



Ignite Healthcare Institute

Fueling Ideas Enlightening Minds

348 Feaster Road, Suite F, Greenville, SC 29615

864-458-3590 www.ignitehealthcareinstitute.com

Nurse Aide Training Class Registration/Enrollment Package

Name:

First M.I. Last

Address:

Street

City State Zip Code

Email:

Phone:

Date of Birth:

SSN#

Start Date: _____ Completion date: _____

Disclaimer: Enrollment and completion in this program does not guarantee employment.

Initial the box to the right, indicating you have read and understood the above information.

☐

Table of Contents

Statement of Purpose	3
Program Outline	3
Registration Requirements	4
Academic Policy	4
Licensure and Accreditations	5
Tuition Policy	5
Refund Policy	6
Attendance Policy	6
Class Schedule	7
Conduct Policy	8
Classroom Conduct Guidelines	8
Clinical Conduct Guidelines	9
Guidelines for Filing Complaint	10
Information Release	11
Photographic and Media Release	11
Hold Harmless Agreement	11
Computer/Electronics Policy	12
HIPPA/Confidentiality Statement	13
Registration/Enrollment Agreement	13
Emergency Conduct Information	14
Nurse Aide Testing Application Info	15

Initial the box to the right, indicating you have read and understood the above information.

Statement of Purpose

Ignite Healthcare Institute is driven to help fill the demand for skilled help in healthcare facilities. In less than 6 weeks' time, you can complete Nursing Aide training and become eligible to sit for the SC Nurse Aide Certification examination. This expedited training program attracts interest from a broad range of students who seek a reliable career path in the healthcare industry.

Program Outline

You will study: Basic understanding of your patients, medical terminology, infection control, body systems, basic nursing skills, personal care skills, nutrition and hydration, common chronic and acute conditions, medical emergencies to include CPR, professionalism and employment skills, and preparation for the state exam. Students will also use common equipment/supplies that may be used by the nurse aide in a healthcare setting. The students will train with equipment that may be used in the Nurse Aide duties. This equipment includes, but not limited to, automatic blood pressure cuff, scale, infection control measures, oral and denture care supplies, feeding supplies, urinary supplies and positioning aides.

Class is conducted at Ignite Healthcare Institute located at 348 Feaster Rd, Suite F, Greenville, SC 29615. Class size is limited to 16 students. The minimum class size is 6 students. The student: instructor ratio varies during the classroom portion of class but will not exceed 8:1 in a clinical setting.

The student will be notified by telephone if the class start date changes from the original schedule date. The student will have the option to change to the new class date or receive a refund based on the refund policy.

Successful completion of the class is based on your attendance. There are a minimum of 60 hours of classroom/lab training and 40 hours of hands-on clinical training. Upon completion of the course requirements, a Certificate of Completion will be issued to the student along with the SC DHHS required 16 Hour Letter.

State Department of Health and Human Services (SCDHHS) <http://www.dhhs.state.sc.us> approved schools must include at least 100 hours of training in limited and specific nurse aide skills. Completion of a nurse aide training program does not guarantee a passing grade on the National Nurse Aide Assessment Program (NNAAP) Examination. Graduates of DHHS-approved programs are eligible to sit for the exam which leads to Certified Nurse Aide (CNA) certification and must sit for this examination within two years of completion of training. Students who do not sit the NNAAP exam within two years of program completion will be required to retake a 100-hour course before he/she may sit for the exam. DHHS has contracted with Credentia (www.credentia.com/test-takers), to develop, score and report the results of the NNAAP exam for South Carolina Nurse Aide Registry. To register for the exam, contact Credentia at www.credentia.com/test-takers/sc and follow the instructions. Ignite Healthcare will assist you in completing your application and submitting it.

Ignite Healthcare Institute is an approved in facility state test site; therefore, students will sit for their state Certified Nurse Aide examination at the facility.

Programs longer than the minimal 100 hours may include training for nursing skills that healthcare facilities may not allow nurse assistants to perform. Employers will not pay graduates for knowledge of job skills that they do not allow nurse aides to perform. Nurse aides are unlicensed nursing personnel and perform nursing tasks under the supervision of a registered nurse or selected licensed practical nurse. Tasks that licensed nursing personnel may delegate to unlicensed nursing personnel are restricted by law. Graduates may expect to be employed at entry-level wage. Entry level wages vary with employers; contact potential employers for specifics.

