LEARN|MORE

2020 Student Catalog Revisions

Revised May 3, 2021

Effective Date	Revision	Document Affected (if applicable):
06/01/20	**The following is an addition to the Student Catalog:** **COVID-19 Prevention and Safety** Due to the COVID-19 pandemic, **LearnMore** has issued the following guidance, available online: https://tinyurl.com/sbfkakt9. **LearnMore** reserves the right, at its discretion, and in accordance with appropriate regulatory bodies to make reasonable changes to its guidelines.	Student Catalog, page 1
01/01/21	**The following is a revision to the Student Catalog:** **Holiday Observances** **LearnMore** observes the following national holidays: New Year's Eve and New Year's Day Martin Luther King Jr. Day President's Day Memorial Day Independence Day Labor Day Thanksgiving Break Christmas Day In addition, **LearnMore** shall be closed for winter break during December. Winter break usually occurs during the last one (1) to two (2) weeks of December. Students shall be provided a calendar schedule accordingly.	Student Catalog, page 6
06/01/21	**The following is a revision to the Student Catalog:** **General Admissions** **General Admissions** Prospective students may seek admission information or enroll in **LearnMore** courses, Monday through Friday between 9:00am and 4:30pm. All prospective students shall meet the following requirements: 1. Be 16 years of age or older. Those under 16 years of age may apply with the written consent of a parent or legal guardian. 2. Submit a completed application form. 3. Participate in an interview with the admissions committee. 4. Complete the enrollment agreement.	Student Catalog, page 9

5. Meet any course-specific entrance requirements listed in the Courses section.
6. Pay the course fees or develop a payment plan with the school.

Nurse Assistant Training Course Admissions
All prospective NATP students shall comply with the following prerequisites:

1. Submit one form of government-issued identification that confirms the applicant to be at least 16 years of age. Those under 18 years of age may apply with the written consent of a parent or legal guardian.
2. Provide one form of government-issued photo identification on which the name matches the name as it appears on a valid social security identification card.
3. Complete proficiency tests and earn a minimum passing score of 125 points on a computer-based English skills test and a minimum 50 points on the math test. Candidates who possess an accredited U.S. high school diploma or a GED (General Educational Development) equivalent credential may waive this requirement by providing a copy of the official document to the Admission Counselor.
4. Within the previous 30 days, complete a physical health examination by a certified medical doctor and successfully meet all the following requirements:

   a) Have ability to hear blood-pressure sounds
   b) Have vision correctable to 20/20
   c) Have ability to perform required patient care in all nursing areas without emotional, psychological, or physical limitations
   d) Have ability to lift and carry equipment weighing between 20 and 40 pounds
   e) Provide written documentation confirming complete recovery from any previous injury and/or illness
   f) Provide written documentation confirming that pregnant students are safe to participate in training
   g) While all students must complete a successful physical exam prior to enrollment, students who develop a new condition or have a change in a current condition that might impact the ability to safely complete the course should consult their faculty instructor and their healthcare provider. These students must provide written documentation from a healthcare provider that they are still able to perform the required physical activities. Students who are not able to provide this documentation shall not be permitted to attend class.
5. Submit evidence of two-step negative tuberculosis (TB) results on skin, a minimum of 7 days apart, or a QuantiFERON, or a chest X-ray test completed within the previous 30 days. Some facilities may request evidence of a one-step negative tuberculosis (TB) results on skin. The Admission Counselor will inform the students accordingly.

	6. Submit medical records that confirm dates of immunization, including, but not limited to, the following:
	    a. Measles, mumps, and rubella (MMR), optional
	    b. Hepatitis B series (3), optional
	    c. Influenza (flu), required during peak season from October 15 to March 31, optional.
	
