure and function of the human heart

- Student will be able to discuss basic electrophysiology
- Student will be able to understand and recognize atrial rhythms
- Student will be able understand and recognize junctional rhythms
- Student will be able to understand and recognize ventricular rhythms
- Student will be able to understand and recognize heart blocks
- Student will be able to understand and recognize pacemaker rhythms
- Patient will be able to perform 12 lead ECG and manage ECG monitor
- Perform a 12 lead EKG
- Interpret basic arrhythmias
- Assess a patient for cardiac emergency
- Communicate with the patient appropriately
- Attach electrode to the chest, arms and legs
- Provide privacy for the patient during the test
- Provide clean working environment
- Practice universal precautions during the testing
- Document procedures appropriately

Textbooks:

Aehlert, B. (2022). ECG Made Easy. Elsevier.

Additional Materials:

Basic Dysrhythmias in CD-ROM (optional)

Program Cost Full Assessment:

Tuition	999
Registration	50
Textbook	100
Study Guide	59
Practice Test	54
Lab/Technology Fee	84
Exam Fee	134
Uniform	46
Supplies	25
TOTAL	1551

PHLEBOTOMY TECHNICIAN (CIP Code 51.1009)

Description
Clock Hours: 80
Theory/Lab/Clinical: 60/20/00
This 80-clock hour program prepares the graduate to function as phlebotomist and as a vital member of the clinical laboratory team whose main function is to obtain patient's blood specimens by venipuncture and micro collection along with transportation of other clinical laboratory specimens.

Specific Admission Requirements:

1. The prospective student must be at least 17 years of age.

2. A reading comprehension proficiency of at least 10th grade level.

3. A Physical examination, which includes a TB test within the last 12 months

4. Criminal Background Check (to be initiated by school)

5. Copy of health insurance coverage (if available)

Potential Places of Employment:

Phlebotomists are employed throughout the health care system - hospitals, neighborhood health centers, medical group practices, HMO's public health facilities, Veterans hospitals and blood banks. The field of phlebotomy has greatly expanded in the past several years and the role of this integral member of the health care team has recently been brought into much sharper focus.

The threat of AIDS, hepatitis and risks to all segments of society from other infectious diseases has dramatically emphasized the need for quickly expanding training programs, while maintaining the highest possible standards of instruction and continuing education for these health care professionals.

Patient safety and quality assurance, which adhere to the most stringent professional standards are essential at every echelon of the health care process. The society's continuing good health may very well depend on it.

Certification Requirement:

National certification to practice as phlebotomist is not required, however, successful graduates are encouraged to obtain a national certification. Benefits to obtaining a national certification may include: more job opportunities, an increased pay scale, job security, and increased subject matter expertise.

Program Objectives/Outcomes: At the end of the course,

- The student will be able to demonstrate overall knowledge of phlebotomy practice
- The student will be able to identify the organizational healthcare structure
- The student will be able to demonstrate safety practices in the healthcare setting and when conducting phlebotomy
- The student will be able to identify infection control strategies
- The student will be able to use basic medical terminologies
- The student will be able to identify body structure and functions
- The student will be able to discuss the basic circulatory, lymphatic and immune system function and structure
- The student will be able to identify the supplies needed for the venipuncture procedure
- The student will be able to demonstrate the venipuncture procedure proficiently
- The student will be able to demonstrate the dermal venipuncture procedure
- The student will be able to articulate possible complications of venipuncture procedure
- The student will be able to demonstrate arterial blood collection procedure
- The student will be able to identify legal issues affecting the practice of phlebotomy

Content Outline

Unit 1 Introduction to Phlebotomy

Chapter 1: Introduction to Phlebotomy
Chapter 2: Healthcare Structure
Chapter 3: Safety
Chapter 4: Infection Control

Unit 2 Basics of Phlebotomy

Chapter 5: Medical Terminology
Chapter 6: Human Anatomy and Physiology
Chapter 7: Circulatory, Lymphatic, and Immune System

Unit # 3 Specimen Collection

Chapter 8: Venipuncture Equipment
Chapter 9: Routine Venipuncture
Chapter 10: Dermal Puncture
Chapter 11: Venipuncture Complications
Chapter 12: Blood Collection in Special Population
Chapter 13: Arterial Blood Collection
Chapter 14: Special Collections and Procedures
Chapter 15: Special Non-Blood Collection Procedures

Unit 4 Specimen Handling

Chapter 16: Specimen Transport, Handling and Processing
Chapter 17: Point of Care Testing

Unit 5 Professional Issues

Chapter 18: Quality Phlebotomy
Chapter 19: Legal Issues in Phlebotomy

Textbooks:

Warekois, R. (2019). Phlebotomy. 5th Edition, Elsevier.

