



A Division of Bryan University

Course Catalog

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History

Caregiver Training Institute (CTI) was established in Portland, Oregon, in 2008. It is a career medical training school dedicated to providing quality education to those interested in joining the medical field. Caregiver Training Institute focuses on training nursing assistants and medication aides for positions in long-term and acute care facilities and the community setting. Our classes are taught by enthusiastic instructors who train and guide their students to an understanding of how to give the highest quality care to people in need of medical assistance.

In July 2023, Caregiver Training Institute (CTI) joined with Bryan University to offer our students additional credentialing opportunities through Bryan University's educational pathways to support and sustain CTI's mission and vision. With this partnership, CTI students will enjoy increased educational opportunities to become better prepared with the knowledge, practical, and professional skills that will lead directly to promising careers.

Mission

We believe in liberating the innate greatness in people. In doing so, Bryan graduates are prepared with the knowledge and practical, productive skills that lead directly to professional careers. They are preferred by employers because they are dedicated, intelligent, immediately productive in the workplace, and pursue a lifetime of learning.

We are tightly focused, selective, and targeted having carefully researched the fields associated with each program.

We aspire to create learning environments which will transform the lives of the people we serve, enabling them to have a greater positive impact on their communities.

We strive to open the doors of knowledge and learning to those who are educationally disadvantaged and to engage in charitable and humanitarian efforts.

Admissions Requirements

All students must review the CTI Program Packet prior to registering into the school's NA-1, CNA-2 or MA programs. Students must acknowledge they have reviewed the entire Information Packet and have received, understand, and agree to comply with the information covered in the packet.

The Program Packets about Caregiver Training Institute's NA-1, CNA-2 and MA programs are available online on our website at www.CNATrainingOregon.com. They offer a realistic picture of Nursing Assistant and Medication Aide jobs, discuss school policies, and provide detailed information about the requirements, costs, skills, and training needed to become a CNA, CNA-2 or CMA in Oregon.

Once the Program Packet has been reviewed, students can provide their contact information and complete preliminary no-obligation paperwork in the class registration packet.

Age Requirement:

Students must be at least 16 years of age to register into the NA-1 program.

The signature of a parent/legal guardian is required for all NA-1 students who are under the age of 18 attesting that as the Parent/Legal Guardian they have read, understand, and agree the student is to abide by all the rules, regulations, policies, terms and conditions as set by Caregiver Training Institute, a Division of Bryan University, and the Oregon State Board of Nursing (OSBN).

Students must be at least 18 years of age to register into the CNA-2 and MA programs.

Photo ID Requirement:

It is the policy of Caregiver Training Institute that all students must present a current government issued, signature-bearing, photo ID with their legal name and birth date for identity verification.

Good Health Certification Requirement:

NA-1, CNA-2, and MA program students must certify on a Student Statement of Good Health form prior to the first day of class that they are free from contagious disease, physically and mentally fit, able to successfully participate in skills labs and clinicals, and perform duties of a CNA or CMA safely, without risk to the health and safety of others or themselves.

English Language Literacy Requirement:

All students must be able to read, comprehend, speak, and write in English at the sixth- grade level or above. Students will not be allowed to have an interpreter in the classroom or clinical.

Criminal Background Check Requirement:

All students must complete a state and national criminal background check. Some crimes may preclude clinical placement and OSBN certification/licensure. Healthcare training partners will make all eligibility and clinical placement decisions relative to screening results.

Program Specific Admissions Requirements

CNA-2 Program

OSBN Registry Requirement:

- Applicant holds a current certificate to practice as a CNA-1 on the Oregon CNA Registry prior to the first day of class and throughout the level two education.
- If a student is transferring from another state, they must wait until they are listed on the OSBN website as a CNA in good standing in Oregon to enroll in the CNA-2 program.
- A student who was previously certified as a CNA, CNA-2, or CMA from any state, and who had their certificate put on probation, suspended, or revoked, may not be allowed to test for OSBN certification. The OSBN will make a final determination after the completion of the student's training program at the time the student applies for certification testing on a case- by-case basis.

OSBN NA-1 Training Requirement:

To qualify for CNA-2 training, OSBN regulations require students to have:

- Completed a Board-approved nursing assistant level one education program; and
- Passed the NA-1 education program's competency evaluation.

Medication Aide Program

OSBN Registry Requirement:

- Applicant holds a current certificate to practice as a CNA-1 on the CNA Registry prior to starting and throughout the medication aide education; and
- Has graduated from an approved basic nurse aide education program at least six months prior to enrollment in the medication aide education program.
- If a student is transferring from another state, they must wait until they are listed on the OSBN website as a CNA in good standing in Oregon to enroll in the MA program.
- A student who was previously certified as a CNA, CNA-2 or CMA from any state, and who had their certificate put on probation, suspended, or revoked, may not be allowed to test for OSBN certification. The OSBN will make a final determination after the completion of the student's training program at the time the student applies for certification testing on a case- by-case basis.

OSBN NA-1 Work Experience Requirement for MA Students:

To qualify for MA training, OSBN regulations require students provide documentation of on- the-job experience:

- Meets the employment requirement of
- at least 832 hours of paid employment performing CNA 1 authorized duties under the supervision of a licensed nurse since completion of nursing assistant training and within the last two years preceding application
- If a MA student worked in an assisted living facility or a home care agency, the nurse must have supervised the student's work and written the care plans for the clients the student cared for.
- It is a condition of the program that a MA student provide the letter from their current employer or former employer stating they were a paid employee under the supervision of a nurse, their time on the job, and the position they were employed in at least five (5) business days prior to the first day of class.

Registration Process

Before a tuition payment reserving a student's seat in class will be accepted, students must first meet all eligibility criteria. All students must:

- Review a CTI Program Packet prior to registering into a NA-1, CNA-2, or MA program and acknowledge they have received, reviewed, understand, and agree to the information covered in the packet.
- Turn in their completed, signed, and dated registration packet and eligibility documentation.
- Provide a color copy of a current government issued, signature-bearing, photo ID with their legal name and birth date for identity verification.

- Students enrolled in the Virtual option of this course, after September 1, 2024 will be required to complete an online learning assessment prior to enrollment.

The registration process is completed when a student contacts the business office to select a class/clinical schedule and make their tuition payment.

Students must make the following minimum tuition down payment to reserve their seat in an upcoming class:

- **NA-1 Program - \$800.00**
- **CNA-2 Program - \$600.00**
- **MA Program - \$800.00**

A \$125.00 enrollment processing fee is included as part of the tuition payment. Students must pay their program tuition in full at least two (2) business days prior to the first day of class unless they set up a tuition payment plan at least two (2) business days prior to the first day of class.

Class Waitlists

Caregiver Training Institute will adhere to the following student to teacher ratios:

Didactic Classroom: 1 instructor to 30 students

Laboratory classroom and clinical experience: 1 instructor to 10 students

Medication Aide Clinical Experience: 1 instructor to 1 student

Caregiver Training Institute maintains class waitlists for classes where all available seats have been filled. If registered students drop the class and seats become available, waitlisted students will be contacted and offered an available open spot in the class.

Students who have met all their eligibility criteria and submitted their completed, signed and dated registration packets may elect to join a class waitlist.

- Waitlisted students are notified on a first-come-first-served basis when openings occur.
- Notification priority order is based on the date students completed all their pre-registration requirements, with preference being given to those students who also made a payment towards their tuition.

Admission into a training program does not guarantee that a student will successfully pass the program and receive a certificate of completion. Successful completion of the program does not guarantee that a student will successfully pass OSBN testing and obtain a CNA or CMA certification.

Criminal History Check Policy

- In compliance with OSBN requirements, **NA-1, CNA-2 and MA** students must undergo a state and nationwide criminal background check. The criminal background check will include a social security number trace, state/national criminal background history, sex offender registry check and OIG LEIE check.
- Under OHA regulations for clinical training, students must undergo a criminal background check prior to their initial clinical placement no more than three (3) months before beginning their training program and initiated by the specific education program. A criminal background check is

considered current when a student is enrolled and progressing through their education program. Subsequent criminal background checks may not be required except for cause, or at re-entry into a program from which the student has taken leave or fallen out of progression.

- It is the policy of Caregiver Training Institute that NA-1, CNA-2, and MA criminal background check clearance forms must be completed, signed, and received by the business office with a student's registration packet *prior to the first day of class*.
- The information from the criminal history background check may take from a few days to a couple of weeks to be returned, depending upon the individual's background.
- Healthcare training partners will make eligibility and clinical placement decisions relative to screening results.
- **Some crimes may preclude clinical placement and OSBN certification/licensure**
- In reviewing criminal background check information, the OSBN will consider the nature of the crime, facts of the case, relevancy of the crime, and mitigating factors.
 1. A conviction of any of the following crimes or offenses is "**potentially disqualifying**", unless otherwise provided by law:
 - All felonies
 - All misdemeanors
 - Any U.S. military crimes or international crimes
 - Sex offender registration
 - Conditions of parole, probation, or diversion program
 - Unresolved arrest, charge, pending indictment or outstanding warrant
 2. Conviction of any of the following crimes are "**likely to result in denial**", unless there are significant mitigating circumstances.
 - Aggravated murder
 - Murder
 - Rape 1
 - Sodomy 1
 - Unlawful sexual penetration 1
 - Sexual abuse 1
 3. The following "**potentially disqualifying**" crimes may preclude CNA-2 students from attending clinicals in a hospital environment and completing their program.
 - Charged with or convicted of a felony
 - Charged with or convicted of a misdemeanor involving fraud, dishonesty, or moral turpitude
 - Charged with any crime relevant to health care services
- Caregiver Training Institute may deny admission to individuals who have been convicted of crimes, or have a history of crimes, that may not:
 - Allow students to be certified in the State of Oregon as a CNA or CMA;
 - Prevent CNA-2 students from attending clinicals in a hospital.

