



CERTIFIED NURSE AIDE

Course Syllabus

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Contact Information:

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Office Hours: M-F 8 a.m.-4:30 p.m.

Course Description

The CNA program is a 75 clock-hour, basic course for the professional Long-Term Care Aide in Iowa. This course is led, and instructed by a Registered Nurse who has an active license. The course focuses on training students to be able to care for residents in Long-Term Care. During this course the student shall be trained to understand and carry out the duties and responsibilities of a Certified Nurse Aide. The student will gain both knowledge, and clinical skills. Upon successful completion of this course and successful passing of the State of Iowa Competency Certification Exam, the student shall become a Certified Nurse Aide (CNA) in the State of Iowa. After passing the State Competency exam, the CNA shall be added to the Iowa Direct Care Worker Registry. A CNA whose name appears on the Iowa Direct Care Worker Registry is allowed to work as a CNA in Long-Term Care. This course is offered in three schedules: Weekday, Evening, and Weekend.

Week	Mon	Tue	Wed	Thur	Fri	40.0hrs
	8am 4:30pm	8am 4:30pm	8am 4:30pm	8am 4:30pm	8am 4:30pm	
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Total Training hours for this program = 75 hour.

Class=30 hours

Skills Lab = 15 hours

Clinical =30 hours.

Learning Objectives.

1. Describe the roles and responsibility of nursing assistants including ethics, communication, legal responsibilities, abuse laws, and Department of Inspections and regulations.
2. Describe the functions of body systems appropriate to the nursing assistant scope of practice.
3. Demonstrate professional communication skills including recording and reporting, and legal and ethical responsibilities.
4. Demonstrate safety and infection control practices that comply with standards of practice for nursing assistants.
5. Identify stages of growth and development.
6. Define common medical terms and abbreviations used in health care.
7. Demonstrate competence and proficiency in the following categories of skills:
 - o Communication and interpersonal relationships.
 - o Safety and infection control.
 - o Personal care procedures.
 - o Vital signs.
 - o Nutritional requirements and techniques.
 - o Admission, transfer, and discharge procedures.
 - o Exercise and activity.
 - o Elimination.
 - o Unsterile warm and cold applications.
 - o Care for clients with special needs.
 - o End of life care.
 - o Care of clients with cognitive impairment.
8. Comply with privacy and confidentiality laws.

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9. Demonstrate behaviors consistent with professional work ethics.
10. Adhere to the policies and procedures of clinical sites.

CNA COURSE SCHEDULE			
Schedule	Length	Time	30 hours of Clinicals to be completed during week 2
Weekday	2 Weeks	8:00am-4:30p	
Evening	4 Weeks	5:30pm-9:30pm	

Admission Requirements

- a) Student Application.
- b) Two Forms of identification. *(One must be a Social Security Card and the other must be a photo ID, such as a current State Identification card or Driver's License.)*
- c) Criminal background check *(Can be done at School at a cost of \$25.00) (Background check from the Department of Criminal Investigation, and Department of Health & Human Services Abuse Registry to be performed on all Nurse Aide students).*
- d) 2-STEP TB Skin Screen Test. *(Can be done at School at a cost of \$20.00 each)*
- e) Current BLS certification before attending clinicals. *(Can be done at School at a cost of \$60.00)*
- f) Affidavit of Legal Presence.
- g) Drug screening may be required before you are placed for clinical rotation. In addition, immunization records may also be required. This will be communicated in the first two days of class.
- h) Flu shot required during flu season. If no flu shot, the student is required to wear a mask at clinical sites.

Class Examinations/Clinical Skill Examinations:

1. Students are required to take (10) quizzes and make an average score of 80%, before being allowed to take a state certification exam.
2. Students must pass all clinical skills and skills check offs with a score of 100%.

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3. The student is required to write 1 Clinical Essay as indicated on the course syllabus and score a minimum of 40 points.
4. Homework, tests, and popup quizzes shall be given. Therefore, completion of all daily readings as assigned will be of paramount importance. This means that the student must always be prepared.
5. If a student is unable to pass the state certification challenge exam, both written and clinical skills, he/she will be required to remediate until such a passing score is attained before he/she is permitted to take the state certification exam.

