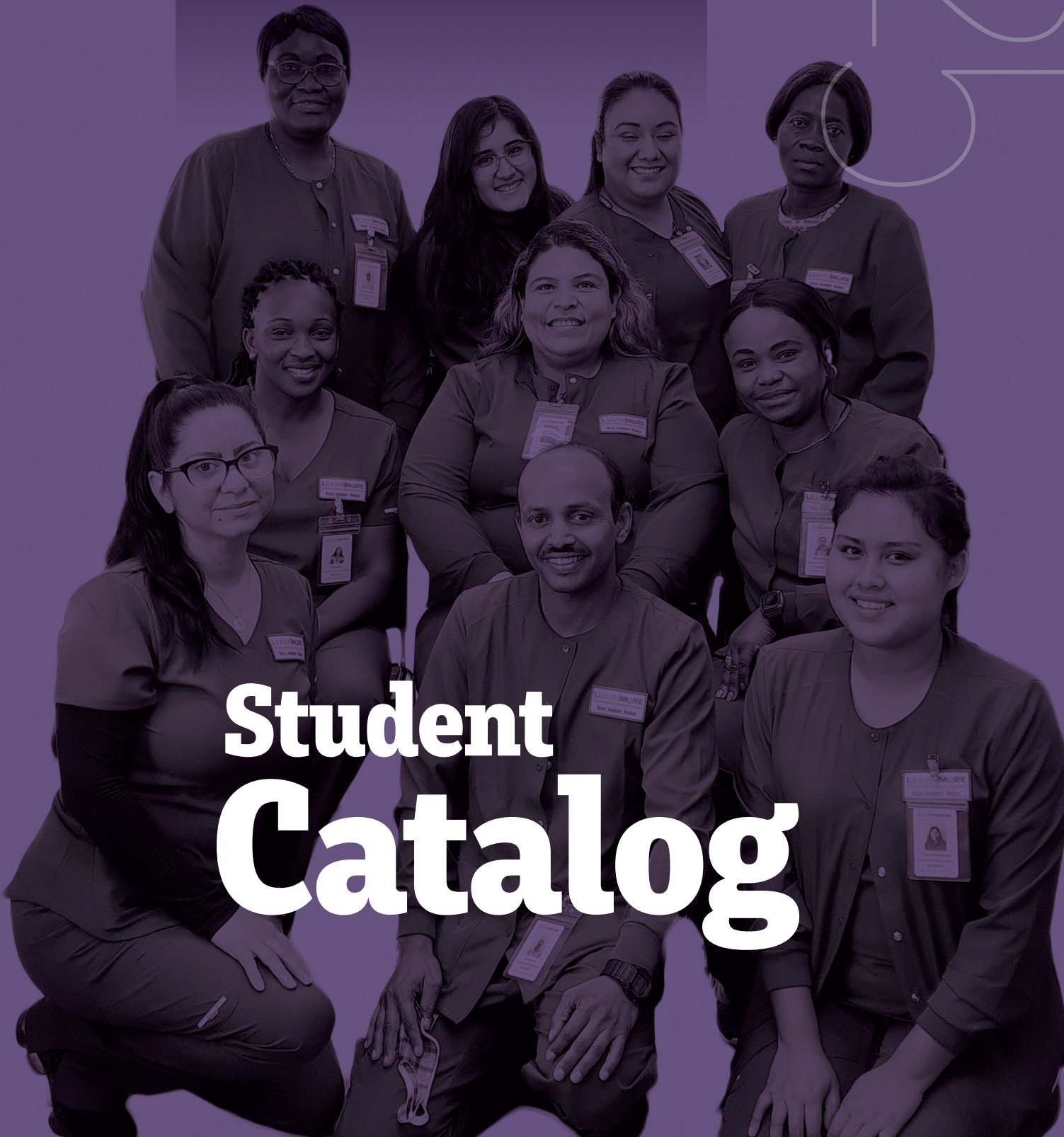


LEARN | MORE

2025

A group of ten diverse healthcare students, likely nursing or medical students, are posed for a group photo. They are all wearing dark-colored scrubs and have identification badges pinned to their chests. The group is arranged in three rows: three people in the back row, four in the middle, and three in the front. They are all smiling and looking towards the camera. The background is a solid purple color.

Student Catalog



President's Welcome

School Year January 1, 2025 to December 31, 2025

Welcome, valued **LearnMore** student! We are excited to have your participation, and we dedicate our energy to providing the tools to help you achieve your career goals. My sincere hope and expectation is that you will find your experience here to be exceptional!

Elizabeth Lou, President

LearnMore

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San Diego, CA 92115 6401
1.833.LEARN.SD
learnmorefast.org

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.

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School Faculty

Administrative

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Director of Education info@LearnMorefast.org

Custodian of Records cor@LearnMorefast.org

Counseling

Admission Counselor. info@LearnMorefast.org

Career Counselor cc@LearnMorefast.org

Training

Registered Nurse Program Director (RNPd) rnpd@LearnMorefast.org

Faculty Instructor dlupinacci@LearnMorefast.org

Academic Calendar for School Year 2025

Cohort System

LearnMore operates its academic calendar on a cohort system. Each cohort is approximately 22 days or 44 days. Students enroll in one cohort at a time.

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

Cesar Chavez

Memorial Day

Juneteenth

Independence Day

Labor Day

Thanksgiving Break

Day After Thanksgiving

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.

At its discretion, the school may choose to observe certain non-operational days in which class and/or business may not be conducted. The school shall post notification of the decision to close.

Academic Course Completion

Nurse Assistant Training Course

Students who have completed their course studies and are in academic and financial good standing with **LearnMore** may qualify to graduate the course. These students shall receive a Certificate of Course Completion, signed by the RNPD (Registered Nurse Program Director), which certifies the student has completed the required 160 clock-hours required for the nurse assistant certification in the State of California.

Completion Ceremony Guidelines

This event culminates a very significant achievement of a goal. It is a time to recognize the accomplishments of all students. Students are expected to present professional appearance, as well as to recognize their individual roles as representatives of a new profession and **LearnMore**. Students have the opportunity to earn the following:

1. Certificate of Course Completion and **LearnMore** Nurse Assistant Pin (all graduates)
2. Merit Award (average of 89–94% on all quizzes—first test attempts only)
3. Honor Award (average of 95–100% on all quizzes—first test attempts only)
4. Perfect Attendance Award (no absences, late arrivals, leaving early from class/clinical, no time that needs to be made up)

Transferability of Credit and Credentials Earned at Our Institution

The transferability of credits earned at **LearnMore** is at the complete discretion of an

institution to which students may seek to transfer. Acceptance of the certificate earned in the NATP (Nurse Assistant Training Program) is also at the complete sole discretion of the institution to which students may seek to transfer. If the certificate/s that earned at this institution are not accepted at the institution to which students seek to transfer, they may be required to repeat some or all of their coursework at that institution. For this reason, students should make certain that their attendance at this institution shall meet their educational goals. This may include contacting an institution to which they may seek to transfer after attending **LearnMore** to determine if their credits or certificate shall transfer.

California State Approval Disclosure

This Student Catalog contains a summary of the policies, procedures, and courses of **LearnMore** at the time of publication. From time to time, it may be necessary or desirable for the school to make changes to this catalog due to the requirements and standards of the school's state licensing agency (BPPE), or the U. S. Department of Education, or due to market conditions, or other reasons. **LearnMore** reserves the right to make changes to any provision of this catalog, including the amount of course fees, organizational structure, academic programs and courses, school policies and procedures, faculty and administrative staff, the academic calendar and other dates, and provisions at any time.

LearnMore also reserves the right to make changes in the instructional materials, size, and curriculum. Students are expected to be familiar with the information presented in this Student Catalog, in any supplements and addenda to the catalog, and all school policies. Notice of these changes shall be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format. By enrolling in the school, students agree to accept and abide by the terms stated in this catalog and all school policies.