Physical Restriction Policy

- NA-1, CNA-2, and MA program students are required to sign and submit a *Statement of Good Health*, certifying they are in good health, free from contagious disease, and have no existing

conditions that would deter with their ability to participate fully in their training program and perform the essential functions of a CNA or CMA when registering into NA-1, CNA-2 & MA programs ***prior to the first day of class.*** ***This includes*** being free of infectious disease, able to talk and hear; able to stand for long periods of time; able to stoop and bend; able to lift, and/or move up to 10 pounds constantly (*more than 2/3 of the time*); able to lift, and/or move up to 25 pounds frequently (*up to 2/3 of the time*); able to lift and/or move up to 50-100 pounds occasionally (*up to 1/3 of the time*). ***This list is NOT all inclusive.***

- Any subsequent physical restriction or medical/mental incapacitation that may hinder the successful and/or safe performance of the skills in class/clinical settings must be reported immediately to the school.
- Caregiver Training Institute reserves the right to require a doctor's release for a student to be admitted into a training program, or to continue in a training program, if a student has a physical or mental health condition, disease/illness, or develops a medical /mental incapacitation that impairs or limits their ability to safely participate in the program and perform the essential functions of a CNA or CMA.
- If a doctor's release sets limitations or restrictions that interfere with or preclude a student from participating in classroom labs or going into the clinical rotation, their program will be put on hold, and it may affect their ability to complete the program within the OSBN mandated timeframe of four (4) months following the last day of classroom instruction.
- Being pregnant, or becoming pregnant, during the program may affect being in the program. A doctor's release is needed if a student has or develops a pregnancy-related condition that impairs their ability to safely participate in the program and perform patient care activities in the clinical setting.
- If a student is not able to complete all components of the course including the clinical portion of their program within the required timeframe, they may be terminated from the program, *without refund.*

Financial Policies & Requirements

Caregiver Training Institute believes that the expectation of both the student and the school is that the fee assessment and penalty process should be **fair and equitable** and **have meaningful and uniformly applied consequences** for those who do not register and pay in a timely manner. Students are required to sign an **Enrollment Agreement & Financial Disclosure Statement** prior to enrolling in their program. By agreeing to the terms of the Enrollment Agreement & Financial Disclosure Statement, students acknowledge they have received, read, and understand the terms of the agreement, the school's program policies and financial responsibility related to the cost of attendance at Caregiver Training Institute. Financial responsibilities include the obligation to pay any additional incurred fees, fines, or penalties; and any repercussions involved in the debt collections process.

Program Tuition

- **PROGRAM TUITION / CLASS PRICES**

NA-1 Faculty-led Program Tuition (includes a \$125 enrollment processing fee) - Class, Labs & Clinical components including Criminal Background Check; Course Pack and Gait Belt.	\$1,750.00
CNA-2 Faculty-led Program Tuition (includes \$125 enrollment processing fee) - Class, Labs & Clinical components including Criminal Background Check; and Course Pack.	\$1,300.00
Medication Aide (MA) Faculty-led Program Tuition (includes \$125 enrollment processing fee) - Class, Labs & Clinical including Criminal Background Check; 140 Must Know MEDS book and Course Pack.	\$1,600.00
Medication Aide (MA) Continuing Education (CEUs) (Cost per hour)	\$25.00
CPR-AHA BLS Class	\$80.00

- **SKILLS LAB SUPPLY FEES**

NA-1 Program	\$25.00
CNA-2 Program	\$25.00
MA Program	\$20.00

- **PROGRAM SCREENING PRICES**

Substance Abuse Screening	\$60.00
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- **MEDICAL EQUIPMENT PRICES**

BP Cuff/Stethoscope Basic Kit	\$45.00
Blood Pressure Cuff	\$30.00
Gait Belt	\$11.00

- **TEXTBOOK-HANDBOOK-WORKBOOK PRICES**

NA-1 Program Textbook	\$50.00
CURRENT CTI NA-1 Program Handbook	\$30.00
CURRENT CTI CNA-2 Program Workbook	\$60.00
MA Program Textbook	\$90.00
CURRENT CTI MA Workbook	\$40.00
MA Drug Book (a current edition required)	\$55.00
CPR Book (optional)	\$18.00
Shipping & Handling Fee	\$15.00

Students attending class virtually are to provide their own electronic equipment, have reliable Internet access, and an email.

- **ADDITIONAL FEES** (if applicable)

NSF Check Fee	\$35.00
Rescheduling Fee – NA-1, CNA-2, MA Programs (<i>rescheduling fee limit</i>)	\$50.00
Late Payment Fee	\$75.00
Non-attendance Withdrawal Re-entry Fee (<i>subject to re-entry approval</i>)	\$25.00

- **OSBN CERTIFICATION FEES**

*OSBN-CNA Testing Fee	\$106.00
*OSBN-CMA Testing Fee	\$60.00
**FIELDPRINT Fingerprint Collection Fee	\$70.50

*OSBN fees are paid by the student upon completion of the program when they submit their *License Application* and processing fees through the OSBN Online Nurse Portal at <https://www.oregon.gov/osbn/Pages/index.aspx>. This will allow the student to schedule certification testing through D&S Headmaster, INC. **Background check fingerprint collection fees are paid by the student after submitting the testing *License Application* and fees to the OSBN at the time of scheduling an appointment with Fieldprint.

Tuition Payment Plan Policy

Caregiver Training Institute offers a Tuition Payment Plan for the convenience of students.

- No tuition payment plan fees will be incurred if a student wishes to make payments prior to the start of their program and pays the balance IN FULL *at least two (2) business days prior to the first day of class*. In that event, any administrative fees that may have been incurred to set up a tuition payment plan will be reimbursed.
- To set up a tuition payment plan, NA-1, CNA-2 and MA program students must ***prior to the first day of class:***
 1. Sign the tuition payment plan paperwork; and
 2. Make the minimum tuition down payment.
- The final tuition payment for the balance owed must be received ***no later than the business day prior to the final exam***, or the student will incur an additional \$75.00 late payment plan fee, and they will not be eligible to take their final exam until all fees have been paid.
- Student programs will be placed on hold until they have made their final tuition payment and late payment fee. **Students who do not pay their tuition and any outstanding fees in full will be dropped from their program for non-payment.**

AHA BLS CPR Class Fees

- AHA BLS CPR classes are offered at the school for \$80.00 and must be paid for **IN FULL** when registering for the class.

Other Payment Fee Requirements

Substance Abuse Screening Fee

- Substance abuse screening tests are required for participation in NA-1, CNA-2, MA program clinicals.
- All students must pay their \$60.00 substance abuse screening fee **In Full** by the first day of class.
- Substance abuse screening is available for purchase only through the school.

Skills Lab Supply Fees

- Skills Lab supply fees are required for participation in NA-1, CNA-2, MA programs.
- Skills Lab Supply fees are as follows:
 - ❖ **NA-1 Program - \$25.00**
 - ❖ **CNA-2 Program - \$25.00**
 - ❖ **MA Program - \$20.00**

Textbooks / Workbooks Fees

- All required textbooks and program materials are available for purchase at the school and are **required by the first day of class**.
- CTI NA-1, CNA-2, and MA Handbooks & Workbooks are available for purchase **only at the school**.
- Textbooks and school handbook/workbook purchases must be paid for **in full** prior to being issued.

Medical Equipment Fees

- All required medical equipment is available for purchase at the school and is **required by the first day of class**.
- Medical equipment purchases must be paid for **in full** prior to being issued.

Misc. Fees

- There is a \$35.00 NSF fee for a check that is returned for non-sufficient funds or as the result of a stop payment.
- All fees (late fees, cancellation / rescheduling fees, NSF fees, copy fees and other administrative processing fees, etc.) cannot be paid in installments and are due immediately.
- Students **DO NOT PAY A FEE** for copies of their instructor classroom/clinical evaluation sheets; immunization record(s); AHA BLS CPR card; payment receipts; or certificate of completion.

Rescheduling Fees Policy

NA-1, CNA-2, & MA Program Rescheduling Fees

- NA-1, CNA-2, and MA program students may reschedule their program at no cost if they notify the school of their intention to reschedule their class **at least two (2) business days prior to the first day of class**.
- Students will incur a \$50.00 rescheduling fee if they notify the school of their intention to reschedule their program **less than two (2) business days prior to the first day of class**, except in cases of emergency or in extenuating circumstances.
- NA-1, CNA-2, and MA program students may reschedule their program a maximum of two (2) times, **incurring a \$50.00 rescheduling fee each time they reschedule their class**.

- Rescheduling fees must be paid at the time students reschedule their program.
- A student MAY NOT reschedule their program and switch into another scheduled class for any reason once they have started their class.

CPR Class Rescheduling Fee

- Students may reschedule their AHA BLS CPR class at no cost if they notify the school of their intention to reschedule their class *at least two (2) business days prior to the scheduled class*.
- Students will be required to pay the full cost of enrolling in a new AHA BLS CPR class, *except in cases of documented emergency or in extenuating circumstances*, if they:
 - fail to notify the school business office of their intention to reschedule their class *less than two (2) business days prior to the start of class*;
 - fail to attend their scheduled class; or
 - show up to class more than 15 minutes late to class.

Cancellation and Refund Policies

An enrollee may cancel the enrollment agreement without penalty or obligation within three (3) business days (excluding Saturday, Sunday, and state and federal holidays) of signing the agreement. Refunds will be processed within 30 calendar days and include all tuition and fees paid. After three (3) days, if the enrollee cancels prior to or on the first day of instruction, the University will refund all paid fees except the enrollment processing fee. Students who cancel during the first seven days of the academic term will not be assessed a tuition charge.

Cancellation requests must be received by the Admissions department within the first seven (7) days of the course. Upon termination, the student is charged for actual books and other supplies received. The University does not charge for textbooks or materials the student did not receive.

A student may withdraw from the school any time after the cancellation period and receive a pro rata refund if they have completed 60 percent or less of the scheduled hours in the current payment period in their program of study through the last day of attendance. The refund will be less a enrollment processing fee, not to exceed \$150.00, and less any deduction for equipment not returned in good condition, within 30 days of withdrawal.

To determine a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment due to the student's failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences more than maximum set forth by the institution; and/or failure to meet financial obligations to the University.
- The student has failed to attend class for five (5) days.
- The student fails to return from a leave of absence.

To determine the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program during the billing period (total institutional charge, minus non-refundable fees, divided by the number of days in the billing period), multiplied by the number of days scheduled to attend, prior to withdrawal. To determine when the refund must be paid, the student shall be deemed to have withdrawn at the end of five (5) days.

For programs beyond the current “payment period,” if a student withdraws prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund more than the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

Tests and supplies not used are not charged to the student. Any refund amount will be adjusted for the cost of testing and supplies not returned in good condition within 10 calendar days of withdrawal or termination.

