

STUDENT CATALOG
JANUARY 2021
VOLUME 5



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Student Catalog

Purpose:

PDTS will provide a basic level of knowledge including theory and competency skills demonstrated for students who will be providing Nurse Aide, Phlebotomy, EKG and Medical Assistant services to residents in various healthcare settings. Education will emphasize delivering excellent care, exemplifying professionalism in all that is done, showing respect and dignity to residents while helping them live a high quality of life.

Location/Description of Facilities:

We are located in Kershaw County, named All-America City 2018 and in Lee County (Bishopville, SC) & Sumter County (Sumter, SC) inside of their Adult Education Center. We are in a friendly environment with a classroom setting that is geared towards personalized, one-on-one learning. The classroom space and clinical lab are combined to foster hands on learning and promote engagement from all students. Restrooms are easily accessible to the learning space. Each student will receive tools necessary to succeed using their individualized learning skills to grasp material. We provide separate registration times so classroom and lab simulation experiences are not interrupted. The maximum class size for Nurse Aide will be 12 students at a time and for Phlebotomy, EKG and Medical Assistant, there will be a maximum of 12 students. (except for Sumter, SC where classes hold a maximum of 10 students)

Licensing:

Licensed by the South Carolina Commission on Higher Education
1122 Lady Street, Suite 300, Columbia, SC 29201
Telephone (803) 737-2260; www.che.sc.gov

Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.

Admission Requirements:

Registration takes place Tuesday and Thursday from 12p-2p or by calling to arrange an appointment.

Applicants will receive a catalog initially. The enrollment agreement and an admission application must be completed on site with full payment or with one of the payment plans. Payments are due based on the type of payment plan chosen. Please bring a valid ID along with a Social Security Card. Citizenship/authorized alien/immigrant status documentation must be on hand during registration as well for verification.

Applicants must be:

- 17 years of age or older (must be 18 years of age or older to take state exam for Nurse Aide) and 18 years of age for Phlebotomy, EKG and Clinical Medical Assistant
- Must have High School Diploma or GED to take Phlebotomy, EKG and Clinical Medical Assistant
- Able to pass a SLED criminal background check (Felonies are considered if greater than 10 years old, but testing for the Nurse Aide exam is left up to the discretion of SC DHHS; admission in to the program for misdemeanor/felony charges is left up to the discretion of the program director; a criminal record may prevent students employment in the field even after taking class and passing the state exam)
- Provide proof of SC Driver's License
- Show results of a negative Two-Step TB skin test within the last three months, or a negative chest x-ray within the last year
- A written statement or physical from a physician is needed showing that there are no pre-existing condition (s) that would restrict and/or limit their ability to perform strenuous tasks (pregnancy, lifting, etc.) and/or showing ability to lift 75 pounds

Failure to provide documentation or comply with the registration process will compromise enrollment.

Professional Development and Training Services, LLC does not discriminate; students are admitted providing they meet the above requirements without regard to race, color, religion, sex, age, national origin or handicap.

Note: Professional Development and Training Services, LLC does not provide living accommodations for students.

Student Application Procedure:

see admission requirements

Tuition and Program Fees

The cost of Tuition and Program Fees: (Updated and subject to change at any time; notice posted on website and appropriate literature; will not change after current students have already signed enrollment agreement)

Nurse Aide Tuition & Fees:

REGISTRATION FEE:	\$	<u>50.00</u>
TUITION:	\$	<u>850.00</u>
BOOKS:	\$	<u>90.00</u>
Required Book: Nursing Assisting: A Foundation in Caregiving (4 th Edition), By: Diana Dugan, RN		
MISC. EXPENSES:	\$	<u>210.00</u> (itemize below)
	• Itemize item and cost	<u>SLED \$25.00</u>
	• Itemize item and cost	<u>CPR \$45.00</u>
	• Itemize item and cost	<u>Name Badge FREE</u>
	• Itemize item and cost	<u>State Exam Fee \$140.00</u>
TOTAL COST:	\$	<u>1200.00</u>

EKG Tuition & Fees:

REGISTRATION FEE:	\$	<u>50.00</u>
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TUITION: \$ 850.00

BOOKS: \$ 45.00

Required Book: Hartman's Complete Guide for the EKG Technician By:
Wilma Lynne Clarke, EdD, RN

MISC. EXPENSES: \$ 175.00 (*itemize below*)

- Itemize item and cost SLED \$25.00
- Itemize item and cost CPR \$45.00
- Itemize item and cost Name Badge **FREE**
- Itemize item and cost National Exam Fee \$105.00

National Certification information can be found at the following
website: <https://www.americanalliedhealth.com/>

TOTAL COST: \$ 1120.00

Phlebotomy Tuition & Fees:

REGISTRATION FEE: \$ 50.00

TUITION: \$ 850.00

BOOKS: \$ 75.00

Required Book: Hartman's Complete Guide for the Phlebotomy Technician

MISC. EXPENSES: \$ 175.00 (*itemize below*)

- Itemize item and cost SLED \$25.00
- Itemize item and cost CPR \$45.00
- Itemize item and cost Name Badge **FREE**
- Itemize item and cost National Exam Fee \$105.00

National Certification information can be found at the following
website: <https://www.americanalliedhealth.com/>

TOTAL COST: \$ 1150.00

Patient Care Technician Tuition & Fees:

REGISTRATION FEE: \$ 50.00

TUITION: \$ 2550.00

BOOKS: \$ 210.00

Required Books: Nursing Assisting: A Foundation in Caregiving (4th Edition),
By: Diana Dugan, RN, Hartman's Complete Guide for the EKG Technician By:
Wilma Lynne Clarke, EdD, RN, Hartman's Complete Guide for the Phlebotomy
Technician

MISC. EXPENSES: \$ 420.00 (*itemize below*)

- Itemize item and cost SLED \$25.00
- Itemize item and cost CPR \$45.00
- Itemize item and cost Name Badge **FREE**
- Itemize item and cost State and National Exam Fee \$350.00

TOTAL COST: \$ 3230.00

Clinical Medical Assistant Tuition & Fees:

REGISTRATION FEE: \$ 50.00

TUITION: \$ 4550.00

BOOKS: \$ 120.00

Required Book: Comprehensive Medical Assisting, Administrative and Clinical
Competencies By: Beaman, etc 4th Edition

MISC. EXPENSES: \$ 225.00 (*itemize below*)

- Itemize item and cost SLED \$25.00
- Itemize item and cost CPR \$45.00
- Itemize item and cost Name Badge **FREE**
- Itemize item and cost National Exam Fee \$155.00

National Certification information can be found at the following website: <https://www.nhanow.com/>

TOTAL COST: \$ 4945.00

Students will purchase their own uniforms to include black scrubs, shoes and a second-hand watch. **(students are required to purchase these items on their own)**

Payment Options: (only includes tuition) -late payments will result in a \$35 additional fee. Credit Card and Debit Card payments will be charged a 2.75% fee. (examples below may not fit all class tuition prices)

Half & Half Plan: This plan allows students to pay half tuition down at registration (\$425.00) and pay the remaining balance (\$425.00) by the third Monday of class. **(this example only applies to the \$850 tuition for the Nurse Aide, EKG and Phlebotomy programs)**

Delay Your Pay Plan: This plan allows students to have their name on our waiting list. The student can delay their class start date by paying a **\$250.00 down** and making **4 additional schedule payments of \$150.00** until full tuition paid. **(this example only applies to the \$850 tuition for the Nurse Aide, EKG and Phlebotomy programs)**

Reimbursement: If student is currently employed by a Medicaid-certified nursing facility in South Carolina you are eligible for reimbursement of tuition after one (1) year of employment. A written offer of employment qualifies you for reimbursement.

Sponsorships: Private funds from agencies are accepted. No financial aid is permitted. PDTS is currently supported by SC Works (WIOA funding) for those who meet WIOA qualifications, Wateree Community Actions, SC Vocational Rehabilitation Department, Palmetto Youth Connections, DSS Pathways Scholarship Program and now eligible to receive **veteran's education benefits**. To find out eligibility requirements please visit their respective offices or call us.

