

# Enrollment Agreement

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Avid CNA School

67 S. Sutton Rd.

Streamwood, IL 60107

Tel: 630 855 3977

Fax: 630 855 8453

Website: [avidcnaschool.com](http://avidcnaschool.com)

Email: [admin@avidcnaschool.com](mailto: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: 280 hours**

### **Specific Admission Requirements:**

1. The prospective student must be at least 17 years of age.
2. A reading comprehension proficiency of at least 10<sup>th</sup> 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:**

AVID CNA SCHOOL - FEBRUARY 2023

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. (2022). Essentials for Nursing Assistants, Mosby, 7<sup>th</sup> Edition, 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. (2019). Phlebotomy. 5<sup>th</sup> Edition, Elsevier.

### **Additional Materials:**

Primrose, P. (2015). Complete Phlebotomy Exam Review. 2<sup>nd</sup> 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

**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. (2019). ECG Made Easy. Elsevier.

**Additional Materials:**

Basic Dysrhythmias in CD-ROM (optional)



**Full Assessment of Program Cost**

|   |                      |
|---|----------------------|
| Class Tuition (BNATP, EKG, Phlebotomy) .....                                  | \$3389               |
| Registration Fee .....  | \$150 Non-refundable |
| Other course fees:  |                      |
| Technology Fee/Lab Fee .....  | \$437                |
| Books (Textbook, Workbook) .....  | \$362                |
| Online Practice Exams .....   | \$138                |
| Lab Kit (BP Machine, Stethoscope, Gait Belt, TED Hose Stockings, EKG Caliper) | \$110                |
| Uniforms .....  | \$138                |
| Certification Exams .....   | \$309                |
| BLS CPR Training .....  | \$60                 |
| Fingerprint/Background Check .....  | \$40                 |

|                         |                    |
|-------------------------|--------------------|
| <b>TOTAL AMOUNT DUE</b> | <b>\$ 5,093.00</b> |
|-------------------------|--------------------|

PROGRAM INFORMATION (CONTINUED)

|                                     |                                    |
|-------------------------------------|------------------------------------|
| PROGRAM START DATE: _____           | SCHEDULED END DATE: _____          |
| DAY <input type="checkbox"/>        | EVENING <input type="checkbox"/>   |
| 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: 240   |

## 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

Lab and clinical fees

- **Not Refundable**

Technology 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 does not require an official withdrawal in order to be eligible for refund, however, as a courtesy, every student wishing to leave or drop from the program shall notify the office of their intent. Tuition refunds are scheduled as follows:

- **Tuition Reimbursement Schedule**

| <b>% of Hours Attended</b> | <b>Institution Refund Policy</b> |
|----------------------------|----------------------------------|
| 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 accredited 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](http://www.ibhe.org)  
Complaint Call Line: (217) 557-7359  
Email: [complaints@ibhe.org](mailto:complaints@ibhe.org)

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

**Student Initials** \_\_\_\_\_

8. I hereby acknowledge that **AVID CNA SCHOOL** reserves the right to change the amount and applicability of tuition and fees as necessary. New or changed rates will apply to new enrollees. Written notices of planned fee changes will be posted in advance.

**Student Initial** \_\_\_\_\_

9. 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** \_\_\_\_\_

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

**Student Initial** \_\_\_\_\_

11. 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** \_\_\_\_\_

12. 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** \_\_\_\_\_

13. I hereby acknowledge that upon graduation, my remaining account balance shall be paid in full or I may enroll through an automatic deduction set-up as form of payment method. A checking account and/or credit/debit card details must be provided. I also understand that there is a 3% service fee every imposed for all credit and debit card transactions.

**Student Initial** \_\_\_\_\_

14. 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** \_\_\_\_\_

15. 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** \_\_\_\_\_

16. 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** \_\_\_\_\_



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



## Institutional Disclosures Reporting Table

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

|   |
|---|
| <b>Institution Name: AVID CNA School</b><br><b>July 1, 2021 to June 30, 2022</b>  |
| <i>The following information must be submitted to the Board annually; failure to do so is grounds for immediate revocation of the permit of approval.</i> |

| Disclosure Reporting Category   | Program Name | BNATP      | EKG        | PHLEBOTOMY |  |  |
|---|--------------|------------|------------|------------|--|--|
|   | CIP*         | 51.3902    | 51.0902    | 51.1009    |  |  |
|   | SOC*         | 31-1014.00 | 29-2031.00 | 31-9097.00 |  |  |
| <b>A) For each program of study, report:</b>  |              |            |            |            |  |  |
| 1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.   | 324          | 11         | 41         |            |  |  |
| 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   | 324          | 11         | 41         |            |  |  |
| b) Re-enrollments   | 11           | 0          | 0          |            |  |  |
| c) Transfers into the program from other programs at the school   | 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).                         | 324          | 11         | 41         |            |  |  |
| 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          |            |  |  |
| b) Completed or graduated from a program or course of instruction   | 302          | 11         | 41         |            |  |  |
| c) Withdrew from the school   | 24           | 2          | 1          |            |  |  |
| 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   | 16           | 1          | 7          |            |  |  |
| b) Placed in a related field  | 20           | 4          | 7          |            |  |  |
| c) Placed out of the field  | 26           | 0          | 8          |            |  |  |
| d) Not available for placement due to personal reasons  | 44           | 0          | 15         |            |  |  |
| e) Not employed   | 2            | 1          | 10         |            |  |  |
| B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.   | 296          | 5          | 20         |            |  |  |
| B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.  | 296          | 4          | 19         |            |  |  |
| 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. | 309          | 1          | 22         |            |  |  |
| 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    |            |  |  |

\*CIP --Please insert the program CIP Code. For more information on CIP codes: <https://nces.ed.gov/ipeds/data/cipcodes/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 stand-alone 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

*} 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.*