



**American  
Red Cross**  
Hiwassee Chapter

304 20<sup>th</sup> Street SE  
P.O. Box 2314  
Cleveland, Tennessee 37320

# AMERICAN RED CROSS HIWASSEE CHAPTER NURSE ASSISTANT TRAINING APPLICATION

Print Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street Apt. #  
\_\_\_\_\_  
City State Zip Code

E-Mail Address: \_\_\_\_\_

Phone: Primary: \_\_\_\_\_

Alternate: \_\_\_\_\_

Work: \_\_\_\_\_

SSN# (needed to register you in the State of TN CNA registry) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Over the age of 17? *Circle one* **Yes** **No** Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

**Emergency Contact Info:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Check Preference: Day Class \_\_\_\_\_ Evening Class \_\_\_\_\_

Starting Date of Class: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Please note: Some conditions such as, but not limited to pregnancy, spinal conditions, chronic back problems, heart conditions, etc, will require a doctor's release to participate in the course. Please notify the instructor if you have knowledge that one of these conditions apply to you.



## **AMERICAN RED CROSS HIWASSEE CHAPTER NURSE ASSISTANT TRAINING PROGRAM**

### *Frequently Ask Questions*

#### ***Tuition Information:***

Tuition is \$750.00 Tuition includes all textbooks, instruction and instructional materials and the state exam fee. CPR/AED and First Aid certifications are included as part of the course. Prior to collecting tuition and becoming enrolled into the program; students are required to complete the Nurse Assistant Training Enrollment Packet. This is available by contacting the Hiwassee Chapter at 423-472-1595 or by coming into our office at 304 20<sup>th</sup> Street SE, Cleveland, TN 37311

#### ***Transferability of Credit: (Students are required to read and sign a transferability of credits disclosure during enrollment and prior to providing tuition.)***

Credits earned at another educational institution are not accepted by The American Red Cross Hiwassee Chapter Nurse Assistant Training Program. The ability to transfer credits from The American Red Cross Hiwassee Chapter Nursing Assistant Training Program to another educational institutions may be very limited. You should also contact any educational institutions that you may want to transfer credits earned at The American Red Cross Hiwassee Chapter Nursing Assistant Training Program to determine if such institutions will accept credits earned at The American Red Cross Hiwassee Chapter Nursing Assistant Training Program prior to executing an enrollment contract or agreement.

#### ***Financial Aid:***

The American Red Cross does not provide financial assistance for the Nurse Assistant Training Program. Student can apply for Financial Aid through the Workforce Initiative Act by contacting the Southeast Tennessee Development District Career Center at 423-472-9459.

#### ***Graduation:***

Students must successfully complete 184 classroom and clinical hours and score a minimum of 80% on all written and final exams. Student must score a minimum of 80% on all clinical skills training.

A graduation ceremony is held at the end of the training program.

#### ***State Exam:***

Upon graduation, eligible students are registered for the state exam. The exam will be given at the Hiwassee Chapter Office of the American Red Cross or other state approved sites.

#### ***Job Placement:***

The American Red Cross cannot guarantee student employment. However, we are committed to providing students with the necessary training and skills to be successful in the workplace. Students can inquire with the chapter for the most recent graduation and student employment data .

## TRANSFERABILITY OF CREDITS DISCLOSURE

Credits earned at ***The American Red Cross Hiwassee Chapter Nurse Assistant Training Program*** may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by ***The American Red Cross Hiwassee Chapter Nurse Assistant Training Program***. You should obtain confirmation that ***The American Red Cross Hiwassee Chapter Nurse Assistant Training Program*** will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at ***The American Red Cross Hiwassee Chapter Nurse Assistant Training Program*** to determine if such institutions will accept credits earned at ***The American Red Cross Hiwassee Chapter Nurse Assistant Training Program*** prior to executing an enrollment contract or agreement. The ability to transfer credits from ***The American Red Cross Hiwassee Chapter Nurse Assistant Training Program*** to another educational institutions may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at ***The American Red Cross Hiwassee Chapter Nurse Assistant Training Program*** if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of ***The American Red Cross Hiwassee Chapter Nurse Assistant Training Program*** and of any other educational institutions you may in the future want to transfer the credits earned at ***The American Red Cross Hiwassee Chapter Nurse Assistant Training Program*** before you execute an enrollment contract or agreement.

