

# **CNS Academy for Healthcare Professionals, Inc.**



## **SCHOOL HANDBOOK**

**187 A High Street  
Holyoke, MA 01040  
(413) 998-3176**

This catalog is not intended to be a contract between CNS Academy for Healthcare Professionals, Inc. and the students. It contains policies procedures and requirements that all members of the academy community are to

follow. When required, changes to the catalog occur, those changes will be communicated through catalog inserts and other means until a revised edition of the catalog is published.

Students are to follow the curriculum and graduation requirements specified in the catalog at the time they enroll. Students who interrupt continuous enrollment will be subject to changes that have occurred prior to their re-admission.

***Equal Employment and Educational Opportunity***

It is our policy to promote and maintain equal employment and education opportunity without regard to race, color, sex, age, religion, handicap or national origin. Sexual harassment will **NOT** be tolerated at CNS Academy for Healthcare Professionals and will be considered a violation of policy. Inquiries concerning these policies should be addressed to:

Marc R. Beaulieu, RN  
President  
CNS Academy for Healthcare Professionals, Inc.  
187 Holyoke Street  
Holyoke, MA 01040  
(413) 998-3176

We reserve the right to change our regulations, requirements, or financial charges, and to cancel or change the course offerings published in this catalog. Students are to familiarize themselves with current regulations, requirements and changes. Information in this catalog is accurate as of the date of publication.

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### ***Introduction/Faculty/Governing Body***

Making the decision to begin a career in healthcare is a tough one, but with the right education and support, you can turn that once tough decision into a rewarding career.

### ***Mission***

CNS Academy for Healthcare Professionals, Inc. is to provide a higher standard of education to the community. We accomplish this by facilitating an environment for students to pursue their career path in the healthcare field.

Our objective at CNS Academy is to offer programs that meet the needs and interests of our career-minded students; to stress the relationship between theoretical knowledge and practical application; to provide a practical learning model that approximates actual experience; to prepare and encourage our graduates to pursue professional certification; and to assist our graduates in finding employment.

**Note: The school cannot guarantee employment**

### ***Goals***

To prepare our entry level students to work in the healthcare field with professionalism, knowledge, competence and compassion.

### ***We are CNS Academy for Healthcare Professionals***

But, why would you come here? Why should you entrust your education to a brand new school? Because with our instructors, we have over 12 years experience in healthcare, including instruction, supervision, homecare, acute and long term care.

### ***Our Faculty Members***

Marc R. Beaulieu, RN

Faculty are available for tutoring assistance and mentoring. We frequently utilize a team approach in assisting students. Technical instruction combines didactic, labs, field trips and clinical experience, with the use of tools and materials required in the healthcare field.

### ***Disclaimer***

*CNS Academy for Healthcare Professionals* is not to be held liable for personal injury, theft or damage to personal property.

### ***Financial Information***

CNS Academy for Healthcare Professionals, Inc. does not offer financial assistance at this time.

### ***Fee's Tuition and Book Costs***

Tuition is due upon completion of application. Tuition fee is assigned per course. Please pick up Course Price information at the Academy.

## **Specific Entrance Requirements**

Applicants for all programs must possess either a High school Diploma or GED. If the student is under the age of 18 a parent/guardian must sign the enrollment agreement. Immunization Record, a valid picture ID, Criminal Record Check, Current Tuberculin Test or Chest X-Ray and a non-refundable application fee of \$40.00.

## ***Cancellation, Refund Policy and How the Refund Process Works***

Definitions: As used by this refund Policy, the following terms shall have the following meanings:

“Semester” is the period for which students are charged and is defined in the Enrollment Agreement.

An academic year consists of two semesters. Costs are shown in the “description of Services and Materials” section of the Enrollment Agreement.

“Tuition and fees” means the stated program price for a Semester, or a portion of a semester if less than a semester remains in the student’s program, together with textbooks. Registration fee and other fees charged by CNS Academy for Healthcare Professionals.

You owe it to yourself to finish your training, however if you find it necessary to withdraw, the following explains our policies on calculating refunds to the students account. We follow several steps to determine if a refund is due and how it’s applied.

1. You may terminate this agreement at any time.
2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five per cent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.
8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day such writing is mailed.
9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

## ***Payment of Refunds***

Any refunds due under the foregoing provisions to the Student who properly cancels, withdraws, is discontinued, or fails to return from an approved leave of absence, will be refunded within sixty days of the date the student failed to return from an approved leave of absence.

