IDEAL COMPANION CARE LLC

CERTIFIED NURSING ASSISTANCE

Approved by: Ideal CNA School is approved by the Illinois Board of Higher Education to operate as a Private Business Vocational School.

(Licensed by: The Illinois Department of Public Health) (IDPH). Ideal Companion Care LLC CNA school is not accredited by a US Department of Education recognized accrediting body)

School Catalog

(THROUGH THE TRADIONAL (ON SITE) LEARNING TECHNOLOGY)

10/01/2026

1300 E. Irving Park Road,
2nd Floor Office
Streamwood, IL 60107
Tel (331) 245-4274
Email: contactidealcompanioncarellc@gmail.com
www.info@idealcompanioncarellc.com

Clinical Site

The Laurel at Vernon Hills Memory Care

350 S Milwaukee Ave,

Vernon Hills, IL 60061

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Programs Approved Already:

1. Basic Nurse Assistant Training Program --------- 21 to 29

" I certify that this catalog to be true and correct in content and policy"

Tolutope Olorunshola

Signature *Tolu`Shola*

WELCOME STATEMENT

The staff at Ideal Companion Care LLC would like to welcome you to our school and to the exciting careers in Healthcare Science, Digital Technology and Arts. This school catalog details our school's policies and was designed to inform, protect, and prepare you for the time you spend at our school and onward in your new career. Should you have any questions about our school programs of study or professional enhancement programs in general, do not hesitate to ask us. Congratulations on your new career move.

OUR PURPOSE

We exist to help our students achieve their goal of a new career choice by understanding their individual needs and delivering quality education. Ideal Companion Care LLC CNA School's vision is to be one of the State's leaders in professional enhancement programs serving high school graduates who prefer a shorter path to a career, while creating economic value, long term cost avoidance, civic contribution and future responsible tax-paying citizens of Illinois.

OUR MISSION

At Ideal Companion Care LLC CNA School, we provide equal opportunity vocational programs, strengthen our educators and system leader capacity to break down barriers to increase access, belonging, and success in rigorous college and career-prep vocational courses for students of all colors and low-income students so that they may thrive in their postsecondary pursuits and life goals.

OUR LOCATION

Course Sites: 1300 E. Irving Park, 2nd Floor Office, Streamwood IL 60107

Mailing Address:

1300 E. Irving Park Road,
2nd Floor Office
Streamwood, IL. 60107

Telephone:

The direct phone number to the school is:
331-245-4274/Fax: (847) 760-0663

BOARD OF DIRECTORS

Tolutope Olorunshola
Administrator
1300 E. Irving Park
2nd Floor Office
Streamwood, IL. 60107
331-245-4274

Olaiya Olorunshola
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Program Coordinator/Instructor
1300 E. Irving Park
2nd Floor Office
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Oluponmile Olonilua
Board Member
1300 E. Irving Park Road
2nd Floor Office
Streamwood, IL. 60107

David Olorunshola
Board Member
1300 E. Irving Park Road
2nd Floor Office
Streamwood, IL. 60107

LICENSURE

Ideal Companion Care LLC is licensed by the Illinois Department of Public Health (IDPH).

OUR CLASSROOMS

Our classrooms are a reflection of the commitment our school has to our students. The classrooms were designed to mimic actual clinical setups. The classrooms are 850 square feet each and provide adequate chairs and tables for students. The classrooms are equipped with fully functioning clinical and laboratory equipment. Restrooms are available in the buildings for our students

OPERATION HOURS

School staff is available to answer telephone calls Monday through Friday 8am to 6pm and Saturdays 10am to 3pm. Appointments and Walk-ins are available. The school will be closed and no class will be held on the following holidays:
Thanksgiving (4th Thursday in Nov)
Christmas (Dec 25) New Years (Jan 1)

HOURS OFSCHOOL OPEARATIONS

The School is open Monday through Friday. The administrative offices are in service from 8:00 A.M. to 8:00 P.M. Most classes are in session from 8:00 A.M. to 10:00 P.M. Externship rotations, clinical rotations, and CPR classes may be held on nights and weekends. The externship coordinators or clinical instructors assigned are responsible for taking care of the students' needs and safety.

HOLIDAYS

Martin Luther King, Jr. Day • Washington's Birthday/Presidents Day • Good Friday • Memorial Day • Independence Day • Labor Day • Veterans Day • Thanksgiving • Winter Holiday Students on clinical or externship rotations on holidays are not excused from those rotations unless given prior written authorization from the College. Any hours missed must be made up.

