Table of Contents

OWNERSHIP ........................................................................................................................................... 3
MISSION STATEMENT ........................................................................................................................... 3
PHILOSOPHY AND PURPOSE ............................................................................................................... 3
PROGRAM OVERVIEW .......................................................................................................................... 3
NURSE ASSISTANT TRAINING PROGRAM .......................................................................................... 3
TRANSFER/WITHDRAW/REFUND POLICIES ....................................................................................... 4
COURSE COMPONENTS ......................................................................................................................... 4
ADMISSION POLICY ............................................................................................................................. 5
DOCUMENTS REQUIRED UPON REGISTRATION ................................................................................ 5
CEP EXAM ................................................................................................................................................ 6
BACKGROUND CHECK/PRIOR CONVICTIONS .................................................................................... 6
GRADING .................................................................................................................................................. 6
STUDENT DRESS CODE ........................................................................................................................ 6
JOB FAIR .................................................................................................................................................. 7
ATTENDANCE .......................................................................................................................................... 7
ADDITIONAL STUDENT GROUND RULES ......................................................................................... 7
NON-DISCRIMINATION & ANTI-HARASSMENT POLICY ................................................................. 7
CLASS LOCATIONS .............................................................................................................................. 8
OWNERSHIP
The American National Red Cross exists pursuant to a charter granted in 1905 by an act of the United States Congress. Chapters of the American Red Cross are local units of the corporation, not separate legal entities. As a national not for profit corporation chartered by an act of Congress, the American Red Cross is authorized to conduct business in all 50 states.

MISSION STATEMENT
The mission of the American Red Cross Nurse Assistant Training Program (the “NAT Program”) is to prepare Nurse Assistants who provide high quality and compassionate care for residents in nursing homes, assisted living facilities, private homes, and patients in hospitals.

PHILOSOPHY AND PURPOSE
The NAT Program is rooted in six principles of care: Privacy, Dignity, Independence, Communication, Safety, and Infection Control. The program is designed to motivate the participant and establish a deeper appreciation of his/her important role in providing quality nursing care in a variety of healthcare settings.

The purpose of the NAT Program is to provide the information and skills that will enable nurse assistants to provide quality care for residents in nursing homes, as well as supplemental information and skills to enable them to provide quality healthcare for clients at home and patients in hospitals and other healthcare facilities. The course is led by Registered Nurses and Licensed Vocational Nurses who have completed a training course and meet all Federal, State, and American Red Cross instructor requirements.

PROGRAM OVERVIEW
The NAT Program exceeds the California Department of Public Health’s requirements for Nurse Assistant Training in California, including 75 plus hours of classroom/lab and 100 hours of supervised hands-on clinical experience at a local Skilled Nursing Facility. All classes are taught by highly experienced and professional nurses with a small student to instructor ratio to provide quality training. The expectation of excellence is high within our fast-paced and focused program. We train our students to provide compassionate care for people within the health care system.

Through lecture, video, role-playing, and hands-on laboratory and clinical practice, our students learn procedural skills such as bathing, dressing, positioning, and vital signs. Students will also learn key communication techniques through life skills training including resume and interview preparation to prepare students for employment after graduation. After students graduate the NAT Program, they are eligible to sit for the California Nurse Assistant Competency Exam to become a Certified Nurse Assistant.

NURSE ASSISTANT TRAINING PROGRAM
Tuition
Total cost payable to American Red Cross for this training is $1500.00 (includes $250.00 non-refundable application fee). Each student will be responsible for additional expenses (see below).

Tuition includes
Application Fee (non-refundable): $250.00
Tuition: $1250.00
TOTAL: $1500.00
Included in the program:
Background check, live scan fingerprinting, assessment test (if needed), textbook, BLS CPR/AED training.