If there is any conflict between any statement in this catalog and the enrollment signed by the student, the provision in the enrollment agreement controls and binds. The **LearnMore** Student Catalog shall be revised every end of each school fiscal year. For **LearnMore**, this shall be every December 31.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
PO Box 980818
Sacramento, California 95833
www.bppe.ca.gov
T 1.888.370.7589 toll-free or 1.916.431.6959
F 1.916.263.1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education (BPPE) by calling or by completing a complaint form, which can be obtained at the bureau's website.

A copy of this Student Catalog can be accessed or downloaded from the school website at www.LearnMorefast.org/studentcatalog

LearnMore is a nonprofit institution and is BPPE Exempt.

LearnMore does not have any pending petition in bankruptcy. **LearnMore** is not operating as a debtor in possession. **LearnMore** has not filed a petition within the preceding five years and does not have or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Court.

Affiliations

LearnMore is a nonprofit institution that is approved to operate by the California Department of Public Health (CDPH) and California Bureau for Private Postsecondary Education (BPPE) Exempt.

LearnMore, including each of its courses, currently is not accredited by an accrediting agency recognized by the United States Department of Education.

If the institution is not accredited, the following may be applicable:

1. A graduate of the course may not be eligible to sit for any applicable licensure exam in California or other states.
2. The degree program or a degree from an unaccredited institution is not recognized for some employment positions, including but not limited to, positions with the State of California.
3. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs. **LearnMore** currently does not participate in federal aid programs.

School Profile

About LearnMore

LearnMore is a private, nonprofit career training school that specializes in quality, accelerated courses to equip participants with skills for employment in high-demand sectors. We meet the needs of hard-to-reach and underrepresented populations by offering enhanced instruction and hands-on training to develop new skills or advance previously obtained skills.

Mission Statement

LearnMore seeks to provide quality education to equip participants for quality employment.

Vision Statement

LearnMore envisions building a thriving, culturally diverse workforce.

Core Values

- We respect diverse communities and partners.
- We uphold integrity and accountability.
- We value outstanding service and innovation.

Facilities

LearnMore is situated in beautiful San Diego County, located in Southern California. The administrative office/academic campus has easy access to major freeways and public

transportation routes via the San Diego Metropolitan Transit System. Enrolled students may access the school's facilities and resources during regular business and school hours.

Administrative Office and Academic Campus

4265 Fairmount Ave, Suite 130
San Diego, CA 92105 6401

The main campus is comprised of the first floor of a two-story building that is approximately 2,000 square feet, with administrative offices, one classroom, one student lounge, a library for student learning resources, an employment opportunities display board, and one skills lab. Free parking is available for students in the parking lot next to the school building. The school provides audiovisual equipment and digital projectors for both classrooms, as well as whiteboards for classroom and skills lab instruction. A typical class size for the Nurse Assistant Training Program is 15 students.

LearnMore recognizes the importance of facilitating student learning by providing up-to-date medical and technical equipment and multimedia computer software for hands-on training. Students are trained on-campus, utilizing virtual office computer software and programs and medical equipment, including, but not limited to, manikin, electric hospital bed, transfer/mobility equipment, ADL (activities of daily living) equipment, and specimen collection equipment used by working professionals in the healthcare setting.

Nurse Assistant Training Program clinical training is held at California approved SNF (Skilled Nursing Facility). All facilities are compliant with the Americans with Disabilities Act and meet OSHA regulations and requirements.

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.

Business Hours

Monday–Friday,	8:00am–5:00pm PST
Website	www.LearnMorefast.org
Telephone	1.833.LEARN.SD (1.833.532.7673)

Library and Student Learning Resources

Student multimedia resource tools are available as needed. This includes, but is not limited to, copies of student textbooks, student workbooks, CD-ROMs, medical reference books, dictionaries, exam preparation workbooks, computers, free internet access, medical periodicals, and medical equipment, such as stethoscopes and sphygmomanometers.

Students have access to resource tools during operational business hours, Monday through Friday. Current students may request tutorials and/or assistance by making an appointment with their faculty instructor or the RNPD (Registered Nurse Program Director). Learning resource materials may not leave the school premises.

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.
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 of 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

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
 10. Meet with an admission counselor, prior to admission, to plan a course of study that meets personal educational and career goals
 11. Participate in an interview with the admissions committee
 12. Complete and submit CDPH Certified Nurse Assistant and/or Home Health Aide Initial Application 283B form and complete all school intake forms
 13. Work with the RNPd to complete and submit the last portion of CDPH 283B form
 14. Provide proof of valid American Heart Association (AHA) Basic Life Support (BLS) certification and CPR certification
 15. Evidence of two (2) doses of Moderna or Pfizer COVID-19 vaccine OR single dose of the Johnson and Johnson COVID-19 vaccine, or vaccine authorized by the World Health Organization. Candidates may be eligible for a Qualified Medical Reasons exemption only upon providing a written declination statement, signed by the candidate stating:
 - a) the worker is excused from receiving any COVID-1 vaccine due to Qualifying Medical Reasons

The written statement shall be signed by a physician, nurse practitioner, or other licensed medical professional practicing under the license of a physician stating that the individual qualifies for the exemption.

Candidates may be eligible for a religious exemption only upon providing a written declination statement, in accordance with federal and state anti-discrimination law signed, by the candidate stating:

- b) the worker is declining vaccination based on religious beliefs.

If a candidate has met the requirements of an exemption, the unvaccinated exempt candidate must meet the following requirements when entering or working in a SNF:

- a) Test for COVID-19 with either molecular (e.g. PCR) or antigen test that either has Emergency Use Authorization by the U.S. Food and Drug Administration or be operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services. Testing must occur twice weekly for unvaccinated exempt workers in acute health care and long-term care settings, and once weekly for workers in other health care settings. Health care personnel that provide care to patients in outpatient clinics that are not in the main hospital are not workers in the acute health care setting; for these unvaccinated exempt workers, testing must occur weekly. Unvaccinated exempt workers who work no more than one shift per week must undergo SARS-CoV-2 diagnostic screening testing within 48 hours of each shift.

Unvaccinated exempt workers who work less frequently than weekly must undergo SARS-CoV-2 diagnostic screening testing within 48 hours of each shift.

b) Wear a surgical mask or higher-level respirator approved by the National Institute of Occupational Safety and Health (NIOSH), such as an N95 filtering facepiece respirator, at all times while in the facility. Consistent with applicable privacy laws and regulations, the SNFs must maintain records of workers' vaccination or exemption status. If the worker is exempt from COVID-19 vaccination, the facility operator must maintain records of the workers' testing results.

International Admissions

LearnMore currently does not accept international students.

Non-Discrimination and Anti-Harassment

LearnMore values inclusion and diversity and is committed to equal opportunities for its students and faculty. **LearnMore** complies with all applicable laws prohibiting discrimination and/or harassment against any applicant or student. This includes any spoken, written, or physical act in which gender, national origin, race, religion, or sexual orientation is used to or implied to make a student or faculty member feel uncomfortable or unsafe in the work and learning environment.

Reasonable Accommodation

LearnMore accommodates special needs on an individual basis. It is the responsibility of students with disabilities to make their needs/requests be known and to provide documentation to support disabilities to the admissions office upon enrollment. Student disability information is completely voluntary and confidential.

Distance Learning

Currently, **LearnMore** 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 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:

1 **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.

2 Students and faculty instructors shall utilize equipment and platforms with respect and refrain from using **LearnMore** resources for personal use.

3 Students and faculty shall respect others in **LearnMore**-sponsored message board/chatroom by adhering to professional conduct at all times.

4 Students are expected to use their legal name on government-issued ID in message board/chatroom to ensure credit for required coursework.

5 **LearnMore** reserves the right to remove student(s) from the LMS platform, message board/chatroom for inappropriate conduct.

6 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.

Course Changes/Policy Guidelines

LearnMore reserves the right, at its discretion, to make reasonable changes in course content, class schedules, materials, 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.

Employment Guarantee Disclaimer

LearnMore shall assist students with résumé writing, job seeking, and interview skills. However, finding employment is the sole responsibility of the student. **LearnMore** does not guarantee employment after completion of its vocational courses or non-programmatic training courses.