	7. Complete a State of California BCIA 8016 Request for Live Scan Service
	8. Confirm reliable public or private transport to and from training locations
	9. Participate in a mandatory review of course requirements. Meet with Admission Counselor, prior to admission, to plan a course of study that meets personal educational and career goals
	10. Participate in an interview with the admissions committee
	11. Complete and submit CDPH (California Department of Public Health) Certified Nurse Assistant and/or Home Health Aide Initial Application 283B form and complete all school intake forms
	12. Work with the RNPD to complete and submit the last portion of CDPH 283B form
	13. Provide proof of valid American Heart Association (AHA) Basic Life Support (BLS) certification and CPR certification	

06/01/20	**The following is an addition to Admissions: COVID** Due to the COVID-19 pandemic, some clinical sites may require faculty instructors and students to take a COVID-19 test and provide documentation confirming a negative result at least 72 hours before attending orientation at the clinical site. Additionally, faculty instructors and students may undergo weekly COVID-19 testing at different clinical sites. Resources for testing sites that offer testing at no cost to faculty instructors and students will be made available at the school.	Student Catalog, page 9
01/04/21	**The following replaces Distance Learning:** **Distance Learning** Currently, **LearnMore** Nurse Assistant Training Program offers a hybrid course model for the accelerated Nurse Assistant course but offers no course or program entirely online. All online instruction, or distance learning, will adhere to CDPH existing requirements during the COVID-19 pandemic. **LearnMore** will continue to meet the CDPH conditions of resource and time commitment, assessment, learning outcomes, and take proper safeguards to protect personal information. In compliance with regulations, live theory instruction will be completed online for the required 60 hours, and clinical hours will be conducted at the SNF (Skilled Nursing Facility) or online in accordance with CDPH flexibility guidelines. Clinical instruction will equal the required 100 hours set forth by the State of California. Additionally, **LearnMore** will provide cohort-specific	Student Catalog, page 11

supplementary guidance regarding quizzes and exams, in-person lab hours for skills practice, or technological updates.

Students shall be informed of any changes to this policy.

Students and faculty instructors are expected to follow the **LearnMore** Appearance Policy by wearing **LearnMore**-issued scrubs, appropriate footwear, school-issued ID badge during remote learning, on-campus lab time, and at the designated clinical training site. Students and faculty instructors are expected to follow these policies at all times.

Definitions:
Distance learning is defined as instruction between a teacher and students when separated by physical distance. Communication is accomplished by one or more technological media (American Association of University Professors, 2007; Oregon Network for Education, 2000).

HSC section 1337.1(b)(1) and Title 22 of the California Code of Regulations (CCR) section 71835(k): A NATP may provide the 60 required hours of classroom training through an online or distance learning format and may begin providing online or distance learning training immediately upon electronic submission of a notification to CDPH.

Technology Etiquette/Equipment Use Policy

To facilitate distance learning, **LearnMore** may avail several technological equipment and resources/platforms to eligible students and faculty including, but not limited to, LMS (learning management system), message board/chatroom, email account, mobile internet hotpot, a personal computer (laptop), or cellular telephone. All students and faculty instructors shall adhere to the following guidelines:

- **LearnMore**-issued message board/ chatroom and equipment are provided to students and faculty instructors for course discussions and not to socialize. Students and faculty should not expect privacy on these platforms. LearnMore reserves the right to submit any inappropriate or violent discussions to the appropriate authorities.
- Students and faculty instructors shall utilize equipment and platforms with respect and refrain from using **LearnMore** resources for personal use.
- Students and faculty shall respect others in **LearnMore**-sponsored message board/ chatroom by adhering to professional conduct at all times.
- Students are expected to use their legal name on government-issued ID in message board/chatroom to ensure credit for required coursework.

	— LearnMore reserves the right to remove student(s) from the LMS platform, message board/chatroom for inappropriate conduct. — Students and faculty instructors are encouraged to report any inappropriate conduct or grievance directly to **LearnMore** faculty: RNPD or Admission Counselor. Students and faculty instructors are expected to follow these policies at all times. Students failing to comply with these expectations may be at risk for suspension and/or termination from the course.	
06/01/20	**The following is an addition to the Financial Aid and Private Loans** **Need-based Financial Assistance/ Tuition Reduction Grants** When available, **LearnMore** may extend need-based financial assistance/tuition reduction grants to eligible students on a first come, first served basis. Eligible students who qualify to receive need-based financial assistance/ tuition reduction grants, shall follow the guidelines of their award. Failure to follow the guidelines will cause the student to forfeit their need-based financial assistance/ tuition reduction grant and disqualify them from any future considerations. The need-based financial assistance/ tuition reduction grants have the following restrictions: 1. If, for any reason, the student fails to complete their course and wishes to be readmitted for the next cohort, they will be disqualified from receiving a new grant. 2. Need-based financial assistance/ tuition reduction grants WILL NOT cover fees for make-up hours or fees associated with rescheduling. Students are responsible to come to class on time, be present during school hours, and never take an unexcused absence during the course. 3. Students will be responsible, without scholarship assistance, to pay all fees and penalties associated with tardiness, absence, failure to complete, or any attempts to retake the course. **LearnMore** is approved under County of San Diego and federal guidelines to enroll eligible students in CFET (CalFresh Employment and Training). **English:** – Funding provided by United States Department of Agriculture (USDA). – USDA is an Equal Opportunity Provider, Employer, and Lender.	Student Catalog, page 11