Initial the box to the right, indicating you have read and understood the above information.

Program Location and Contact information:

Ignite Healthcare Institute
348 Feaster Rd, Suite F
Greenville, SC 29615
864-458-3590

Program Director – Karin Collom, RN
Director of Operations – Matthew Collom

Registration Requirement

Enrolling students must be able to read, write, and speak the English language to at least an 8th grade level for successful completion. Any student enrolling for training must be able to lift a minimum of 30 pounds and able to stand and walk for extended periods of time.

Enrolling students must complete the Registration/Enrollment package. The student is subject to a background check. Any student that is found to be convicted of a felony will not be allowed to enroll/continue in the program without approval of SC DHHS and/or Crednetia. A PPD TB test must be completed prior to clinical. This will be done during class or submission of a negative test within the past 6 months. Acknowledgement and adherence to policies, guidelines and other directives is required throughout the program.

All pregnant enrollees must have a medical release from their physician at the time of registration. Students who register without disclosing pregnancy will not be permitted to continue.

Nurse aide programs prepare graduates for employment; credit for this training may not transfer to another institution. No credit from previous course(s) will be accepted for this program. Enrollment and completion in this program does not guarantee employment. Ignite Healthcare Institute does not offer formal job placement assistance.

Academic Policy

Due to the “Fast-Track” schedule of the program, students are expected to complete the reading assignments and homework every day. Homework is due at the beginning of the next class following the coverage of the corresponding chapter(s). This homework will be graded and returned to allow students to monitor progress. Homework is essential to successfully passing the course and graduating from the program. A student will not be allowed to start clinical without having an overall passing grade on assigned work and quizzes..

Each class, lab, or clinical day, students are expected to bring their textbook, workbook, candidate handbook (blue/white pamphlet), pen/pencil, and watch.

Per state guidelines, no student is allowed a clinical assignment until they have successfully demonstrated skill(s) in the lab setting. The skills must be completed as outlined in the most current edition of the South Carolina NURSE AIDE written (or oral) examination & skills evaluation CANDIDATE HANDBOOK. The completion of skills will be recorded in the individual student’s academic record.

Initial the box to the right, indicating you have read and understood the above information.

There is a written final exam prior to graduation, students who do not make a passing grade of 78% (78/100) or more will be allowed one (1) additional opportunity to retake the test. If a passing score is not achieved after a repeat test is administered, the student will not be allowed to graduate until remediation is done and the test is subsequently passed. Remediation will be based on the student's need and at the discretion of the program director.

An overall passing grade of 78% (78/100) must be achieved on homework and classroom assignments to move forward into clinical training. A total average of 78% (78/100) and passing on all skills must be achieved in order to meet completion standards.

Grade	Percent
A	93-100
B	86-92
C	78-85
D	71-77
F	0-70

Clinical training is graded on a pass/fail rate based on the preceptor's evaluation. A student must pass clinical training to successfully complete the program. In order to pass the clinical portion, the student must demonstrate the ability to perform nurse aide skills in the clinical setting based on what is learned in the classroom/lab portion of the class and/or taught by the program instructors.

Licensure

Licensed by South Carolina Commission on Higher Education, 1122 Lady Street, Suite 400, Columbia, SC 29201, Telephone number (803) 737-2260, www.che.sc.gov. Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.

Tuition Policy

Tuition for the program is \$785.00. This includes American Heart Association Basic Life Support CPR class, Nurse Aide textbook, class workbook, state exam booklet, one set of scrubs, name tag, local background/abuse registry check, drug test, one step TB screening, and state exam review class.

The State of South Carolina Certified Nurse Aide Examination is \$140.00.

Total amount of tuition and state exam fee is \$925.00. This can be paid at time of registration or as a payment plan.

A payment plan is offered as follows:

\$125.00 due at time of registration

\$300.00 due by first scheduled day of class

\$300.00 due the eighth day of class.

\$200.00 due by last scheduled day of class

Third-party loans must be repaid according to the terms of the note even if the borrower does not complete his or her education, cannot get a job after completion of the program, or is dissatisfied with the education.

Initial the box to the right, indicating you have read and understood the above information.

Not included in your tuition fee, which are required for training: a watch with a second hand for taking vital signs, non-skid nursing compliant shoes in a neutral color.

If the applicant is not accepted for any reason, the applicant will be refunded any tuition payment based on the refund policy.