Refund Policy:

Full tuition refunds will be issued to students if a student withdraws in writing within 72 hours after signing the enrollment agreement. After the third day, but before classes begin, the school may retain the \$100 administrative fee. After classes begin, for the first 60 percent of the course, school may retain the \$100 administrative fee plus a pro-rata tuition charge based on the last date attended, rounded downward to the nearest 10 percent of that period. After sixty percent of attendance, the institution may charge for the entire course. The school has up to 40 days to issue this refund to the student.

Method of payments: Cash, Cashier Checks, Credit Cards and Debit Cards accepted. **Credit Card and Debit Card payments will be charged a 2.75% fee.**

Tuition and bank card fees are subject to cost change without notice. A student will not be charged new costs if already enrolled in the program.

Hold Harmless Agreement:

Professional Development and Training Services, LLC and student acknowledge that there is some risk of accident or injury associated with use of equipment and other aspects of the course of study, including but not limited to direct care and contact of other students, clients, patients, or residents at the clinical or training facility site. Student does hereby waive, release and discharge Professional Development and Training Services, LLC of any and all liability and all claims for damages of death, personal injury, or property damage which I may have or which hereafter accrue to me as a result of participation in the program whether or not caused by negligence or fault of Professional Development and Training Services, LLC.

This release is intended to discharge the school, and its officers, employees, representatives, students, volunteers, and agents from and against any and all liability arising out of or connected in any way with my participation in the training, internship/externship, hands-on activities, practice, or other activities.

Knowing risks exist, nevertheless, I hereby agree to assume those risks and to release and to hold harmless all persons or agencies mentioned above that might otherwise be liable to me or my heirs or assigns for damages. I further understand and agree that this waiver, release, and assumption of risk is to be binding on my heirs and assigns.

In addition, I give permission to receive, if necessary, emergency medical services by authorized personnel, and that any cost incurred as a result of such medical treatment will be my responsibility.

Nurse Aide Program Highlights:

Upon successful completion of the program, students will receive a certificate from the nurse aide program and will be eligible to take the South Carolina nurse aide exam. A certificate of completion will not be granted unless fees are paid in its entirety.

Certificate of Completion will include name of student and that the student has successfully completed a SC DHHS approved nurse aide training program. It will have the name of the program along with the completion hours.

Our nurse aide program consists of 100 hours including clinical rotation. This encompasses comprehensive training which includes basic nursing concepts training in a classroom learning theory, lab simulation activities performed in our clinical area and hands-on clinical training at a local nursing home. We offer evening classes/clinical rotation according to the following times.

Schedule Option: Evening (will adjust schedule for Holidays)

Monday-Thursday, 4p-9p x 3 weeks = (60 Hours)-Theory/Lab Simulation

Monday-Thursday, 4p-9p x 2 weeks = (40 Hours)-Clinical Rotation

Nurse Aide Class Schedule 2021: (Evening, Lugoff, Bishopville and Sumter) 5 weeks

February 1-March 4

March 15-April 15

April 26-May 27

June 7-July 8

July 19-August 19

August 30-September 30
October 11-November 11
November 22-December 23

New classes begin after five-week course rotation has been completed. New classes will be posted on website and listed during time of registration. Interested candidates may call at any time for class dates. Class dates are subject to change and students will be notified via phone regarding changes. A minimum of three people per class is required for class to be offered.

Phlebotomy/EKG Program Highlights:

Student Application Procedure:

see admission requirements

Objectives:

As the demand for phlebotomists and monitor technicians grow, PDTS will offer basic concepts of Phlebotomy and EKG. Phlebotomy concepts will range from human anatomy to phlebotomy clinical. Students will be taught how collection and preparation of the blood is done and the techniques to safely handle blood. Students will also learn all the medical tools that are involved with phlebotomy. Students will learn medical terminology, communication skills, lab safety procedures and experience time in an onsite clinical setting allowing them to have hands-on training taking blood draws under direct supervision.