Additional Materials:

Primrose, P. (2015). Complete Phlebotomy Exam Review. 2nd Edition, Elsevier.

Program Cost Full Assessment:

Item	Cost
Tuition	1395
Registration	50
Textbook	100
Exam Review	85
Study Guide	59
Practice Test	54
Lab/Technology Fee	100
Exam Fee	134
Scrubs	46
Lab Coat	30
Supplies	200
TOTAL	2253

Enrollment Agreement

Avid CNA School
67 S. Sutton Rd.
Streamwood, IL 60107
Tel: 630 855 3977
Fax: 630 855 8453
Website: avidcnaschool.com
Email: admin@avidcnaschool.com

PATIENT CARE TECHNICIAN

ENROLLMENT AGREEMENT FORM

STUDENT INFORMATION

STUDENT NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBERS: H) _____ C) _____ W) _____

E-MAIL ADDRESS: _____

SOCIAL SECURITY #: _____ STUDENT ID #: _____

EMERGENCY CONTACT: _____

RELATIONSHIP: _____ TELEPHONE #: _____

PROGRAM INFORMATION

DATE OF ADMISSION: _____/_____/_____

PATIENT CARE TECHNICIAN PROGRAM:

Patient Care Technician Program provides the educational background required for pursuing a career in the healthcare industry. The curriculum covers the foundational knowledge, skills, and abilities needed to function as an entry level healthcare worker. The program outcomes consist of use of performing basic patient care skills, use of effective skills to draw blood and accurately label tubes and perform basic 12-lead ECG technique and interpretation.

Patient Care Technician Program (CIP Code 51.3902)
Clock Hours: 240 hours
Specific Admission Requirements:

1. The prospective student must be at least 17 years of age.
2. A reading comprehension proficiency of at least 10th grade level.
3. A Physical examination, which includes a TB test within the last 12 months
4. Criminal Background Check (to be initiated by school)
5. Copy of health insurance coverage if available
6. Must have a valid social security number

Program Objectives:

The EKG module will be able to recognize emergencies and alert physician who will determine the need for possible further invasive testing. The EKG technician will learn to prepare the patient for the exam by attaching the electrodes to the chest, arms and legs. He will learn to detect abnormalities or false readings in the electrocardiogram and to correct technical errors.

The Phlebotomy module is an introductory course designed to provide the student with the skills to be accurate, work well under pressure and communicate effectively as part of the healthcare team. This course teaches the student to acquire manual skills such as obtaining blood specimen by venipuncture and skin puncture techniques as well as mental skills such as ability to organize efficiently, perform under pressure and follow written standard procedures. He will obtain thorough knowledge of laboratory test requirement and departmental policies. In addition to training the student in collecting and transporting blood specimens for clinical laboratory analyses, he will be trained to assist in the collection and transportation of specimen other than venous blood. (i.e., urine, tissue, sputum).

The Basic Nurse Aide program is designed with the Modules developed by the Illinois Department of Health. This includes lecture, skills laboratory with demonstration and return

demonstration, clinical experience in health care settings. This program is designed to meet all of the Illinois Department of Public Health requirements. These include a minimum of 80 hours of class and 40 hours of supervised clinical practice. Areas of study include communication, infection control, safety and emergency procedures, resident's rights, basic nursing skills, personal care skills, feeding techniques, and skin care. Students learn how to transfer, position, dress, and ambulate residents and how to perform range-of-motion exercises. They also learn the signs and symptoms of common diseases and conditions and how to care for cognitively impaired residents (Alzheimer's Disease).

Content Outline

Basic Nurse Assistant Training Program

(5.5 hours/session) = 80 hours (plus clinical = 40 hours training):

Session 1	Introduction to Hospitals and Nursing Centers
	The Nursing Assistant
Session 2	Work Ethics
	Communicating with the Healthcare Team
Session 3	Understanding the Person
	Body Structure and Function
Session 4	Care of the Older Person
Session 5	Promoting Safety
	Preventing Falls
	Restraints Alternatives and Safe Restraint Use
Session 6	Preventing Infection
Session 7	Body Mechanics
	Safely Handling, Moving and Transferring the Person
Session 8	SUMMARY/MID TERM REVIEW/ EXAM
Session 9	Assisting with Comfort
	Assisting with Hygiene
	Assisting with Grooming
Session 10	Assisting with Elimination
	Assisting with Bowel Elimination
Session 11	Assisting with Elimination and Fluids
	Assisting with Assessment
	Assisting with Specimens
Session 12	Assisting with Exercise and Activity
	Assisting with Wound Care
Session 13	Assisting with Oxygen Needs
	Assisting with Rehabilitation and Restorative Nursing Care
Session 14	Caring for Person with Common Health Problems