Students who have lapsed their CNA license are required to complete the 100-hour program.

Students who are fully sponsored are not responsible for their tuition costs associated with training, including tuition, textbooks and/or supplies used. Each student is responsible to investigate sponsorship possibility with their place of employment independently. Ignite Healthcare Institute is not responsible for arranging sponsorship payments. Sponsorship payment arrangements must be made prior to starting class.

Students that receive an offer of employment from a Long-Term Medicaid Certified Facility within 12 months of earning their South Carolina Certified Nurse Aide License (CNA License) are eligible to be reimbursed by the facility in which they are employed if they have not previously been sponsored or reimbursed for the training. Information or questions regarding this policy should be directed to a representative at Ignite Healthcare Institute.

Refund Policy

If the registered student chooses to cancel enrollment, they must contact Ignite Healthcare Institute no more than 72 hours after registration to receive a full refund of the paid amount. After the 72-hour period, \$125 of the deposit will be retained by the school for an administrative fee. If the class has already begun and the student wishes to withdraw for any reason, Ignite Healthcare Institute will provide a pro-rata refund calculation. This pro-rata amount will be based on the amount of tuition paid and the number of hours completed.

Example:

Hours not completed / 100 = % of class not attended

% X hourly fee = refund amount.

** The amount of the refund is also based on the total amount paid at time of withdrawal. **

Attendance Policy

Students must complete 100 hours of training: 60 hours classroom/lab and 40 hours clinical. It is strongly suggested you have a clear calendar for the time you are enrolled in this program. The fast-paced nature does not allow for time missed. Should you miss time, it is not the responsibility of Ignite Healthcare Institute to provide make up time at your convenience. **Every hour spent in this program must be accounted for to qualify a student for the State of South Carolina Certified Nurse Aide Examination.** Please understand that you must be present for each and every classroom/clinical hour before you can complete the program. If you miss a class, arrive late or leave early, no matter the reason, you will have to make up this time before you are eligible to graduate.

Students are expected to arrive at class/clinical on time and prepared to begin at the stated time. Tardiness is more than 15 minutes late and leaving early is more than 30 minutes prior to end of class. Repeated tardiness or leaving early will not be tolerated. Habitual tardiness or requests to leave early will be documented by your instructor.

If the time missed exceeds 8 hours, the student may be asked to return for a later class.

Additional costs may apply. Fee for make-up time will take place, at a rate of \$30.00/hour.

Initial the box to the right, indicating you have read and understood the above information.

☐

This decision for make-up will be at the discretion of the Program Director, and depends on several variables such as content of class time missed, space availability, proper notification of absence, etc.

A student who is requesting to make up a shortage of hours will be offered only one opportunity to do so. If the student declines for any reason, no further allowance to make up hours will be given. The student will need to re-register at full cost for a future course.

The student is expected to notify the office or the instructor when you are tardy and/or will miss a class. If a known schedule conflict arises, the program director may excuse the absence with prior notification.

Any abuse of the attendance policy could result in expulsion. Readmission to the program is at the discretion of the program director.

Ignite Healthcare Institute shall maintain student records for a minimum of six years from graduation or termination or until no longer needed for reference as the Commission deems appropriate. Student transcripts will be maintained for a minimum of 50 years from graduation or termination, or a shorter time as the Commission deems appropriate.

Class Schedule

Day Class:

Daytime classroom hours are Monday – Friday, 8:30am-3:30pm

Daytime clinical hours are Monday – Friday, 7:45am-2:15pm

This schedule is approximately 15 class days*

Evening Class:

Evening classroom hours are Monday – Thursday, 5:00pm-10:00pm

Evening clinical hours are Monday – Thursday, 5:00pm-10:00pm

This schedule is approximately 20 class days*

Weekend Class:

Weekend classroom hours are Friday, 5:00pm-9:00pm and Saturday/Sunday, 9:00am-4:00pm

Weekend clinical hours are Friday, 5:00pm-9:00pm and Saturday/Sunday, 8:00am-3:00pm

This schedule is approximately 18 class days*

***(Hours and number of days are subject to change)**

Observed holidays are: New Years Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving and day after and Christmas Eve and Christmas Day. Other holidays may be observed at the discretion of the Program Director. Notice of these holidays will be given to the student with as much notice as possible.