### ***Class Postponement***

If your classes are for whatever reason postponed by CNS Academy for Healthcare Professionals, Inc., the Applicant is entitled to a complete and total refund of all monies paid.

### ***Special Cases***

In case of Student prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, CNS Academy for Healthcare Professionals Inc., shall make a settlement that is fair.

Applicants who have not visited CNS Academy for Healthcare Professionals Inc. prior to enrollment may withdraw without penalty within three (3) days following either their scheduled class orientation or following a tour of the Academy and its facilities.

### ***Individual Subjects***

For Students enrolled only for individual courses, the entire cost of the course tuition, textbooks, sales tax, and fees are due and payable upon registration of the course.

### ***Enrollment Dates***

You must enroll 2 weeks before the start of class to ensure availability. After the first day of class there will be NO additional enrollments. All late enrollments will attend the next upcoming class.

### ***Student Orientation***

New students are to attend a scheduled Student Orientation session and are required to complete an Enrollment Certification. During orientation, students meet their academic department head and career services representative. Enrollment Certifications are reviewed with new students outlining program content, graduate class salaries, placement rates, retention rates, honor code, parking, attendance regulations, drug policy, safety policy, safety report, and numerous additional policy terms.

### ***Honor Code***

The Honor Code at CNS Academy for Healthcare Professionals Inc. is based upon individual integrity. This code assumes that students accept their role in the academic community with self-respect and duty. Each student attending classes is requested to sign the Honor Code Pledge. It demands that students submit their own work. Suspected violations of the Honor Code may be reported to either the appropriate academic department head or.

### ***Privacy Act***

A. The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law designed to protect the privacy of a student's educational records. The FERPA gives certain rights to parents regarding their children's education records. The rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond high school level. Students and former students to whom the rights have transferred are called eligible students.

- B. Parents or eligible students have the right to inspect and review all of the student's education records maintained by the Academy. We are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records personally. Requests must be made in writing and the Academy charges a fee for copies.
- C. Parents and eligible students have the right to request that records believed to be inaccurate or misleading be corrected. If the Academy refuses to change their records, the parent of eligible student has the right to a formal hearing. Records contested are conducted within the procedures established for Academic Review Boards. If after a review, the Academy still refuses to correct, the parent or eligible student has the right to place a statement on the record commenting on the contested information in the record.
- D. Generally, the Academy must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows colleges and academies to disclose the records without consent, to the following parties:
- a. School employees who have a need to know
  - b. Other schools to which a student is transferring
  - c. Parents when a student over 18 is still dependant
  - d. Certain government officials in order to carry out lawful function
  - e. Organizations doing certain studies for the college
  - f. Accrediting organization
  - g. Individuals who have obtained court orders or subpoenas
  - h. Persons who need to know in case of health and safety emergencies and
  - i. State and local authorities to whom disclosure is required by state laws adopted before 11/19/74.

### ***Non-Discrimination Policy***

It is the policy of CNS Academy for Healthcare Professionals that no person shall be excluded from participation in, denied benefits of, or otherwise discriminate against under any program, including employment, because of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, mental retardation, past/present history of mental illness/disorder, learning disability and physical disability.

### ***Field Trips***

Field trips are arranged at appropriate times during courses and are designed to complement the curriculum and introduce students to environments that cannot be simulated in the classroom. Students are encouraged to ask questions during field trips and are requested to write a summary report on the field trip.



### ***Change of Name, Address and/or Telephone Number***

It is the responsibility of all students to notify the office immediately upon a change of name, address or telephone number. The academy is not responsible for any correspondence that the student may miss due to the student's failure to notify the academy of such. Legal documentation is required to change a name.

### ***Ex/Internship/Employment***

Externships are career-related work experiences that are given academic credit from a faculty member, upon approval by the academic department head. Usually externships are unpaid work experience, in an environment that resembles the work place. The student may be employed in these areas upon graduation. The externship provides the student with the opportunity to perform and dress professionally in a business environment related to their field of study.

Students that have not completed the externship requirements within one academic term will be assigned a grade of "incomplete". The student has one semester, or three academic terms to complete all requirements of the externship before the "Incomplete" grade is changed to an "F" grade.

### ***Alumni Services***

Alumni, or former graduates and students of CNS Academy for Healthcare Professionals Inc., can enroll in the Alumni Association through the Academy's web link. Alumni are encouraged to share their success with students as guest speakers. They are entitled to unlimited access to the campus library resources.

