American Red Cross
Connecticut

Main Campus
31 Washington Ave 2nd fl
New Haven, CT 06473
203-234-2115
203-234-2105 (fax)
(See Catalog for additional sites)

Vocational School
Course Catalog
2018

Offering courses in:
Nurse Assistant Training

Approved by the Executive Director of the Connecticut
Office of Higher Education
and Connecticut Department of Public Health
School Staff  
(203) 234-2115

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COMPLAINT/INQUIRIES POLICY

The student may file a written complaint regarding the school’s operation with the Executive Director of the Connecticut Office of Higher Education at any time in compliance with the state regulations.

If a student has a complaint, the following steps will be taken:

1) A verbal complaint is registered with the Instructor and/or the Primary Lead RN Instructor.

2) The Primary Lead Registered Nurse Instructor should then take steps to investigate and or solve the complaint.

3) If no resolution, then a written complaint should be submitted to the Primary Lead RN Instructor, and Occupational School Director.

4) If still no resolution, then a written complaint should be sent and filed with the Executive Director of the Connecticut Office of Higher Education
450 Columbus Blvd, Suite 510, Hartford, CT 06103 (860) 947-1816.
# NURSE ASSISTANT TRAINING

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Classes are held in New Haven, Hartford and Bridgeport
**Purpose of the Course**

The purpose of the Nurse Assistant Training is to provide information and skills that will enable the student to provide quality care for residents in nursing homes, as well as supplemental information and skills that will enable them to provide quality health care for clients at home and patients in hospitals.

**Course Objectives**

These objectives will be achieved through lecture and skills demonstration practice in a classroom lab setting. These skills will be utilized in a long term nursing care facility providing care to actual residents.

After completing the American Red Cross course, the student will be able to:

- Recognize the importance of the nurse assistant role in improving the quality of the life for people in the health care system.

- Encourage clients to be as independent as possible.

- Support and maintain the right of residents, clients and patients.

- Be sensitive to the physical and psychological needs of people in the health care system.

- Communicate effectively with staff, residents, clients, patients, their families, and friends.

- Provide quality basic care for people in the health care system.

- Observe and document a person’s physical condition and overall well-being.
**Length of Program**

The CNA Training Course is a 100 hour program.

*76 hours are held in a classroom with a laboratory
*24 hours are held as a clinical experience

**Course Description**

The first 76 clock hours will be spent in theory in a classroom/lab setting learning nurse assistant training skills approved by Department of Public Health. The remaining 24 hours will be the practicum to be held in a long term nursing care facility.

Both components will be taught by a LPN or RN.

**Day Classes: (4 week program)**

Day classes are offered in New Haven, Bridgeport and Hartford. For the first three weeks, classes are held Monday through Thursday from 9:00 am to 3:15 pm in each location. Clinical work will be held the last week of class, Monday through Thursday, from 8:00 am to 2:00 pm, at a specified location assigned to that area. (Clinical times may vary for each location) The second week students will meet on a Friday for Adult/CPR/AED/FA training

**Evening Classes: (6 week program-bpt&htfd)(7 week)New Haven**

Evening classes are offered in New Haven, Bridgeport and Hartford. The first five weeks of class are held Monday through Wednesday from 5:30 pm to 10:30 pm in Htfd and Bpt. New Haven is Tues-Thurs. 5:30-10. Clinical work will be held the last week of class, Monday through Thursday at a specified location assigned to that area. (Clinical times may vary for each location) The second week students will meet on a Thursday night for Adult/CPR/AED/FA training

**Admissions**

To be accepted into the program, the prospective student must:

attend a mandatory info session, the student must complete an application form & pass a basic English comprehension, math exam during this session.

There is no cost for the Information Session. The Information Session is delivered two ways; it can be taken online or attend an in-person training session. In person sessions are held on Tues. at 10:00am in Hartford, Wed. at 10:00am in New Haven and Thurs. at 10:00am in Bridgeport. To register for the Online session do to [https://www.redcross.org/take-a-class/cna](https://www.redcross.org/take-a-class/cna).
Admissions (continued)

These skills are measured to ensure that the prospective student will be able to read and understand the material in class.

This training cannot be taken in lieu of compulsory education and students under the age of 18 must have parental permission.

The prospective student will receive a letter of acceptance or denial after the interview is complete.

Students will be required to submit a physical examination form which includes results from a PPD test.

Graduation

In order for the student to successfully complete the program and receive a certificate, the following requirements must be met:

1. Successful completion of the theory component of the program with a passing grade of 80% or better.
2. Successfully complete the clinical components of the program by mastering the required skills as outlined in our curriculum.
3. Completion of program is based on a pass/fail grade.
4. The student must have paid all tuitions prior to the first day of class.