CNA State Certification Examination:

The state certification exam for CNA is made up of two parts:

Knowledge:

- 100 Questions.
- 2 Hours
- 70% pass.
- Multiple Choice.
- Computer Based.
- Candidates may request an oral test for additional fees.

Skills:

- 7 Skills.
- 45 minutes.
- Points are assigned for each Skill performed.
- 80% must be achieved on all skills.

NOTE: The candidate shall have three opportunities to pass each part of the test. Students have THREE attempts to pass the CNA State Competency Exam. If one part of the test fails, only that part needs to be taken a second or third time. Failure to pass after the third Attempt, students shall be required to retake the whole course and submit new tuition and fees for both training cost and State Competency Exam.

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The student who does not pass the *Competency Exam* satisfactorily, he/she shall be advised in writing within ten working days after the test is scored:

1. The areas which the person did not pass.
2. That the person has three opportunities to take the evaluation.

****~Note: AM Training Institute may use and send students to the Testing Site closest to our school.

CNA Tuition and Fees		
	ITEM	COST
1	Tuition, Name Badge	\$ 600.00
2	State Exam	\$ 150.00
3	1 Step TB Skin Screen Test	\$ 20.00
4	Criminal Background Check	\$ 15.00
5	BLS Certification	\$ 60.00
6	Scrubs	\$ 40.00
	Total Cost	\$ 885.00

Books are on loan. If the student fails to return an undamaged Textbook, he/she shall be charged \$100.00, and the CNA Binder, the student shall be charged \$50.00. If you do have a current background check, TB Test and BLS certification, the fees charged for those items will be deducted.

Note: The \$10.00 actor's fee is not included. This must be paid with each skills test event the day the student takes the state exam.

BOOKS:

1. **Hartman's Nursing Assistant Care: The Basics, 5th Edition by Hartman Publishing and Jetta Fuzy, RN, MS.**
2. **CNA Handbook. (printouts only)**

VIDEOS:

Hartman's Skills Videos, 5th Edition

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ACADEMICS POLICIES:

Course Requirements:

The student shall be issued with the school Catalog/Handbook and the Course Syllabus. Student enrolled in a program at AM TRAINING INSTITUTE must check the specific details and requirements of the course on the course syllabus that must be provided to students by the course instructor on the first day of class. The students must familiarize themselves with all requirements both contained in the syllabus and the AM TRAINING INSTITUTE Catalog/Student Handbook. Each program has very specific requirements that must be met to successfully and satisfactorily complete and pass the program. It is the student's sole responsibility to ensure that he/she has the course syllabus that contains class schedule and the current school Catalog/Handbook. Students can obtain the course syllabus and Catalog/Handbook from the course Instructor or from the Admissions and Registrations Office. The School Catalog/Student Handbook can also be obtained and printed from the AM TRAINING INSTITUTE website.

Clock Hours:

All courses require strict attendance. A clock hour is a complete 60 minute. AM TRAINING INSTITUTE does not round off time. The student must complete all the clock hours assigned to a specific program to successfully graduate. Students must sign in and out; including lunch breaks or any unscheduled, infrequent break that is more than 10 minutes on the daily time sheet including clinicals. The student cannot be signed in or out by other students or Instructors. However, it shall be the instructor's responsibility to ensure that the student's time sheet is accurate reflecting honest attendance. Breaks that are longer than 10 minutes must be deducted from the student time record. Lunch breaks are not part of cumulative course hours and therefore they are already deducted from the total daily course hours. Students must take the scheduled lunch break every day. The class start time must be the time indicated on the course syllabus and the class or clinical end time shall be time as indicated on the course syllabus. No student shall successfully complete and graduate from a training program measured in clock hours if all hours have not been completed. Any student or instructor who misrepresents the

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student's attendance record is in violation of this policy and may be suspended for 1 week and followed by termination.