CANCELLATION POLICIES

CANCELLATIONS

A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school. If cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded; If cancellation occurs after five business days of the date of enrollment, and before the commencement of classes, the school may retain only the published registration fee. Such fee shall not

Exceed 15 percent of the tuition cost, or $150, whichever is less;

STUDENT SERVICES

ORIENTATION

The School provides an orientation for new students which include an introduction to School personnel, facilities and amenities, and policies and procedures. All new students are required to participate in the orientation program upon completion of their trial period. Cooperative Learning and Tutoring Assistance the School's programs use a cooperative learning approach, placing students in teams to reinforce learning activities. Students are also encouraged to form study groups to support their learning experience throughout their educational programs. Special tutoring or classes are available to students experiencing academic difficulty. Arrangements should be made with the Program Directors.

Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.

1. ***The effective date of termination for refund purposes will be the earliest of the following***

(a) The last day of attendance, if the student is terminated by the school;

(b) The date of receipt of written notice from the student; or

(c) Ten school days following the last date of attendance.

2. *If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.*

3. *If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than $100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.*

4. *Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.*

5. *A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.*

6. *A full refund of all tuition and fees is due and refundable in each of the following cases:*

(a) An enrollee is not accepted by the school;

(b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or

(c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

SCHOOL REFUND POLICIES

1. When notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all application-registration fees, tuition, and any other charges shall be refunded to the student.

2. When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class, the school may retain no more than the application-registration fee which may not exceed $150 or 50% of the cost of tuition, whichever is less.

3. When notice of cancellation is given after the student's completion of the first day of class but prior to the student's completion of 5% of the course of instruction, the school may retain the application-registration fee, an amount not to exceed 10% of the tuition and other instructional charges or $300, whichever is less, and, subject to the limitations of paragraph 12 of this Section, the cost of any books or materials which have been provided by the school.

4. When a student has completed more than 5% of the course of instruction, the school may retain the application-registration fee but shall refund a part of the tuition and other instructional charges in accordance with whichever of the following applies:

a. All other schools regulated under this Section may retain an amount prorated by days in class plus 10% of tuition and other instructional charges up to completion of 60% of the course of instruction.

b. When the student has completed more than 60% of the course of instruction, the school may retain the application/registration fee and the entire tuition and other charges.

5. Applicants not accepted by the school shall receive a refund of all tuition and fees paid within

30 calendar days after the determination of non-acceptance is made

6. Application-registration fees shall be chargeable at initial enrollment and shall not exceed $150 or 50% of the cost of tuition, whichever is less.

7. Deposits or down payments shall become part of the tuition.

8. The school shall mail a written acknowledgment of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgment is not necessary if a refund has been mailed to the student within the 15 calendar days

9. All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation.

10. A student may give notice of cancellation to the school in writing. The unexplained absence of a student from a school for more than 15 school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.

11. A school may make refunds which exceed those prescribed in this Section. If the school has a refund policy that returns more money to a student than those policies prescribed in this Section, that refund policy must be filed with the Superintendent.

12. School shall refund all monies paid to it in any of the following circumstances:

a. The school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin

b. The school cancels or discontinues the course of instruction in which the student has enrolled

c. The school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

13. A school must refund any book and material fees when:

a. The book and materials are returned to the school unmarked; and

b. The student has provided the school with a notice of cancellations

TUITION REFUND POLICY

Any student applying for a program that has been discontinued by the school shall receive a complete refund of all fees and/or tuition fees paid prorated according to schedule of refund

WITHDRAWAL POLICIES

Ideal Companion Care LLC CNA School, ***A student choosing to withdraw from the school after commencement of classes is to provide an official written withdrawal to the Registrar of the school in order to be eligible for refund, however, as a courtesy, every student wishing to leave or drop from the program shall notify the office of their intent. Tuition refunds are scheduled as follows:***

The following items are refundable:

Unmarked books and unopened books

Unopened skills lab kit

Unused clinical uniform

Lab and clinical fees

- ***Not Refundable Technology fee***

ID Badges are not refundable.

You have the right to pay in full and may obtain refund based on the refund policy.

TUITION REIMBURSEMENT SCHEDULE

% of Hours Attended	*Institution Refund Policy*
0-20%	*80%*
21-30%	*70%*
31-40%	*60%*
41% ----	*0%*

The student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within 30 days of the cancellation date.

- *WITHDRAWAL PROCEDURE*

If no notification of withdrawal is received, and a student has had an unexplained absence of more than ten (10) consecutive class days, Ideal Companion Care LLC CNA School, shall consider the student to have withdrawn from the program. In all cases, the date of withdrawal shall be the last day of attendance.