Financial Aid and Private Loans

A student enrolled in an unaccredited institution is not eligible for federal financial aid programs. **LearnMore** does not offer any financial aid and currently does not participate in federal aid or private loan programs. **LearnMore** shall strive to work with each student on a case-by-case basis to develop a payment plan that must be fulfilled before completion or termination of the course.

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:

1. Funding provided by United States Department of Agriculture (USDA).
2. USDA is an Equal Opportunity Provider, Employer, and Lender.

Español:

1. Fondos provistos por el Departamento de Agricultura de los Estados Unidos (USDA).
2. El USDA es un proveedor, empleador y prestamista que ofrece igualdad de oportunidades.

Transfer of Credits

LearnMore has not entered into an articulation or transfer agreement with any other college or university and does not accept transfer credits from other educational facilities. In addition, **LearnMore** does not grant academic or clinical credit for training hours completed by a student at another college enrolling in the school **LearnMore** does not allow for the transfer of credits for students between courses offered within the institution.

Credit for Previous Training or Experiential Learning

LearnMore does not award credit for previous training at other colleges or experiential learning.

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

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 two (2) business days prior to class date by contacting the Admission Counselor via email: info@LearnMore.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 from 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:

1. A Live Scan application
2. A valid form of photo identification (expired IDs will not be accepted)
3. 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). Eligible individuals may apply for a fee waiver. For more information, visit <https://oag.ca.gov/fingerprints/record-review/fee-waiver>.

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.

Student Records

LearnMore adheres to state, federal and regulatory privacy acts.

Student academic and financial records are retained on campus in the administration office, located at 4265 Fairmount Avenue, Suite 130, San Diego, CA 92105 6401.

Separate financial, administrative, and academic files shall be maintained for each student. Certain courses may have additional requirements for maintenance of student records.

Administrative records may include, but are not limited to, student's name, address, email address, and telephone number, Live Scan background checks, counseling forms, training attendance and activities, state-specific forms and documentation, student physicals, copy of social security identification card, photo identification, grievances, and any other relevant documentation related to student performance.

Academic records may include, but are not limited to, student course work, exams, and quizzes.

Financial records may include, but are not limited to, student enrollment forms, student contact information, photocopies or documentation of financial payment/s received, copies of high school graduation diplomas, GED or equivalent certificates and/or any other academic documentation the enrolling student wishes to submit to the school to retain for their records, records of disenrollment/cancellation, leave of absence, or withdrawal from the course, and copies of course fees reimbursement.

Student documentation shall be retained in administrative and academic files for a period of four (4) or more years, depending upon the requirements of the training course. Student transcripts, course certificates, course grades, and units on which the certificate is based are permanently retained.

Access to Education Records

All students have the right to inspect and review their records. Students may review their records upon appropriate identification and in conference with an admission counselor or designated faculty member. Students who follow the established procedure of the admissions office shall be granted access to their records within 15 days of the request. Students are able to review their records during business hours, Monday through Friday. Students may not photocopy or remove documentation retained within their records. Students may request photocopies of course certificates, final course grade sheets, or student transcripts for a fee of \$10. Former students may request in writing a review of their records. The request should be directed to the admissions office.

Transcripts

A student may obtain an official transcript by completing a Transcript Request form, available at the admissions office and accompanying it with the required transcript fee of \$10.

Former students may request a Transcript Request form be mailed or emailed to them by the admissions office. Transcripts are kept permanently.

Student Information Is Strictly Confidential

Any release of a student's education records, with the exception of the situations described under the Directory Information section, must be with the student's written consent or request. General student information, such as attendance, academic progress, and/or financial information, may not be released to outside sources without the express written consent authorized by the student. Education records or personal information transferred to a third party shall include a notice that such party shall not permit access by any other party without the written consent of the student.

Student Files and Records May Not Leave the School Premises

The school shall maintain an access list which identifies persons who have requested and have been denied or who have had access to student records, the dates of said requests, and the reasons for such access. The list does not record access activities required of school personnel. The school retains student records for a minimum of five years. Transcripts are kept permanently.

Directory Information

In accordance with the Federal Family Educational Rights and Privacy Act of 1974 and the California Educational Code, the school shall make public upon request and without student consent certain directory information. This information consists of the following:

- Student name
- City of residence
- Major field of study
- Participation in officially recognized activities
- Dates of attendance
- Degree and awards received
- The most recent previous educational institution attended by the student

Any student desiring to withhold directory information and who did not indicate such at the time of admission to the school may submit a written request to the admissions office.

The school is required to release student names, addresses, and telephone numbers to armed forces recruiters, per the Solomon Act, without first obtaining a student's permission. In addition, the school is required to release information to the U.S. Department of Education and the Federal Internal Revenue Service regarding fees paid and financial aid received based on the Hope and Opportunity for Postsecondary Education Act of 1997.

Without a student's written consent and upon authorization of the admission counselor or his/her designee, the school may release copies of or otherwise divulge material in student education records to the following agencies and individuals who are expressly forbidden from permitting access of said education records to third parties:

1. Authorized representatives of the Controller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees of the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally supported education program or pursuant to a federal or state law provided that, except when collection of personally identifiable information is specifically authorized by federal law, any data

collected by such officials shall be protected in a manner which shall not permit the personal identification of students or their parents by other than those officials. Such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation and enforcement of federal legal requirements.

2. Other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
3. Officials of other public or private schools or school systems, including local county or state correctional facilities, where educational programs are provided, where the student seeks or intends to enroll, or is directed to enroll, subject to the rights of students.
4. Accrediting organizations in order to carry out their accrediting functions.
5. Organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as shall not permit the personal identification of students or their parents by persons other than representatives of such organizations. Such information shall be destroyed when no longer needed for the purpose for which it is collected.
6. Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons, or subject to such regulations as may be issued by the Secretary of Education.
7. Those who have obtained a subpoena or judicial order. The student is given notice by mail of the school's compliance with the order.

Policies and Regulations

Statement of Non-Discrimination

LearnMore values inclusion and diversity and is committed to equal opportunities for its students and faculty. **LearnMore** complies with all applicable laws prohibiting discrimination and/or harassment against any applicant or student. This includes any spoken, written, or physical act in which gender, national origin, race, religion, or sexual orientation is used to or implied to make a student or faculty member feel uncomfortable or unsafe in the work and learning environment. All inquiries or complaints regarding these laws and regulations should be directed to the admission counselor, who shall provide students with procedures for filing informal and formal student complaints.

School and Course Orientation

General school orientation is addressed by the Admission Counselor during the enrollment process. This continues in greater detail during each respective course orientation. The admission counselor shall provide the student a general school tour and introduction to faculty members.

LearnMore orientation is conducted prior to or on the first day of class. During this time, students meet with their primary course faculty and other **LearnMore** administrative staff. Students receive course-specific items, such as textbooks, course calendars, reading assignments, syllabus, course objectives, Student Catalog, and anything else pertaining to their course. Topical information addressed by the faculty instructors and/or adminis-

trative faculty includes school policies, course expectations, emergency and safety procedures and protocols, and career/student services.

Course Language and Instruction

All courses are taught in English. Students must be able to read, speak, and write fluently in English. English abilities shall be assessed through the **LearnMore** proficiency exam and admission interview processes. For students whose primary language is not English, the admission counselor shall provide translation of the enrollment agreement by submitting the document to be professionally translated into the primary language of the student. This may delay the student's enrollment process between 7 and 14 days.

Student courses shall be scheduled so that the student should complete the course requirements on time unless the student fails the course, withdraws from the NATP, or is unable to complete clinical training. **LearnMore** strongly recommends that students arrange their personal schedules around classroom and clinical hours.

Personal Property

Personal property is the responsibility of the student. **LearnMore** disclaims all liability for theft, damage, and destruction of any personal property owned or used by the student. It is suggested that the student leave personal belongings at home.

Smoking and Vaping

Smoking and vaping are prohibited in any area on **LearnMore** grounds and during clinical training at all times.