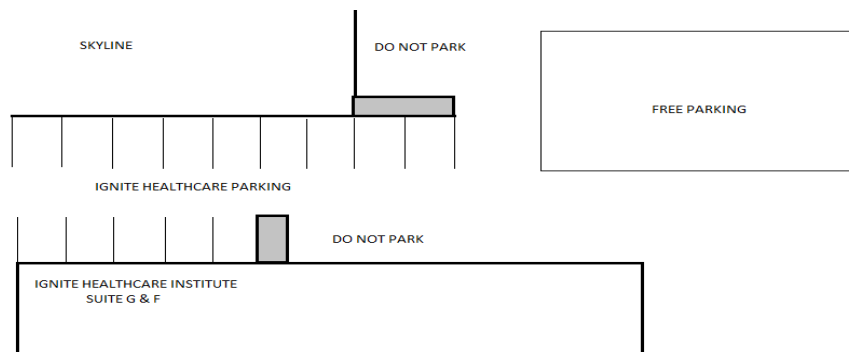
Initial the box to the right, indicating you have read and understood the above information.

Conduct Policy

Professional and adult behavior is required at all times in the classroom as well as clinical site. Failure to follow the classroom and/or clinical conduct guidelines could result in expulsion from the program. The following guidelines must be followed:

Classroom Conduct Guidelines

- Be seated and prepared to begin class by the start time indicated.
- No speaking over the instructor or fellow students, wait to speak in turn.
- No arguing or debating in class. Concerns or appeals must be discussed with the instructor privately before or after class.
- Disruptive and disrespectful behavior will not be permitted. Foul, vulgar, or offensive behavior is not permitted at any time.
- Drinks and snacks are permitted during classroom time, according to your instructor.
- No food or drink is allowed in lab or lab areas or during CPR class.
- Respect the rights, privacy, and property of others. Vandalism and theft are immediate causes for expulsion and legal action.
- Common courtesy is always expected for all people.
- Smokers are to use the back of the building; there is no smoking in front of the building. Students are responsible for properly disposing of smoking materials, littering will not be tolerated on the property.
- Cell phones must be on vibrate during class and are not to be seen. Cell phones are not to be used in the classroom or lab for calls, texts, browsing, games, etc.
- Dress code in the classroom is appropriate casual and comfortable attire. Scrubs may be worn provided they are in good condition.
- Parking for students is reserved directly in front of the school, and in the free space. Parking is **not** permitted directly in front of another business:



Initial the box to the right, indicating you have read and understood the above information.

Clinical Conduct Guidelines

- Be at the clinical meeting location on time and prepare to start clinical.
- Disruptive and disrespectful behavior will not be permitted. Foul, vulgar, or offensive language is not permitted at any time.
- Respect the rights, privacy, and property of others. Vandalism and theft are immediate causes for expulsion and legal action.
- Common courtesy is always expected for all people.
- Drinks or snacks are not permitted on the floor at any time, only during breaks in designated areas.
- Smokers are to use the designated areas during breaks; do not smoke in front of the facility or in the parking lot.
- Cell phones must be on vibrate and are not to be seen. Cell phones are not permitted on the floor at any time.
- In the clinical facilities, students must wear the scrubs provided for them by Ignite Healthcare Institute. Shoes must be non-skid nursing compliant, in a neutral color. Students must wear their provided nametag for the duration of the clinical training.
- Hair must be always fastened away from the face. Scarves, bandanas, and head wraps may not be worn.
- Jewelry should be kept to a minimum, especially on the hands. No dangling or hoop earrings should be worn.
- Decisions regarding the appropriateness of clothes, shoes, hair, or other appearance issues will be made by the instructor on site, and those decisions are final. Students that are not in dress code as described will be asked to leave and will not be able to return for that class/clinical time if an immediate solution cannot be met.
- Ignite Healthcare Institute students are bound to the clinical facilities' policy and regulations during their clinical training.
- Students are not permitted to park in designated visitor parking at the facility. Student parking is away from the facility, or on the side of the facility.
- Solicitation or distribution of literature to residents, visitors, or employees of the facility is strictly prohibited. Tips or gratuities are not allowed, and students may not accept any gifts or money from residents or visitors for services provided.
- Any questions during clinical training should be directed to Ignite Healthcare Institute staff, not staff employed at the clinical facility.

Initial the box to the right, indicating you have read and understood the above information.