Students Breaks:

To ensure accountability and quality learning, students are guaranteed breaks per this policy while the learning is in progress. The instructor must pause the learning while the students are on these breaks. The instructor must not deviate from this policy. Students must not skip breaks so that they can go home earlier or make up lost hours.

1. **DAY CLASSES:** Students are guaranteed a 30-minute lunch break daily and 3 bathroom breaks distributed roughly evenly throughout the day. Each bathroom break shall not exceed 5 minutes.
2. **EVENING CLASSES:** For evening classes that are more than 4 hours daily, the Students are guaranteed a 30-minute lunch break daily and 3 bathroom breaks roughly evenly distributed throughout the day. Each bathroom break shall not exceed 5 minutes. For evening classes that are 4 hours or less, the students shall be given one 30-minute lunch break and 2 bathroom breaks, one before lunch and the other after lunch. Each bathroom break shall not exceed 5 minutes.
3. **WEEKEND CLASSES:** Weekend students shall be given one 60-minute lunch break at Noon and 3 bathroom breaks before lunch, and 3 additional bathroom breaks roughly evenly after lunch. Each bathroom break shall not exceed 5 minutes.
4. **CLINICAL:** Students shall be given one lunch break that shall not exceed 30minutes.
5. **BREAST PUMPING:** A 30 minute break shall be given to a student who is nursing and requires a break to privately breast pump. This break may be given while the students are watching learning videos or any other time that the instructor deems that the student will not miss a lot of learning concepts.

In addition to the guaranteed breaks, the individual student may politely step out to take a bathroom break or to take a personal phone call. These individual student breaks may not last more than 5 minutes. The instructor shall not stop the teaching to wait for the student. The learning of the other students must continue. However,

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though these individual student breaks are allowed, they may not exceed 5 in total throughout the day. More than five individual breaks will be considered as Disruptive Behavior which is disallowed per the policy.

Missed Work:

If a student fails to submit any school work on time or by due time and or date including projects, homework, and clinical paper he/ she shall be deducted 10 points. The missed work, exam, or project must be submitted within 48 hours from time and or date it was missed. If 48 hours have lapsed and the student hasn't submitted the missed work to the instructor, the student shall be given **F (which is a fail!)** on the missed work. The instructor shall not accept missed work past 48 hours from the due time and date. For the student who misses these deadlines to submit school work due to extreme unavoidable reasons that are beyond human control such as illness, accidents, can submit documentation to his/her instructor for consideration. The Instructor will review the student documentation and determine the outcome in consultation with the Lead Instructor.

Certification Exams:

AM Training Institute shall be committed to its mission which is to provide: Timely, Quality, and Affordable training centered on our students to enable them master knowledge, and skills needed to gain employment and render quality Service. AM TRAINING INSTITUTE shall strive to adequately prepare students to master the knowledge and skills needed to pass the state and national certification exam. All courses offered at AM TRAINING INSTITUTE are designed to lead to a student acquiring a certification required or needed for professional employment. To achieve this goal, AM TRAINING INSTITUTE shall devote all resources within its disposal to help our students succeed and achieve their goal in line with our mission, vision, motto, and values. The instructor must commit to these values and strive for students' success. However, despite all these efforts the school takes to foster student success, AM Training Institute does not assure, promise or guarantee any student that he/she will pass either the state or national certification exam needed to acquire certification to practice.

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Course Exams:

Class Exams must be supervised by the course Instructor. The instructor must be present and stay in the classroom throughout the testing period. Students are prohibited from cheating on the exams by looking up answers or discussing a test with other students. Students shall not take photos or videos of the exams, write the questions down, or make copies. Exams must remain in the classroom under the control of the instructor. During testing, all books and papers must be kept away from the desk. Books must be closed. Students are prohibited from taking the test out of the classroom. The only tests that can be taken at home must be described in the syllabus. The tests must be graded the same day and the review of the whole test must be conducted by the Instructor. Failure to follow this policy shall lead to disciplinary action including one-week suspension followed by termination if the same prohibited behavior is repeated.

