



# Student Handbook

Publication 2/2025

**Thank you for your interest in our Nurse Aide Training Program.**

## **Admission Requirements**

- Must be 18 years of age to enroll into The Nurse Aide Training Program
- Complete the Verification of Pennsylvania Residency Form and Attestation of Compliance with Act 14 and submit original and copies of two forms of identification one must include a photo.

**Approved forms of ID include but are not limited to:**

**PA Driver's License,  
Passport  
Green Card  
State-issued Id Card**

If applicant is not a citizen of the U.S., the applicant must submit a copy of their Visa, I-94, or Resident Alien card (green card) at the time of application. If the candidate has not been a resident of Pennsylvania for at least the past two years, they must obtain an FBI report as well as the PA State Police CHRI.

Applicant must provide a physical exam and evidence that the applicant is free of communicable disease. This report must be within one year of applying to the Nurse Aide course start date. A Physician, Physician's Assistant or Nurse Practitioner must sign, date and complete both the Medical Examination Form and Mantoux Record Form in their entirety. This form affirms that the applicant is free of communicable diseases and can perform the occupational responsibilities of the program.

Documentation of a negative Two-Step PPD (Mantoux) OR negative QuantiFERON TB Gold test dated within a year of starting class. A negative chest x-ray report dated within three (3) years of the course start date must be submitted for those with a history of positive PPD.

In compliance with the Act 14, it is the policy of our school that each applicant has a PA Criminal History Record Information report ran at the time of registration. This report will be completed for each applicant by the program coordinator. **If the applicant has lived in the Commonwealth of Pennsylvania for TWO OR MORE CONSECUTIVE YEARS, prior to entering the Nurse Aide Training Program, the student must complete a PA Criminal Background Check (CHRI) from the Pennsylvania State Police.**

**Applicants residing in Pennsylvania for LESS than two years, prior to the date of admission, must submit both the PA State Police CHRI and an FBI report prior to being accepted to the program.**

**It is the responsibility of the student to register for the FBI report.**

**Students can register for an appointment to be fingerprinted two ways:**

**Online: Go to [www.Identogo.com](http://www.Identogo.com)**

**OR**

**Telephone: Call 1-844-321-2101 and listen to the options menu.**

In addition to all stated policies above all students must also pass a basic reading and math assessment with at least a B or higher to be enrolled into the Nurse Aide Training program. The student is given a maximum of 3 attempts to pass the entrance exam within a 6-month period. If a student continues to fail after 3 attempts our school will offer resources for tutoring services.

Students must be able to follow written and oral instructions, stand for extensive periods, walk, bend, push, pull and lift and carry at the minimum 40 pounds. A basic knowledge of math is essential. Students must be able to read and understand complex instructional material in the areas of safety and the use of medical equipment.

Students must have the desire and ability to learn to provide personal care such as feeding, bathing, dressing and toileting. Students should possess good communication skills to convey patient information to others. Students must exercise good judgment, self-control, honesty, integrity, time management and decision-making skills.

Our 115-hour Training program provides instruction in basic nursing assistant skills and principles of restorative and patient care. The course consists of 44 hours classroom instruction, 31 hours skills lab experience, and 40 hours hands-on training at a clinical site. The overall objective of our Nurse Aide training program is to teach and demonstrate safety and infection control practices that comply with standards for nursing assistants. We also will deliver training on professional communication skills including recording and reporting, as well as legal and ethical responsibilities.

After successfully completing the program , you are eligible to be added to the PA Nurse Aide Registry

**Department of Human Services (Public Welfare), Medical Assistance Bulletin, 99-11-05 Statement**

Medical Assistance Bulleting 99-11-05 Exclusion from Participation in Medicare, Medicaid, or any other Federal Healthcare Program. While your CHRI may be acceptable for nurse aide training, you should be aware that Pennsylvania maintains a database by Department of Health and Human Services' Office of Inspector General that identifies individuals or entities that have been excluded nationwide from participation in any federal health care program. Health care facilities are required to develop policies and procedures for screening all employees to determine if they have been excluded from participation in federal health care programs. If you are on the exclusion list, it is possible that you will not be eligible for employment in a health care agency.