AHA BLS CPR and Avocational Class Refunds

A full refund will be given if a student notifies the Caregiver Training Institute business office of their intention to withdraw from their scheduled AHA BLS CPR class **at least two (2) business days prior to the start of class.**

- **No money will be refunded**, and students will be required to pay the full cost of enrolling in a new AHA BLS CPR class, *except in cases of documented emergency or in extenuating circumstances*, if the student:
 - fails to attend their scheduled class;
 - shows up to class more than 15 minutes late;
 - fails to notify the school business office *at least two (2) business days prior to the start of class.*

Textbooks/Workbooks/Medical Equipment Refunds

- Class materials can only be returned within the first 10 days and must be free of marks. Upon inspection a partial refund may be awarded.

Substance Abuse Screening Service Fee Refunds

- A full refund will be given for any substance abuse screening services not utilized.
- No money will be refunded, and students will be required to pay the full cost of purchasing a new substance abuse screening test, if a student leaves the testing site prior to being released by the provider and has not provided an adequate specimen (*i.e.-sufficient volume, acceptable temperature, etc.*) Failure to do so will invalidate the substance abuse screening and be considered a refusal to test.

Financial Assistance

Caregiver Training Institute does not offer scholarships, and occupational vocational training courses are not typically eligible for federal financial aid. For more information on financial aid possibilities, check the *Tuition Assistance* tab on the school’s website: cnatrainingoregon.com/tuition-assistance. The following are a partial description of various types of financial aid that may be available to students:

- *Long-Term Care Facility Employee Grants*
The Omnibus Budget Reconciliation Act (OBRA) of 1987 & 1990 **requires any long-term care facility (aka nursing home) that accept Medicare / Medicaid patients to reimburse newly employed Certified Nursing Assistants (CNAs) who have personally paid for their NA-1 Program training costs.** New CNAs may receive reimbursement for up to 12 months after completing their NA-1 training program. See *DHS Nurse Aide Training Reimbursement Form SDS 0451B* for more information. **Keep your receipts of payment for your NA-1 training (tuition, textbooks, other required course materials) and OSBN certification fees to be reimbursed.** Reimbursement may be prorated depending upon the length of employment and the percentage of

Medicare / Medicaid patients in the facility population. ***A facility is not required to reimburse the nursing assistants in cases where the expenses were paid by an employer, education training program, or reimbursed by a previous employer.***

- ***Scholarships***

Scholarships are funds provided from private, non-federal sources that do not need to be repaid. Some long-term care facilities and hospitals award educational scholarships to employees.

- ***WorkSource Funding***

Students may be eligible to sign up for WorkSource funding at any Employment Office to help cover the cost of their CNA vocational training program if they are unemployed. If you are working part-time, or are under-employed, funding may be available to you

Career Services

Caregiver Training Institute cannot guarantee that every student who completes our programs will find employment. However, to assist students who have successfully completed their programs in their job search endeavors, we do offer nursing facilities, hospitals, and other healthcare providers the opportunity to meet with and recruit our students at Job Fairs on our campus, as well as provide space on our website at www.CNATrainingOregon.com for healthcare employers to list their current job openings and career opportunities. For additional information, check the *Job Board* tab on the school's website: cnatrainingoregon.com/job-board. We will also gladly provide students with copies of their classroom/clinical evaluation sheets to aid them in the job search process.

Programs

Nursing Assistant Training (NA-1) Certificate

Program Length: 110 hours, 4+ weeks

Students will learn the responsibilities, duties, and skills to help patient with activities of daily living and other healthcare needs. Students will graduate prepared to pass their state examination, and prepared for entry level employment working as a Nursing Assistant. The course is broken into three areas of focus; didactic theory, practical lab, and clinical experience.

NA-100: Nursing Assistant Fundamentals (37 hours)

In this course, students learn the textbook knowledge needed to gain an understanding of the role of CNA, safety protocols, and basic medical fundamentals to include, but not be limited to; understanding healthcare settings, roles within the care team, infection control, legal and ethical issues, communication, the healthy human body, and chronic/acute conditions.

NA-200: Nursing Assistant Practical Care (33 hours)

In this course, students learn the practical application of nursing assistant practices commonly seen in a healthcare setting. Practical laboratory work includes, but is not limited to infection control, safety and body mechanics, positioning, transfers, ambulation, personal care skills, basic nursing skills, bodily fluid elimination, and specialized care.

NA-300: Nursing Assistant Clinic Experience (40 hours)

In this final portion of class, students work at clinical sites, accompanied by instructors, to practice the skills of a nursing assistant in a fully immersive experience. All knowledge gained throughout the course may be used in a real-life patient situation.

Certified Nursing Assistant Level 2 (CNA-2) Certificate

Program Length: 88 hours, 3+ weeks

CNA-2 students receive specialized advanced training to assist licensed nursing personnel in hospital and other settings in providing nursing care for patients. Upon successful completion of the program, students will be listed by the OSBN as CNA-2s on the OSBN registry. The course is broken into three areas of focus: didactic theory, practical lab, and clinical experience.

CNA2-100: Certified Nursing Assistant Fundamentals (30 hours)

In this course, students take the fundamentals learned in NA-1 and expand for more advanced knowledge of the practice. Focusing on didactic theory, this course covers topics to include, but not be limited to infection control, safety, observation, medical documentation, and anatomy/physiology.

CNA2-200: Certified Nursing Assistant Practical Care (30 hours)

In this course, students dive deeper into the technical skill needed to appropriately care for patients. Topics in this course include, but are not limited to handling patient pain and discomfort, collecting specimens, feeding tubes, and therapeutic exercises.

CNA2-300: Certified Nursing Assistant Clinical Experience (28 hours)

In this final portion of class, students work at clinical sites, accompanied by instructors, to practice the skills of a nursing assistant in a fully immersive experience. All knowledge gained throughout the course may be used in a real-life patient situation.

Medication Aide Certificate

Program Length: 88 hours, 4+ weeks

Students will receive training on how to administer non-injectable medications, prepare and administer routine medications to patients, stock and maintain a sufficient drug inventory to ensure adequate supplies, and how to document the administration and effectiveness of medications, taking note of any adverse side effects. This program is broken into three areas of focus: didactic theory, practical lab, and clinical experience.

MA-100: Medication Aide Fundamentals (54 hours)

In this course, students will learn theory behind the practice of being an entry-level medication aid. Topics covered in this course include, but are not limited to documentation, principles of drug action, authorized duties, medical terminology, and body systems.

MA-200: Medication Aide Practical Care (10 hours)

In this course, students are taught the appropriate and proper applications of ointments, ear medications, eye medications, and other drug classifications. Students will learn a variety of skills that are needed for the administration of non-invasive medical treatments.

MA-300: Medication Aide Clinical Experience (24 hours)

In this final portion of class, students work at clinical sites, accompanied by instructors, to practice the skills of a nursing assistant in a fully immersive experience. All knowledge gained throughout the course may be used in a real-life patient situation.

Dress Code Policy

All students enrolled in school training programs are expected to present a clean, neat, well-groomed and professional appearance throughout the program. Reasonable accommodations will be made for employees' religious beliefs consistent with the school's necessity to present a conservative, professional appearance.

Personal Appearance

- Personal Hygiene – Maintain proper body hygiene on a regular basis throughout the program, including but not limited to bathing, oral hygiene and other personal care.
- Perfume/Aftershave/Deodorant – All fragrances, perfumes, colognes and/or aftershaves are strongly discouraged in the classroom environment and ARE PROHIBITED in clinical. Clinical sites are scent free zones. Fragrant perfume, aftershave, hair spray, lotions can cause allergies and nausea in residents.
- Hair – Hair must be clean and neat. Shoulder length or longer hair, braids, beaded cornrows, dreadlocks, or hair extensions are to be pulled back from the face and secured at the back of the neck.
- Facial Hair – Beards and mustaches must be kept clean, short and neatly trimmed.
- Nails – Fingernails are to be kept clean and maintained at a length not to exceed the fingertip to prevent injury to the patient. Artificial nails ARE PROHIBITED during the program and must be removed. Chipped nail polish is an infection control policy at all facilities. Students may be sent home from clinical practice if their nail polish is chipped.
- Makeup – Makeup should be conservative. Extreme styles should be avoided.
- Jewelry – All jewelry must be kept to a minimum. Wedding bands, engagement rings, a watch with a second hand, and small post earrings are allowed. Students are encouraged not to wear rings that pose a risk of skin damage to residents. No earrings that hang below the earlobe are allowed.
- Facial Piercings – Discreet facial piercings may be allowed, dependent upon facility policy. Tongue and/or nose accessories may be required to be covered or removed depending upon facility policy. In the case of ear spacers, the opening must be covered instead of the need to remove the spacer.
- Tattoos – Tattoos and other body may be required to be covered, in accordance with clinic facility policy.

Required Uniform

Classroom

- The school provided Student ID Name Badge must be worn at all times.
- Face coverings must be worn when required by the CDC, OHA, or other State of Oregon government regulatory bodies.
- Students enrolled in school training programs can elect to wear scrubs or neat, clean, casual dress throughout the program during lecture sessions.
- Clothing must be neat and in good repair (no rips, tears, holes, fading or fraying); fit properly (not tight or revealing); be clean (freshly laundered, no stains), and wrinkle-free.
- No halter tops, crop tops (that show midriffs), or low-cut tops (that show cleavage), are allowed.
- No shorts, or skirts or dresses above the knee are allowed.
- Proper undergarments must be worn. (No sagging outer clothing – if the undergarment can be seen the student may be sent home and will incur makeup time.)
- Be aware that classroom temperatures may be variable – so dress in layers.

Labs

- The school provided Student ID Name Badge must be worn at all times.

- Face coverings or PPE must be worn when required by the CDC, OHA, or other State of Oregon government regulatory bodies.
- All students enrolled in school training programs will dress in scrubs during skills labs.
 - Scrubs of any color/pattern are acceptable. Scrubs must be in good repair (no tears or holes), fit properly (not too tight or revealing) and be neat, clean (no stains), and wrinkle free.
 - Solid color long-sleeved tops or plain pocket tee-shirts may be worn under a scrub top. Long sleeved shirts must not contain any logos and may not be discolored.
- Footwear must be fully enclosed non-skid soled work shoes that medical personnel wear.
 - Athletic shoes are acceptable; no hiking or combat-style boots.
 - No Crocs, slip-ons (flats, loafers), or open-heel shoes are allowed.
- Headscarves, hats, and other head coverings are not allowed except to accommodate medical or religious customs and observances.
- A watch with a second hand is required for checking vital signs.