After receiving the American Red Cross Nurse Assistant certificate, the student is eligible to take the state exam. The fee for this exam is $118.00.

If you would like to take the exam, you must have a money order made payable to Prometric available on the last day of class. You will receive a test date and location in the mail from Prometric.

The American Red Cross, Connecticut is not responsible for the scheduled date or location.
Tuition and Other Fees

The fee for the Nurse Assistant Training Program is $1250.00.

- **Registration Fee:** $625.00 *(Due before the start of class.)*
  *(Price includes Non-Refundable enrollment fee of $250.00)*
- **Tuition Fee:** $565.00
- **Supplies & Books:** $60.00 *(Textbook)*

**Payment Plan Available**

$625.00 due before the start of class
$625.00 due 7 days before class starts.

Acceptable payment methods are:

- Bank Check
- Money Order
- Visa or MasterCard
- American Express
- Discover

*Cash OR Personal checks will not be accepted*

The American Red Cross does not offer any financial assistance.
Transfer

1. Students requesting transfers up to 5 business days prior to class starting can transfer to the next scheduled class that has room for that student. Students will be allowed one free transfer prior to class start. Students should request a transfer in writing.

A.) Additional transfer requests prior to class starting will require a payment of a $250 processing fee.

2. Students requesting transfers after class has started must have a valid reason for not being able to finish the current class, such as a family emergency, health issues, death in family, etc. and must provide documentation.

A.) These transfer requests will be handled as refunds. The student can then register for a future course but will need to repay the full course fee. All transfer requests will be submitted to the Program Manager/School Director. No other program staff should promise transfers.

Withdrawal Policy

Student who chose to withdraw from the school should notify the School Director in writing. Students have 30 calendar days from the day they drop out of class to request a refund. The withdraw date will be based on the student’s last date of attendance. If a student withdraws at the completion of the theory portion of class and misses all or part of the clinical component, then the clinical component may be made up provided that they student has passed the theory component with a grade point average of 80% or better and pays an additional $125.00. The clinical component can only be made up under the condition that the time period does not exceed 3 months and that the student can re-take and pass the final exam issued within 30 days.

If the American Red Cross cancels the class for any reasons and that student cannot attend the next scheduled class, then a full refund will be issued for any monies paid; refunds will be issued within 30 days.
Refund

1. Sometimes students have significant life events – health issues, family emergency, etc., that make them unable to attend or complete a course. Student providing documents of a personal health issue or death in the immediate family within 2 weeks may be eligible for waiver of the fees described below.

Students who withdraw prior to the beginning of class can receive a refund of what they have paid, less a $250.00 enrollment fee.

B.) Students who have started the course, but withdraw before 50 class hours of training have elapsed, will receive 50% of what they paid as a course fee.

C.) Students who withdraw after 50 class hours of training have elapsed will not receive a refund.

D.) Students will not receive a refund if they are dismissed from the course for cause under disclosed school policies, regardless of the elapsed time.

G.) Students will not receive a refund if they fail the course.

F.) All refunds will be processed within 30 days.
**CNA Grading Policy**

To pass the theory component the student must have an average score of 80% or better. Students will be given 3 attempts on a single test and 2 attempts on the final. If they are unable to pass a test after these attempts they will fail the theory and not be eligible for clinical. This average allows the student to be eligible to participate in the clinical component of the course, which includes 24 hours of hands-on experience with the elderly at a nursing facility. The clinical component is held the last week of class. The clinical component is based on a pass/fail principle. Students are required to perform the 21 skills at the nursing facility at 100% efficiency. These skills include but are limited to custodial care, transfers, vital signs, organizational skills, principal of care, feeding and bed making. Once the student has successfully masters these skills to the Instructor, and has been validated, a certificate of completion, along with a nursing assistant pin awarded to the student.

**Criminal Background Check**

*All students enrolling in the CNA training program will be required to complete and pass a national criminal background check.*

**Student Conduct**

The school director has the right to terminate those whose conduct is deemed unsatisfactory. Unsatisfactory conduct may be theft, possession, use of or being under the influence of alcohol or illegal drugs while on school property or during the class, assault upon another student or staff member, destruction of school property or equipment, insubordination to a faculty member, or the disruption of classes or activities or engages in academic dishonesty, cheating or plagiarism. Violations of any of these prohibitions may result in termination from school.
Student Conduct is outlined in the Standards of Conduct Policy (supplied in student handbook), which is to be upheld by every student attending the school. These standards are given to the students on the first day of each class.

Misconduct (described in the Standards of Conduct) by any Student can lead to disciplinary and/or legal action as well as dismissal from the school.