Attendance and Make-Up Work

Student attendance is crucial. **LearnMore** highly recommends that students attend their scheduled theory and lab classes, as well as clinical hours. Additionally, tardiness or leaving class early is disruptive to the learning process and highly discouraged.

LearnMore understands that unforeseeable emergencies and life situations occur. This may lead a student to withdraw from the school. **LearnMore** shall make every effort to work with individual students to address special circumstances as needed. Students are encouraged to communicate their special circumstances immediately to the admission counselor and faculty instructor.

LearnMore students must follow the attendance protocols outlined in state training requirements. Students are required to contact their faculty instructor to report any absence and schedule make-up work.

Any missed class time, such as leaving class early or arriving to class late, counts towards missed time. This includes excused or unexcused absences. Make-up work may be required to compensate for any absence. However, hours of make-up work cannot be accepted as hours of class attendance. Instructional and administrative costs for make-up time and use of materials and facilities are billable at a rate of \$50/hour.

Homework

In addition to regular attendance in scheduled classes, labs, clinicals, and other activities, each student shall be required to devote time outside the classroom to study and work on assigned projects each week.

Evaluations and Examinations

Faculty instructors are expected to provide examinations and quizzes in each cohort session.

Failed Grade for Excessive Absence

Students may be given a failing grade for excessive absence.

Cutting Class

Cutting of classes, also known as a no call or no show, is considered to be an unexcused absence.

Termination for Unsatisfactory Attendance

Students with an unexcused absence in any class shall receive written notification that probation has begun. Any unexcused absences during such probationary period shall be a cause for termination of the student's training course.

Absence, Tardiness, and Early Departure

1. Students who are tardy for a theory training or a clinical training shall be assigned a make-up training.
2. Students shall notify the school administration and their theory-training faculty or their clinical-training faculty of all impending absences at least two (2) hours before the scheduled training time by phone or by email to info@LearnMorefast.org.
3. Student absences due to unexpected emergencies may require submission of official documentation.

Make-Up Training After Absence

1. On the day following an absence, the student shall schedule a make-up training with the theory training faculty or the clinical training faculty.
2. The school shall waive the make-up training fee of \$50 for students who provide a valid health-related excuse for an absence.
3. Students whose absence is not due to a valid health-related issue shall pay the school \$50 per hour make-up training in advance of the scheduled make-up.
4. The training faculty shall provide a theory-training make-up of up to eight (8) hours for the weekday and weekend course or (4) hours for the weekday evening course per one absence
5. The training faculty shall provide a clinical-training make-up of up to eight (8) hours for the weekday and weekend course or (4) hours for the weekday evening course per one absence.
6. All theory and clinical make-up training shall match the missed training, hour-for-hour, with the faculty present.
7. The topics covered in the scheduled make-up training shall mirror those presented on

the day of the student's absence.

8. A student make-up may coincide with a regularly scheduled training class, or it may be a specially scheduled one-to-one training by the faculty.
9. Any missed theory time must be made up prior to the student being allowed to attend the clinical portion of training. If this cannot be made up prior, the student shall need to transfer to another course. Arrangement must be made with the faculty instructor or RNP. Students must make up all clock hours lost to both excused and unexcused absences.

Cancelling or Dropping Courses

Students must submit written notification of enrollment cancellation or withdrawal from classes to the RNP.

Refund Policy

LearnMore maintains a policy for the refund of the unused portion of course fees and other charges in the event a student fails to enter the course, withdraws from a course, or is discontinued from a course, at any time prior to course completion.

Applicants are entitled to a refund (minus the \$150 nonrefundable application fee and withstanding state fees) made payable to the entity or the person from whom the funds originated, by check, electronic funds transfer, or credit card, within 45 days of cancellation for the following reasons:

1. The applicant is not accepted by the school.
2. The school cancels the course before the first day of class.
3. The applicant withdraws from the course by submitting a Student Intent to Withdraw form upon attendance at the first class session.

If the school has given the applicant any equipment, course materials, or textbooks, the student must return the materials to the school in new condition within seven (7) calendar days. If the student fails to return the equipment, course materials, or textbooks within the seven-day period, the school may keep a portion of the refund equal to the cost of the materials. The school reserves the right to charge the student for the cost of any item not returned in new condition.

School-terminated students and students who withdraw from **LearnMore** after the first day of classes shall receive prorated course fee refunds, computed from the last day of class attendance and based upon the number of hours of class attendance. A student's specific payment plan also shall determine the refund. Students who withdraw after completing 60% or more (96 hours or more) of the NATP shall not be eligible for a course fee refund. The current total course fee and course days are listed below. The school shall issue the refund forty-five (45) days from the date the school receives the completed Student Intent to Withdraw form and after return of any equipment, course materials, or textbooks given to the student, whichever is later.

Refund Example

The following example outlines calculation of a course fee refund to a student who withdraws from **LearnMore** after completing 50% of the NATP.

1. A student paid a total NATP course fee of \$2,484.17.
2. The student completed 80 class hours before withdrawing, leaving 80 incomplete class hours.
3. Class cost per day equals course fee divided by 160 total scheduled class hours.*
 $\$2,484.17 / 160 = \$15.53$ per-day class cost
4. Gross refund equals per-day class cost multiplied by 80 incomplete class hours.
 $\$15.53 \times 80 = \$1,242.40$ gross refund
5. Net refund equals gross refund minus non-refundable enrollment fee.
 $\$1,242.40 - \$150.00 = \$1,092.40$ net refund**

% of Completed Course	% of Allowable Refund
10	90
20	80
30	70
40	60
50	50
60	0
70	0
80	0
90	0

*Refund calculations are based upon scheduled class hours, not an individual student's actual attendance.

**Credit card refund processing times vary, company to company.

Refund Procedure

All refund requests must be submitted in writing in person, by regular mail, or by electronic mail by the student. The school shall issue the refund payable to the entity or the person from which the funds originated forty-five (45) days from the date the school receives the completed Student Intent to Withdraw form and after return of equipment, course materials, or textbooks, whichever is later. The student may pick up the refund or request the delivery of a check by postal mail, in which case, the applicable postage fee shall apply. **LearnMore** shall use only a courier company that has a tracking system to ensure delivery. If a student applies for a refund through a different agency, the refund shall be made payable to the agency unless **LearnMore** has instruction with the appropriate authorization to pay a student directly.

Academic Probation

The passing grade for all theory courses is 80%. Students shall be placed on academic probation if their GPA (grade point average) falls below the minimum of 2.0, or 80%. Students placed on academic probation shall be notified in writing. Students placed on academic probation shall meet with their RNPD to identify their difficulties and strategize a positive plan of action. All students in a clinical rotation must retain a minimum of P (pass).

Student at Risk

The school issues a Student at Risk notice to any student with academic, attendance, conduct, or financial standing deficiencies that require improvement in order to continue in the course. The faculty instructor shall sign and submit the notice to the RNPD. Upon receipt, students must sign the notice.

The appropriate refund amount shall be issued to the student depending on when in the class the student is terminated from the class. A copy of the Student at Risk notice shall be given to the student, and the original shall be placed in the student's permanent record. The following actions can put a student at risk:

- Failing a quiz or the final exam
- Having problems demonstrating skills in the lab or clinical
- Arriving late to or leaving early from class or clinical
- Being absent from class or clinical
- Using a technology device, including but not limited to, cell phones, cameras, and tablets, that is accommodating a student with special needs
- Using profanity or inappropriate language in classroom, at clinical site, in parking lot, or other areas associated with training
- Using any form of electronic smoking device or drugs without prescription

Termination

LearnMore reserves the right to suspend or terminate any student whose academic, attendance, conduct, or financial standing does not comply with established standards and regulations.