Basic Arrhythmia and EKG will focus on Anatomy and Physiology, Cardiac Electrical System, Cardiac Monitoring and 12-Lead Basics and EKG changes. Lab simulation will be conducted to give students hands-on experience on an in-house simulator and EKG machine.

Upon meeting all requirements for graduation, students will receive a certificate and be able to apply for National Testing. A certificate of completion will not be granted unless fees are paid in its entirety.

Certificate of Completion will include name of student and that the student has successfully completed the specific training program. It will have the name of the program along with the completion hours.

Our Phlebotomy program consists of 40 hours including didactic and lab simulation. Our EKG program consists of 48 hours including classroom theory and lab simulation. These programs include comprehensive, fast-paced training in a classroom learning theory, lab simulation activities performed in our clinical area and hands-on clinical training on up to date equipment to enhance learning of skills. The following schedules are listed below:

Phlebotomy Schedule: Lugoff Location: Evening (will adjust schedule for Holidays)

Tuesday and Thursday, 6p-10p x 5 weeks = (40 Hours)

Total Program=40 Hours

Phlebotomy Class Dates (Evening, Lugoff) 2021:

February 2-March 4

March 16-April 15
April 27-May 27
June 8-July 8
July 20-August 19
August 31-September 30
October 12-November 11
November 23-December 23

Phlebotomy Schedule: Bishopville and Sumter Location: Day (will adjust schedule for Holidays)

Tuesday and Thursday, 9a-1p x 5 weeks = (40 Hours)

Total Program=40 Hours

Phlebotomy Class Dates (Day, Bishopville and Sumter) 2021:

February 2-March 4
March 16-April 15
April 27-May 27
June 8-July 8
July 20-August 19
August 31-September 30
October 12-November 11
November 23-December 23

EKG Schedule: Lugoff Location: Evening (will adjust schedule for Holidays)

Tuesday and Thursday, 6p-10p x 6 Weeks = (48 Hours)

Total Program=48 Hours

EKG Class Dates (Evening, Lugoff) 2021:

February 1-March 10
March 22-April 28
May 10-June 16
June 28-August 4
July 19-August 25
September 6-October 13
October 25-December 1

EKG Schedule: Bishopville and Sumter Location: Day (will adjust schedule for Holidays)

Friday, 9a-5p x 6 Weeks = (48 Hours)

Total Program=48 Hours

EKG Class Dates (Day, Bishopville and Sumter) 2021:

February 5-March 12

March 19-April 23

April 30-June 4

June 11-July 16

July 23-August 27

September 3-October 8

October 15-November 19

November 26-December 31

New classes will be posted on website and listed during time of registration. Interested candidates may call at any time for class dates. Class dates are subject to change and students will be notified via phone regarding changes. A minimum of three people per class is required for class to be offered.

Clinical Medical Assistant Highlights:

Student Application Procedure:

see admission requirements

Objectives:

This program is designed to teach students the skills necessary for employment as a CMA in a medical facility, such as a hospital, clinic or doctor's office. A qualified CMA is capable of performing a wide range of duties, thus assisting the physician in many ways. Clinical duties include: asepsis and infection control, taking patient histories and vital signs, performing CPR and First Aid, preparing patients for procedures, assisting the physician with examinations and treatments, collecting specimens and administering and explaining medications as directed by the physician.

The following schedules are listed below:

Day (will adjust schedule for Holidays)

Monday-Thursday, 9a-12:30p x 16 weeks = (224 Hours)

Monday-Thursday, 9a-12:30p x 10 weeks =(140 Hours); (off site Externship)

Total Program=364 Hours

Clinical Medical Assistant Class Dates 2021-2022: (Day, Lugoff and Sumter)

February 1-July 29

May 24-November 18

September 13-March 7(2022)

New classes will be posted on website and listed during time of registration. Interested candidates may call at any time for class dates. Class dates are subject to change and students will be notified via phone regarding changes. A minimum of three people per class is required for class to be offered.

Attendance Policy:

No absence is allowed in the classroom.