	Caring for Person with Mental Health Problems
	Caring for Person with Confusion and Dementia
Session 15	Assisting with Emergency Care
	Caring for the Dying Person
Session 16	SUMMARY/FINAL REVIEW/EXAM

Textbooks:

Sorrentino, A. (2023). Essentials for Nursing Assistants, Mosby, 7th Edition, Evolve Elsevier.
Additional Materials:
Mosby's Nursing Assistant Skills Video Series- 10 volumes
Mosby's Nursing Assistant Transparency Acetate

Phlebotomy Technician Program

Unit 1 Introduction to Phlebotomy

Chapter 1: Introduction to Phlebotomy
Chapter 2: Healthcare Structure
Chapter 3: Safety
Chapter 4: Infection Control

Unit 2 Basics of Phlebotomy

Chapter 5: Medical Terminology
Chapter 6: Human Anatomy and Physiology
Chapter 7: Circulatory, Lymphatic, and Immune System

Unit # 3 Specimen Collection

Chapter 8: Venipuncture Equipment
Chapter 9: Routine Venipuncture
Chapter 10: Dermal Puncture
Chapter 11: Venipuncture Complications
Chapter 12: Blood Collection in Special Population
Chapter 13: Arterial Blood Collection
Chapter 14: Special Collections and Procedures
Chapter 15: Special Non-Blood Collection Procedures

Unit 4 Specimen Handling

Chapter 16: Specimen Transport, Handling and Processing

Chapter 17: Point of Care Testing

Unit 5 Professional Issues

Chapter 18: Quality Phlebotomy

Chapter 19: Legal Issues in Phlebotomy

Textbooks:

Warekois, R. (2019). Phlebotomy. 5th Edition, Elsevier.

Additional Materials:

Primrose, P. (2015). Complete Phlebotomy Exam Review. 2nd Edition, Elsevier.

EKG Technician Program

Chapter 1: Anatomy and Physiology

Chapter 2: Basic Electrophysiology

Chapter 3: Sinus Mechanisms

Chapter 4: Atrial Mechanisms

Chapter 5: Junctional Rhythms

Chapter 6: Ventricular Rhythms

Chapter 7: Atrioventricular Blocks

Chapter 8: Pacemaker Rhythms

Chapter 9: Introduction to 12 Lead EKG

Program Objectives/Outcomes:

- Student will be able to discuss the basic structure and function of the human heart
- Student will be able to discuss basic electrophysiology
- Student will be able to understand and recognize atrial rhythms
- Student will be able understand and recognize junctional rhythms
- Student will be able to understand and recognize ventricular rhythms
- Student will be able to understand and recognize heart blocks
- Student will be able to understand and recognize pacemaker rhythms
- Student will be able to perform 12 lead ECG and manage ECG monitor
- Perform a 12 lead EKG
- Interpret basic arrhythmias
- Assess a patient for cardiac emergency
- Communicate with the patient appropriately

- Attach electrode to the chest, arms and legs
- Provide privacy for the patient during the test
- Provide clean working environment
- Practice universal precautions during the testing
- Document procedures appropriately

Textbooks:

Aehlert, B. (2022). ECG Made Easy. Elsevier.

Additional Materials:

Basic Dysrhythmias in CD-ROM (optional)

Full Assessment of Program Cost

Item	Cost
Tuition	3489
Registration	150
Textbook and Workbook	455
Online Prep Pkg	226
Lab/Technology Fee	437
Exam Fee	353
Fingerprinting Fee	40
Uniforms	214
BLS Training	80
Supplies	345
Total	5789

PROGRAM INFORMATION (CONTINUED)

PROGRAM START DATE: _____ SCHEDULED END DATE: _____

DAY ☐ EVENING ☐

DAYS/EVENINGS CLASS MEETS: (circle) M T W Th F Sa Su

TIME CLASS BEGINS: _____ TIME CLASS ENDS: _____

NUMBER OF WEEKS: _____ TOTAL CREDIT or CLOCK HOURS: _____

CONSUMER INFORMATION

All schools are required to make available, at a minimum, the following disclosure information clearly and conspicuously on their 1) internet website, 2) school catalog, and 3) as an addendum to their Enrollment Agreement:

- The number of students who were admitted in the program as of July 1 of that reporting period.
  NA
- The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the program from other programs at the school.
  NA
- The total number of students admitted in the program during the 12-month reporting period.
  NA
- The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school, completed or graduated from a program, withdrew from the school, and are still enrolled.
  NA
- The number of students enrolled in the program who were: placed in their field of study, placed in a related field, placed out of the field, not available for placement due to personal reasons, and not employed.
  NA
- The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passed.
  NA
- The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates).
  NA
- The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates).
  NA

FINANCIAL AID

Avid CNA School does not accept grants or is eligible to receive TITLE 1V Funds.