Refunds shall be made within 30 days of the last day of the attendance if written notification has been provided to the institution by the student; otherwise, refunds shall be made within 30 days from the date the institution terminates the student or within 30 days of the receipt of the written withdrawal date

FACULTY

Tolutope Olorunshola President *1300 E. Irving Park Road* *2nd Floor Offices* *Streamwood, IL. 60107* *331-245-4274*	*Tolutope Olorunshola* *Snr. Administrator* *1300 E. Irving Park Road* *2nd Floor Offices* *Streamwood, IL. 60107* *313-245-4274*	*Olaiya Olorunshola* *Accountant/CFO* *1300 E. Irving Park Road* *2nd Floor Offices* *Streamwood, IL. 60107* *331-245-4274*
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GENERAL POLICIES

Tobacco & Alcohol Policy

Smoking/chewing tobacco products is strictly prohibited inside the school building. Students may use tobacco while outside of the school building. Students are required to dispose of cigarettes appropriately and not litter the grounds.

ALCOHOL POLICY

Students are forbidden to consume alcohol on the school premises. Students who arrive to school intoxicated will be expelled

MOBILE TELEPHONE POLICY

Due to the level of distraction mobile telephones cause, students are not permitted to use them while in the classroom. Telephones must be completely turned off at all times. Students who use mobile communication devises will be asked to leave the classroom.

FOOD & DRINK POLICIES

Our school takes pride in having clean facilities. Therefore, we do not permit students to bring food or open drink containers into the classroom. Bottled water is permitted.

ADMISSION REQUIREMENTS AND PLOCIES

In order to enroll for any course a student:

- ***Must be 18 years of age or older***
- ***Must have high school diploma/GED or higher education***
- ***Must be a US citizen or Resident Alien with a valid social security number to take state exam***
- ***Must be proficient in the English language***
- ***Must have full use of their arms and be able to stand for a minimum of 3 hours***
- ***Must pay the tuition amount on or before the start date of their course Must pass the School's Entrance Examination***

Requirements for admission to Ideal Companion Care LLC CNA programs are based upon the applicant's career goals, their motivation to succeed, and their ability to benefit from the program.
High School Diploma Validation If the School or the Department of Education has reason to believe that high school graduation credential submitted to the College is invalid, then the College Registrar shall take steps to verify/validate it. The Registrar will validate by contacting the issuing institution and confirming that the individual was really issued the high school diploma/transcript. Alternatively, the Registrar may inspect the original high school diplomas' or transcripts' seal to confirm validity. A student attestation is not an acceptable means of validation.

VACCINATION

The School has no general vaccination requirement for students entering the School. However, specific programs may have vaccination requirements for the externship and clinical components.
Please see the school Registrar for program-specific vaccination requirements.

CRIMINAL CONVICTION

The School reserves the right to refuse admission of an applicant with a criminal conviction if such conviction makes it unlikely that the applicant can benefit from the program. Criminal convictions can make securing employment in the field of study unlikely and can also prevent completion of a training program due to an inability to place the individual at an externship or clinical site.

Applicants are generally advised to disclose information that could negatively affect their ability to acquire employment in the field or to finish the training program.

During the enrollment process the student may be required to sign an affidavit stating that they have no criminal convictions that would prevent them from working in the field. Students that falsify their criminal background history may be withdrawn from school and will be responsible for all charges incurred.

DRUG SCREENING

Students enrolled at this Institution maybe required to submit to random drug screening. This may be triggered by reasonable suspicion that the student is in violation of school policy or because a negative drug screen is required by an affiliated facility where the student is to be assigned for externship or clinical training.

CLINICAL FOR HEALTH CAEERER STUDENTS

Clinical fieldwork is courses in which the student practices the skills of the profession under the supervision of a qualified professional. In most cases, the externship occurs in a professional office, clinic or hospital apart from the campus where the student is enrolled. Ideal Companion Care LLC CNA School makes externship assignments based on the School's determination of when and where the student may best pursue his or her training. Student preferences for location, days and time of assigned attendance, and type of facility may be considered when determining an appropriate assignment, but the School cannot and does not guarantee that student preferences will be met. Students are required to attend their assigned externship site. By enrolling in these programs at Ideal Companion Care LLC CNA School the student agrees to attend any externship required in the programs at the times and locations assigned by the School. The student is responsible for arranging transportation to the assigned site. Many externship assignments are for forty hours per week, and assigned hours may be during the daytime, evenings, weekends or holidays. Some Clinical Partners may require students to provide extra information, for example: evidence of CPR, health certification, TB, Hepatitis B vaccination and other immunizations. When required, it is the student's responsibility to provide the required documentation for assignment to the site.