The following conditions are grounds for automatic student termination from the school:

1. Having two (2) absences, or three (3) tardies, or two (2) early departures
 - a. A student who is more than 15 minutes tardy shall be sent home and be required to make up the full day.
 - b. A student who is tardy three (3) times shall be dismissed from the theory class/ clinical site, shall need to reapply in order to restart the class, and shall need to pay the full course fee.
 - c. Students may not miss more than one (1) day of theory or clinical class, eight (8) hours for the weekday or weekend class, and four (4) hours for the evening class, regardless of the number of occurrences .
 - d. Time shall be measured by the theory classroom clock during theory training or by the clinical site clock during clinical training
2. Failing to offer an excuse for any absence from theory training or clinical training
3. Failing to complete make-up training following any absences
4. Failing to comply with school course fee requirements
5. Failing to comply with student-conduct policy, including the following:
 - a. Engaging in violence at any theory training or clinical training site
 - b. Engaging in conduct that is unprofessional or disrupts staff or other students
 - c. Engaging in training dishonesty, including plagiarism, forgery, document

- alteration, records falsification, misrepresentation of facts, or cheating
 - d. Engaging in theft
 - e. Failing to follow a direction (insubordination) given by a faculty instructor or other authorized personnel, including refusal to sign a Student at Risk form
 - f. Causing a disturbance in a lunchroom, parking lot, or nursing home
 - g. Violating resident confidentiality/privacy against HIPAA policy
 - h. Possessing and/or consuming alcohol, controlled substances, or drugs at any theory training or clinical training site
 - i. Possessing, representing, and/or using weapons at any theory training or clinical training site
6. Failing to meet nurse assistant certification prerequisites
 7. Failing to comply with school electronic device policy

While the faculty instructor may send a student home from class, the decision to formally dismiss a student rests with the RNPd. Dismissed students may be readmitted only at the discretion of the RNPd. If readmitted, students shall be asked to re-enroll in a future class and pay course fee for the class. Students shall be allowed to re-enroll in a future class only if **LearnMore** has reason to believe that they shall be successful. If they re-enroll, they shall be required to pay the full course fee.

Termination Procedure

1. The RNPd shall notify the student of NATP termination in writing
2. Upon notification, terminated students shall return all loaned materials to the school

Appeal for Readmission

The school welcomes former students to apply for readmission as long as they have no history of violating school policies, including hazing or using alcohol, drugs, or weapons. Readmission requires that students follow three steps:

1. Meet with an admission counselor to review qualifications
2. Complete and submit an application for readmission to the NATP
3. Obtain a **LearnMore** readmission decision in writing

Academic Standards

LearnMore is dedicated to the academic success of its students. Student academic progress is closely monitored by instructors, and students are highly encouraged to be proactive in their learning. Students demonstrating academic difficulty are encouraged to seek remediation services immediately.

Course Schedules

Theory and clinical training hours vary between 7:00am and 8:00pm, Monday through Sunday, except during the week of a public holiday. In this instance, the faculty instructor shall let students know their revised class schedule. At times, classes, workshops and/or field trips take place during non-scheduled course hours. **LearnMore** reserves the right to change meeting days and times as required. In all instances, students shall be notified accordingly.

Classroom-formatted theory training sessions take place on the school campus:

LearnMore

4265 Fairmount Avenue, Suite 130
San Diego, CA 92105 6401

Clinical training sessions take place at a SNF (skilled nursing facility). The faculty instructor shall provide students with specific details regarding scheduling of any off-campus lab or field trip experience.

Thirty (30) minute meal breaks shall be given to students attending any class more than five (5) hours in length. Assigned mealtimes may vary, depending upon the nature of information being taught, technical skills being practiced, or patient care being performed, in order to minimize disruption of learning. However, in most cases, a lunch/dinner break is assigned during the midway point of the class meeting.

In the event of class cancellation, such as for weather or other emergencies, the school shall notify students promptly of all class cancellations and shall offer make-up training to compensate for all cancelled classes.

Clinical Training

LearnMore clinical training hours are scheduled for weekend, weekday, and weekday evening classes, Sunday through Saturday, from 7:00am to 8:00pm.

Clinical training is provided at SNFs throughout San Diego County. Hours fluctuate among clinical training sites, however, most training shall take place between the hours of 7:00am and 8:00pm, Monday through Friday for weekday and weekday evening classes or Saturday and Sunday for weekend classes. During this training portion of the course, students are expected to be flexible with their hours of availability. Students who are unable and/or unwilling to accept a clinical training assignment shall be placed on a wait-list to be rescheduled later along with theory training. This shall postpone student course completion time.

In addition, clinical training sites require students to have a current physical health exam, TB screening, and a Live Scan background check prior to the start of training. Students shall be responsible for the cost of a physical health exam, screenings, and all other training requirements.

Per CDPH regulations, clinical sites also require evidence of two (2) doses of Moderna or Pfizer COVID-19 vaccine OR single dose of the Johnson and Johnson COVID-19 vaccine, or vaccine authorized by the World Health Organization. Candidates may be eligible for a Qualified Medical Reasons exemption only upon providing a written declination statement, signed by the candidate stating: a) the worker is excused from receiving any COVID-19 vaccine due to Qualifying Medical Reasons

The written statement shall be signed by a physician, nurse practitioner, or other licensed medical professional practicing under the license of a physician stating that the individual qualifies for the exemption.

Candidates may be eligible for a religious exemption only upon providing a written declaration statement, in accordance with federal and state anti-discrimination law signed, by the candidate stating:

b) the worker is declining vaccination based on religious beliefs.

If a candidate has met the requirements of an exemption, the unvaccinated exempt candidate must meet the following requirements when entering or working at a clinical site:

a) Test for COVID-19 with either molecular (e.g. PCR) or antigen test that either has Emergency Use Authorization by the U.S. Food and Drug Administration or be operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services. Testing must occur twice weekly for unvaccinated exempt workers in acute health care and long-term care settings, and once weekly for workers in other health care settings. Health care personnel that provide care to patients in outpatient clinics that are not in the main hospital are not workers in the acute health care setting; for these unvaccinated exempt workers, testing must occur weekly. Unvaccinated exempt workers who work no more than one shift per week must undergo SARS-CoV-2 diagnostic screening testing within 48 hours of each shift. Unvaccinated exempt workers who work less frequently than weekly must undergo SARS-CoV-2 diagnostic screening testing within 48 hours of each shift.

b) Wear a surgical mask or higher-level respirator approved by the National Institute of Occupational Safety and Health (NIOSH), such as an N95 filtering facepiece respirator, at all times while in the facility. Consistent with applicable privacy laws and regulations, the SNFs must maintain records of workers' vaccination or exemption status. If the worker is exempt from COVID-19 vaccination, the facility operator must maintain records of the workers' testing results.

LearnMore carefully selects clinical training sites based on evaluation of geographical location, availability of medical training personnel, training hours, and student learning experience. Students must complete their clinical assignment satisfactorily and submit verification of completed clinical hours in order to be eligible to complete the NATP.

Skill Proficiency Requirements

Students must demonstrate proficiency in all skills.

Lab Skill Evaluation Process

1. Faculty instructor demonstrates the skill.
2. Students provided time to practice the skill and ask questions.
3. Students must be able to demonstrate the skill without missing any critical elements.
4. Students are given a minimum of three (3) opportunities to complete the skill satisfactorily.
5. Students must pass all skills in the lab in order to move on to the clinical site.

Clinical Site Skill Evaluation Process

1. Instructor supervises each student's first performance of a skill at the clinical site.
2. Students must be able to perform skills to provide safe care to their assigned residents.
3. Typically during each clinical site shift, students must provide a minimum of the following skills:
 - a. Two (2) transfer skills
 - b. Two (2) hygiene skills

- c. Two (2) grooming skills
- d. One (1) measuring skill
- e. Feeding

All students must adhere to the six (6) principles of care at all times. Students unable to perform skills at an acceptable level shall receive a Student at Risk form and tutoring. After re-evaluation, students still unable to perform skills at a safe and acceptable level shall not complete the NATP.

Grading System

LearnMore adheres to a clock-hour based system for academic credit. All students must maintain a satisfactory grade point average of 80% or a grade of P (pass) in each course. Grades are not rounded up. Students receiving a failing exam grade or project grade shall be advised of their current status in writing by their faculty instructor. Students receiving a failing course grade are subject to repeat the failed course at their own additional expense.