To see if you are on the list, please go to the following website <http://oig.hhs.gov/fraud/exclusions.asp>  
At the time of enrollment our program coordinator will run each applicant's name through the exclusion list website to determine admission to Nurse Aide program. The Training Center will not accept enrollment for any student who is included on the exclusion list. NO EXCEPTIONS.

After being accepted into the program, our program coordinator will schedule students for a group orientation. In orientation, Student will meet with the other students accepted into the program, program coordinator and assigned Instructors to discuss policies, course details and program requirements. In orientation, Student will receive Student Handbook, Syllabus, Textbooks and Uniform. Students must wear uniform and bring textbooks to class every day. If a student decides to cancel this enrollment, the student must refer to cancellation policy.

**Nondiscrimination Policy**

In accordance with state and federal laws, all aspects of participation in the Nurse Aide Training Program are governed and administered solely based on individual achievement and mastery of program competencies.

An individual's participation in the nurse aide program is in no way influenced by or in any manner affected by race, color, religion, age, sex, national origin, marital status, ancestry, handicap or legally protected classification.

### **Cancellation Policy**

A student may cancel their application at any time, however, the student may not be entitled to a full refund. Please see refund policy below to determine amount of refund.

### **Refund Policy ( Doesn't apply to sponsored students)**

For a student completing up to and including 10% of the total clock hours, the school shall refund 90% of the total cost of the program.

For a student withdrawing from or discontinuing the program within the first 25% of the program, the tuition charges refunded by the school shall be at least 55% of the total cost of the program.

For a student withdrawing or discontinuing after 25% but within 50% of the program, the tuition charges refunded by the school shall be at least 30% of the total cost of the program.

For a student withdrawing or discontinuing after 50% of the program, the student is entitled to no refund.

Students are responsible for tuition payments. If the student has a payment agreement in place, the course must be paid in full before training ends. If the applicant who is on a payment agreement cancels within 5 days after signing, he/she will be entitled to a refund of all fees paid including application fee. If the applicant who is on a payment agreement withdraws after the 5-day time frame, he/she will follow the refund policy as stated. The tuition charges will equal any installments paid and will not include any unpaid tuition charges.

In compliance with the Federal Department of Health regulations, students who personally incur training costs of a nurse aide program and successfully completes the course, will be issued a reimbursement receipt. This receipt can be used with a licensed nursing facility for reimbursement of the incurred training cost. Long term care nursing facilities will reimburse the candidate after 260 hours of work or on a pro rata basis. To be reimbursed , the student must present the original reimbursement receipt to the HR dept at the facility where they are or will be employed at.

For more information regarding the federal regulations for reimbursement from nursing facilities to employed nurse aides call the Department of Human Services at 800-932-0939 option 1

**By law, only one original reimbursement receipt will be given to the graduate student and no duplicate receipts will be honored.**

### **Attendance Policy**

Attendance will be documented daily and reflect the number of classroom, lab and clinical hours, class for class, lab for lab, and clinical for clinical time. Students are expected to attend every class. If for any reason you must be absent, the school administration should be notified as soon as possible. Students must call attendance line and leave message notifying staff of absence. Students must also keep in mind that all absences, regardless of

the reason will be recorded and used in the calculation of cumulative attendance. All hours must be satisfactorily completed to graduate from the program.

**Attendance Line Phone Number:  
Contact staffing coordinator at facility to call out**

All students must complete the entire amount of approved program hours, including all classroom, laboratory, and clinical time. **Any" time missed" must be made up prior to attending clinical.** Students who are absent from class (2) days or more will be terminated from class with an opportunity to enroll into the next class. Any absence related to a potential contagious disease etc. will require a physician's statement permitting the student to return to class.