As with all courses, students must successfully meet the attendance and performance requirements. Failure to attend an assigned externship or meet the requirements of the externship is grounds for dismissal. Students on externship are held responsible for the accurate, verified, and timely submission of their timesheets to the School. Students are accountable to professional standards on externship and may be dismissed from school for failure to meet either the School's or the externship site's

professional standards. Students are evaluated by designated preceptors based on their attendance and their progress in acquiring the skills for an entry-level practitioner as described in the "Externship Performance Evaluation." On preceptor recommendation, a student may be required to attend remediation at the School to improve poor performance. The student's failure to improve or refusal to abide by the preceptor's recommendations may result in dismissal. Because externship is a learning experience, students will not and may not receive compensation from the externship site

MAKE-UP

Students must make up any missed examinations, projects, attendance and assignments within five school days of receipt of score. A failed examination or test maybe repeated no more than three times for other programs, the type/content of retest is in the sole discretion of the instructor. A student can receive no higher than 80% for missed examination or and 70% on failed or missed examinations for all other programs. Failure to make up missed tests at the instructor-scheduled time will result in the loss of one opportunity to make up the test and the student being placed on academic review. Failure to complete the deficiency during this period may result in academic probation and subsequent dismissal from the program. Students must make up all deficiencies to move to the next phase/Term of study

SCHOOL CALENDAR

- ***The school operates on a non-traditional term. We do not utilize the conventional academic calendar of quarters or semesters. Our programs use the class hours from 9 am to 5pm, Monday through Friday and Saturday for Lab/Clinical.***
- ***The weather will play a major role in actual class schedule. Classes canceled due to weather are made up at the end of the program.***
- ***The following holidays are observed and no classes are held:***

  New Years Day
  Memorial Day (last Monday in May), Independence Day (July 4)
  Labor Day (first Monday in September)
  Thanksgiving Day (fourth Thursday in November) Christmas Day

FINANCIALAID/FINANCING

Presently, the school does not provide financial aid.

TUITION

Tuition for each of the healthcare programs is listed on the program tuition forms. The tuition can be paid by cash, money order, or credit card. Personal checks are not accepted. Discounts and coupons may be offered occasionally. Students will pay the lowest advertised tuition. All payments must be done through the Registrar's Office.

RE-ENROLLMENT

A student who withdraws from the program due to an emergency situation may re-enroll at no additional cost to complete the program at a future date. Re-enrollment requires approval from the School Administrator.

CREDIT TRANSFER

Previous Credits from another institution will be evaluated on a case-by-case basis. Ideal Companion Care LLC, CNA School does not guarantee transferability of our credits to another institution unless there is a written agreement with another institution.

TRANSCRIPT CHARGES

The procedures for obtaining student transcripts from the school admission office are listed below

**** $0 for the first transcript, unless same day service is requested by the student.***
**** $5.00 for each transcript issued after first (free) transcript.***
**** $10.00 per transcript for same day service***

JOB PLACEMENT ASSISTANCE

Students will be alerted verbally as to what employment opportunities exist within a 60 mile radius of the school. These employment opportunities will also be posted on the 'jobs board' in the classroom. Students may also voluntarily register their email address with the school's list server; every Friday the list of employment opportunities will be emailed to graduates. While the school will work diligently to assist students in finding employment, we cannot guarantee employment or specify future monetary income amounts

ANTI-HARASSMENT

Students have the right to enjoy their learning experience in an environment free from harassment. If students feel they are being harassed by other students, this matter should be brought to the attention of their instructor or the School Administrator. If students feel they are being harassed by their instructor, this should be reported to the School Administrator. Students found to be engaging in the harassment of other students or school faculty will be expelled.

ANTI-DISCRIMINATION

The school will not discriminate against students based on their nationality, age, race, color, creed, familial status, disabilities, gender, or sexual orientation.

Anti-Violence

Students have the right to enjoy their learning experience in an environment free from violence or the threat of violence. The school does not permit weapons in the classroom including knifes and firearms. Students with firearm permits are not permitted to carry their firearms while in the classroom.
Students found to be carrying weapons in the classroom or students making verbal threats against other students or faculty will be expelled

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Students found to be carrying weapons in the classroom or students making verbal threats against other students or faculty will be expelled.