EMPLOYER TUITION ASSISTANCE

Some employers give their employees a Tuition Reimbursement benefit based on certain criteria. Students must check with their employer if this type of benefit is available to them. Payment for educational expenses through this method may be done in two ways:

1. Direct Billing – A letter from an employer is required authorizing this arrangement. Payment will be sent directly to Avid CNA School.

2. Reimbursement – Student will submit invoice to the employer after successful completion from the program. It is assumed that students are responsible for any portion of the educational expenses and fees that are not paid by the employers.

Tuition and Fees

TUITION & FEES

See above specific program for tuition and fees

STANDARD PAYMENT POLICY

Students must pay their tuition and fees as specified. Tuition payments by cash, check, money order or credit card are accepted. Final payment in the installment plan, however, should be paid in cash or money order only. Payment for certification examination should likewise be in money order unless otherwise arranged with the administration. Tuition and fees differ among courses. Specific Program Fees are available in the school office and may be provided upon request.

Payments, Refund, Cancellation Policy

- **Tuition Refund Policy**

  The following items are refundable:
  Unmarked books
  Unopened skills lab kit
  Unused clinical uniform

- **Not Refundable**

  Technology/Lab fee
  Registration fee
  ID Badges (Free for the first issue; $10 fee will be charged on the second issue).

  You have the right to pay in full and may obtain refund based on the refund policy.
  Any student applying for a program that has been discontinued by the school shall receive a complete refund of all fees and/or tuition fees paid prorated according to schedule of refund.

Avid CNA School **requires an official withdrawal to be eligible for a refund**. Every student wishing to leave or drop out of the program shall **notify the office of their intent via email or written request**. **The date of the request will be considered the last day of attendance**. Tuition refunds are scheduled as follows:

- **Tuition Reimbursement Schedule**

% of Hours Attended	Institution Refund Policy
0-10%	90%
11-20%	80%
21-30%	70%
31% ----	0%

Cancellation Policy

The student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date with 10 days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

Withdrawal Procedure

If no notification of withdrawal is received, and a student has had an unexplained absence of more than ten (10) consecutive class days, **AVID CNA SCHOOL** shall consider the student to have withdrawn from the program. In all cases, the date of withdrawal shall be the last day of attendance.

Refunds shall be made within 30 days of the last day of the attendance if written notification has been provided to the institution by the student; otherwise, refunds shall be made within 30 days from the date the institution terminates the student or determines that the student has withdrawn.

Determination that a student has withdrawn shall be made within 30 days of the last day of attendance. **AVID CNA SCHOOL** shall provide written acknowledgment of a student's notification of withdrawal within fifteen (15) calendar days of the postmark date of the notification of withdrawal. In all instances, refunds shall be based on and computed from the last day of attendance.

NOTICE TO STUDENT

1. Do not sign this agreement before you have read it or if it contains any blank spaces.

2. This agreement is a legally binding instrument and is only binding when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. Read all pages of this contract before signing.

3. You are entitled to an exact copy of the agreement and any disclosure pages you sign.

4. This agreement and the School Catalog constitute the entire agreement between the student and the school.

5. Any changes in this agreement must be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by the authorized official of the school and by the student or the student's parent or guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.

6. The school does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.
7. Avid CNA School is not approved by a U.S Department of Education recognized accrediting body.

STUDENT ACKNOWLEDGEMENTS

1. I hereby acknowledge receipt of the School Catalog, which contains information describing programs offered, and equipment or supplies provided. The School Catalog is included as part of this enrollment agreement and I acknowledge that I have received a copy of this catalog.
   Student Initials _____
2. I have carefully read and received an exact copy of this enrollment agreement.
   Student Initials _____
3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate or credential may be awarded.
   Student Initials _____
4. I hereby acknowledge that the school has made available to me all required disclosure information listed under the Consumer Information section of this Enrollment Agreement.
   Student Initials _____
5. I understand that the school does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution. In cases where transferability is guaranteed, **AVID CNA SCHOOL** must provide me copies of transfer agreements that name the exact institution(s) and include agreement details and limitations.
   Student Initials _____
6. I understand that the school does not guarantee job placement to graduates upon program completion.
   Student Initials _____
7. I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with:

Illinois Board of Higher Education
1 N. Old State Capitol Plaza
Suite 333
Springfield, Illinois 62701-1394
Website: www.ibhe.org
Email: complaints@ibhe.org

Illinois Department of Public Health
Education and Training Section
625 W. Jefferson, 4th Floor
Springfield, IL 62761

Student Initials _____

8. I hereby acknowledge that payment of tuition and fees are my obligation. Application of financial assistance or loans does not negate this responsibility. **AVID CNA SCHOOL** is currently unable to participate in TITLE IV funding of the Higher Education Act of 1965.
   Student Initial _____

9. I hereby acknowledge that any payment made by check that does not clear my bank account will result in a NSF fee.
   Student Initial _____

10. I understand that tuition account balances must be on current status in order to advance to the next phase or program component and for admission to a new course and examination.
    Student Initial _____
11. I understand that if my account becomes 15-day past due, a $35 late fee will be assessed and I shall not be able to return to class and/or be able to take any exams until the account is brought current.
    Student Initial _____

12. I hereby acknowledge that prior to taking the final examination, my remaining account balance shall be paid in full. I also understand that there is a 3.5% service fee every imposed for all credit and debit card transactions, over the phone credit card transactions is 4% service fee.

    Student Initial _____

13. I understand that tuition and other fees must be current, if a payment plan was created, or fully paid prior to submission of application for State Licensing exam.
    Student Initial _____

14. Avid CNA School is approved by Illinois Board of Higher Education (IBHE) and Illinois Department of Public Health (IDPH) but not by a U.S Department of Education recognized accrediting body.
    Student Initial _____

15. I give Avid CNA School permission to post pictures that I may be in, along with activities that we do throughout the duration of the program, in their Facebook page listed as Avid CNA School. Any student in pictures being posted will not be named or tagged. In addition, pictures may also be used in flyers or marketing materials.
    Student Initial_____

16. A $40 clinical rescheduling fee will be assessed for each unexcused absence from a scheduled clinical session.
    Student Initial _____

17. If a student fails to take a major exam at the scheduled time, a deduction of 5% per day will be applied to the exam score for each day the test is delayed until it is completed.
    Student Initial_____

The student acknowledges receiving a copy of this completed agreement, the School Catalog, and written confirmation of acceptance prior to signing this contract. The student by signing this contract acknowledges that he/she has read this contract, understands the terms and conditions, and agrees to the conditions outlined in this contract. It is further understood that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Officer of **AVID CNA SCHOOL.** The student and the school will retain a copy of this agreement.

Student's Signature:_____Date:_____

Avid CNA School Representative Signature:_____Date:_____

Institutional Disclosures Reporting Table

Per Section 1095.200 of 23 Ill. Adm. Code 1095:

Institution Name: AVID CNA School
July 1, 2024 to June 30, 2025

The following information must be submitted to the Board annually; failure to do so is grounds for immediate revocation of the permit of approval.

Disclosure Reporting Category	Program Name	BNATP	EKG	PHLEBOTOMY		PCT
	CIP*	51.3902	51.0902	51.1009		51.3902
	SOC*	31-1014.00	29-2031.00	31-9097.00		31-1131
A) For each program of study, report:						
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.		468	14	34		2
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:						
	a) New starts	459	14	34		2
	b) Re-enrollments	9	0	0		0
	c) Transfers into the program from other programs at the school	0	0	0		0
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).		468	14	34		2
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:						
	a) Transferred out of the program or course and into another program or course at the school	0	0	0		0
	b) Completed or graduated from a program or course of instruction	422	14	34		2
	c) Withdrew from the school	46	0	0		
	d) Are still enrolled	0	0	0		
5) The number of students enrolled in the program or course of instruction who were:						
	a) Placed in their field of study	200	4	17		2
	b) Placed in a related field	90	3	9		
	c) Placed out of the field	30	1	4		
	d) Not available for placement due to personal reasons	95	0	0		
	e) Not employed	77	0	2		
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.		502	7	34		2
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.		492	4	32		2
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		180	0	0		2
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		$17.00	$16.50	$16.50		$20.00

*CIP--Please insert the program CIP Code. For more information on CIP codes: https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55

*SOC--Please insert the program SOC Code. For more information on SOC codes: http://www.bls.gov/soc/classification.htm

* **A course of instruction** is a standalone course that meets for an extended period of time and provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation or, in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

} In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

} If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.