Clinical Rotation

- The school provided Student ID Name Badge must be worn at all times.
- Face coverings or PPE must be worn when required by the CDC, OHA, or other State of Oregon government regulatory bodies.
- All students enrolled in school training programs will dress in scrubs during their clinical rotation.
 - Scrubs of any color/pattern are acceptable. Scrubs must be in good repair (no tears or holes), fit properly (not too tight or revealing) and be neat, clean (no stains), and wrinkle free.
 - Solid color long-sleeved tops or plain pocket tee-shirts may be worn under a scrub top. Long sleeved shirts must not contain any logos and may not be discolored.
- No sweaters, jackets or hoodies are allowed during the clinical rotation. Lab coats over scrub tops are acceptable.
- Footwear must be fully enclosed non-skid soled work shoes that medical personnel wear.
 - Athletic shoes are acceptable, no hiking or combat-style boots.
 - No Crocs, slip-ons (flats, loafers), or open-heel shoes are allowed.
- Headscarves, hats, and other head coverings are not allowed except to accommodate medical or religious customs and observances.
- A watch with a second hand is required for checking vital signs.
- The facility has the final determination as to whether a student's personal appearance and dress meets facility requirements.

Dress Code Violations

- If a student fails to comply with the school or facility dress code and personal appearance standards, they will be sent home and incur makeup time.

Clinical Screening Requirements Policy

The Oregon Health Authority (OHA) established administrative requirements for health professional student placements in clinical training settings within the state of Oregon effective July 1, 2014. In addition, clinical sites may require students to complete additional site-specific trainings pertaining to privacy/confidentiality, standards of behavior, and safety, security & documentation protocols.

TB (Tuberculosis) Screening Requirements & Documentation

Under OHA regulations for clinical trainings, students must undergo a TB screening prior to their initial clinical placement, and only after that in the case of known exposure.

- TB Tests **MUST NOT** be more than one (1) year old and must not expire during the program. (Note: The expiration date of a TB test is documented as one (1) year from the date the TB test was read.)
- For the TB test and/or Chest X-ray to be valid and acceptable, we will only accept copies of TB test and Chest X-ray documentation on a document appropriately signed or officially stamped and dated by a qualified medical professional, or an authorized representative of the local health department, that is submitted in English on business letterhead.
- TB test documentation must provide information detailing the TB test placement (the date and site placed, the lot #/expiration date, who administered the TB test) and the TB test results (the date read, induration in “mm”, test results, and who read the results).
- Students may provide a copy of a current QuantiFERON Gold blood test, T-SPOT blood test, TB Skin Test (PPD), and/or current Chest X-ray for TB documentation, from their physician, a current or former employer, or another source.
- If a student tests positive to the TB Skin Test (PPD), they must obtain a Chest X-ray for TB screening at their own expense prior to going into their clinical rotation.
- If a student has **ACTIVE** TB, or is currently undergoing treatment for active TB, the student will not go into the clinical setting until their treatment is completed.
- If a student has **LATENT** TB, or is currently undergoing treatment for latent TB, they may proceed into the clinical setting with their physician’s release for latent TB or for treatment of latent TB.

NA-1 & MA Program Students

It is the policy of Caregiver Training Institute that all NA-1 and MA program students must obtain and submit documentation to the school business office of a current negative QuantiFERON Gold blood test, negative T-SPOT blood test, negative TB Skin Test (PPD), and/or a Chest X-ray for TB documentation, conducted in a manner consistent with CDC guidelines as set by OHA regulations, by the first day of labs, or students will not be allowed to take their final exam and will be removed from their scheduled clinical rotation and moved to a wait list to take their final exam and go into the clinical setting. *TB test results must be read no sooner than 48 hours after the TB test is placed, and no later than 72 hours after test placement, or the submitted documentation will not be accepted for approval.*

CNA-2 Program Students

It is the policy of Caregiver Training Institute that all CNA-2 students must obtain and submit documentation to the school business office of a current negative QuantiFERON Gold blood test, negative T-SPOT blood test, negative TB test via Two Step TB Skin Test (PPD), and/or current Chest X-ray for TB documentation, conducted in a manner consistent with CDC guidelines as set by OHA regulations, by the first day of labs, or students will not be allowed to take their final exam and will be removed from their scheduled clinical rotation and moved to a wait list to take their final exam and go into the clinical setting.

For Two Step PPD tests, the test results must be read within 48-72 hours of the first placement. If negative, a second PPD test must be placed within 7 to 21 days of the reading of the first test. The TB test results from the second placement must be read 48-72 hours after the placement.

Substance Abuse Screening Requirements & Documentation

All students are required to have a substance abuse 10-panel drug screen prior to the start of their clinical rotation as set by the OHA regulations to screen for substance abuse and misuse.

Under OHA regulations for clinical trainings, students must undergo a substance abuse screening prior to their initial clinical placement no more than three (3) months before beginning their training program. Subsequent substance abuse screenings checks may not be required except for cause or at re-entry into a program from which the student has taken leave or fallen out of progression.

- Substance abuse screening tests are only available through the school. All students must pay their \$60.00 substance abuse screening fee *in full* by the first day of class.
- It is the policy of Caregiver Training Institute that confirmation of completed substance abuse screening services must be received by the school business office by the first day of labs, or students will not be allowed to take their final exam and will be removed from their scheduled clinical rotation and moved to a wait list to take their final exam and go into the clinical setting.
- Students are encouraged to pay for and get their drug screening as soon as possible. The information from the substance abuse 10-panel drug screen may take from a few days to a couple of weeks to be returned to us, depending upon the individual's background, which could delay your ability to proceed into clinicals. Only drug screenings completed through an approved vendor will be accepted. Information for approved vendors will be provided to students no later than the first day of school.

Students are required to bring the following to substance abuse screening sessions:

- A copy of their receipt of payment (sales receipt, copy of credit card payment, email from CTI confirming sponsor payment authorization)
- A current government issued, and a (2) signature-bearing, photo ID with their legal name.
- Students without their photo id or proof of payment will be denied service with no exceptions.

Suspected Substance Abuse Policy

- Students are expected to come to class/clinical not impaired by any recreational drug or alcohol.
- Students suspected of drug and/or alcohol impairment by Caregiver Training Institute staff or clinical facility staff may be sent home, incurring makeup time, and required to submit to a mandatory substance abuse screening test at their own expense before continuing in the program.
- The substance abuse screening test will be scheduled by Caregiver Training Institute within 24 hours of the reported impairment.
- Students will be required to pay for the substance abuse screening test in full prior to it being administered.
- Refusal to consent to a substance abuse screening test within the required time frame may result in termination from the program without refund.
- If the student successfully completes a required substance abuse screening test, they will be allowed to proceed in the program and into the next scheduled clinical rotation, dependent upon space availability.
- Evidence of drug and/or alcohol impairment may result in termination from the program, without refund.

Post-Accident Screening Policy

- Any student involved in an on-the-premises accident or injury under circumstances that suggest possible impairment by drugs or alcohol in the accident or injury event may be sent home, incurring makeup time, and required to submit to a mandatory substance abuse screening test at their own expense.
- Refusal to consent to a substance abuse screening test within the required timeframe may result in termination from the program, without refund.
- If the student successfully completes a required substance abuse screening test, they will be allowed to proceed in the program and into the next scheduled clinical rotation, dependent upon space availability.
- Evidence of drug and/or alcohol impairment may result in termination from the program, without refund.

Clinical Immunization Requirements & Documentation

Consistent with CDC guidelines and as set by the OHA (Oregon Health Authority) regulations, students are required to obtain and provide documentation the following immunizations: Hep B (Hepatitis B), MMR (measles, mumps & rubella), Tdap (tetanus, diphtheria & pertussis) and Varicella prior to the start of their clinical rotation.

NA-1 & MA Program Students

Students in the NA-1 and MA Programs at Caregiver Training Institute maybe not required to obtain and provide OHA required immunization documentation if a clinical facility has less stringent requirements for their employees and has requested an exemption from specific provisions of the OHA requirements through the student's training program provider.

Covid-19 vaccination requirement:

Students must provide documentation of being **fully vaccinated** against COVID-19 or submit a school COVID-19 vaccination exemption form.

Flu vaccination requirement:

Clinical sites **may require** that NA-1 and MA students obtain and provide documentation of receiving the Influenza (Flu) vaccine prior to the start of their clinical rotation during the flu season or during a declared pandemic. Clinical sites will notify the school of timeframe requirements.

It is the policy of Caregiver Training Institute that any required clinical immunization documentation for students in the NA-1 and MA Programs must be received by the school business office by the first day of labs, or students will not be allowed to take their final exam and will be removed from their scheduled clinical rotation and moved to a wait list to take their final exam and go into the clinical setting.

CNA-2 Program Students

CNA-2 program students must obtain and provide documentation of the following immunizations consistent with CDC guidelines and as set by the mandatory hospital requirements:

Hep B (Hepatitis B):

Documentation of three (3) shots given; a positive titer for Hepatitis B antibodies; or the first shot given in the series that is no more than 30 days old.

MMR (Measles, Mumps & Rubella):

Documentation of two (2) injections of MMR; a positive titer to establish immunity; or the first shot given in the series that is no more than 30 days old.

Varicella (Chicken Pox):

Documentation of two (2) injections of Varicella; or the first shot given in the series that is no more than 30 days old; or a titer to establish immunity or medically documented history of the disease.

TDap (Tetanus, Diphtheria & Pertussis):

Documentation of TDap within past 10 years.

Influenza (Flu):

Documentation of current Influenza immunization when injection is available during the flu season. Hospitals will notify the school of timeframe requirements.

Covid-19 vaccination requirement:

Students must provide documentation of being **fully vaccinated** (14 days past last required dose) against COVID-19 or a school COVID-19 vaccination exemption form.

It is the policy of Caregiver Training Institute that any required clinical immunization documentation for students in the CNA-2 program must be received by the school business office by the first day of labs, or students will not be allowed to take their final exam and will be removed from their scheduled clinical rotation and moved to a wait list to take their final exam and go into the clinical setting.

Immunization Documentation

In the event immunization documentation is required, evidence of immunizations may be demonstrated through the following:

- A document appropriately signed or officially stamped and dated by a qualified medical professional or an authorized representative of the local health department that is submitted in English on business letterhead. Documentation must include the following:
 - The month and year of each dose of each vaccine received; or
 - The month and year of proof of immunity to the disease via blood titer; or
 - The month and year the diagnosis of the disease was confirmed OR
 - An official record from the Oregon ALERT Immunization Information System.

Immunization exemptions:

Individual student exemptions to specific immunization requests may be possible but are dependent upon the clinical training setting.