Student Behavior

Students are expected to act appropriately while in the classroom. Appropriate behavior means using social manners, showing respect for instructors and other students, demonstrating respect for school property and remaining quiet while in the classroom. A student acting in a manner deemed inappropriate by the school may be expelled. Inappropriate behavior includes but is not limited to: violating any policy contained in this catalog, harassment/annoyance of other students or faculty, destruction of school property, not remaining quiet during class, engaging in criminal activity while on the school premises, or cheating on exams.

STUDENT GRIEVANCE PROCEDRE

The instructor will work directly with the student to resolve any issues, concerns or behavioral issues at the time of occurrence or at the end of the class. If the instructor is unable to resolve the issue with the student, then the matter will be forwarded to the School Administration. Student and Instructor may be reviewed and results will be documented. Any student may appeal a final determination in writing within five (5) business days which will be reviewed by the School's Board of Directors. Student will be notified in writing of the decision by the Board of Directors following the next board meeting after the appeal has been written. Any student who wishes to make a complaint can also contact the Illinois Board of Higher Education and Illinois Department of Public Health.

SAFETY & SECURITY

- ***Students should park their cars as close to the classroom building as possible.***
- ***Students should walk out to their cars in groups.***
- ***Female students should never walk to their cars alone.***
- ***If students see suspicious activity, they should alert faculty immediately.***
- ***The Police Department can be summoned by calling "911"***

FIRE & SECURITY

- if smoke or fire is detected, alert faculty immediately.
- Do not try to extinguish a fire; exit the building immediately.
- only after you are safely out of the building, summon the Fire Department by calling "911".
- Make sure other students who are in the restroom or office are alerted to the emergency.

NOTICE TO BUYER

1. Do not sign this agreement before you read it or if it contains any blank space.
2. This is a legal instrument: It is binding; read it before you sign it.
3. You are entitled to an exact copy of this agreement and any disclosure pages.

4. Every assigner of this student enrollment agreement takes it subject to all claims and defenses of the student or his successors in interest arising under this agreement.

5. This contract and the catalog constitute the entire agreement between the student and the school.

6. By law, you have the right, among others, to pay the full amount due and to obtain under certain conditions, a partial refund of any finance charges.

7. This agreement is a legally binding instrument when signed by the student and accepted by the school.

8. The terms and conditions of this agreement are not subject to amendment or modification by oral agreement.

9. Any changes in this agreement shall not be binding on either the student or school unless such changes have been approved in writing by an authorized official of the school and by the student or the student's parents or Guardian if the student

I certify that I have received a copy of the school catalog and that I agree to the terms set forth in this agreement (including those on the next page) ,As a representative of the school, I hereby certify that he/she has complied with the Rules & Regulations of the Private Business and Vocational School as required by the State of Illinois Board of Education

Signature of Student ---------- Date/

Sales Representative Signature ---------- Date/

Signature of Parent/Guardian ---------- Date/

Signature of Chief Managing Director ---------- Date/

BUYERS RIGHT TO CANCEL

A buyer has the right to cancel the initial *enrollment* agreement until midnight of the fifth business day after the student has been accepted; and if the right to cancel is not given to any prospective student at the time the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within 10 days of cancellation.

1. **Notice of cancellation shall be made verbally or in writing to**

Ideal Companion Care, LLC.
1300 E. Irving Park Road
20d Floor Office
Streamwood, IL. 60107
Fax 847-(760-0663)

Information Statement Regarding Placement Statistics for TY-2023

a) **The number of students who enrolled in the school during last year is 0.**

b) **The number of students who do not complete the course of instruction for which they enrolled during the last fiscal year is 0.**

c) **The percentage of students who complete the course of instruction for which they enrolled for each past fiscal year is 0.**

d) **The number and percentage of graduates who requested placement assistance by the school during the last fiscal year are both 0.**

e) **The number and percentage of graduates of the school who obtained employment as a result of placement assistance by the school during the school last fiscal year are both 0.**

f) **The number and percentage of graduates of the school who obtained employment in the field who did not**

use the school's placement assistance during the last fiscal year are both 0.

g) **The average starting salary for all school graduates employed during the last fiscal year is 0 per year.**

h) **COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE STATE BOARD OF**

i) **EDUCATION AT THE FOLLOWING ADDRESSES:**

Illinois Board of Higher Education

1 North Old State Capitol Plaza, Suite 333

Springfield, Illinois 62701-1377

Phone: (217) 782-2551

Fax: (217) 782-8548

www.ibhe.org

https://complaints.ibhe.org

BASIC NURSE ASSISTANT TRAINING PROGRAM (BNATP)