Guidelines for Filing a Student Complaint

In the absence of mitigating circumstances between the student and the institution, the students must submit a complaint to the Commission within two calendar years of exhausting the appeals process at the institution.

Step 1: If a student has concerns related to classroom situations or administrative actions, he/she should contact the faculty or staff member(s) with whom he/she has a conflict. It may be possible to resolve the concerns without the need for formal institutional action. However, if the student's complaint is not resolved satisfactorily, or if the complaint cannot be resolved by contacting the faculty or staff member(s), the student should proceed to Step 2.

Step 2: The student should file a detailed complaint in writing to the Program Director or Designee. If the student is still unable to resolve the complaint, the student should proceed to Step 3.

Step 3: If the complaint cannot be resolved through the above channels, the student may file a complaint with the South Carolina Commission of Higher Education. Complete and submit the Commission's complaint form. This form can be obtained at www.che.sc.gov or from the Program Director.

Mail the complaint and required documentation to:

SC Commission on Higher Education

Academic Affairs

Attn: Student Complaint

1122 Lady Street, Suite 400

Columbia, SC 29201

or

E-mail: submitcomplaint@che.sc.gov

Initial the box to the right, indicating you have read and understood the above information.

☐

Information Release

I give permission for any representative of Ignite Healthcare Institute to release my information including name, address, phone number, and performance during the course to prospective employers. Information which might be conveyed could include but is not limited to results of tests, quizzes, performance during class, background checks, attendance, attitude towards assigned work, constructive criticism, skills proficiency and academic records.

Photographic and Media Release

I authorize Ignite Healthcare Institute to use my photographic images on its website, newsletter, or any other publication for internal use or advertising/marketing purposes. Ignite Healthcare Institute may also distribute images to media outlets for use in stories, news items, or promotion of NA training. I acknowledge that only Ignite Healthcare Institute is authorized to use my image and may not sell the image. I release Ignite Healthcare Institute from any legal responsibility or liability for disclosure of the image and hereby give my permission for use.

Holds Harmless Agreement

Ignite Healthcare Institute and students hereby acknowledge that there is a reasonable risk of accident or injury associated with use of equipment and other aspects of the course of study. Including but not limited to, direct care and contact of patients/residents at clinical site.

Student does hereby waive, release, and discharge Ignite Healthcare Institute, it's proprietor and staff, of any and all liability and all claims for damages death, personal injury, or property damage which may or here after incur to me as a result of participation in the program where or not cause is by negligence or fault of Ignite Healthcare Institute or its associated program participation.

Knowing risk exists, I hereby agree to assume those risks and to release and to hold harmless all persons or agencies mentioned above whom might otherwise be liable to me or my heirs or assigned for damages. I further understand and agree that this waiver, release, and assumption of risk are binding on my heirs and assigns.

In addition, I give permission to receive, if necessary, emergency services by authorized personnel, and that any cost incurred because of such medical treatment will be my responsibility.

Ignite Healthcare Institute may also obtain any criminal history record information pertaining to me which may be in the files of any federal, state or local criminal justice agency in the United States. I also grant my permission for a check of the "Nurse Abuse Registry" for information regarding me. I further grant my permission to perform a urine drug screen for evidence of drug use and agree to allow a 1 or 2 step TB skin test to be performed. I understand this information will be used to evaluate my qualifications for nurse aide training and employment. Use of the information may prevent me from being allowed to take the course or seek employment as a caregiver. In that situation, I understand that some portion of the tuition I have paid will be retained to cover costs and administration fees, and I will be released from enrollment.

Initial the box to the right, indicating you have read and understood the above information.

Computer/Electronics Policy

Misuse of information systems is prohibited. This policy applies to computer(s), tablets, IPod/iPad and any other electronic device. Failure to follow this policy could result in expulsion from the program.

Misuse includes the following:

- Attempting to modify or remove computer equipment, software, or peripherals without proper authorization.
- Accessing, without proper authorization, computers, software, information or networks, regardless of whether the resource accessed is owned by the school.
- Taking actions, without authorization, which interfere with the access of others to information systems.
- Circumventing logon or other security measures.
- Using information systems for any illegal or unauthorized purpose.
- Violating any software license or copyright, including copying or redistributing copyrighted software.
- Using electronic communications to violate the property rights of authors and copyright owners.
- Using electronic communications to harass or threaten users in such a way as to create an atmosphere which unreasonably interferes with the education or the employment experience. Similarly, electronic communications shall not be used to harass or threaten other information recipients.
- Using electronic communications to disclose proprietary information without the explicit permission of the owner.
- Reading other users' information or files without permission.
- Using electronic communications to hoard, damage, or otherwise interfere with academic Resources available electronically.
- Launching a computer worm, computer virus, or other rogue program.
- Downloading or posting illegal, proprietary, or damaging material to a computer or any portion of a network that belongs to the school.
- Transporting illegal, proprietary, or damaging material.
- Violating any state or federal law or regulation in connection with use of any information system.