The first offense of tardiness will receive a verbal warning, the second offense will receive a written warning and the third offense will result in termination from class.

**A student must complete a minimum of 16 hours of instruction in the five content areas listed below before any resident contact.** Therefore, if you are tardy or absent on a day when the following content is taught, you may be asked to re-enroll in a future class or make up hours prior to completing the next module.

Content areas are as follows:

- **Communication and interpersonal skills**
- **Infection control**
- **Safety/emergency procedures, including abdominal thrust**
- **Promotion of client's independence**
- **Respecting client's rights**

### **Grading System**

To successfully complete the program, the student must fulfill the following requirements:

**Theory** The student must have a final cumulative average of 80% or higher . To achieve this the student must achieve an B or higher on all module tests and final exam.

**Skills Lab** - The student must satisfactorily demonstrate all the required skills and procedures listed in the Pennsylvania Nurse Aide Curriculum.

**All procedures must be performed at a satisfactory level. An "S" satisfactory level of achievement is attained if no more than two (2) steps are missed.**

**Missing more than two (2) steps will result in a "U" unsatisfactory level that will result in a failure of the procedure.**

**Students who do not receive a satisfactory rating after the two (2) retake opportunities, will receive a unsatisfactory rating in the lab component of the program and will be required to retake the full course starting at day 1.**

Clinical Performance is based on a numerical grading system related to behaviors associated with the following content:

- Communication
- Infection Control
- Safety
- Residents Rights
- Residents Independence
- Role Of Nurse Aide
- Responsibility
- Dependability
- Accountability
- Quality of Care

### **Numerical grading system**

**3-4 Unsatisfactory**

**5-6 Satisfactory**

**7-8 Above Satisfactory**

During clinical, the student will be evaluated on their ability to care for the resident in a responsible and ethical manner while applying knowledge of theory. This includes, demonstrating the ability to organize and prioritize tasks and follow directions. If a student is unable to perform a required clinical skill, that student will fail clinical and will be ineligible for graduation.

**Student must demonstrate all skills outlined in lesson plans to satisfactorily complete the course.**

The grading system is as follows.

- (10) chapter exams
- One (1) final exam
- Clinical performance evaluation (based on clinical evaluation by assigned instructor)
- Chapter assignments including: vocabulary related to each chapter's content, worksheets provided for each chapter and each nursing skill.
- Active participation of skills in the classroom, the laboratory and at the clinical site.

Chapter Exams -30% of the student's overall grade.

Workbook Assignments - 20% of the student's overall grade.

Homework - 20% of the student's overall grade.

Final exam - 30% of overall grade.

### **Grading Scale**

90-100% - A

80-89% -B
70-79% -C
60-69% - D
Less than 60% - F

## **Graduation Requirement**

The following requirements must be met for students to be eligible for graduation:

Successful completion of each objective.

The student is required to achieve a grade of 80% or greater

Satisfactorily complete the required 16 hours of the following content areas:

- **Communication and interpersonal skills**
- **Infection control**
- **Safety/emergency procedures, including abdominal thrust**
- **Promotion of client's independence**
- **Respecting client's rights**

Attendance requirements must be met

Satisfy all financial obligations ( does not apply to sponsored students)

## **Code of Conduct**

All students are required to follow a professional code of conduct always both at the main location and at the clinical site. Students who fail to follow rules may be terminated from the program. Causes for immediate dismissal from the program:

- Damaging property of others including clinical site and school equipment
- Unsafe Behavior including patient abandonment.
- Theft
- Insubordination
- Use of drugs on school/clinical grounds
- Discrimination of all forms
- Sexual Harassment

Academic honesty is expected of all nurse aide students. Dishonesty or cheating will not be tolerated.

All students **MUST** wear a student identification tag always.