No absence is allowed during clinical time.

Tardiness is reporting more than five minutes after the scheduled time. More than three occurrences of tardiness will result in an absence and the student will be dismissed from the program.

All students are encouraged to show up on time and to not miss any days in the classroom, lab or clinical setting. Time sheets will be kept in each student's file for record of attendance.

Grading Policy:

Students will be given a final examination. They may be given scheduled or intermittent quizzes at the discretion of the instructor. Scores will be provided to the student 24 hours after testing occurs. Scores will be added and there should be an average of 85 percent or higher to move to the clinical rotation experience. The clinical portion is a pass/fail grade. Academic records will be kept in a locked cabinet for a period of six years whereas, transcripts are maintained for a minimum of 50 years. Grading scale listed below.

Purpose: To clearly establish the testing process for students promoting progression in theory and skills demonstration.

Procedure:

1. Students are expected to focus only on their own examinations; these tests are NOT to be taken as a collaborative effort. Sharing answers or information will be considered cheating.
2. If a student is observed cheating by the instructor, the student will be directed to leave the test area without completing the test. The student will receive a zero on the test.
3. The final examination will be given on the last day of the classroom/laboratory portion of the class.
4. Students must maintain at least an 85 percent average in order to proceed to the clinical experience.
5. If a student fails the final examination, they will be given the opportunity for tutoring and receive one more opportunity to take another examination covering the same material. There is no cost for tutoring.
6. Failure to pass the final examination on the second attempt will require that the student restart the course from the beginning and pay half the cost of the regular rate of tuition.
7. The instructor or program director will attempt to schedule time for the student to re-take the final examination prior to the start of the clinical experience.
8. If a time cannot be found that is convenient for both the student and the instructor or program director, the student may re-take the final exam on the first scheduled day of clinical experience; but they will not be allowed to work in the clinical environment until the test has been graded and it is determined that a passing score has been achieved. Any time missed in the clinical setting while the student is taking the examination will have to be made up.

9. The teaching/learning of manual skills is an integral part of this program and, as such, requires that skills be demonstrated by students for the instructor. The instructor will observe each student performing each skill and, by checking off the skill as having been successfully demonstrated, document that the student has passed this requirement.
10. Failure to demonstrate a skill to the satisfaction of the instructor will necessitate that the skill be practiced and performed for the instructor until she/he believes that the student can perform safely in the clinical setting. If, after multiple attempts, the instructor determines that the student still cannot perform safely in the clinical setting, the student will have to retake the course.
11. There will be a refund according to the refund policy for failure to pass the skills demonstration portion of the course as well as the final examination.

Grading Guidelines:

A=93-100

B=85-92

C=77-84

D=70-76

F=69 & Below

Academic Probation/Suspension:

Academic probation is violation of any of the following procedure guidelines listed above and suspension is failing three or more quizzes including the final exam or not having an 85 percent average after taking the final exam. If this occurs, the student will have to take the course over and will enter the program at half of the regular tuition cost.

Conduct Policy:

All students are expected to act professionally during lectures, in the lab and clinical areas. Respect is to be shown at all times for instructors, fellow students and staff. **Disruptive, disrespectful or unprofessional behavior may result in dismissal. Students who are dismissed for misconduct will not be readmitted.**

There will be NO cellular phones permitted in the classroom or clinical areas. Failure to comply with this rule will result in DISMISSAL from the course.

Examples of disruptive behavior includes but not limited to the following: ABUSE, THREATS, INTIMIDATION, ASSAULT OR BATTERY ON A PDTS EMPLOYEE, SELF or OTHER STUDENTS.

Regardless of intent, a student shall not:

Make oral or written communication, create a document, or make a symbolic gesture or contact of a threatening, undermining, or provoking nature to or about a PDTS employee or in the presence of a PDTS employee. This includes, but is not limited to, disrespectful conduct, insult,

use of profanity, ethnic, racial, sexual, disability, or religious slur, or harassment and includes the development of a "hit list", "people to kill", "people to shoot", or a statement about bringing a weapon to school and injuring people.