	Spanish: – Fondos provistos por el Departamento de Agricultura de los Estados Unidos (USDA). – El USDA es un proveedor, empleador y prestamista que ofrece igualdad de oportunidades.	
01/04/21	**The following is a revision to Student Catalog:** **Course Changes/Policy Guidelines** **LearnMore** reserves the right, at its discretion, to make reasonable changes in course content, class schedules, materials, Learning Management System (LMS), and equipment, as it deems necessary in the interest of improving students' educational experience. **LearnMore** reserves the right to make changes in organizational structure, staff and faculty, policies and procedures as circumstances dictate. When size and curriculum permit, classes may be combined to provide meaningful instruction and training, or team teaching may be facilitated to contribute to the level of interaction among students. When ongoing federal, state, accreditation, or professional changes occur that affect students currently in attendance, **LearnMore** shall make the appropriate changes and notify the students accordingly.	Student Catalog, page 11

Course and Program Additions

06/01/20	**The following is an addition to the Student Catalog:** **Courses and Programs** **Nurse Assistant Training Program Courses** Course offerings include three schedules: weekday, weeknight, and weekend. Please note that the progressing course numbers of NA 101 to 103 and CLN 101 to 103 do not reflect any course advancement, but rather are indicative of weekday, weeknight, and weekend schedules. All the courses require 160 clock-hours for successful completion. Clinical hours may vary per clinical training site. **Course Summary**	Student Catalog, page 12

Course #	Course Name	Clock Hours	Units
NA 101	Nurse Assistant	160	22
NA 102	Nurse Assistant	160	44
NA 103	Nurse Assistant	160	22

Course NA 101: Nurse Assistant Weekday
Course Overview
The NATP (Nurse Assistant Training Program) is designed for candidates seeking nurse assistant certification in the State of California. The curriculum meets all federal and state training

requirements. The state-approved course provides 60 hours of theory and lab instruction and 100 combined hours of clinical-site orientation and supervised clinical skills training in a SNF (Skilled Nursing Facility).

Course Description
The accelerated 22-day course was developed to prepare nurse assistants for certification by the State of California as an entry-level worker on a healthcare team in a long-term care or acute-care facility. The NATP curriculum provides 60 hours of theory and 100 hours of supervised clinical-skills training. Curriculum content includes patient rights, prevention, interpersonal skills, catastrophe management, body mechanics, medical and surgical asepsis, weight and measures, patient care procedures, patient care skills, vital signs, nutrition, emergency procedures, long-term care, rehabilitative nursing, observation and charting, death and dying, and abuse.

The curriculum is structured to provide theory and practical application of skills needed to function as a nurse assistant.

The intent of the course is to promote quality of care in long-term care settings and to provide entry-level skills for employment as a nurse assistant.

Course #	Course Name	Hours Theory	Hours Clinical	Hours Clock
NA 101	Nurse Assistant Theory and Lab	60	—	60
CLN 101	Nurse Assistant Clinical Site Training	—	100	100
	Total			**160**

Course NA 102: Nurse Assistant Weeknight Course

Overview
The NATP (Nurse Assistant Training Program) is designed for candidates seeking nurse assistant certification in the State of California. The curriculum meets all federal and state training requirements. The state-approved course provides 60 hours of theory and lab instruction and 100 combined hours of clinical-site orientation and supervised clinical skills training in a SNF (Skilled Nursing Facility).

Course Description
The accelerated 44-day course was developed to prepare nurse assistants for certification by the State of California as an entry-level worker on a healthcare team in a long-term care or acute-care facility. The NATP curriculum provides 60 hours of theory and 100 hours of lab-skills training. Curriculum content includes patient rights,

prevention, interpersonal skills, catastrophe management, body mechanics, medical and surgical asepsis, weight and measures, patient care procedures, patient care skills, vital signs, nutrition, emergency procedures, long-term care, rehabilitative nursing, observation and charting, death and dying, and abuse.