- Documentation for exemption requires a written statement of exemption signed by a licensed independent practitioner.
- Non-medical exemptions from immunizations are not allowed.
- Healthcare training partners will make eligibility and clinical placement decisions.
- In the event a student is missing or has incomplete immunization documentation required by the clinical site, or if an individual student exemption to a specific immunization is not accepted by the clinical site, the student will be unable to complete the program and will not be entitled to a refund.

CPR clinical training requirements & documentation

- NA-1, CNA-2 and MA students must obtain and provide documentation (in the form of an e-card or paper card) of the completion of CPR (cardiopulmonary resuscitation) BLS (basic life support) training that complies with the standards set by the AHA (American Heart Association) prior to the start date of their clinical rotation in accordance with OHA requirements; and for NA-1 students, to complete their training program in compliance with OSBN regulations.
- It is policy of Caregiver Training Institute to only accept AHA BLS CPR training.
- Student AHA BLS CPR cards must maintain current certification status during their clinical rotation.

CPR Training – Not Scheduled at Caregiver Training Institute

It is the policy of Caregiver Training Institute that current e-card documentation of AHA BLS CPR training not purchased and scheduled through the school by NA-1, CNA-2, and MA program students, must be submitted to the school business office by the first day of labs, or students will not be allowed to take their final exam and will be removed from their scheduled clinical rotation and moved to a wait list to take their final exam and go into the clinical setting.

Administration of Examinations

NA-1 Program Testing

It is a condition of the program that NA-1 program students will take a midterm exam to determine progress and understanding of knowledge while in the program.

- At the completion of the classroom portion of the program, NA-1 program students will take a final exam.
- It is the requirement of the Oregon State Board of Nursing (OSBN) that a score of 75% or greater on the final exam is required to pass the didactic portion of the NA-1 Program and go into the clinical portion of the program.
- Students with any makeup time remaining will not be allowed to take their final exam and move forward into clinicals until all the missing time is made up.
- Students who have not turned in their required clinical screening, training and immunization documentation by the first day of labs will not be allowed to take their final exam and will be removed from their scheduled clinical rotation and moved to a wait list to take their final exam and go into the clinical setting.
- Students will have two (2) hours to take the final exam and are not allowed to leave the classroom during the test.

Final exam results:

- Caregiver Training Institute contacts students via email to notify them if they passed or failed their final exam. Final exam scores are not included in the email. The student may contact the office by phone or in person during normal business hours to obtain the score.
- Students must pass their final before proceeding into the clinical rotation. If a student does not pass their final on the first attempt, their originally scheduled clinical dates may not be available to them.

Final exam review / re-testing:

- If students fail to pass the written final exam the first time with a score of at least 75%, they will be given an opportunity to re-test two (2) times. It will be a different version of the final exam they originally took.
- If a student fails their final exam, they will be given an opportunity to go over their test.
- The student will be observed during this time and no note taking will be allowed. The purpose is to allow for the student time to study the areas they were weak in and return better prepared to re-test.

- Students who desire to review their test or re-take their final exam will need to contact the business office to schedule an appointment no sooner than the business day following the date they initially took their final.
- **The final exam may only be taken three (3) times.** It is recommended that students retake the final exam a minimum of three (3) days after initially taking the final exam to allow them time to study the areas they were weak in on and return better prepared to retest.
- Re-testing is done in the school's computer lab.
- Students may not leave the testing room during the exam.
- Personal items are not allowed in the testing room. Student purses, backpacks, jackets, cell phones, electronic devices, writing implements, etc. will be stored by office staff.
- Students will be asked to empty their pockets.
- If NA-1 program students fail to pass the final exam on the third try, they will not be eligible to proceed into the clinical setting and will be dropped from their program without refund.

CNA-2 Program Testing

- It is a condition of the program that CNA-2 program students will take a PRE-TEST as a benchmark to measure student progress in the program. Pre-test results are utilized as a study tool in a manner conducive to the enhancement of student learning.
- At the completion of the classroom portion of the program, CNA-2 students will take a FINAL EXAM.
- Students with any makeup time remaining will not be allowed to take their final exam and move forward into clinicals until all the missing time is made up.
- Students who have not turned in their required clinical screening, training and immunization documentation by the first day of labs will not be allowed to take their final exam and will be removed from their scheduled clinical rotation and moved to a wait list to take their final exam and go into the clinical setting.
- Students will have 120 minutes to take the final exam and are not allowed to leave the classroom during the exam.
- It is a condition of the program that a score of 80% or greater on the final exam is required to pass the classroom portion of the CNA-2 Program and go into the clinical portion of the program.

Final Exam Results:

- Caregiver Training Institute contacts students via email to notify them if they passed or failed their final exam. Final exam scores are not included in the email. Students may contact the business office during normal business hours in person or by phone to obtain their score.
- Students must pass their final before proceeding into the clinical rotation. If a student does not pass their final on the first attempt, their originally scheduled clinical dates may not be available to them.

Final exam review / re-testing:

- If students fail to pass the final exam the first time with a score of at least 80%, they will be given an opportunity to re-test two (2) times. It will be a different version of the final exam they originally took.
- If a student fails their final exam, they will be given an opportunity to go over their test.
- The student will be observed during this time and no note taking will be allowed. The purpose is to allow for the student time to study the areas they were weak in on and return better prepared to re-test.
- Students who desire to review their test or re-take their final exam will need to contact the business office to schedule an appointment no sooner than the business day following the date they initially took their final.

- **The final exam may only be taken three (3) times.** It is recommended that students retake the final exam a minimum of three (3) days after initially taking the final exam to allow them time to study the areas they were weak in on and return better prepared to retest.
- Re-testing is done in the school's computer lab.
- Students may not leave the testing room during the exam.
- Personal items are not allowed in the testing room. Student purses, backpacks, jackets, cell phones, electronic devices, writing implements, etc. will be stored by office staff.
- Students will be asked to empty their pockets.
- If CNA-2 program students fail to pass the final exam on the third try, they will not be eligible to proceed into the clinical setting and will be dropped from their program, without refund.

MA Program Testing

- It is a condition of the program that MA program students will take a **midterm exam** approximately halfway through the program as a benchmark to measure student progress in the program. Midterm results are utilized as a study tool in a manner conducive to the enhancement of student learning.
- At the completion of the classroom portion of the program, MA students will take a **final exam**.
- Students with any makeup time remaining will not be allowed to take their final exam and move forward into clinicals until all the missing time is made up.
- Students who have not turned in their required clinical screening, training and immunization documentation by the first day of labs will not be allowed to take their final exam and will be removed from their scheduled clinical rotation and moved to a wait list to take their final exam and go into the clinical setting.
- Students will have two (2) hours to take the final exam and are not allowed to leave the classroom during the test.
- It is a condition of the program that a score of 80% or greater on the final exam at the end of the classroom portion of the program is required to pass the classroom portion of the MA Program and go into the clinical portion of the program.
- Students with any makeup time remaining will not be allowed to take their final exam until all the missing time is made up.

Final exam results:

- Caregiver Training Institute contacts students via email to notify them if they passed or failed their final exam. Final exam scores are not included in the email. The student may contact the office during normal business hours by phone or in person to obtain their score.
- Students must pass their final before proceeding into the clinical rotation. If a student does not pass their final on the first attempt, their originally scheduled clinical dates may not be available to them.

Final exam review / re-testing:

- If students fail to pass the written final exam the first time with a score of at least 80%, they will be given an opportunity to re-test two (2) times. It will be a different version of the final exam they originally took.
- If a student fails their final exam, they will be given an opportunity to go over their test.
- The student will be observed during this time and no note taking will be allowed. The purpose is to allow for the student time to study the areas they were weak in and return better prepared to re-test.
- Students who desire to review their test or re-take their final exam will need to contact the business office to schedule an appointment no sooner than the business day following the date they initially took their final.

- **The final exam may only be taken three (3) times.** It is recommended that students retake the final exam a minimum of three (3) days after initially taking the final exam to allow them time to study the areas they were weak in and return better prepared to retest.
- Re-testing is done in the school's computer lab.
- Students may not leave the testing room during the exam.
- Personal items are not allowed in the testing room. Student purses, backpacks, jackets, cell phones, electronic devices, writing implements, etc. will be stored by office staff.
- Students will be asked to empty their pockets.
- If MA program students fail to pass the final exam on the third try, they will not be eligible to proceed into the clinical setting and will be dropped from their program, without refund.

Satisfactory Academic Progress Policy

Caregiver Training Institute students must achieve Satisfactory Academic Progress (SAP) to successfully complete their programs of study. The school evaluates Satisfactory Academic Progress weekly to ensure students are moving at a satisfactory rate of progress. Satisfactory Academic Progress is determined by measuring the student's cumulative grade point average (CGPA) and the student's pace towards completion of their academic program. Approved transfer credit is considered when evaluating SAP.

The maximum time frame to earn all hours for your program is 150% of the published program length. Students reaching 150% of the program length may be withdrawn from the program. Students appealing this decision must submit a written statement (email or letter is acceptable), providing the basis for the appeal, to Stacey.nottingham@bryanuniversity.edu. If approval is granted, the student remains may complete the program without incurring additional charges from the institute.

The Elements of Satisfactory Academic Progress are as follows:

Qualitative Standard: The student's cumulative grade point average (CGPA) must meet minimum requirements of 75% at all times.

Quantitative Standard: The Rate of Progress (ROP) is the pace at which a student must progress through their educational program to ensure that students will complete their program within the maximum time frame. The student must earn the program required hours within 150% of the stated program length.

Students failing to meet SAP requirements as determined by the Qualitative or Quantitative Standards outlined in the Satisfactory Academic Progress section will be notified through email and this notification will be recorded within the student's academic file.

Appeals

Appeals must be submitted in writing (email or letter is acceptable) and need to include the basis for which an appeal should be granted, such as injury, illness, death of a relative or other special circumstance and what has changed in the student's situation such that a period of SAP Probation is warranted. Appeals must be submitted to STappeals@bryanuniversity.edu for review and approval. The institute shall respond to the appeal within 10 business days. If the appeal is approved, the student will be placed on SAP Probation.

Graduation Requirements

NA-1 Program Completion Policy

In compliance with OSBN regulations, completion of the NA-1 Program requires:

- the successful completion of 100% of the required classroom and clinical hours and content in the curriculum;
- the successful demonstration of the required skills on the lab and clinical skills checklists;
- the achievement of a score of 75% or higher on the NA-1 Program's final exam;
- the successful completion of current, adult CPR certification in accordance with OSBN approved curriculum; and
- the successful completion of the clinical portion of the program no later than four (4) months following the last date of classroom instruction.