The prohibited behaviors include, but are not limited to, the following:

- Oral threat/verbal assault;
- Written threat;
- Rude and/or disrespectful conduct including but not limited to symbolic gestures and insults;
- Use of profanity;
- Ethnic, racial, sexual, religious, or disability slur;
- Harassment - Repeated words (verbal or written), conduct, or action that annoys, alarms, or causes distress and serves no legitimate purpose;
- Any expression (oral, written, or gesture) which has the effect of undermining the authority of the PDTS employee or distracting staff and/or students from the learning environment, including writings of a threatening or provoking nature;
- Terroristic threats (threatening to commit any crime of violence or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of a building);
- Posturing to inflict physical harm. Any action or gesture directed toward a PDTS employee that places the PDTS employee in reasonable fear of immediate physical harm;

A student shall not:

Cause or attempt to cause physical injury or behave in such a way that could reasonably cause physical injury or make physical contact of a threatening or provoking nature to a PDTS employee.

The prohibited behaviors include, but are not limited to, the following:

- Behavior that could cause physical injury;
- Behavior that unintentionally caused physical injury to employee;
- Intentional physical contact of an insulting or provoking nature to employee;
- Aggravated battery (maliciously causing bodily harm to another by depriving him or her of a member of his or her body, or by rendering a member of his or her body useless, or by seriously disfiguring his or her body or a member thereof);
- Homicide/murder;
- Kidnapping (seizure, transportation, and/or detention of a person against his/her will);
- Voluntary manslaughter;
- Enter without permission the private property of a PDTS employee and/or deface/damage/vandalize such property;
- Intentional physical contact that caused physical harm to an employee;

Disciplinary Action Guidelines:

- 1st Offense- Verbal Warning
- 2nd Offense-Written Suspension
- 3rd Offense-Dismissal

Program Director reserves the right to dismiss a student immediately if the offense is of a nature that causes physical harm to a student or a PDTS employee.

Smoking Policy:

Smoking shall be prohibited in the classroom or on the premises of the building. If a student/employee/visitor, etc. wishes to smoke, he/she should do so off campus.

Dress Code:

Policy Statement

Professionalism in dress reinforces PDTS' quality reputation. Our appearance communicates how we feel about our organization and the work we do. Students are expected to maintain an appearance that is neat, clean and professional in the classroom and clinical rotation setting.

GUIDANCE: Clinical Rotation

1. GENERAL GUIDELINES:

- 1.1. **FRAGRANCES** (perfumes, colognes, after-shaves, etc.): Fragrances will not be worn while on duty as it may cause potentially harmful allergic reactions to patients or co-workers.
- 1.2. **JEWELRY/MAKE-UP**: Jewelry and make-up should be worn conservatively and appropriately. Any visible piercing is limited to ears only.
- 1.3. **FINGERNAILS**:
 - 1.3.1. Generally, fingernails should be kept clean and well manicured.

In clinical care areas as determined by each campus: Natural fingernails are to be kept less than ¼ inch in length, and nail polish must not be chipped or cracked. Artificial fingernails and extensions, including nail wraps, overlays, and nail jewelry, are also not to be worn in those clinical areas.

- 1.4. **HAIR**: The length, cleanliness and styling of student's hair, including facial hair, shall conform to generally accepted business and professional standards. Students involved in patient care must wear their hair off their shoulders, pulled back away from their face and secured.
- 1.5. **STUDENT ID BADGE**: The ID Badge is part of each student's official attire and must be worn at all times. **The ID Badge should be clearly visible and worn above the waist**, preferably on the lapel area of the student's uniform. ID Badge will be issued on the first day of clinical rotation.

- 1.6. **INAPPROPRIATE APPAREL:** Shorts, denim jeans and t-shirts are prohibited for all students. Exceptions to this rule may be made by the program director only for special occasions.
- 1.7. **SOCKS/HOSIERY:** Hosiery or socks should be worn as appropriate.
- 1.8. **SHOES:** Shoes should be clean and polished. Excessively high heels and open toed shoes are not permitted where safety or health is a concern. Beach sandals or thongs are inappropriate in a professional setting and shall not be worn.
- 1.9. **DRESSES/SKIRTS:** Dress, skirt, and pants hemlines must be maintained at an appropriate length.
- 1.10. **LAB COATS:** Lab coats may be worn when authorized by the program director.