**Attendance**
To meet all of the requirements for the course, only one absence is allowed during the classroom section of the course. If a student is absent more than once, they will be dropped from the course. *No exceptions.* Students are responsible for the material missed in class when absent. All of the class time is considered vital. If an emergency situation arises during classroom training, any absences must be cleared by the Instructor. In addition, no absences are allowed during the clinical portion of the class. If a student is absent during clinical they will be automatically dismissed from the course.

**Termination by School Policy**
A student may be terminated from the program if any of the following occur:

1. If grade point average falls below 80% before the completion of the program.
2. If the student does not pass any test after 3 attempts or the final exam after 2 attempts.
3. If the student violates the Standards of Conduct as outlined in the Standards of Conduct Policy in student handbook.
4. If a student violates the Attendance policy.
5. If the student’s account is not paid in full prior to class start.

If a student is at risk for performing any of the above, a verbal warning will be given followed by a written memorandum to the student at risk and the Primary Instructor will then take any necessary action.
The classrooms for New Haven, Bridgeport and Hartford can comfortably seat eight to ten students with desks and chairs.

All classrooms have hospital beds, manikins, and all necessary supplies for conducting class.

AMERICAN RED CROSS
VOCATIONAL SCHOOL
2018 Calendar Information

All start dates and times are based on the enrollment of at least 7 students.

In the event that enrollment is below the starting minimum of seven students, the date will be postponed for one week until the class has the minimum number of participants to run the class.

If an official holiday occurs during the scheduled class period, the instructor of the class will discuss with students whether or not class will be held on the official holiday. Make-up days will also be discussed between the instructor and the students if class is not held on the official holiday.

Official Holidays

Memorial Day
Independence Day
Labor Day
Thanksgiving
Christmas Day
New Year's Day
### CNA 2018 Calendar

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<tr>
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<th>Day Class End Date</th>
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<tr>
<td>Monday, Jan 22, 2018</td>
<td>Thursday, Feb. 16, 2018</td>
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<tr>
<td>Monday, Feb 26, 2018</td>
<td>Thursday, March 22, 2018</td>
</tr>
<tr>
<td>Monday, April 2, 2018</td>
<td>Thursday, April 26, 2018</td>
</tr>
<tr>
<td>Monday May 14, 2018</td>
<td>Thursday, June 7, 2018</td>
</tr>
<tr>
<td>Monday June 18, 2018</td>
<td>Thursday, July 21, 2018</td>
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<table>
<thead>
<tr>
<th>Evening Class Start Date</th>
<th>Evening Class End Date</th>
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<tbody>
<tr>
<td>Tuesday, March 6, 2018</td>
<td>Thursday, April 19, 2018</td>
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<tr>
<td>Tuesday, May 7, 2018</td>
<td>Thursday, June 21, 2018</td>
</tr>
<tr>
<td>Tuesday, June 25, 2018</td>
<td>Thursday, August 9, 2018</td>
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*The above schedule only applies to the main campus in New Haven.

All scheduled class dates are tentative. In the event that enrollment is below the starting minimum of seven students, the start date will be postponed until the class minimum enrollment is met.

**Dates may vary depending on classroom location. Call our main campus for a detailed listing of class dates by location. **203-234-2115**
Inclement Weather

If there is inclement weather, the instructor will notify students of the cancellation of class/clinical and when the make-up day will take place. Students are also required to call the office to verify class cancellations.

Employment Opportunities

• American Red Cross or its agents make no promise or guarantee of employment after completion of its program.

• Recruiters will attend graduation ceremonies providing opportunities for potential job placement.

The student acknowledges that they must pass a national criminal background check prior to the first day of class. A Felony conviction and/or certain misdemeanor convictions may prohibit you from obtaining employment in the nursing field.

Non– Discrimination Guidelines: The American Red Cross fosters equal employment opportunity for all applicants, volunteers and employees, without regard to race, color, sex, religion, national origin, age, handicap or veteran status, except when, with reasonable accommodations, age or handicap substantially limits ability to meet or perform legitimate service standards or poses a safety hazard.
Locations

Main Campus

New Haven:
American Red Cross
31 Washington Ave 2nd Fl.
North Haven, CT 06473
P. (203) 234-2115
F. (203) 234-2105

Additional Classroom Sites

New Haven:
Gateway Community College
Room N005
20 Church St
New Haven, CT 06510
P. (203) 234-2115
F. (203) 234-2105

Bridgeport:
American Red Cross
1057 Broad St. 3rd Floor
Bridgeport, CT 06607
P: (203) 338-0951
F. (203) 338-0951

Hartford:
Urban League of Greater Hartford
140 Woodland Street
Hartford, CT 06105
P. (203) 234-2115
F. (203) 234-2105