Students are expected to place cell phones on vibrate/silence during class periods. Texting and cell phone usage is discouraged during class time. This can be a distraction to other students. Texting and cell phone usage should be done during breaks or outside of the classroom/skills lab.

Initial the box to the right, indicating you have read and understood the above information.

--

HIPPA/Confidentiality Statement

Ignite Healthcare Institute is committed to implementing a policy to protect the confidentiality, integrity and availability of protected health information. State and Federal Statutes impose upon the Health Care Facility special requirements regarding confidentiality of residents and resident's records.

The essential part of the law of confidentiality is that the Health Care Facility, its employees and/or agents will not disclose any information contained in a resident's record to anyone outside of the Health Care Facility without adhering to the policies and procedures of the facility. This policy states that each student understands and agrees that while employed they may have access to and knowledge of medical information that is strictly confidential in nature. This information may include, but is not limited to, patient medical information, operational information, and other information related to a resident's stay and care. They further agree that during and subsequent to the terms of training, they will not disclose said information to any party other than designated caregivers, employees of the facility, the resident, and when appropriate, designated members of a resident's family. Confidential medical information may also be provided to government officials as required by the law. Students further state they will not disclose said information to any other third party or attorney without written authorization from the resident or Ignite Healthcare Institute.

Printed Name: _____

Signature: _____

Date: _____

Registration/Enrollment Agreement

I acknowledge that by initialing/signing this form, I understand the policies as stated in the registration/enrollment package and will abide by them. If I do not understand, have a question about or a conflict with a policy, I will direct questions to the Director of the Program. If a resolution is not reached, I may contact the SC Commission on Higher Education for assistance.

Printed Name: _____

Signature: _____

Date: _____

Initial the box to the right, indicating you have read and understood the above information.

☐

Emergency Contact Information

Each student must provide two (2) contacts in case of emergency.

Name of Student:

Emergency Contact Name:

Relationship:

Contact Phone Number:

Emergency Contact Name:

Relationship:

Contact Phone Number:

Insurance Information:

Company:

Policy Number:

Preferred Hospital Location:

Comments:

Initial the box to the right, indicating you have read and understood the above information.

☐

South Carolina State Approved Nurse Aide Trained Candidate Testing Application Information

1. ELIGIBILITY ROUTE (E1)

E1 South Carolina State-Approved Nurse Aide Trained Candidate – For all candidates who have successfully completed a South Carolina State Approved Nurse Aide Training Program within the last 24 months.

I have read the above definition of the E1 Eligibility and confirm that this is correct Eligibility Route for me.

2. SCREENING QUESTIONS

Have you ever been convicted of or pled guilty to a felony (not misdemeanor)? ☐ Yes ☐ No

Have you ever been listed on the South Carolina Abuse Registry or any other state Abuse Registry ?

☐ Yes ☐ No

3. ACCOMMODATIONS

Pearson Vue is committed to ensuring access for all individuals with disabilities and supports the intention of the American with Disabilities Act as Amended (ADAAA). Pearson Vue provides reasonable and appropriate accommodations to individuals with documented disabilities who demonstrate a need for accommodations. The purpose of accommodations is to provide candidate with full access to the test.

****All accommodations requests must be approved by Pearson Vue before you make your exam reservation. For more information, refer to the *South Carolina Accommodations Request* page on Pearson Vue website.**

Are you requesting testing accommodations due to a **documented disability**? ☐ Yes ☐ No

4. CANDIDATE STATEMENT

I understand that I am responsible for making sure that all of the information provided in this application is completely true and correct. I understand that any information I give that is not true may jeopardize my certification status and listing as a nurse aide, and may result in prosecution by the State of South Carolina.

_____ (Initial) I agree to the above stated attestation

Initial the box to the right, indicating you have read and understood the above information.

☐