---

Student Signature

---

Date

# AMERICAN RED CROSS HIWASSEE CHAPTER

## NURSE ASSISTANT TRAINING ENROLLMENT PACKET

### Course Fees

Class fee is \$750.00. Students that are accepted into the Nurse Assistant Training course must pay the entire fee at the time of enrollment. In the case of a returned check, a \$25.00 service charge will apply. The class fee includes tuition, all textbooks and handouts, certification in CPR for the Professional Rescuer and First Aid, and the State of Tennessee Certified Nursing Assistant Exam fee.

### Refund Policy

- a) If a student withdraws from the Nurse Assistant Training program on or before the first day of classes, or fails to begin classes, the student will receive a full refund (100%).
- b) If a student withdraws, drops out, is expelled or otherwise fails to attend classes from the Nurse Assistant Training program before 10% of the period enrolled, the student will receive a refund of 75% of the fee, less administration fee of \$100.
- c) If a student withdraws, drops out, is expelled or otherwise fails to attend classes from the Nurse Assistant Training program after the expiration of 10% of the period, and before the expiration of 25% of the period, the refund shall equal 25% of all amounts paid on behalf of the student for the period, less administrative fee of \$100.
- d) If after expiration of twenty-five (25%) of the period of enrollment for which the student was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the student may be deemed obligated for 100% of the tuition, fees and other charges assessed by the institution.

### Course Requirements/Materials

**Student is responsible for the following before the 1<sup>st</sup> day of class:**

- **TB TEST RESULTS Copies only - NO ORIGINALS**
- **IMMUNIZATION RECORDS- MMR (mumps, measles, rubella, & chicken pox)**  
**Copies only- NO ORIGINALS**  
(Students born before 1957 are not required to provide MMR records)
- **HAVE STARTED THE SERIES OF HEPATITIS BVACCINES and/or signed the Hepatitis B Vaccination Advisory**

Student is responsible for the following before clinical training:

- Nursing uniform (White)
- White nursing shoes or white leather shoes
- Watch with a second hand or digital watch with seconds

Optional Materials

- Stethoscope
- Blood Pressure Cuff

Student Initials \_\_\_\_\_

# AMERICAN RED CROSS HIWASSEE CHAPTER NURSE ASSISTANT TRAINING ENROLLMENT PACKET

## Class/Attendance Policies

- Attendance is crucial! Absences will be excused only in emergency situations. In these cases notification must be made prior to class, if humanly possible, to either the instructor or to the Red Cross office, 472-1595. Absences in excess of **3 days** without an excuse will result in being dropped from the class. Exceptions could be made with an excused absence along with instructor and executive director's approval.
- Tardiness, in excess of one hour, will be counted as an absence, unless prior approval from instructor.
- **NO CLINICAL DAY MAY BE MISSED UNLESS AN EXTREME EMERGENCY OCCURS. TIME CAN BE MADE UP ONLY AT THE CONVENIENCE AND APPROVAL OF BOTH INSTRUCTOR AND FACILITY**
- Identification badges are provided and must be worn during all clinical sessions. **NO EXCEPTIONS.** You must return the badge at the end of clinical.
- Students are expected to behave in a professional manner at all times. This includes appropriate language and topics **both in classroom and clinical.**
- Attending sessions under the influence of drugs or alcohol will result in immediate dismissal from class.
- No weapons or illegal substances of any kind at any time during this course (including clinical sessions)
- Smoking is only permitted outside and at the approval of the instructor.
- Failure to cooperate with the instructor will result in dismissal.
- If student is caught cheating, they will be dismissed from class.
- Students must not discuss personal life, personal problems, political or religious beliefs or other inappropriate subjects with the client, resident, or patient.
- Students must maintain good personal hygiene for both classroom and clinical sessions.
- If a student is guilty of any form of patient, client, or resident abuse, that student will be dismissed immediately.
- Cell phones are not permitted during classroom or clinical hours.

## Grievance Policy

Hiwassee Chapter – American Red Cross is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

If a student has a grievance they are to contact Julia Wright, Executive Director of the Hiwassee Chapter, American Red Cross at 304A 20<sup>th</sup> St SE. Cleveland, Tennessee, 37311, phone 423-472-1595 or e mail at [julia@hiwassee.org](mailto:julia@hiwassee.org). If the complaint is not settled at the institutional level, the student may contact the Tennessee Higher Education Commission, Nashville, Tennessee.