CNA-2 Program Completion Policy

In compliance with OSBN regulations, completion of the CNA-2 Program requires:

- The successful completion of 100% of the required classroom and clinical hours and content in the curriculum; and the successful completion of the competency validation.
- It is a condition of the program that a score of 80% or greater on the final exam at the end of the classroom portion of the program is required to pass the classroom portion of the CNA-2 Program and go into the clinical portion of the program.
- The student has successfully demonstrated the required skills on the laboratory and clinical skills checklist.
- It is a condition of the program that CNA-2 students must successfully complete the clinical portion of the program no later than four (4) months following the last date of classroom instruction.

MA Program Completion Policy

In compliance with OSBN regulations, completion of the MA Program requires:

- The successful completion of 100% of the required classroom and clinical hours and content in the curriculum;
- The successful demonstration of the required skills on the lab and clinical skills checklists; and
- The successful completion of the clinical portion of the program no later than four (4) months following the last date of classroom instruction.
- It is a condition of the program that a score of 80% or greater on the final exam at the end of the classroom portion of the program is required to pass the classroom portion of the MA Program and go into the clinical portion of the program.
- MA program students will be given the opportunity during the classroom to demonstrate their ability to the instructor and be signed off on all the skills. Students must successfully complete the skills checklists used during classroom labs before they may begin their clinical rotation.

Grading Scale

Letter Grade		% Range
A	Excellent	90%+
B+	Good	85%-89%
B	Good	80%-84%
C+	Average	75%-79%
C	Average	70% - 74%
D	Below Average	60%-69%
F	Fail	Under 59%

Receiving Your Certificate

- The program completion date will be the date that all documentation has been submitted to the school for inclusion in the student folder and all requirements have been met. Caregiver Training Institute will notify students as soon as their certificates are prepared and ready for distribution.
- The school has, by law, ten (10) business days to issue a certificate when all documentation is completed for the student file to be closed. Students should not contact the business office after completing their program anticipating that their certificates will be ready.
- Certificates of Completion may be mailed or picked up at the office. The student should inform the office prior to completion of the program if they would like to have their Certificate of Completion mailed. The school is not responsible if the certificate is lost in the mail, arrives late, or if it is damaged.
- Once a student's Certificate of Completion packet is issued, NA-1 and MA students may submit their application to test for certification and their payment to the OSBN.
- Receiving the Certificate of Completion does not guarantee that the student will be able to pass the OSBN state testing and become a CNA or CMA in the State of Oregon.
- Upon successful completion of all requirements for the CNA-2 Program, Caregiver Training Institute will issue a Certificate of Completion and submit a graduation completion list to the OSBN within ten (10) business days. The OSBN is responsible for recording students as a CNA-2s on the OSBN registry.

Attendance Policy

- OSBN regulations requires all that every student must complete all required hours of the program. Any missed hours must be made up. 100% attendance is expected of all students.
- Students are expected to attend and to be on time for all classroom, skills labs, and clinical sessions.
- Attendance is recorded daily, and missed time is cumulative.
- **All missed time must be made up.** Students are responsible for making up all missed time, including partial day absences, full day absences, and being tardy.
- Because all time is mandatory under OSBN regulations, missing any time, including being late or leaving early, can result in not accumulating enough time for a student to move forward in their training program, and **will delay and may prevent students from completing their programs.**

Understanding that emergencies and extenuating circumstances may unexpectedly impact student attendance, on specific occasions Caregiver Training Institute will allow students attending the didactic classroom portion of their program on campus the opportunity to attend their class virtually so that they can avoid missing class and incurring make-up time.

Consequences of Missed Time

- Students are responsible for all material covered in their absences, making up missed time, and for the academic consequences of their absences.
- Students with makeup time remaining from the class/lab portion of their program will not be allowed to take their final exam and proceed into clinicals until all the missing time is made up.
- Students with makeup time remaining from clinical time will not be eligible to complete their program until all the missing clinical time is made up.
- Students who must wait for makeup time to complete their program risk having their programs delayed, or not being able to complete their programs within the required OSBN timeframe.
- In compliance with OSBN regulations, all NA-1 and MA students must successfully complete the clinical portion of the program no later than four (4) months following the last date of classroom instruction.
- It is a condition of the program that CNA-2 students must successfully complete the clinical portion of the program no later than four months following the last date of classroom instruction.
- Students who do not meet the attendance requirement and fail to complete their program within the OSBN regulation required timeframe will be dropped from their program, without refund.

Program Makeup Policy

- To make up time students should review the public Google Makeup Hour Form to identify date and times that would accommodate their schedule. Students should sign up for the appropriate time no later than 24 hours prior to the scheduled time. Instructors will provide the facilitator with an appropriate assignment to complete the gaps left in the curriculum. Makeup time should not be used in leu of schedule time and class should only be missed in case of emergency.
- Clinical makeup time must be scheduled with the Clinical CPR Coordinator.
- The availability of makeup time is impacted by several factors:
 - The availability of openings in other regularly scheduled classes;
 - OSBN regulations that set student-instructor class ratios and specify how missed time must be made up. BOLI (Bureau of Labor and Industries) employment regulations preclude makeup time being scheduled during break or lunch periods.
 - All makeup time must be attended under the supervision of an OSBN-approved instructor at Caregiver Training Institute.

OSBN Behavioral Standards

It is our policy that all students attending a Nursing Assistant, Certified Nursing Assistant Level 2, and Medication Aide training programs at Caregiver Training Institute will adhere to the behavioral expectations and code of conduct for nursing assistants and medication aides, including the information provided in Oregon State Board of Nursing OAR 851-063-00900 and OAR 851-063-0110 (www.osbn.state.or.us).

Prior to enrollment and entering into training as NAs, CNA-2s or MAs, all students will be expected to commit themselves and sign statements that they have received Oregon DHS Criminal History requirements and policies and that they have received, reviewed and agree to adhere to all the rules, regulations, policies, terms and conditions as set forth by Caregiver Training, LLC, the OSBN, and the OHA, as listed in all school enrollment materials. All NA-1 students will receive a copy of the Nurse Aide Training Reimbursement form SDS 0451B.

All students will sign an enrollment agreement and financial disclosure statement, criminal background check authorization forms, substance abuse test consent form, a statement certifying to their good health and ability to fully participate in their selected training program, and a statement of acknowledgement and understanding of OSBN and OHA regulations, and Caregiver Training Institute program policies and rules, that detail student admission requirements, eligibility criteria, program completion requirements, and behavioral expectations. Prior to the clinical rotation, all students will sign statements on confidentiality and abuse & neglect reporting, a code of conduct acknowledgement, a clinical agreement form, and a waiver/indemnity release.

Any violations will subject a student to immediate dismissal from the program, without refund.

Reapplying to Caregiver Training Institute training programs will be up to the discretion of the Program Director.

Code of Conduct

Caregiver Training Institute's policy is to provide the best educational experience possible for students to be prepared for the medical field and have a good solid foundation for their future in the field of medicine. The classroom should be a learning centered environment in which faculty and students are unhindered by disruptive behavior. We believe that a student's choice of interaction as a student with cohorts and instructors, as well as the performance in the clinical rotation, is a direct indication of how a student will interact with co-workers and future patients.

- Students must exhibit professional behavior in the business office, classroom, lab, and clinical.
- Students must treat their instructors, business office staff, facility staff members, and fellow students with respect and courtesy.
- Any demonstrated instances of foul language, threats of harm, confrontational behavior, harassment, fraud, dishonesty, misrepresentation, challenging an instructor's authority, or antagonistic comments to or about anyone can be grounds for a student to be dismissed from the program, without refund.
- Students agree that cheating in all forms is against the rules. The school has a no tolerance policy on cheating. If caught cheating, students may be terminated from the program immediately, without refund.
- Students agree to be on time and attend their class/clinical as scheduled, and to return punctually from scheduled meal periods and breaks. Being late and/or leaving early hinders the learning process for everyone and may result in the student incurring makeup time.
- Students agree to limit any unscheduled breaks, and to make and return calls during scheduled breaks periods only. Leaving the classroom or clinical to answer or make a call, except during scheduled break times, is prohibited and may result in the student incurring makeup time.
- Cell phones, smart phones, and other electronic devices must be kept off or in silent mode during instructional time, unless incorporated as part of the training program as a learning platform and with the permission of the instructor, as a learning aid, for testing, or in structured group learning activities.
- Students understand, and agree, not to use social media inappropriately during their training programs. Please be aware that it is a HIPAA VIOLATION to post any information about a facility or facility residents; to take photos of a facility or facility residents; or to post photos of a facility or facility residents on social media sites such as Facebook, Twitter, Instagram, Snapchat, etc. Such actions could result in a fine of up to \$10,000 and/or prison time and will result in a student's immediate dismissal from their program, without refund.

- Students agree to comply with the school appearance and dress code standards. All students must maintain a clean, neat, and professional appearance and wear the required uniform and footwear. Students who fail to present a professional appearance and adhere to school appearance and dress code policies may result in the student being sent home and incurring makeup time.
- Students agree to not hold private conversations during the lecture portion of the class/clinical time. Talking during the instruction time is distracting to other students and detrimental to the learning. Students disrupting classroom/clinical instruction may result in the student being sent home and incurring makeup time.
- Students agree to come to class/clinical unimpaired by any recreational drug or alcohol. Suspicion of drug and/or alcohol abuse use may result in the student being required to submit to a mandatory drug screening test at their own expense before continuation in the program. Evidence of drug and/or alcohol impairment may result in termination from the program, without refund.

Abuse and Neglect Reporting

It is the policy of Caregiver Training Institute, a Division of Bryan University, to ensure all residents remain free from verbal, sexual, mental and physical abuse, neglect and corporal punishment, misappropriation of property or funds and involuntary seclusion. All Caregiver Training Institute staff members and students are mandatory reporters of potential, real or suspected resident abuse or neglect. Failure to report potential, real or suspected abuse or neglect is grounds for immediate termination, without refund.

Definitions:

Neglect – Failure (through action or inaction) to provide goods and services necessary to avoid physical harm, mental anguish, or mental illness to a resident, or a serious disregard of consequences that may result in a clear and present danger to a vulnerable adults’ health, welfare, or safety.

Abuse – The willful infliction (through action or inaction) of injury, unreasonable confinement, intimidation, or punishment with resulting physical harm, pain or mental anguish. Abuse includes sexual abuse, mental abuse, physical abuse, and exploitation of a vulnerable adult.