The curriculum is structured to provide theory and practical application of skills needed to function as a nurse assistant.

The intent of the course is to promote quality of care in long-term care settings and to provide entry-level skills for employment as a nurse assistant.

Course #	Course Name	Hours Theory	Hours Clinical	Hours Clock
NA 102	Nurse Assistant Theory and Lab	60	—	60
CLN 102	Nurse Assistant Clinical Site Training	—	100	100
	Total			**160**

Course NA 103: Nurse Assistant Weekend Course Overview
The NATP (Nurse Assistant Training Program) is designed for candidates seeking nurse assistant certification in the State of California. The curriculum meets all federal and state training requirements. The state-approved course provides 60 hours of theory and lab instruction and 100 combined hours of clinical-site orientation and supervised clinical skills training in a SNF (Skilled Nursing Facility).

Course Description
The accelerated 22-day weekend course was developed to prepare nurse assistants for certification by the State of California as an entry-level worker on a healthcare team in a long-term care or acute-care facility. The NATP curriculum provides 60 hours of theory and 100 hours of lab-skills training. Curriculum content includes patient rights, prevention, interpersonal skills, catastrophe management, body mechanics, medical and surgical asepsis, weight and measures, patient care procedures, patient care skills, vital signs, nutrition, emergency procedures, long-term care, rehabilitative nursing, observation and charting, death and dying, and abuse.

The curriculum is structured to provide theory and practical application of skills needed to function as a nurse assistant.

The intent of the course is to promote quality of care in long-term care settings and to provide entry-level skills for employment as a nurse assistant.

Course #	Course Name	Hours Theory	Hours Clinical	Hours Clock
NA 103	Nurse Assistant Theory and Lab	60	—	60
CLN 103	Nurse Assistant Clinical Site Training	—	100	100
Total				**160**

BLS (Basic Life Support) Provider
The AHA (American Heart Association®) BLS Provider course offers lifesaving training for healthcare providers. The flexible in-person, online, or hybrid three course offerings cover adult, child, and infant CPR (cardiopulmonary resuscitation)/ AED (Automated External Defibrillator) certification, 2-person rescue, 6-person high-performance team rescue, and use of a bag-valve-mask device.

Course Description
The course conducted by an AHA Certified BLS, CPR-AED, and First Aid Instructor prepares students with the basic knowledge and skills necessary to perform basic CPR/AED, first aid, and medical emergency care related to clinical, home, office, and recreational settings. Emphasis is placed on triage, assessment, and proper management of emergency care. Upon completion, students will demonstrate basic CPR/AED, first aid, and medical emergency care.

In order to participate and successfully pass the BLS Provider course, students will be required to practice and demonstrate CPR skills on both an adult and an infant manikin several times. This will require physical effort. If at any time a candidate is unable to practice or perform the CPR skills due to physical discomfort or limitations, they shall alert their instructor immediately and the practice will stop. Additionally, the First Aid training involves scenario-based practice and discussion, and graphic images. By enrolling in the course, students are thereby informed of this requirement.

Due to space limitations, language interpreters are not allowed in the classroom.

All requests for reasonable accommodations must be submitted and approved in advance.

BLS (Basic Life Support) Provider Policy
LearnMore maintains a policy for the BLS Provider course. Students enrolled in the course agree to:

1. Complete all registration requirements at least two (2) days before course date. There are no refunds for missed

classes or classes not cancelled or rescheduled with two (2) business days' notice.

2. Arrive to class at least ten (10) minutes before course time.
3. Begin in-person, online, or hybrid class promptly at the designated time. Late arrivals will not be allowed in class and will need to re-register for the course.
4. Cancel course registration or submit rescheduling requests at least business two (2) days prior to class date by contacting the Admission Counselor via email: info@learnmorefast.org. Students must reschedule within the same course within 30 days or forfeit initial payment. **LearnMore** reserves the right to decline reschedule requests due to limited seating.
5. Not bring children/dependents, language interpreters, or other guests in the classroom. Doing so will result in a rescheduling of the course for the student and incur a rescheduling fee of $30.

There are no refunds for AHA (American Heart Association®) purchases made on behalf of the student.