Student Initials\_\_\_\_\_

# AMERICAN RED CROSS HIWASSEE CHAPTER NURSE ASSISTANT TRAINING ENROLLMENT PACKET

## State Exam

After completing the Nurse Assistant Training Program, each student must pass the Tennessee State Certified Nursing Assistant Exam in order to become registered and licensed in the state of Tennessee. In order to qualify to take the exam, students must do the following:

- Successfully complete all classroom and clinical hours
- Score a minimum of 80% on all written and final tests
- Score a minimum of 80% on all clinical training

Upon successful completion of classroom and clinical training, the student will be registered for the state exam. The exam will be given at the Hiwassee Chapter Office of the American Red Cross in Cleveland, TN. To pass the exam, students must:

- Score a minimum of 75% on the written exam
  - Score 80 % on each of five skill tasks without missing any of the key steps (the **bolded steps** noted in the Tennessee CNA Candidate Handbook). **Handwashing** will be one of the tasks, along with an additional 4 tasks
- Note: Students will perform five of the twenty five skills listed in the Tennessee CNA Candidate Handbook. If you fail a single task, you will need to take another skill task test.

Test results are mailed to the students, usually four to six weeks after the test. If you receive a failing grade on either or both portions, you are given two more opportunities to pass the area you failed.

**Rescheduling of the exams is NOT THE RESPONSIBILITY OF THE AMERICAN RED CROSS. To schedule a retest, students should call D&S Diversified Technologies at 1-877-201-0758.**

D&S Diversified Technologies  
333 Oakland  
Findlay, OH. 45840  
Fax: 1-877-422-8328  
www.hdmaster.com

Student Initials\_\_\_\_\_

**AMERICAN RED CROSS HIWASSEE CHAPTER  
NURSE ASSISTANT TRAINING ENROLLMENT PACKET**

**HEPATITIS B VACCINATION ADVISORY**

I UNDERSTAND THAT DUE TO MY OCCUPATIONAL EXPOSURE TO BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS, I MAY BE AT RISK OF ACQUIRING HEPATITIS B VIRUS (HBV) INFECTION. I HAVE BEEN HIGHLY ENCOURAGED TO RECEIVE THE HEPATITIS B VACCINATION AT MY OWN EXPENSE. I UNDERSTAND THAT IF I DECLINE HEPATITIS B VACCINATION AT THIS TIME, I CONTINUE TO BE AT RISK OF ACQUIRING HEPATITIS B, A SERIOUS DISEASE.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date

# AMERICAN RED CROSS HIWASSEE CHAPTER NURSE ASSISTANT TRAINING ENROLLMENT PACKET

I \_\_\_\_\_ HAVE READ, INITIALED AND  
ENROLLEE NAME  
UNDERSTAND ALL THE INFORMATION REGARDING THE COURSE  
FEES, REFUND POLICY, COURSE/MATERIAL REQUIREMENTS, CLASS  
ATTENDANCE POLICY, STATE EXAM POLICY, GRIEVANCE POLICY, AND  
TRANSFERABILITY OF CREDITS DISCLOSURE.

I \_\_\_\_\_ HAVE RECEIVED PRIOR TO MY  
ENROLLEE NAME  
TUITION PAYMENT OF \$750.00, A COPY OF ALL DOCUMENTS LISTED ABOVE.

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

STAFF SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



## INFORMATION RELEASE

I give to the American Red Cross, its designees, agents and assigns, unlimited permission to use, publish and republish in any form or media, information about me and reproductions of my likeness (photographic or otherwise) and my voice, with or without identification of me by name.

Name of person photographed, recorded or interviewed ( <i>Please print</i> )	Age (if minor)
Street address, city, state and ZIP code	
E-mail / Phone number	
Signature	Date
<p><b>Consent of parent or legal guardian if above individual is a minor.</b>                  I consent and agree, individually and as parent or legal guardian of the minor named above, to the foregoing terms and provisions.</p>	
Signature	Date
Printed Name / Relationship	
<div style="background-color: black; height: 15px; width: 100%;"></div> Producer, writer, or photographer	
Event / Location	Image number
Caption Info / Description of photo	

HR520211 (June 2006)