Program Title - Basic Nurse Assistant Training Program
Program Length – 120 clock hours (Monday, Tuesday, Wednesday, Thursday and Friday for eight weeks.)
(Classroom lectures: 80 hours and Clinical 40 hours, Total hours is 120)

Itemization of Costs						
Including School Material						
Tuition & Scrub =		$1,200.00				
Enrollment Fee =		$100.00				
Lab Fees =		$0.00				
CPR Certification		$65.00				
	Others (Background Check, etc.)At Cost	$87.00	If done already, just give us			
Total Cost of Program				**$1,452.00**		

***Prices subject to change.**

DESCRIPTION

The Basic Nurse Assistant program educates students in both theory and practical experiences which will prepare them for employment in the professional healthcare field. Students will receive a thorough education which includes basic human anatomy, patient care, etc. The program is aimed at ensuring students develop characteristics needed to succeed in the healthcare profession.

Skills and learning activities: The Basic Nursing Assistant Program (CIP Code 51.3902) consists of 120 clock hours of coordinated theory, lab and clinical learning activities. The program covers concepts on basic nursing skills. It is designed to prepare students function under the

supervision of the Registered Nurse in various healthcare settings. Successful completion of the program will lead to eligibility to sit for the competency exam administered by Southern Illinois University of Carbondale (SIUC). Upon successful passing of the state competency exam, the student's name will be added in the Nurse Aide Registry which means that a student can work as a certified Nursing Assistant (CNA) in healthcare facilities.

OVER VIEW

The Basic Nurse Assistant program provides classroom laboratory instruction and supervised practice in area nursing homes and hospitals. The program is approved by the Illinois Department of Public Health Office of Quality Assurance. After successfully completing this program, students will be eligible to complete the written and skills exams to be placed on the Illinois Nurse Aide Registry.

PROGRAM GOAL

- ***Education using theory and practical experiences in all areas of basic nursing care that will enable students to obtain gainful employment as Certified Nurse Assistants.***
- ***Development of patient service, communication, employer, and co-worker communication skills.***
- ***Instill knowledge of entry-level skills required of an employee in the health field***
- ***Preparation of students to pass the school's final written and the state competency and performance exam.***

Program Objectives/Outcomes

At the end of the program, the nursing assistant graduate must be able to:
Describe the healthcare system and its role as part of the nursing team Identify good work ethics Demonstrate how to communicate with the healthcare team
Have an enhanced understanding of the older adults
Identify the human body structure and function
Demonstrate how to provide care for the older adults
Demonstrate how to promote safety
Discuss and demonstrate on how to prevent falls
Discuss and demonstrate the use of restraint alternatives and safe restraint use
Discuss and demonstrate how to prevent infection
Demonstrate good body mechanics
Discuss and demonstrate how to safely handle, move and transfer the person
Discuss and demonstrate how to perform grooming and hygiene

Discuss and demonstrate how to assist residents with bowel and urine elimination
Discuss and demonstrate how to collect specimen
Discuss and demonstrate how to assist with exercise and activity
Discuss and demonstrate how to assist with wound care
Discuss and demonstrate how to assist with oxygen needs
Discuss and demonstrate how to assist with rehabilitation and restorative nursing care
Discuss and demonstrate how to care of person with common health problems
Discuss and demonstrate how to care of person with mental health problems
Discuss and demonstrate how to care of person with confusion and dementia
Discuss and demonstrate how to assist with emergency care
Discuss and demonstrate how to care for the dying person

Course Outline (5.5 hours/session) = 80 hours (plus clinical = 40 hours training):

Session 1 Introduction to Hospitals and Nursing Centers
The Nursing Assistant
Session 2 Work Ethics
Communicating with the Healthcare Team
Session 3 Understanding the Person
Body Structure and Function
Session 4 Care of the Older Person
Session 5 Promoting Safety
Preventing Falls
Restraints Alternatives and Safe Restraint Use
Session 6 Preventing Infection
Session 7 Body Mechanics
Safely Handling, Moving and Transferring the Person
Session 8 SUMMARY/MID TERM REVIEW/ EXAM
Session 9 Assisting with Comfort
Assisting with Hygiene
Assisting with Grooming
Session 10 Assisting with Elimination
Assisting with Bowel Elimination
Session 11 Assisting with Elimination and Fluids
Assisting with Assessment
Assisting with Specimens
Session 12 Assisting with Exercise and Activity
Assisting with Wound Care
Session 13 Assisting with Oxygen Needs
Assisting with Rehabilitation and Restorative Nursing Care
Session 14 Caring for Person with Common Health Problems
Caring for Person with Mental Health Problems
Caring for Person with Confusion and Dementia
Session 15 Assisting with Emergency Care
Caring for the Dying Person
Session 16 SUMMARY/FINAL REVIEW/EXAM