Professional and safe behavior is expected of all nurse aide students.

It is imperative to demonstrate care that is legally sound and to be held to high, ethical standards to ensure abuse-free communication and care delivery.

**Violation of these standards of conduct will result in disciplinary action, which may include dismissal from the program.**

## **Grievance Policy**

If a student encounters any difficulty or has a problem, conflict, or concern, he or she is encouraged to:

### **Step One**

- Student submits the grievance/complaint in a written or verbal manner to the primary Instructor.
- The primary instructor reviews and responds to the grievance within three days.
- The primary instructor documents, in writing, the grievance, the review and the resolution.
- The primary instructor meets with the student to share the resolution to the grievance. A copy of this documentation should be kept on file.

**Note:** The student is entitled to private and confidential counseling, however another Instructor or staff member may be asked to witness the counseling.

- If the student and instructor are unable to resolve the issue, or if the grievance is against the instructor, the grievance should be brought to the attention of the program coordinator within 72 hours.

### **Step Two**

- If the student and instructor are unable to resolve the grievance, a meeting between the Program coordinator and student will take place within three days of the receipt of the complaint. The student should place the grievance in writing if it has not been done.
- The program coordinator will review the documentation submitted by the primary instructor and student then investigate, as needed.
- The program coordinator documents the review process and the resolution of the grievance.
- A meeting is scheduled with the program coordinator, primary instructor and Student to disclose the resolution.
- If the decision rendered by the program coordinator is not brought to a satisfactory conclusion, the student may appeal to the administrator within 48 hours.

### **Step Three**

- All documentation is submitted to the administrator for their review and consideration.
- Notification of the administrator's decision will be given in writing to the involved parties within 72 hours of the hearing.
- The decision of the administrator will be final.

## **Student Records**

Student records are maintained by the program coordinator and are available to each student at any time. Students must submit all updates to their records, such as address changes and telephone numbers. All students

receive a school transcript and a diploma at the completion of the program, any additional copies will be available at a cost of \$1.00 per copy.

## **Student Rights**

We will never release any school records or any other information about a student to any third party, except for the state agencies and our repository as stated above, without the consent of the student. The PA Dept. of Education and other state regulatory agencies may inspect records for compliance with state regulations.

## **Dress Code**

- Black uniform top and pants, Black or White flat shoe or sneaker
- Sweaters are permitted in addition to uniform and must be solid Black or white ( No hoodies)
  - Fingernails must be natural nails, clean, trimmed and filed
- Acceptable jewelry includes: ring (one per hand), and/or small stud earrings
- Wristwatch is required with a second hand and must be worn at all times
  - Students must maintain a clean and neat appearance at all times.
  - Facial hair must be clean, well kept, and neatly trimmed daily.
    - No head coverings unless for religious reasons

## **Drug, Alcohol and Smoking Policy**

Nyce Training does not allow the possession, use or distribution of illegal drugs or alcohol on school property. Anyone who is found to possess, use, or distribute illegal substances or alcohol while on school property will be reported to Police. Smoking of any kind is not permitted on school or clinical grounds.

## **Utilization of Trainees**

Nurse aide students are not certified to perform any functions for a resident if not supervised by the instructor. learning opportunities will be sought by program instructors to guide student learning. Students will be supervised in the performance of client care tasks, which have been taught in class and/or lab, for which the student has demonstrated competent performance. Students may not replace staff or serve as staff members.

## **Transfer of Credits**

Students should be advised that is not guaranteed that credits earned at our school will be transferred to another school.

**Upon completion of all the above requirements, students will be issued a certificate of completion.**  
**Career Services**

### **Policy Acknowledgement Page**

**I have received a copy of the latest student publication and have read the stated policies that are necessary for successful completion of the Nurse Aide Training Program. My signature below acknowledges that I understand all policies of the program and agree to abide by all.**

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**Signature of Student**

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**Date**

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Student's Printed Name