2. STUDENTS REQUIRED TO WEAR UNIFORMS

- 2.1. All students who are required to wear uniforms are responsible for the purchase and maintenance of such uniforms as a condition of class assignment. Uniforms in clinical setting will be scrubs and color assigned by discretion of program director.
 - 2.1.1. Uniforms should be clean, neatly pressed, in good condition and appropriate for the patient care setting.

3. RESPONSIBILITY

Appropriateness of grooming and dress is a highly subjective matter; therefore, instructors and program directors are responsible for ensuring compliance with the dress code. Any student who is in violation of the standards above may be sent home without completing clinical rotation causing them to have an incomplete in the class.

Confidentiality:

As a student of Professional Development and Training Services, you agree to keep all information confidential. This may include patient health information, employee information and any other item related to the care provided in a nursing home and information you may review in the class or clinical setting.

Complaint Procedure:

If at any time a student has a complaint, please contact the instructor immediately. A meeting will be scheduled to sit down with the student to hear the complaint. What is discussed and the resolution if any will be documented where the instructor and the student signs agreeing to the meeting and resolution. If resolution cannot be made with the instructor, or if the complaint is about a general school policy over which the instructor has no jurisdiction, then the students may contact the school director for mediation. If the complaint cannot be resolved at the school level through its complaint procedure, students may contact the South Carolina Commission on Higher Education. The school director will provide the students with the necessary form. The contact information for South Carolina Commission on Higher Education is the following: 1122 Lady Street, Suite 300, Columbia, SC 29201, Telephone (803) 737-2260 and Fax (803) 737-2297.

Job Placement:

Enrollment in the program or completion of the program does not guarantee employment.

Our program has great networking connections with many agencies that look for individuals who have obtained a nurse aide training certificate and going on to take the SC nurse aide exam. Upon successful completion of the course if a student request, his/her name will be recommended to the preferred agency of the student's choice for possible candidacy at their company. A list of these agencies will be provided to the students after they receive their certificates. We will also offer job fairs on site at announced days and times.

Credits:

Our program makes no claim or guarantee that credit earned will transfer to another institution or that we accept credit earned from an institution that a student has attended prior to or while attending our nurse aide program.

IMPORTANT: See below

State Department of Health and Human Services (SCDHHS) <http://www.dhhs.state.sc.us> approved schools must include at least 100 hours of training in limited and specific nurse aide skills. Completion of a nurse aide training program does not guarantee a passing grade on the National Nurse Aide Assessment Program (NNAAP) Examination. Graduates of DHHS approved programs are eligible to sit for the exam which leads to CNA certification and must sit for the examination within two years of completion of training. Students who do not sit for the NNAAP exam within two years of program completion will be required to retake a 100-hour course before he/she may sit for the exam. DHHS has contracted with Pearson VUE <http://www.asivcs.com/indhome.asp?CPCat=0741NURSE> to develop, score and report the results of the NNAAP exam for the South Carolina Nurse Aide Registry. To register for the exam, call NACES at 1 (800) 273-3517 and follow the prompts or visit their website at www.nacesplus.org

Programs longer than the minimal 100 hours may include training for nursing skills that health care facilities may not allow nurse assistants to perform. Employers will not pay graduates for knowledge of job skills that they do not allow nurse aides to perform.

Nurse aides are unlicensed nursing personnel and perform nursing tasks under the supervision of a registered nurse or selected licensed practical nurse. Tasks that licensed nursing personnel may delegate to unlicensed nursing personnel are restricted by law.

Graduates may expect to be employed at entry-level wage. Entry-level wages vary with employers; contact potential employers for specifics.

Nurse aide programs prepare graduates for employment; credit for this training may not transfer to another institution.