CLINICAL PRACTICE EXPECTATIONS:
Students will be evaluated on a pass/fail basis.
Students are expected to analyze their own strengths, weaknesses and performances.
Students must bring their written self-evaluation to the scheduled conference with the clinical instructor.
Evaluation conferences are held at least twice during the program.
Both students and the faculty will sign the evaluation at the end of the conference.
The student and instructor's signature indicate that the conference has been held. Students are expected to read the evaluation tool at the beginning of each course.
A student may be dismissed from the clinical site at any time if the student's performance is determined to be detrimental to the patient's well-being and safety.
****Note – Students must receive a (pass) in the clinical component and an 81% or greater in the theory component in order to pass the course. If either component is failed, the student will be required to retake both components of the course.***

COURSE TEST BOOK

The text book used in the basic nurse assistant course is: the Nursing Assisting: A

Foundation in Caregiving, 6th Edition textbook, workbook, and instructor's guide, (Hartman Publishing).

A Foundation in Caregiving, 6th.Edition, Diana L. Dugan, RN

Additional Materials: Hartman's video library. Each student who enrolls in the program is given one copy of the textbook and one copy of the workbook, including a pair of uniform, cost included in the tuition and fees.

COURSE DATE & SCHEDULE

A new basic nurse assistant course starts every six to seven weeks on a Monday.
Day classes, Monday through Wednesday and/or Thursday through Saturday and/or weekends only. Day classes from9:00 amam-1:30 pm; and/or Evening classes, Monday through Thursday from 5:00 pm-9:30 pm. Clinical skills are taught every Saturday and some week days from 7 am to 3:30 pm
One hour is defined as 50 minutes of class time and 10 minutes of break time.

CREDITS EARNED FROM OTHER SCHOOL/TRANSFER OF CREDITS

Credits earned from other schools are not accepted by the City College of Professional Education, Inc.

FINAL EXAM

Students will be required to complete a performance evaluation exam at the end of the program. The exam will be comprised of both a written test and a performance test. Students will need to score a 75% on each of the two tests plus final to pass or 75% average. Student have one makeup test for each if failed..

METHODOLOGY & CALENDAR

The Basic Nurse Assistant Program is a 120 hours program wherein the student will attend 80 hours of classroom theory lectures in six to seven weeks and 8 hours of clinical performance skills in once a week for five weeks at an approved hospital or Nursing Home, or health care facility.

- ***Therefore a total of 120 hours in six to seven weeks is needed for students to graduate as a Nurse Assistants.***
- ***After successfully passing the state exam, he or she will be certified by the Illinois Department of Public health as a Certified Nurse Assistant.***
- ***Teaching is done by a Registered Nurse who has gone through the Train-The-Trainee certification program at a college which offers the program for teaching eligibility.***
- ***After completion of this program, the Nurse Assistant student will graduate with a good knowledge in patient care as a Nurse Assistant as allowed by the Illinois Department of Public Health.***
- ***The program is designed to provide trainees with the knowledge and skills needed to care for patients in hospitals, nursing homes or private homes.***
- ***The nurse assistant will learn to administer basic nursing care including bed making, bed baths, vital sign measurement, transporting, moving and transferring of patients, rehabilitation nursing, care of the patient in isolation, and care of the terminally ill.***

STUDENT PROFILE

Nursing Assistant students should be able to:

- ***Be flexible, empathetic, and nonjudgmental***
- ***Be emotionally stable***
- ***Adjust to diverse personalities and backgrounds***
- ***Display a caring attitude toward ill patients***
- ***Work under stress,***
- ***Be compassionate, flexible, and personable.***

Successful graduates have certain characteristics and skills that help them succeed in the healthcare field. As you prepare for your career, you should strive to reach a comfort level in the following courses or skills:

- ***Basic Anatomy***
- ***Communications - Written and Oral***

PROGRAM OUTCOMES

Employers will expect you, as a Nursing Assistant graduate, to be able to:

- ***Communicate effectively with clients, families, and the healthcare team.***
- ***Perform safe and effective basic nursing skills.***
- ***Provide personal care for clients.***
- ***Promote fullest possible level of client functioning.***
- ***Promote clients' rights.***
- ***Meet the basic needs of clients with dementia.***