### ***Faculty***

Our Faculty is qualified with over 12 years of experience in nursing. Included in our experiences are: hospital, legal and ethical issues, continuing education, long-term care, skilled and unskilled homecare, private duty services, in traditional and non-traditional settings.

### ***Clinical Affiliations***

Clinical affiliations are met through local long-term care facilities and hospitals.

### ***Student Complaint Policy***

Students should file all complaints in writing. Although not required, students are encouraged to file complaints and attempt to resolve those complaints with the school first. The procedure for this is:

1. Meet first with the instructor.
2. If the complaint is not resolved by the instructor, then
3. Obtain paperwork for filing the complaint from the Admissions Office;
4. Then Campus Director will review the student's complaint
5. Meet in person with the student regarding the complaint and will respond within 10 business days.

Although not required, students are encouraged to file complaints and attempt to resolve those complaints with the school first, as outlined above. If satisfactory resolutions are not secured, then the student may proceed to file a complaint with the:

Massachusetts Department of Elementary & Secondary Education  
Office of Proprietary Schools  
75 Pleasant Street  
Malden, MA 02148-4906  
781-338-6048  
www.doe.mass.edu/ops

***Note:*** *The school does not have any policy nor acts in any manner which discourages or prohibits the filing of complaints regarding school's operation with the Massachusetts Department of Elementary & Secondary Education, Office of Proprietary Schools.*

### ***Satisfactory Progress Standards and Grade Reports***

“Per 603 CMR 3.11 (2) each student is required to receive a progress report in writing during the time period in which the course is being taught.” This applies to all students, regardless of their academic standing and the written reports must be kept in each student's file.

### ***Academic Progress Table***

Students must also complete their program within a maximum time frame of 100% of the normal program. Students who reach this point without completing their program will be suspended.

We understand that medical emergencies, work conflict and other crises may arise in a students' life. These issues will be taken into consideration. The board may recommend that the student is making satisfactory academic progress even though the student does not meet the GPA or credit completion standard. These circumstances must be documented.

Students are notified with a grade report or e-mail upon completion of the course. Students who receive a failing grade may request tutoring/advising from their instructor or academic department head. A grade of “Incomplete” becomes a failing grade if not completed within two weeks unless otherwise approved and documented by an instructor or academic department head.

***Course Withdrawals***

Students are charged tuition/fees and receive grades for the number of weeks attended. Student enrollment status for purposes of academic achievement is based upon course attendance, participation, projects and exam grades. If the student withdraws or is withdrawn from the course they are no longer a student at the Academy.

***Repeated Courses***

Whenever a course is repeated because of an earlier failure, credits accrue only when the student attains a passing grade in the course repeated. The highest grade a student can receive in a repeated course is a C. A pattern of course repetitions could cause a student to fall below the minimum standard for satisfactory academic progress. A course may not be repeated more than once without approval of an academic review board or Provost. Additional tuition charges apply when a student repeats more than one course during their program.

***Grading Policies***

The Academy’s Grading System is as follows:

Exam #1	16.67%
Exam #2	16.67%
Exam #3	16.67%
Exam #4	16.67%
Homework Assignments	16.67%
Final Exam	<u>16.67%</u>

Lab and Clinical Grading System – Pass/Fail based upon participation and proficient/independent return demonstration of all skills – 100% of steps per procedure.

***Testing***

CNS Academy for Healthcare Professionals, Inc.’s policy is that students complete required exams on the required schedule to receive a passing grade. To successfully pass Didactic study, student must pass exams with a 70%. To successfully pass clinical, students must demonstrate, unassisted, 100% mastery of all skills based on identified critical elements for each skill as outlined in the state approved curriculum.

***Make-up Exams/Retests***

Make up work is not allowed unless the student missed class for an emergency and can document that emergency. This only applies to (1) missed class and does not apply to Clinical. Per DPH, there is a 100% attendance policy required for Clinical. There are absolutely no make-ups, tardiness, etc. If you miss a Clinical class you are withdrawn from the program and must start Clinical over from the beginning the next time it is offered. If a student fails an original exam, they will be eligible to re-test, but the make-up exam will be a completely different exam per mandate of the Department of Public Health.

### ***Attendance Policy***

Per DPH, absences are not allowed except in extreme circumstances and only if accompanied by a legitimate doctor's note or other form of documentation. If the student is not in class when the class begins, they are absent and should be withdrawn from the class.