Student Responsibility

<table>
<thead>
<tr>
<th>Item</th>
<th>Price Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Exam</td>
<td>$25.00-$75.00</td>
</tr>
<tr>
<td>Tuberculosis/TB Test</td>
<td>$5.00-$50.00</td>
</tr>
<tr>
<td>Uniform (white scrub top, red scrub pants)</td>
<td>$20.00-$30.00</td>
</tr>
<tr>
<td>White tennis shoes</td>
<td>$20.00-$50.00</td>
</tr>
<tr>
<td>Watch with a second hand</td>
<td>$20.00-$30.00</td>
</tr>
<tr>
<td>Competency Evaluation Program (CEP Test)</td>
<td>$110.00-$125.00</td>
</tr>
</tbody>
</table>

Prospective students can pay their tuition in 2 payments: Application fee ($250.00); and Tuition ($1250.00) prior to the start of class. Students can also pay the full program cost ($1500.00) in 1 payment.

If an outside source is covering all or a portion of the program cost, a signed authorization from the agency/source must be provided at the time of registration. If the agency is paying anything less than the full amount for the program, the student is responsible for the total remaining balance. The remaining balance is due at the time of registration.

Tuition is to be paid by Credit Card or ATM with a Credit Card Logo only.

TRANSFER/WITHDRAW/REFUND POLICIES

Students requesting transfers up to 3 days prior to class starting can transfer to the next scheduled class that has availability. Students will be allowed only one free transfer prior to class starting.

Sometimes students have significant life events that make them unable to attend or complete a NAT course. Students providing documentation of a personal health issue within 5 business days or death in the immediate family (we may require verification of death and relation to the deceased) may be eligible for a refund or transfer into another class.

Students have a right to cancel and obtain a full refund of charges paid, minus the $250.00 non-refundable application fee, prior to attendance at the first class session. Students who have started the course and request a refund before 60 hours have lapsed can request a $625.00 refund (half of the program tuition; not including the non-refundable application fee). After 60 hours of class has lapsed, no refund will be given.

Refunds must be requested in writing to the Operations Manager.

Students dismissed from the program for academic, attendance/punctuality, or behavior issues are not eligible for refunds.

COURSE COMPONENTS

Lecture: Note taking and pre-reading are mandatory and add to the learning process.

Activities: Activities are designed to involve students in the experiential learning process.

Video: Videos and instructor demonstrations are used to provide a standardized method for all nursing skills to help ensure standardization of quality, and to present real life scenarios for the student.

Lab sessions: Lab sessions allow students to demonstrate competency in each skill prior to the clinical experience.

Clinical experience: The clinical component of the program will provide students a real world, hands-on learning opportunity in a long-term healthcare facility.
ADMISSION POLICY

Students enrolling in the Nurse Assistant Training Program must be at least 16 years of age and possess a valid Social Security Card.

DOCUMENTS REQUIRED UPON REGISTRATION

1) Nurse Assistant Training Registration Form

2) Background Check Release Form

3) Education – One of the following required:
   i. High School Diploma/GED from the United States
   ii. Assessment Test (administered by the Red Cross)

4) Enrollment Agreement

5) Copy of Government issued photo ID/Passport

6) Red Cross TB Form documenting negative TB test (must be completed within 90 days of the start of clinical; a negative chest x-ray will be accepted within 1 year of the start of clinical)

7) Red Cross Physical Form completed by Healthcare Practitioner (must be completed within 90 days of the start of clinical). Evidence of Flu Shot as applicable pursuant to the Notes below

8) Payments

The registrations process may be initiated with the first 5 items and the $250 nonrefundable application fee. All items listed above, including full payment, must be received to secure a spot in a particular course. Class registration is done on a first come first serve basis and class may fill to capacity.

Notes:

The American Red Cross Infection Control Program Standard Precautions Hepatitis B Vaccine acknowledgement must be provided 7 days prior of the start of class. If you would like more information about the Hepatitis B Vaccine you can request it from the Registration Coordinator.

Proof of flu shot is required during flu season (October 1 – March 31) and is due 7 days prior to the start of class. If proof cannot be provided and is allowed by the clinical facility, participant must wear a face mask at all times during the clinical days, Red Cross will provide. Some clinical facilities require the flu shot at all times; you will be informed of this as applicable.