Nurse Assistant Training Program Grading

Students must receive a minimum of 80% for theory training and a grade of P for clinical training. Students who fail any portion of the course shall have to repeat the failed component but also may have to recomplete the full training course, depending upon the nature of the failing grade. The RNPD shall inform the student of eligibility to repeat failed components. Students must pass all theory training before continuing on to their clinical training. Students shall receive a pass or fail grade for clinical training.

Letter grades and course GPAs are used for transcripts. The grading system listed below applies to all courses.

Quizzes and Final Examination

The course schedule specifies the dates for three (3) quizzes and one (1) final examination. Quizzes and final examination are offered in written form. Students who prefer to complete an oral version must submit a request and provide justification for school evaluation.

Quizzes

1. Each quiz has 35 multiple-choice questions.
2. Students shall complete the third quiz at home.
3. Students must score a minimum of 80% to pass each quiz.
4. Students who fail a quiz must repeat the quiz during the next class meeting.
5. Students who fail a repeated quiz shall be terminated from the class.

Final Examination

1. The final examination has 75 multiple-choice questions and is comprehensive.
2. Students must score a minimum of 80% to pass the exam.
3. Students who fail the first attempted final exam shall have an opportunity to repeat the final exam a second time, immediately after the first.
4. Students who fail the second attempted final exam shall be dropped from the class.

Petition to Reapply

Students who repeat and fail a course or learning module, upon discretion of the school, may be allowed a third and final opportunity to repeat the same course at a future date. In all cases, the student shall meet with the faculty instructor and the RNPd to discuss the circumstances under which success was not obtained. The student shall be required to submit a request in writing addressed to the attention to the school president. Within 30 days of receipt of the student's request, the RNPd shall notify the student of the school's decision to approve or deny the student reapplication.

Petition to reapply does not guarantee a student re-enrollment into the training course. Re-enrollment shall be approved only after the RNPd is satisfied that conditions which caused the interruption in satisfactory student progress have been rectified.

Refresher Courses/Class Auditing

Alumni are eligible to audit, free of charge, any class or course from which they previously graduated. Class auditing is offered at the discretion of the RNPd. Attendance shall be taken for auditing students, however, auditing students shall receive no credits for completing refresher courses.

Repetition of Courses

Alumni are allowed to repeat any course at their own expense. Readmitted students shall be treated as new enrollees and shall be expected to complete admission and programmatic paperwork as required by the school. Readmitted students must adhere to course expectations and policies and must pay the full course fee for any repeated course unless otherwise indicated.

LearnMore cannot apply a repeating student's previously earned attendance or academic credit to any repeated training.

Course Evaluation

All students shall be asked to complete an anonymous course evaluation at the end of the course. This vital evaluation enables **LearnMore** to continue to offer training that meets the needs of the participants.

Clinical Training Site Guidelines

1. Clinical training sessions begin and end promptly. Student and instructor punctuality is mandatory.
2. Students meet at the lobby security desk or classroom to sign in before each session.
3. Name tags must be worn at all times while in a clinical training facility. Proper attire is a school-assigned uniform and black shoes. Dangling earrings, facial piercing, and long fingernails are prohibited. Students not appropriately dressed shall be sent home and shall have to make up all time missed.
4. The clinical training floor has no accommodations for personal items, such as handbags.
5. The training instructor shall inform students when refrigerators and microwave ovens are available for student use at mealtimes.
6. Before entering the clinical training facility, students and instructor shall have a designated meeting place. On the first day of clinical training, the instructor shall give

students a tour of the facility, distribute scavenger hunt lists, and instruct students to find places and items that appear in the hunt list.

7. Next shall follow completion of student assignments, instructor-and-student reviews of individual assignments, and disease processes associated with residents and their care. The students and their instructor then shall find and introduce themselves to residents. Each student shall ask an assigned resident for permission to provide care. Students then shall assume care for their assigned residents under the guidance of the instructor, who shall observe student skill demonstration of infection control, especially hand washing, safety, communication, dignity, privacy and independence. When the instructor is satisfied that each student is thoroughly evaluated and competent in these areas, the students shall continue to work independently.
8. Students are not permitted to use stand-up or Hoyer lifts, including placing and positioning the lift pad, while working at the clinical training facility.
9. The instructor next shall explain the nurse-assistant flow form, a tool designed to assist students in learning to document appropriately and sign off on completed procedures/tasks.
10. Students may not transfer residents unless an instructor is present or has given consent to transfer in the absence of an instructor.
11. Students may not leave the clinical training floor without an instructor's permission.
12. Students must advise the nurse and the instructor before taking a resident from the clinical training floor.
13. Students are guests at the clinical training facility and should act accordingly.
14. Break and lunch times are assigned at the discretion of the **LearnMore** clinical training instructor. A 15-minute break, taken inside the facility, is optional. Students may take a 30-minute lunch inside or outside the clinical training facility. Students must make sure that residents are clean, dry, and safe before leaving the facility. Students and their instructor shall take and return from breaks and lunch at the same time. Students shall have a designated place to meet with the instructor before reentering the clinical training facility after lunch.
15. Students may not be on resident floors unless an instructor is present.
16. At the end of each clinical training session, students shall submit reports on each resident in care to the nurse assistant to add to electronic care-tracking on all residents.
17. Thirty minutes before the end of every clinical training shift, the instructor shall conduct a post-conference review of resident updates with each student, then add student skills performed and progress made to clinical training records.
18. **LearnMore** attendance policy remains in force while students are participating in clinical training site sessions. Students who are late in excess of 15 minutes or more for a clinical training session shall be sent home. Late students shall have to make up the entire day. Students who are tardy three (3) times shall be dismissed from the clinical training module and shall need to reapply to repeat the module. Students may not miss more than one (1) day, or eight (8) hours in the weekday and weekend schedules and four (4) hours in the evening schedule, regardless of the number of occurrences.

19. Rather than shadow nursing assistants, clinical training students should perform care under the supervision of their instructor.

Certification

Certification Exams

LearnMore prides itself on delivering high-quality instructional courses. Our educational courses are designed to prepare students to take various certification exams. It is a student's responsibility to study and to prepare for these exams. The school cannot guarantee that students shall pass these exams. Final-course emphasis aims to prepare students for the National Nurse Aide Assessment Program (NNAAP).

After completing the 160 hours of training, certified nurse assistant candidates are expected to take both written and skill exams provided at approved sites. Candidates shall need to satisfy all of the following requirements in order to complete the exams:

- Provide an original social security identification card (cannot be laminated)
- Provide a legal, valid, current government-issued photo identification card that includes first name, last name, suffix, if applicable (Jr., II, III), and signature
- The name on the social security identification card and on the government-issued photo identification card must match the name stated on the exam application

Requirements for Nurse Assistant Certification

It is the student's responsibility to understand certification exam requirements. The school encourages students to verify current certification requirements prior to enrolling in a nurse assistant training program.

Delinquent Course Fees and Monies Owed

A student must maintain good financial standing with the school at all times during enrollment. Students who fail to pay any outstanding course fee balance and/or any other monies owed to the school shall not be allowed to attend class until the outstanding balance is paid in full. Students have two days to pay outstanding balances in full. After this period, the school shall refer outstanding balances owed to a collection agency and terminate the student's enrollment.

Student Complaints

LearnMore shall follow a formal complaint and grievance process in compliance with state and federal laws.

A student who has a grievance related to the implementation of any **LearnMore** policy may appeal the decision and ask for an acceptable resolution. The school grievance/complaint policy complies with CCR 71810 (b)(14).