### ***Leave of Absence***

A student may submit a request for leave of absence in writing or e-mail to a faculty member or academic department head prior to the leave of absence. All requests must be approved. Students are only allowed one leave of absence in any 12 month period. The Academy may grant an additional leave of absence for unforeseen circumstances.

### ***Termination Policy***

CNS Academy for Healthcare Professionals Inc. reserves the right to terminate a student's enrollment on the following grounds:

Nonpayment of tuition

Unsatisfactory academic progress

Unsatisfactory attendance

Possession or use on campus of any firearm, or other dangerous weapon or incendiary device or explosive or any illegal narcotics

Disruption of academic processes

Plagiarism

Nonconformity with policy and regulations

Failure to submit course work as scheduled

Giving false information

Threatening or delivery of harm to another student or member of faculty

Altering institutional documents

Security or academic integrity violations

Conduct damaging to the facilities

Disruption of academic processes, includes wrongly taking credit for work or possessing unauthorized materials during tests or exams.

There are two types of termination: permanent, and conditional. A student applying for re-entrance after a conditional termination must demonstrate to a review board a reasonable likelihood of maintaining satisfactory progress, compliance with CNS Academy for Healthcare Professionals Inc. policies and regulations, and the ability to pay tuition.

### ***Late Arrivals and Early Departures***

Per DPH, late arrivals and early departures are not allowed.

### ***Repeat Status***

Students who have failed a course are eligible to repeat. A repeat may be approved by the academic department head, assistant department head, or review board when satisfactorily determined that a student would benefit from repeating a class. The student is allowed to repeat ONE course during their program at no extra charge, although attendance accumulates against the refund policy if the student does not graduate. After one repeat, normal tuition charges apply.

### ***Graduation Requirements***

To meet certification requirements, students must:

1. Be in compliance with satisfactory progress or academic standards with a grade average of 70 or greater and have passed each exam and have a 100% on all skills.
2. All students must have 100% attendance.
3. Have no outstanding obligations including account and library materials.
4. Have successfully completed all required classroom, lab, clinical internship assignment.
5. Be in compliance with financial terms of enrollment.

### ***Campus Safety***



Students are to observe proper Safety rules at all times. All accidents involving students, property of CNS Academy for Healthcare Professionals, or automobiles, must be reported promptly to the front office.

### ***Complaints***

Students wishing to file a formal complaint regarding sexual harassment, discrimination, personnel, or policies and procedures must submit their complaint in writing to the president of the Academy in a timely fashion. All complaints must be in written form with a signature and date of submission. CNS Academy for Healthcare Professionals will strive to keep all complaints confidential, but cannot guarantee confidentiality. Student complaint files are maintained for 6 years. Any student not satisfied with the outcome of their complaint by the school may file a complaint with the:

Massachusetts Department of Elementary & Secondary Education  
Office of Proprietary Schools  
75 Pleasant Street  
Malden, MA 02148-4906  
(781) 338-6048  
[www.doe.mass.edu/ops](http://www.doe.mass.edu/ops)

### ***Dress and Grooming***

Personal appearance and good grooming habits are essential in the health care field. We at CNS Academy for Healthcare Professionals, Inc., require Navy blue scrubs prior to clinical rotations which are available at all uniform stores or on the premises. Shoes should be white nursing shoes or leather sneakers, no open toed shoes. A stethoscope, black pen and note pad.



### ***Drug Policy***

In compliance with Public Law 101-226 (Drug-Free Schools and Communities Act Amendments of 1989), we pursue and promote a comprehensive program to prevent and correct the illegal use of drugs and the abuse of alcohol by students. The program includes the following standards:

CNS Academy for Healthcare Professionals, Inc. does not tolerate illegal drugs or alcohol on campus. The use of or possession of such substances on campus grounds is sufficient cause for termination of a student's enrollment as well as referral of the case to appropriate legal authorities. Students are informed at orientation that the standards of conduct clearly prohibit the unlawful possession, use, or distribution of drugs and alcohol; a clear statement of the specific

sanctions to be imposed on a student (consistent with local, state and federal law); and a description of these sanctions, up to and including expulsion or termination and referral for prosecution for violations of the standards.

### ***Equipment***

All equipment will be provided for clinical settings, classes, tests and exams per Division of Facility Services' requirements. A list of equipment may be found on website.

### ***Fire Emergency***



The smoke detector will sound if there is a fire or other emergency necessitating the evacuation of the building. Upon hearing the alarm, everyone is to leave the building via the nearest exit. Students should not re-enter the building until authorized by an official of the Academy. Exit routes are posted in all student areas; fire extinguishers are

strategically placed for emergency use. (Please report any damaged, missing, or expired extinguishers to the front office).