If a student requires or requests any accommodations, they must first seek approval from the Operations Manager and Lead RN prior to registration, to be granted in the American Red Cross’ sole discretion; documentation must be provided.

The classroom, lab and clinical sessions require the ability to learn in a fast-paced academic environment coupled with strenuous physical activity. If you have any conditions that could affect your ability to participate including learning disability, pregnancy, chronic condition or an injury, please provide written permission from your physician or clinician. Applicable conditions revealed after enrollment without permission to participate will be grounds for non-refundable dismissal.
CEP EXAM
A test date will be blocked for your class. Additional guidance on registering and paying for the state exam will be provided upon registration. You should reserve an entire day for testing, plus need additional documentation:

- Proper documents to take test:
  - Original Social Security Card (cannot be laminated);
  - Acceptable photo ID;
  - NAMES MUST APPEAR THE SAME ON BOTH DOCUMENTS;
  - DHS form 283B with Lead RN signature.

BACKGROUND CHECK/PRIOR CONVICTIONS
The American Red Cross has the right to deny a student enrollment based on a prior conviction, and in such cases, the Application Fee will be forfeited. The California Department of Public Health makes all decisions for certifications; approval to attend the Nurse Assistant Training program does not guarantee certification.

GRADING
Students are expected to come prepared to class with all homework assignments completed. Students are required to pass written exams (quizzes and a final exam) with a minimum of 80%. Students have the opportunity to retake quizzes and the final exam one time. If a student does not successfully pass on their second attempt of a quiz or the final exam, they will be dismissed from the program.

Students are required to demonstrate competency of all skills required in the program. Evaluation of competency occurs both in the lab and clinical components of the program.

All skills listed in the California Nurse Assistant Training Student Handbook will be performed with 100% accuracy. This is mandatory before attending clinical setting. In the clinical setting students are expected to demonstrate respect, truthfulness, reliability, timeliness and good judgment in providing safe care to residents.

STUDENT DRESS CODE
The Nurse Assistant student uniform is a white scrub top, fire-engine red scrub pants, and white shoes. Students are expected to be in uniform every day of class, clinical, State exam days, the job fair, and graduation. A watch with a second hand is part of your uniform.

Shoes should be an athletic/tennis shoe and must be closed toe and closed heel. Shoes may have some other small color or design, as long as they are mostly white.

PERMITTED
- Scarf or skirt (neutral colors) for those with religious necessity
- Small earring studs and rings with personal significance (limit one per hand)
- Natural makeup
- Nails trimmed not extending beyond tips of fingers. No colors or designs

NOT PERMITTED
- Cellular phones (should be put away and turned off during class and clinical)
- Hats or scarves (religious exception)
- Dangling jewelry or visible facial piercings (nose, eyebrow, lip, chin, etc.)
- Long, loose hair, extreme hair color or styles
- Acrylic nails or overlays
• Heeled, open-back, or clogged shoes
• No jackets over the uniform attire, unless they are professional scrub jackets. If you are cold, we allow a long-sleeve red, white, gray or black shirt under the white scrub top.
• Please cover tattoos for the clinical experience

JOB FAIR
• The NAT Program hosts a job fair for all students. The job fair will help students find a job but does not guarantee employment. Students will have the opportunity to complete job applications and schedule interviews with prospective employers.

ATTENDANCE
The student is required to satisfactorily complete all the course instruction (this includes didactics, lab, and clinical). A maximum of one day (6.5 hours for the weekday and weekend program or 4 hours for the evening and morning program) of absences will be allowed due to sickness or family emergency. Official documentation must be provided. For Theory the students will need to make up hours in a different class, potentially at another location, but it must be the day of the topic that they missed; the Theory training make-up will be supervised by an instructor and they will be available for questions and module/course exam administration. Any missed Theory time must be made up prior to the student being allowed to attend the clinical portion of training; if this cannot be made up prior, the student would need to transfer to another course. For the clinical training, one make-up day (6.5 hours for the weekday and weekend program and 4 hours for the evening and morning program) is included with each scheduled class and is part of the approved American Red Cross Program Training Schedule (276B); this is the maximum clinical training hours that will be allowed and the only time that will be provided to make up clinical training.