Program Completion
Students will be required to practice and demonstrate CPR skills on adult and infant manikins several times, which requires physical effort, including kneeling on the floor and pushing forcefully on the manikin's chest with both hands/arms to pass the BLS Provider course successfully. Students who complete the BLS Provider course and associated tests and are in a financially "good standing" status with **LearnMore** may qualify to receive an AHA digitally issued Course Completion Card certification valid for two (2) years. Additionally, students may request written course completion verification from **LearnMore**.

Certification Information
Students who complete the course will receive an AHA digitally issued Course Completion Card valid for two (2) years. The student's responsibility is to understand AHA certification requirements and confirm any additional recertification requirements with the AHA.

NNAAP Certified Nursing Assistant Exam

LearnMore is an approved test site for the NNAAP (National Nurse Aide Assessment Program) Certified Nursing Assistant exam and complies with Southern Regional Testing Center test site policies. Students who have successfully completed 160 clock-hours required for the nurse assistant certification in the State of California and are in academic and financial good standing with **LearnMore** may qualify to register for examination. Candidates may email info@learnmorefast.org for available test dates. **LearnMore** candidates are expected to follow the **LearnMore** Appearance Policy on testing day.

LearnMore reserves the right to offer the NNAAP Certified Nursing Assistant Exam to the public.

Testing Requirements
A minimum of 10 candidates must be confirmed for each examination date to be arranged with RTC (Regional Testing Center) and the Testing Coordinator. Availability of seats are confirmed on a first come, first serve basis. Registrants will be informed of any changes to this policy.

Examination Results Policy
Exam results are confidential and will be submitted to candidates on the same day of the exam. (Note: If technical difficulties are experienced with the fax machine, Pearson VUE will mail the test results directly to candidates within 7 to 10 business days after the exam.)

Test Dates and Payment
LearnMore provides a schedule of proposed test dates and fees to each cohort. It is the responsibility of each student to complete registration for their desired test date, submit test payment to the RTC, and take the exam. Students are encouraged to read and understand the RTC test payment and cancellation policies.

LearnMore will inform registrants of any changes to test dates.

Security Policy
All examination materials are copyrighted by, the property of, or licensed to Pearson VUE. Any distribution of the examination content or materials through any form of reproduction, or through oral or written communication, is strictly prohibited and punishable by law. ***Anyone who removes or tries to remove examination materials or information form the test site will be prosecuted.***

Live Scan Background Check
Live Scan captures inkless, electronic fingerprints in a digital format and transmits them to the Department of Justice. These checks aid in the evaluation of an applicant prior to employment, licensure, or certification by providing a hiring or licensing authority information on active arrests or convictions. During a Live Scan background check, the operator checks the applicant's identification, enters applicant's personal descriptor information, and then captures applicants' fingerprints. Applicant is then assigned an Applicant Transaction Identifier (ATI) used to identify the transaction.

Required Documents
To prepare for Live Scan background check an individual will need:
— A Live Scan application
— A valid form of photo identification (expired IDs will not be accepted)
— A form of accepted payment: Billing Account, Cashier's Check, Checks, Company Checks, Corporate Accounts, Credit Cards, Debit Cards, Money Orders

	Cost of a Live Scan Background Check **LearnMore** administers a rolling fee of $20.00. *Additional fees may also be required (e.g. license or certification fees). **Scheduling a Live Scan Background Check** LearnMore provides Live Scan background check as part of the enrollment process by appointment on weekdays between 9:00 am and 4:30 pm. *Eligible individuals may apply for a fee waiver. For more information, visit https://oag.ca.gov/fingerprints/record-review/fee-waiver	
01/01/21	**The following is a revision to Student Catalog:** **Electronic Devices** Electronic devices are prohibited in the classroom, lab, and on the clinical training site. Students and faculty instructors may use cell phones on campus during breaks or non-class time. Clinical training sites shall determine if cell phones may be used by students in break rooms and other public areas. Students are expected to follow these policies at all times. Students failing to comply with these expectations may be at risk for suspension and/or termination from the program.	Student Catalog, page 34
06/01/20	**The following is a revision to the Course Fees** **Course Fee Components** **Cost** Tuition $1,488.00 Non-Refundable Admission Fee $250.00 Supplies, Book, and Uniforms $282.00 Basic Life Support (BLS) Certification $65.00 Live Scan Background Check $52.00 State Exam Fees $100.00 **Total** **$2,237.00**	Student Catalog, page 37