Procedure 1—Student Rights

The school follows a code of professional behavior and ethics that entitles all matriculated students to the following rights:

- Access to information about the nature and amount of course fees
- Access to the Policies and Procedures Manual and the Student Catalog
- Confidentiality
- An environment conducive to learning

- Freedom from unlawful harassment
- Freedom to dispute charges, if they appear to be incorrect
- Freedom to express concerns or ask questions without fear of retaliation
- Notification prior to any impending collection action
- Quality education
- Respectful treatment

Procedure 2—Student Responsibilities

The school has the following expectations of all matriculated students:

- Adherence to all HIPAA and Cal/OSHA regulations and guidelines
- Ethical, legal, and professional conduct of all academic and financial affairs
- Familiarity with and adherence to guidelines presented in the Student Catalog and the Policies and Procedures Manual
- Familiarity with and adherence to the school policies on payment of charges incurred after enrollment
- Familiarity with and adherence to the school registration and enrollment policies
- Immediate report of on-site training accidents and/or injuries
- Prompt notification of changes to student contact information
- Punctual arrival to all scheduled theory training and clinical training sessions
- Respect for theory training and clinical training properties
- Timely payment of enrollment, course fees, and any other course-related fees in the Student Handbook and the Policies and Procedures Manual

Procedure 3—Student Formal Complaint of Grievance

Students shall make every effort to achieve reasonable solutions to complaints and grievances through and within the school, using the following method:

- Students shall communicate complaints regarding any aspect of training to the faculty instructor first
- Should the faculty instructor be unable to resolve the issue, students shall communicate complaints regarding any aspect of training to the RNPD second
- Students can refer complaints, grievances, and questions that cannot be resolved at the school level to . . .

Bureau for Private Postsecondary Education (BPPE)
 2535 Capitol Oaks Drive, Suite 400
 PO Box 980818
 Sacramento, California 95833
www.bppe.ca.gov
 T 1.888.370.7589 toll-free or 1.916.431.6959
 F 1.916.263.1897

Student's Waiver of Rights

A student's participation in the grievance procedure and the disposition of a student's grievance does not waive the student's rights or remedies.

A student or any member of the public may file a complaint about **LearnMore** with the Bureau for Private Postsecondary Education by phone or complaint form, downloaded from the BPPE website.

T 1.888.370.7589
www.bppe.ca.gov

Student's Binding Arbitration

Students/participants in **LearnMore** programs shall submit to final and binding arbitration for all claims or disputes that could otherwise be filed in state or federal court arising out of or related in any way to the participation with **LearnMore** and/or the termination of enrollment or participation. This includes, without limitation, claims by **LearnMore** against students and claims by students against 1) **LearnMore**, 2) **LearnMore** employees, officers, directors, agents, 3) **LearnMore**'s parent, subsidiary and affiliated entities, and/or 4) successors and assigns of any of them based on any state or federal statute (including claims for discrimination, retaliation or harassment, and fee, tuitions or wages), as well as any common law claims (including claims for breach of contract or breach of the implied covenant of good faith and fair dealing, wrongful discharge, defamation, misrepresentation, fraud, and infliction of emotional distress), but excludes claims regarding, administrative charges filed with a federal, state or local government office or agency, or any other claim that cannot be subject legally to a pre-dispute arbitration agreement under applicable law. To the fullest extent permitted by law, students and **LearnMore** expressly waive their right to bring claims on a class, collective or representative basis; **LearnMore** and the student agree to submit claims on behalf of themselves only, and not on behalf of any other person. Additionally, the parties agree that any claims by a student will not be joined, consolidated, or heard together with claims of any other student.

Student Services

Student Housing

LearnMore does not have dormitory facilities. It is the student's responsibility to seek living accommodations while attending an academic course. The school suggests that students utilize local internet/newspaper/publication advertising, private advertising, rental agents/agencies, or rental companies to find housing.

Student Advisement, Placement, and Graduate Services Assistance

LearnMore provides student advising and placement services for current students, graduating students, and alumni. Students are informed of these services while touring the campus before enrolling and again during course orientation.

The student advisement process begins with a meeting with the admission counselor during enrollment. Next, in orientation, the career counselor meets with students and provides contact information, scope of assistance, and general information. Students are encouraged to make one-on-one appointments with the career counselor during their training time. Flexible availability allows for students to meet with counselors at various times during the week days, week evenings, and weekends.

LearnMore faculty members assist students and alumni to develop employment-related skills. Specific placement services include the following:

- A one-on-one meeting with students in training to determine career plans
- A one-on-one meeting with alumni to assist job-search activities
- Development or refinement of resumes and portfolios
- Assistance in fine-tuning interview skills
- Provision of job leads or current employment and occupational information

The **LearnMore** campus updates an Employment bulletin board with employment listings and employment-related community events, such as job fairs, however, **LearnMore** cannot promise or guarantee students a job.

Tutoring

Students requiring extra assistance may arrange for tutoring through their faculty instructor. Student tutoring may be available during the day and/or evening, on an individually scheduled basis.

In addition, a tutorial class and/or refresher course of the NATP may be offered at the discretion of RNPd.

Standards of Student Conduct and Discipline Policy

Notice of Student Rights and Responsibilities

Annually, through the Student Catalog, students shall be informed of their rights under the Family Educational Rights and Privacy Act of 1974. Students accepted into **LearnMore** courses have rights and responsibilities. These constitute a code of professional, ethical, and behavioral expectations.

Students have the right to all of the following:

1. A learning environment that is conducive to learning
2. A quality educational course
3. To be evaluated objectively by their instructor
4. To be treated with dignity and respect
5. To be able to approach instructor, RNPd, or any administrative personnel with concerns, comments, and/or questions without fear of retaliation
6. To receive prompt appraisals of their academic and clinical performance status

Students have the responsibility for all of the following:

1. To be respectful of classmates, peers, school personnel, and clinical training personnel
2. To be respectful of school and clinical property
3. To follow the chain of command in an effort to resolve disputes and/or seek guidance
4. To attend all scheduled classes and clinical rotations
5. To be punctual for all theory and lab classes and assigned clinical training
6. To report any on-campus or clinical accident or injury to the instructor or program director immediately

Student Code of Conduct

When on the school campus or clinical training site premises, students shall conduct themselves in an orderly and considerate manner and shall appear for classes in a sober and receptive condition. Violation of this condition is just cause for termination.

Academic Dishonesty

All forms of dishonesty, including plagiarism, cheating, forgery, alteration, misuse or unauthorized use/distribution (including copyright infringement) and fraud is not acceptable and shall not be tolerated. Students shall be held accountable for their actions.

Any student participating in unprofessional and or unethical conduct may be subject to termination from the course.

Appearance

Students enrolled at **LearnMore** shall comply with all applicable student-conduct regulations throughout their training. The school expects all students to comply with the dress code in all theory training and clinical training environments.

1. Students shall wear the required medical scrubs. Students who cannot wear medical scrub bottoms for religious reasons shall wear neutral-colored skirts and neutral-colored head scarves. Coats (hoodies/jackets), hats, sunglasses, scarves are not permitted.
2. Acceptable jewelry includes a wedding band, small studs earrings, and a wristwatch. Unacceptable jewelry includes multiple rings, dangling earrings, bracelets, pins, and necklaces. Facial and tongue piercings are not permitted.
3. Tattoos must be covered for clinicals.
4. Students shall wear neat, trimmed, naturally colored hairstyles with hair pulled away from the face. Loose hair must be pulled back. Hair color beyond natural tone is not permitted.
5. Students shall wear comfortable closed-toe, non-slip (tennis/athletic shoes), stain-resistant Cal/OSHA-approved shoes at all times. Sandals (flip flops) are not permitted.
6. Students and faculty shall practice good hygiene habits.
7. Fingernails shall be short and, if polished, in neutral colors. Nail length must be one-quarter inch (1/4") or less from the fingertip. Extreme nail color and artificial nails are not permitted.
8. Due to the sensitivity of residents, students and faculty shall refrain from wearing scented hair and skin products.

Upon discretion of the faculty instructor, a student failing to adhere to dress-code policy may be asked to change clothes or may be sent home. The student shall be responsible for making up any missed class time. The missed class time shall be counted toward attendance.

The RNPD shall inform students of any additional requirements specific to **LearnMore**.