21 PERFORMANCE SKILLS

Skill #1		Hand Washing
Skill #2		Perform Oral Hygiene

Skill #3		Perform Hair Care
Skill #4		Shave a Resident
Skill #5		Perform Nail Care
Skill #6		Take Oral Temperature
Skill #7		Take Pulse
Skill #8		Measure Respiration
Skill #9		Measure Blood Pressure
Skill #10		Make Unoccupied Bed
Skill #11		Make Occupied Bed
Skill #12		Feed a Resident
Skill #13		Dress a Resident
Skill #14		Make Final Unit Check
Skill #15		Measure Weight
Skill #16		Measure Height
Skill #17		Place Resident in a Lying Position
Skill #18		Perform Passive Range of Motion
Skill #19		Calculate In and Out
Skill #20		Transfer Resident in a Wheelchair Using a Safety Belt
		Total number of hours approved by the Illinois Department of Public Health for the Clinical Portion of the training is 40 hours

ENROLLMENT INTERVIEW

A pre-enrollment interview is required to be considered for possible enrollment. This interview is intended to introduce the potential student to our program and to make sure the student has the potential to be successful in this career.
We keep our classes small to ensure one on one training in our laboratory. Typically 12 students per class. Applicants must be at least 18 years of age or older and have graduated from high

school or hold a Graduate Equivalency Diploma (GED) or higher (national and international)by the time of enrollment. Applicants must be citizens or legal residents of the United States or its territories. Picture ID is required. Students will be required to provide documentation that both of these requirements have been met. A TB test result within the last 6 months of the term the student is applying for, tetanus within the last ten years and proof of the Hepatitis B series are required and are listed on the application. The applicant is not required to show proof of immunizations before the interview. A CPR card for Healthcare providers is required before graduation and will be offered at the school for $45.00.

Applicants who are denied or accepted into the program will be notified by email or phone within 3 business days of the interview. Accepted students will be given a time line in which to complete the requirements listed above. If applicants are denied admission to the program for any reason they may reapply for a subsequent term. Admission to the program is granted by

the Administrator. Ideal Companion Care LLC, CNA School does not discriminate on the basis of age, race, color, religion, ethnicity, sexual orientation, gender, or disability

Certification From the School

Upon successful completion of this program the student will receive a certificate of completion from Ideal Companion Care LLC, CNA School.

Safety Notice and Statement of Physical Risk:

Student Code of Conduct:

Ideal Companion Care LLC, CNA School is committed to creating a safe environment that promotes learning as well as teaching. It is necessary that each student behaves in a safe, ethical, respectful and professional manner. Unsafe or unprofessional behavior will result in disciplinary action. Initially the student will receive a verbal warning either from the instructor, or program director.

Further incidents will result in a written warning and the instructor or program director will meet individually with the student to create a corrective action plan. If the problem continues, the student's enrollment in the course may be terminated and pro-rated tuition refunded according to the cancellation and refund policy. Ideal Companion Care LLC, CNA School reserves the right to implement reasonable corrective action which may deviate from the general description above as necessary depending upon the severity of the situation

Examples of unsafe or unprofessional behaviors include, but are not limited to:

1. ***Excessive tardiness/absenteeism.***
2. ***inappropriate attire, see Dress Code Policy.***
3. ***Failure to follow written and verbal instructions***
4. ***Threatening, aggressive or hostile behavior directed at fellow students or the instructor.***
5. ***Behavior that interferes or disrupts teaching and learning.***
6. ***Academic dishonesty such as cheating, fabrication, tampering or plagiarism***
7. ***Attending class under the influence of any drug or substance that impairs judgment or may interfere with safe performance of venipuncture procedures. Attending class under the influence of any alcohol or illegal drug.***
8. ***Disregard for Universal Precautions, Standard Precautions or proper handling of sharps. Additionally, students are expected to receive feedback from instructors in a professional manner. If a student has concerns over the feedback received in class, the student is to address the problem according to the process for student complaints***

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Dress Code Policy:

Students are expected to maintain a well-groomed, neat appearance. All clothing must be neat and clean and students are expected to refrain from wearing perfume or cologne to class. Fingernails must be kept short and clean as we adhere to strict infection control policies. Required attire includes healthcare uniforms (scrubs) free of company logos. Close-toed shoes are required due to the potential for exposure to bio hazardous material. Hair (including facial hair) should be neat and clean with long hair tied back during laboratory hours.