ADDITIONAL STUDENT GROUND RULES
• Use of cell phones, pagers, and other electronic devices, including tablets, iPads, iPods, etc are prohibited and must be stored away. Cell phones are to be used only in designated areas.
• Smoking is prohibited in the building and on the premises. Smoking is prohibited during clinical experience including breaks.
• If weather conditions are poor and the city schools are delayed or closed in the county; classes will be delayed or cancelled and time will be made up as directed by the Operations Manager.
• Students will be quizzed on 24 textbook chapters and 40 skills.
• Additional student ground rules will be provided on the first day of class.
• Cheating is grounds for immediate dismissal from the program, with forfeit of all fees.

NON-DISCRIMINATION & ANTI-HARASSMENT POLICY
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. If a student believes that she or he has been subjected to illegal harassment, the student must bring the matter to the immediate attention of the instructor. All reports of harassment will be promptly investigated and, if appropriate, remedial action will be taken.

Revised once a year or as needed
(Rev. October 2nd, 2019)
### Northern California Class locations:

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oakland</td>
<td>3901 Broadway</td>
<td>(916) 993-7063</td>
<td><a href="mailto:kera.manley@redcross.org">kera.manley@redcross.org</a></td>
</tr>
<tr>
<td>Sacramento</td>
<td>1565 Exposition Blvd.</td>
<td>(916) 993-7063</td>
<td><a href="mailto:kera.manley@redcross.org">kera.manley@redcross.org</a></td>
</tr>
<tr>
<td>San Jose</td>
<td>2731 N 1st St.</td>
<td>(707) 577-7640</td>
<td><a href="mailto:susan.vahlstrom@redcross.org">susan.vahlstrom@redcross.org</a></td>
</tr>
<tr>
<td>Santa Rosa</td>
<td>5297 Aero Drive</td>
<td>(707) 577-7640</td>
<td><a href="mailto:susan.vahlstrom@redcross.org">susan.vahlstrom@redcross.org</a></td>
</tr>
</tbody>
</table>

### Southern California Class locations:

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alhambra</td>
<td>2215 West Mission Rd</td>
<td>(818) 539-9931</td>
<td><a href="mailto:alice.minton2@redcross.org">alice.minton2@redcross.org</a></td>
</tr>
<tr>
<td>Commerce</td>
<td>2227 Atlantic Blvd</td>
<td>(562) 426-8176</td>
<td><a href="mailto:jennifer.johnson5@redcross.org">jennifer.johnson5@redcross.org</a></td>
</tr>
<tr>
<td>Santa Ana</td>
<td>600 Parkcenter Dr</td>
<td>(562) 426-8176</td>
<td><a href="mailto:jennifer.johnson5@redcross.org">jennifer.johnson5@redcross.org</a></td>
</tr>
<tr>
<td>Chula Vista</td>
<td>311 Del Mar Avenue</td>
<td>(909) 380-7255</td>
<td><a href="mailto:gia.oliphant@redcross.org">gia.oliphant@redcross.org</a></td>
</tr>
<tr>
<td>Glendale</td>
<td>1501 S. Brand Blvd</td>
<td>(818) 539-9931</td>
<td><a href="mailto:alice.minton2@redcross.org">alice.minton2@redcross.org</a></td>
</tr>
<tr>
<td>Santa Monica</td>
<td>1450 11th Street</td>
<td>(818) 539-9931</td>
<td><a href="mailto:alice.minton2@redcross.org">alice.minton2@redcross.org</a></td>
</tr>
</tbody>
</table>

### Training Support Center

1-800-RedCross

http://www.redcross.org