Injuries of unknown source – An injury should be classified as an “injury of unknown source” when both following conditions are met:

1. The source of the injury was not observed by any person, or the source of the injury could not be explained by the resident, and
2. The injury is suspicious due to the extent of the injury, or the location of the injury (e.g., the injury is in an area not generally vulnerable to trauma), or the number of injuries observed at one particular point in time, or the incidence of the injuries over time.

Misappropriation of resident property – The deliberate misplacement, exploitation, or wrongful, temporary, or permanent use of a resident’s belongings or money, without the resident’s express consent.

Procedures:

- Students will receive resident abuse and neglect education and prevention training within the program. This education is mandatory for all students. Training will be completed as part of the classroom portion of the program prior to the clinical rotation. Clinical instructors will reinforce all abuse training.

- Students and staff are required to report any incident of real, suspected, or potential resident mistreatment, neglect or abuse, including injuries of unknown origin, or misappropriation of property to the clinical instructor and then to the Director of Nursing and/or the Administrator immediately. The staff will be notified so that they may assess the situation to ensure the safety of the resident.
- Once the resident's safety is addressed an investigation will be completed by the nurse and the clinical instructor. The student who reported the incident will assist with the investigation as needed.
- The instructor/preceptor will assist the student in reporting if the student comes to the instructor with information on potential, suspected or real abuse.
- When to call law enforcement:
Nursing Assistants must follow the chain of command in reporting abuse – they do not report directly to legal authorities. Immediately report suspected sexual assault and/or physical assault to the charge nurse or person in charge of the facility at that time. Reporting abuse is not an option – IT IS THE LAW. If action is not taken by a facility supervisor, then you are required to go up the chain of command until action is taken. If no appropriate action is taken at the facility level, call 911 or the statewide hotline at 1-855-503-SAFE (7233) to report abuse or neglect of any adult or child to the Oregon Department of Human Services (ODHS); or call APS/Adult Protective Services – 503-988-4450 (after hours 503-988-3646). Information to include in the report is of the victim, address of the facility, phone number, charge nurse's name and name of perpetrator, if known.
- Immunity & Confidentiality: The identity of the person making a report in good faith or testifying about abuse or neglect is held confidential unless the report is made to law enforcement, or there is a judicial proceeding, or the reporter consents to have their identity revealed.

A final note – false reporting is a crime. It is a misdemeanor to make a false report or a report in bad faith and the person may be charged.

Examples of abuse and/or neglect include, but are not limited to the following:

- Physical abuse – striking, hitting, kicking, biting, restraining someone against their will.
- Verbal abuse – name calling, cursing, mocking, talking harshly, yelling, obscenities, racial epithets, swearing – any of the preceding when directed toward a resident. Also, mental cruelty such as laughing at the resident or teasing.
- Misappropriation of funds or property – taking or borrowing money or personal items from a resident.
- Corporal punishment and/or involuntary seclusion – closing the resident in the room against their will and/or isolating them from others unless harm is done (that is physical abuse).
- Not following the care plan as outlined (i.e. – not applying a safety device and the resident falls).
- Not reporting suspected or actual abuse or neglect.

Communication Policy

To meet the academic and administrative needs of the school, Caregiver Training Institute has established **email as the official and primary means of communicating** "official" school business to all its' students, enrolled and pre-enrolled.

“Official” communications are any timely notifications that will positively or negatively impact a student, such as: student record status; financial /sponsorship status; academic progress status; final exam scores; program completion status; attendance/make-up status; conduct/disciplinary status; etc.

Caregiver Training Institute's official email address is: info@thecaregivertraininginstitute.com

Caregiver Training Institute reserves the right to notify students via email when any action on the student's part may be necessary. Information will be communicated to students via their provided email address.

Students are responsible for providing the school business office with a current email address, phone number, emergency contact number and home address. Students must immediately notify the school of any changes or updates to their contact information throughout their training program.

Students are responsible for checking, reading, and responding to their emails and voicemails daily to stay current with school-related communications.

Students have the responsibility to recognize that certain communications may be time critical. Failure to read and react to Caregiver Training Institute communications in a timely manner does not absolve the student from knowing and complying with the content of the communications.

Electronic Service Use Policy

- Students are expected to comply with the acceptable use policies for all personal electronic devices.
- It is the policy of Caregiver Training Institute that cell phones, smart phones, and other electronic devices must be kept off or in silent mode during instructional time, unless incorporated as part of the training program as a learning platform, or with the permission of the instructor, as a learning aid, for testing, or in structured group learning activities.
- Students are required to turn off and store cell phones in a book bag, backpack or purse during exams, quizzes, and test review sessions. They may not be placed on classroom tables, desktops, or on an individual's lap.
- Leaving the classroom to answer or make a call, except during scheduled break times, **is prohibited** and may result in the student incurring makeup time. Students must inform the instructor in advance if there is an urgent or emergency issue requiring them to keep their phone on or to leave the classroom outside of scheduled break periods for a phone call.
- The use of cameras, camera phones and video or audio capable devices **is prohibited** in the classroom or clinical environment without advance permission.
- The use of cell phones and electronic devices are typically frowned upon in the clinical environment, and may be prohibited, dependent on facility policy. It is a **HIPAA violation** to electronically record any information, photos or videos of a facility or facility residents and post on social media sites. Such actions could result in a fine of up to \$10,000 and/or prison time and will result in a student's immediate dismissal from their program, without refund.
- Students with a diagnosed disability or exceptional needs who require electronic devices to complete tests/mid-term examinations/final examinations, must present the Program Director with the appropriate paperwork from Disability Services prior to the start of their program to work out an accommodation for the use of otherwise prohibited electronic devices in the classroom environment. Any distribution of materials is prohibited.

Facility Use Expectations Policy

Be respectful of property - Students are expected to respect the property of Caregiver Training Institute, Siletz Tribal Business Center, facility partners, school employees, fellow students, and all other individuals. Students

responsible for defacing, damaging, or destroying property will be assessed the cost of any damages incurred. If caught stealing, students will be terminated from the program immediately, without refund.

Promote school safety - Students are responsible for their part in maintaining a safe supportive school environment through their compliance with Caregiver Training Institute and Siletz Business Center rules that monitor and limit access to the school. All visitors entering and leaving the school campus are required to check in and out at the business office.

Gated access - The Caregiver Training Institute is located in a gated access business complex. The entrance to the school is on 128th St. and the exit is on Stark St. The gates will open automatically upon exiting the school. Students will receive an access code prior to when they begin class. Visitors will need to pull up to the gate on 128th St and call the school office for an access code. The school's phone number is listed on the sign located at the 128th St gate.

Parking - Caregiver Training Institute students and visitors may park in any parking slots in the parking lot, with the exception of those parking spots marked as reserved for CTI Office staff and other Siletz Business Complex tenants

Smoking - Smoking is not permitted on campus, or on any exterior walkways or balconies. Students may smoke a minimum of ten (10) feet away from the building during scheduled breaks in compliance with state and local smoking regulations. All cigarette butts must be properly disposed of in the available disposal canisters. DO NOT throw cigarette butts on the ground, in the parking lot, or in landscaped areas.

Student lounge - A student lounge is available to students at Caregiver Training Institute during lunch/break periods. The lounge features vending machines, bottled water coolers, refrigerators, microwaves, food prep areas, and group seating. Sinks are available in each classroom. Students are welcome to fill their personal water bottles with water from the bottled water coolers or classroom sinks. Food and/or beverage items stored in the refrigerators should be labeled with the student's name and date. Refrigerators are cleaned out on a weekly basis and Caregiver Training Institute is not responsible for any items that may be lost or disposed of.

Be courteous - Students are responsible for cleaning up after themselves in the student lounge so that it is ready for use by the next group of students. Trash and left-over liquids/food remnants should be disposed of in the designated trash cans; any recycling items in the designated recycling containers. Paper towels are available for wiping up spills and crumbs on tables, cleaning out microwaves, etc.

Act responsibly - Students are required to assist with clean up after class and labs and follow all posted Classroom / Lab Rules. Classrooms should be ready for use by the next group of students.

Dismissal & Termination Policy

Voluntary Withdrawal

- A student may leave the program voluntarily at any time.
- Program cancellation and refund policies apply to reimbursements for all voluntary terminations.

Involuntary Termination

- Students may be terminated from the program, without refund, due to refusal to follow school/facility policies, cheating, fraud, dishonesty, misrepresentation, failure to perform and meet or comply with attendance requirements, suspicion of drug or alcohol use, unacceptable behavior, or conduct that is unbecoming of a CNA or CMA.
- Per OSBN administrative rules, all NA-1 and MA students must successfully complete the clinical portion of the program no later than four (4) months following the last date of classroom instruction. Students who fail to comply with this regulation will be terminated from the program, without refund.
- It is a condition of the program that CNA-2 students must successfully complete the clinical portion of the program no later than four (4) months following the last date of classroom instruction. Students who fail to comply with this regulation will be terminated from the program, without refund.

Non-Attendance Withdrawal Policy

Students who are absent 5 consecutive calendar days with no communication with the institution will be withdrawn from their programs of study. Students withdrawn due to lack of attendance may apply for re-entry the following term. Approval for re-entry is based upon a student's satisfactory academic progress (SAP) in the program and the student's ability to prove that circumstances leading to withdrawal have been resolved. Students approved for re-entry must pay a \$25 re-entry fee and the current program tuition rate. Students may appeal in writing to appeals@bryanuniversity.edu if they feel an error has been made in their attendance records.

Appeal & Complaint Policy

Before initiating the formal grievance/complaint process, the student is encouraged to make every effort to resolve the problem informally with the person(s) alleged to have caused the grievance. The student may present the informal grievance/complaint in writing to the person(s) alleged to have caused the grievance. This attempt to resolve the grievance/complaint informally should be started as soon as the student first becomes aware of the act or condition that is the basis of the grievance/complaint.

Academic Grievance/Complaint

Step 1: Students who have academic concerns, complaints, or problems are expected to discuss them first with the involved faculty or staff member.

Step 2: If the issue is not resolved after this discussion, or if the issue is program-related, students should consult with the Program Director.

Step 3: If after discussion with the Program Director, the issue is not resolved, the student should submit the written grievance/complaint letter to STappeals@bryanuniversity.edu. Academic grievances/complaints will be addressed by the corporate leadership team within 3 days.

Non-Academic Grievance/Complaint

Step 1: Non-academic concerns, complaints, or problems regarding a specific department or employee should be discussed directly with staff.