Textbooks, Supplies, and Uniforms

Course-specific textbooks and handouts are supplied to all students. Students enrolled in the NATP also shall be given a scrub set. Students are expected to furnish incidentals, such as notebooks, paper, writing tools, USB drives, and fob watch with second hand.

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.

Chewing Gum

Students are not permitted to chew gum during class or at the clinical training site.

Photography

Students may not take, publish, post, e-mail, print, or distribute photographs of the campus or clinical training areas, of fellow students, patients, facility personnel, administrative personnel, instructors/faculty, campus property, campus classrooms, laboratories, administrative offices, clinical training sites, and any other campus area without the written consent from the school president or the RNPd. Students failing to comply with these expectations may be at risk for suspension and/or termination from **LearnMore**.

Incident Reporting

Students must report incident/accident occurrence/s immediately to their faculty instructor or to any other appropriate personnel, as directed by the school president or RNPd.

If required, the school administration shall report the incident to the appropriate regulatory agency, governmental body, or insurance carrier and shall adhere to appropriate follow up protocols and procedures as deemed necessary.

Copyright Infringement Policy

The **LearnMore** copyright policy affirms the school's commitment to comply with the United States laws pertaining to copyright, to respect the property rights of authors and their assignees faithfully, to educate members of the campus community about copyright law, and to exercise the rights and responsibilities granted under copyright laws vigorously.

LearnMore is committed to fostering an environment of respect for and responsible use of the intellectual property of others. The school is committed to helping members of the community comply with copyright laws by providing resources to help individuals make informed, careful, and situation-sensitive decisions about the lawful and fair use of work created by others.

When considering the copying of any original work, **LearnMore** shall determine . . .

- If the work is protected by copyright
- If the work is available under a license agreement
- If the intended use qualifies as a fair use, as defined in 17 USC §107

If the intended use is not a fair use, the school shall seek permission from the copyright owner. This policy applies to all school associates, faculty, and students.

Compliance with Copyright Laws

The school expects all associates, faculty, and students to make a reasonable effort in good faith to comply with the copyright laws in the use of copyrighted materials.

Fair Use of Copyrighted Works

The school encourages associates, faculty, and students to assess whether the fair use exception to the exclusive rights of copyright owners may apply. Before relying on the fair-use exception, associates, faculty, and students should educate themselves regarding the limits of fair use and should, in each instance, perform a careful, good-faith fair-use analysis based on the four factors identified in Section 107 of the federal Copyright Act. If there is any ambiguity about the categorization of fair use, seek guidance from legal counsel. Documentation of fair-use analyses is required as a defense against claims of copyright infringement.

Violation of Copyright Laws and Disciplinary Procedures

Upon obtaining knowledge that material residing on its systems or networks is infringing or that its systems or networks are being used for infringing activities (or upon becoming aware of circumstances from which infringing activity is apparent), the school shall act expeditiously to remove or disable access to the infringing materials and may deny the individuals responsible further access to its systems or networks. In addition, students, staff, or faculty who shallfully disregard or violate copyright laws may be subject to disciplinary action in accordance with applicable disciplinary policies and procedures up to and including termination of employment or student termination from the institution.

Criminal and Civil Penalties

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or statutory damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For willful infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five (5) years and fines of up to \$250,000 per offense. For more information, visit the US Copyright Office website, and review the frequently asked questions at www.copyright.gov/help/faq

Extracurricular Activities

All extracurricular activities, including but not limited to, field trips and school-sponsored events, must be pre-approved by the school president at least two weeks prior to the anticipated date of the event. The field trip must be related to the course content, syllabus, and objective, and must be sound in educational and professional practice.

LearnMore assumes no responsibility for any loss or damage to personal property or for any personal injury to students or faculty during any and all extracurricular activities.

Schedule of Fees

Administrative Fee

LearnMore shall charge a fee of \$75 for each additional administrative service that requires more than 30 minutes of staff time to complete, such as composing letters to verify student attendance or course completion.

Third-Party Certification Fee

Upon enrollment, students shall receive third-party certification disclosures, outlining cost of examination, eligibility requirements, availability of examinations, and examination application process. Certification fees may vary from \$50 to \$120. The career counselor can provide more details about these certification examinations.

Other Surcharges

Students shall incur a \$35 fee whenever in-house installment payments are late by ten (10) or more days. All incurred fees become due and payable from students who separate from the school prior to course completion.

Any student payment checks that are returned unpaid are subject to a \$35 fee per item plus any additional bank fee and any consequent late fee.

Allied health courses required to have BLS certification are subject to additional fees that range from \$30 to \$100.

LearnMore shall add to a student's ledger any fees or interest that the student incurs from a third party, such as a finance company, a financial institution, credit card company, collection agency.

Course Fees

Students enrolling in **LearnMore** courses are charged per course. Students may select to participate in any one of the three course offerings, which include weekday (NA 101), weeknight (NA 102), and weekend (NA 103) schedules. Students shall register for only one course and pay only one course fee of \$2,484.17, regardless the course enrollment. Course fee payment schedules are calculated based upon an approved payment plan. The payment plan is derived from course fee and balance owed, not from classroom attendance.

Nursing Assistant Training Program Course Fee Schedule

Course Name	Total Course Hours	Total Course Fee
NA 101 Nurse Assistant Certification	160	\$2,484.17
NA 102 Nurse Assistant Certification	160	\$2,484.17
NA 103 Nurse Assistant Certification	160	\$2,484.17

The 22-day and the 44-day Nurse Assistant Training Program curricula consist of the following required classes and hours:

Class	Hours
Nurse Assistant Theory and Lab	60
Nurse Assistant Clinical	100
Total	160
Course Fee Components	Cost
Tuition	\$1,827.24
Non-Refundable Admission Fee	\$150.00
Supplies, Book, and Uniforms	\$306.93
Basic Life Support (BLS) Certification	\$80.00
State Exam Fees	\$120.00
Total	\$2,484.17

Total course fee includes use of classroom supplies and lab materials. Total course fee does not include medical/physical exams required of enrolled students.

Course Fee Payments

Option 1—Single Payment

Student has chosen to pay the full course fee of \$2,484.17 in a single payment.

☐ Cash ☐ Check/Money Order ☐ Visa ☐ MasterCard ☐ American Express

Date Paid _____

Option 2—Two Installments Payment Plan

Student has chosen to pay the full course fee of \$2,484.17 in two installments. The full course fee includes a \$50 finance surcharge.

Installment 1 paid at enrollment \$1,267.09

☐ Cash ☐ Check/Money Order ☐ Visa ☐ MasterCard ☐ American Express

Date Paid _____

Installment 2 due by the end of the first week of class meetings \$1,267.08

☐ Cash ☐ Check/Money Order ☐ Visa ☐ MasterCard ☐ American Express

Date Paid _____

Option 3—Three Installments Payment Plan

Student has chosen to pay the full course fee of \$2,484.17 in three installments. The full course fee includes a \$50 finance surcharge.

Installment 1 paid at enrollment \$844.73

☐ Cash ☐ Check/Money Order ☐ Visa ☐ MasterCard ☐ American Express

Date Paid _____

Installment 2 due by the end of the first week of class meetings \$844.72

☐ Cash ☐ Check/Money Order ☐ Visa ☐ MasterCard ☐ American Express

Date Paid _____

Installment 3 due by the end of the third week of class meetings \$844.72

☐ Cash ☐ Check/Money Order ☐ Visa ☐ MasterCard ☐ American Express

Date Paid _____

CNA Occupational Outcomes

A certified nursing assistant (CNA) provides basic care for medical patients and residents in a variety of settings, including . . .

- Long-term healthcare in hospitals, skilled-nursing facilities, retirement communities, and private residences
- Short-term acute care in-patient and out-patient facilities

CNA Employment Duties

- Assisting patients with daily activities
- Checking patient vital biological signs
- Completing patient medical reports

Student Due Diligence

LearnMore encourages students to review the course catalog and the school performance fact sheet, available online to all prospective students, prior to signing an enrollment agreement. Student questions not satisfactorily answered by **LearnMore** staff may be directed to the . . .

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