### ***Handicapped Access***

Our facilities are designed to permit handicapped persons to enroll and benefit from the programs we offer, including restrooms and classrooms. Handicapped parking provides convenient access to the student entrance.



### ***Holidays***



CNS Academy for Healthcare Professionals, Inc. observes the following holidays: New Years Eve, New Years Day, Martin Luther King, Jr. Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day (including day after), and Christmas Day. On these days CNS Academy for Healthcare Professionals, Inc. will be closed for academic purposes. If any of these holidays fall on a Saturday, the holiday is observed on Friday, and if it falls on a Sunday, the holiday is observed the following Monday.

### ***I.D. Cards***

Students are to wear identification cards in a conspicuous location on their person, so they can be clearly seen whenever students are in the building. The Identification card is required for admittance to all facilities, including class. The card is to be shown when making payments or library use. The card is especially required at all school functions not held on campus free, any replacements for lost, damaged, or stolen cards will incur a \$5 dollar fee.



### ***Library Services***



The library serves to meet the information, education and research-related needs of the students. The library has an open door policy concerning uses and provides informational assistance to anyone upon request. Access to Library, is available during business hours of operation.

### ***Lost and Found***

Personal items found on campus should be turned in to the front desk, or to an instructor. Upon demonstration of ownership, item will be returned to students. CNS Academy for Healthcare Professionals, Inc. carries no insurance to cover loss of personal property nor is responsible for such loss. Items will be held for 30 days.



### ***Messages and Personal Phone Calls***



The front desk cannot accept personal phone calls for students except in an emergency. Callers will be asked about the nature of the emergency.

### ***Parking***

Students are to park only in designated parking areas. Under extenuating circumstances, CNS Academy for Healthcare Professionals, Inc. may grant special permission for students to park in other areas, and such



permission will be noted on student's I.D cards. Violators of parking policies are subject to probation, suspension, or dismissal. Students are required to give vehicle license plate numbers to the front office. The Academy assumes no responsibility for the care or protection of any vehicle or its contents at any time it is operated or parked on the campus.

***Portable Electronic Device Policy***



The use of cell phones, pagers, handheld computers, and other electronic communication devices are not allowed in the classroom or library. These devices should be turned off or when entering the classroom or library. This policy pertains to students, faculty and staff. Non-compliance will result in expulsion from classroom. Second offenses will result in termination, with no refund of tuition.

***Sexual Harassment***

Sexual Harassment will not be tolerated at the school. No school employee, faculty member, student, or guest engages in improper conduct. Should improper conduct occur immediately report the incident to the Director or submit a report in writing to the address on the cover of this catalog.



***Smoking, Eating and Drinking***

Absolutely NO smoking (including chewing tobacco) eating or drinking anywhere inside the building, except in designated areas. Bottled water in a screw top plastic container is permitted in the classroom. Instructional personnel may have water available during presentation. There are NO exceptions to this policy and any violations could result in termination, suspension or dismissal, with no refund of tuition.



***Usual Class Size***

The number of students in each class will never be more than 10 per instructor. Depending on the demand, two (2) classes can be held at the same time with another instructor. We also offer evening and weekend classes. Clinical times will be announced at the first class start. Documented schedules can be picked up at the front desk.

***Weather Information***



CNS Academy for Healthcare Professionals policy is to stay open whenever possible. If snow or other weather conditions are so severe that the campus must be closed, students will be notified by announcements on local television and/or radio stations. Unless, further

announcements are made, classes will resume on schedule the following day. Students are to assume responsibility for their own safety when making decisions to attend classes during inclement weather.



***Classes Start/Academic Calendar***

Classes are scheduled to start \_\_\_\_\_ at 8:00am – 2pm, Monday - Friday

Evening Classes begin \_\_\_\_\_ at 5:00pm – 10pm, Monday - Friday

Weekend classes begin \_\_\_\_\_ at 10am - 4:00pm, Saturday - Sunday

***Course Descriptions***

<b>NAT I 120 Nursing Assistant Training</b>	M-F Day	Certificate	120.0hrs
	M-T Eve		
	S-S WE		

This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, Rehabilitation, and mental health. Upon successful course completion, students will be eligible to sit for the Massachusetts certification exam. After passing the certification exam, candidates will be placed on the Massachusetts Nurse Aide registry.

Prerequisites: High school diploma/GED