Step 2: If the issue is not resolved after this discussion, students should consult with the employee's supervisor/manager.

Step 3: If after discussion with the employee's supervisor/manager, the issue is not resolved, the student should submit the written grievance/complaint letter to complaint@bryanuniversity.edu. Non-academic grievances/complaints will be addressed by corporate leadership within 3 days.

Formal Grievance/Complaint

After you have followed the steps above first, students who feel that the issue is still unresolved may file a formal grievance/complaint with the appropriate regulatory bodies.

Contact OSBN

If your attempts to resolve the issue(s) formally at the school have failed and you feel you have been treated unjustly, you have the option to file a complaint with the Oregon State Board of Nursing (OSBN) using the following link: <https://www.oregon.gov/osbn/pages/complaint.aspx>

Student Records

Student records are the property of Caregiver Training Institute and are kept for seven (7) years, per OSBN. The institution will have transcripts available to students as long as the school is in operation.

Students do not pay a fee for copies of their instructor classroom/clinical evaluation sheets; immunization record(s); AHA BLS CPR card; payment receipts; or certificate of completion.

Student Services

The institution strives to provide students the resources needed both in and outside of school. Student advising will be completed by both instructors and the Program Director. The school is happy to meet with any student that is facing obstacles within their provide and will assist in helping them overcome said obstacles. The team has valuable resources for transportation, housing, study assistance, tutoring, and counseling services available as referrals.

The institution offers tutoring, free of charge, to students struggling with their program. These arrangements should be made with the Program Director. It should be noted that tutoring may not be done on a one-to-one basis and can be done both in-person and via Zoom.

Student advising is done by faculty, offering a review of grades, assisted pathways for completion, and any other concerns that the student, or teacher, have regarding the student's education.

Emergency Preparedness

The institution's Emergency Preparedness plan can be requested by any student or faculty member, to the Program Director or corporate campus leadership.

Family Educational Rights and Privacy Act

All requests for records should be made in writing to: Bryan University Online; 350 W. Washington St., Suite 100; Tempe, AZ 85281.

Caregiver Trainer Institute protects the privacy of student education records pursuant to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). FERPA gives eligible students certain rights with respect to their education records, including:

1. The right to inspect and review the student’s educational records upon request.

Eligible students can request to review their student records in the office. Completed requests will be processed within 10 working days of receipt.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.

Students must submit a written request to STappeals@bryanuniversity.edu detailing what the student wants changed and why the student believes the information is inaccurate or misleading. If the institution decides not to amend the record, the student will be notified in writing of the decision and the student’s right to a hearing. The student is entitled to a hearing in person, by telephone, or by videoconference, as selected by the student, with the Vice President of Strategic Affairs and Executive Director of Regulatory Affairs if the student submits a hearing request within 10 business days of receipt of the written notification of the University's denial of the requested amendment. The Vice President of Strategic Affairs will render a written final decision that will be provided to the student within 10 business days of the hearing. If a hearing is held and the institution maintains its decision not to amend the record, the student has the right to provide a statement about the contested information that will be included with the student’s education record.

3. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without prior consent from the eligible student, as applicable (see “Directory Information” and “Access Without Student Consent” sections below).

The institution may neither release nor disclose personally identifiable information contained in the student’s records to outside employers, agencies, or individuals without first securing a written release from the eligible student, unless permitted by the law.

Notice of Nondiscrimination

Caregiver Training Institute is committed to diversity, and does not engage in discrimination based on race, sex, color, national origin, religion, age, disability, sexual orientation, or any other protected category.

Applicants with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance to the Institute. CTI will work with current and prospective students to determine whether reasonable accommodations can be effective and are available. The institution is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Title IX Policy

CTI is committed to maintaining a learning and working environment that is free from unlawful discrimination, harassment, and retaliation. In accordance with Title IX of the Education Amendments of 1972, the College does not discriminate on the basis of sex in its education programs and/or activities, which extends to admission and employment. The Institute encourages individuals who have witnessed or experienced sex discrimination, sexual harassment (including sexual violence) to report it according to the procedures outlined in the full Title IX Policy located on the CTI website Consumer Information page at <https://bryanuniversity.edu/consumer-info/consumer-info-home/>.

Student Requests for Reasonable Accommodations

Current and enrolling students interested in requesting academic adjustment, auxiliary aids, or other accommodations to support a documented, qualified disability in an academic environment may contact the regulatory department at STappeals@bryanuniversity.edu.

- Requests should be made at least 2 weeks in advance of the date needed.
- The regulatory office will respond within 2 business days of receiving the request.
- The regulatory office will reply via email, sending a receipt confirmation and the “Request for Reasonable Accommodations” form.
- The student must complete the “Request for Reasonable Accommodations” form which documents the nature and extent of the disability, type of accommodations or auxiliary aids needed, and the date the requested support should begin.
- The student must provide documentation on letterhead from a licensed professional that supports their request for reasonable accommodations in their program’s learning environment.
- All relevant materials must be sent to STappeals@bryanuniversity.edu.
- The regulatory office will review all application materials within 2 weeks of receipt and respond to the student with a proposal on possible reasonable accommodations.
- If reasonable accommodations are available, the student and the regulatory office will review the agreement and sign off to put the accommodations plan into action.
- All accommodation plans will remain in confidential files in the regulatory office and be maintained by regulatory staff.
- Students who disagree with any outcomes or decisions rendered regarding accommodation requests should follow the catalog “Grievance Procedure,” submitting a statement of why and how the response should be modified.

Please email STappeals@bryanuniversity.edu for any inquiry regarding Student Disability Services or reasonable accommodations.

Program Supply List

NA-1 Program Supplies

Required the First Day of Class:

- Name Badge (*provided at no cost by the school*)
- *Face coverings must be worn when required by the CDC, OHA, or other State of Oregon government regulatory bodies.*
- Current edition of CTI NA-1 Program Handbook (*available for purchase only at the school for \$30*)
- Textbook for the NA-1 Program (*available for purchase at the school for \$50.00*)
- Medical equipment (*available for purchase at the school in a kit for \$45.00, or priced individually*)
 - Blood Pressure Cuff
 - Stethoscope (*If you provide your own blood pressure cuff, it MUST NOT HAVE a stethoscope attached to the cuff.*)
 - Gait Belt (*provided at no cost by the school*)
- Black Pen – NOTE: All tests are required to be taken with a black pen. (*provided at no cost by the school*)
- Highlighters, Note-taking Supplies (*i.e.-paper, post-it flags, notebook/3-ring binder, pens/pencils, etc.*)

Required for Labs/Clinicals:

- Name Badge
- *Face coverings or PPE must be worn in labs when required by the CDC, OHA, or other State of Oregon government regulatory bodies, and by facilities during clinicals.*
- Uniform – Scrubs / any color or pattern (*we recommend 2 sets*)
- Shoes – Fully enclosed non-skid soled work shoes that medical personnel wear. Athletic shoes are acceptable. No Crocs, slip-ons (flats, loafers) or open-heel shoes are allowed.
- Wristwatch, with a second hand
- Medical equipment
 - Blood Pressure Cuff
 - Stethoscope (*If you provide your own blood pressure cuff, it MUST NOT HAVE a stethoscope attached to the cuff.*)
 - Gait Belt (*provided at no cost by the school*)
- Textbook, CTI Program Handbooks
- Highlighters, Note-taking Supplies (*i.e.-paper, post-it flags, notebook/3-ring binder, pens/pencils, etc.*)

CNA-2 Program Supplies

Required the First Day of Class:

- Name Badge (*provided at no cost by the school*)
- *Face coverings must be worn when required by the CDC, OHA, or other State of Oregon government regulatory bodies.*
- Current edition of CTI CNA-2 Program Workbook (*available for purchase only at the school for \$60*)
- Black Pen – NOTE: All tests are required to be taken with a black pen. (*provided at no cost by the school*)
- Highlighters, Note-taking Supplies (*i.e.-paper, post-it flags, notebook/3-ring binder, pens/pencils, etc.*)

Required for Labs/Clinicals:

- Name Badge
- *Face coverings or PPE must be worn when required by the CDC, OHA, or other State of Oregon government regulatory bodies, and by facilities during clinicals.*

- Uniform – Scrubs / any color or pattern (*we recommend 2 sets*)
- Shoes – Fully enclosed non-skid soled work shoes that medical personnel wear. Athletic shoes are acceptable. No Crocs, slip-ons (flats, loafers) or open-heel shoes are allowed.
- Wristwatch, with a second hand
- CTI Program Workbook & Handbook
- Highlighters, Note-taking Supplies (*i.e.-paper, post-it flags, notebook/3-ring binder, pens/pencils, etc.*)

MA Program Supplies

Required the First Day of Class:

- Name Badge (*provided at no cost by the school*)
- *Face coverings must be worn when required by the CDC, OHA, or other State of Oregon government regulatory bodies.*
- Current edition of CTI MA Workbook (*available for purchase only at the school for \$40*)
- Textbook for MA Program (*available for purchase at the school for \$90*)
- *140 Must Know Meds (provided at no cost by the school)*
- Current edition of a Nursing Drug Book for MA Students (*available for purchase at the school for \$55*)
- Black Pen – NOTE: All tests are required to be taken with a black pen. (*provided at no cost by the school*)
- Highlighters, Note-taking Supplies (*i.e.-paper, post-it flags, notebook/3-ring binder, pens/pencils, etc.*)

Required for Labs/Clinicals:

- Name Badge
- *Face coverings or PPE must be worn in labs when required by the CDC, OHA, or other State of Oregon government regulatory bodies, and by facilities during clinicals.*
- Uniform – Scrubs / any color or pattern (*we recommend 2 sets*)
- Shoes – Fully enclosed non-skid soled work shoes that medical personnel wear. Athletic shoes are acceptable. No Crocs, slip-ons (flats, loafers) or open-heel shoes are allowed.
- Wristwatch, with a second hand
- Textbook, Drug Book, CTI Program Handbook & Workbook
- Highlighters, Note-taking Supplies (*i.e.-paper, post-it flags, notebook/3-ring binder, pens/pencils, etc.*)

It is recommended that you bring a sack lunch as you will only have a 30-minute lunch break if the class is scheduled for six (6) hours or longer. For classes shorter than 6 hours, a 15 minute break will be scheduled. If you choose to leave for lunch and return late, it will be documented as missed time in the program that you will have to make up. The school has a Student Lounge with refrigerators, microwaves, and vending machines for your use. Facility clinical site accommodations vary.