Incomplete:

The student who has finished at least 75% of the course work and is not able to complete the program due to documented extreme and unavoidable circumstances such as illness, death in the family or jury duty, military deployment shall be given incomplete Letter Grade (I). No verification or completion form or certificate will be issued until the student has completed the program within 6 months from the last date the training ended. If the student is unable to complete the program within 6 months, he/she shall have to enroll afresh and submit a new application as well pay tuition fees again. Military students who were deployed during training must resume training within 6 months after the deployment is completed. If the student completes his/her training within 6 months, the Incomplete Letter Grade (I) shall be changed to reflect the actual letter grade obtained by the student. The student shall not be charged extra fees to complete the course work if the course is completed within the time frame per this policy. No student shall receive a final grade without successfully completing the course. It shall be the student's sole responsibility to provide documentation in support of his/her case.

Satisfactory Academic Progress:

AM TRAINING INSTITUTE uses a percentage system to grade students. Students must score an average grade of 80% on all cumulative tests to pass the course. Students must also demonstrate clinical skills with 100% accuracy. The student must also successfully complete 100% clock hours (Including make up time)

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required for the specific program in which they are enrolled. The student who has successfully passed and completed the program shall be issued a Verification Form and awarded a Certificate of Completion.

Academic Probation:

Failure to obtain an average score of 80% from the total combined exams required in program, pass clinical skills with 100% accuracy, pass the clinical paper, complete all the clock hours required, and meet all other the requirements as outlined on the School Catalog/Student Handbook and Syllabus needed to successfully complete and pass the program, the student shall be placed on Academic Probation.

The student who continues to perform below average during the course progression shall be placed on Two Week Academic Probation. The student placed on a two-week Academic Probation shall be given an opportunity to remediate until passing grades are achieved and all other academic requirements for successful completion of the program are achieved. During this Academic Probation period, the student is required to participate in a mandatory remediation as arranged by the course instructor at no additional cost to the student. If the student is unable to meet the academic standards for successful completion and pass the program after being placed on a two-week academic probation, under intense instructor-led remediation, the student will be placed in another Three-Week Academic Probation and must remediate to achieve the requirements needed to pass the course. During the second Academic Probation, the student must attend and participate in all academic remediation led by the Lead-Instructor. The student will be charged the remediation fee in the amount of \$250.00. AM TRAINING INSTITUTE shall continue to recruit its resources to help the student learn, master knowledge, and skills and pass the state or national certification examination. Failure to pass after second Academic Probation and remediation no verification or completion letter shall be issued to the student. The student who is unable to satisfactorily pass after the second Academic Probation and Remediation shall have to enroll again in the same program or choose a different program of study per the readmission policy.

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Termination:

The student who is unable to maintain Satisfactory Academic Performance after being placed on Academic Probation per the school policy shall be terminated from the program. The student dropped from a program, due unsatisfactory Academic Performance may be readmitted per the readmission policy. The student shall be required to pay the fees and tuition owed. The student's failure to achieve Satisfactory Academic Performance does not enable the student or the student's sponsor to obtain a refund. Students Refunds shall be issued per the AM TRAINING INSTITUTE Refund Policy. Students shall also be terminated from AM TRAINING INSTITUTE for failure to follow and abide by the Student Conduct Policy, Failure to pay school fees and Tuitions, Unsatisfactory Academic Performance as stated in the Student Catalog/Student Handbook and for any other reasons as stated on this School Catalog/Student Handbook.

Grading System:

PERCENTAGE %	GRADE	INTERPRETATION
90-100	A	Excellent
80-89	B	Good
70-79	C	Average
60-69	D	Poor
59 and Below	F	Failure
	I	Incomplete

Final Grade Distribution	Percentage weight
Class Exams Average	10%
Clinical Essay or Service Learning (Graded per Rubric)	10%
Homework or Quizzes	80%
Total Grade	100%

Week 1	Mon	Tue	Wed	Thur	Fri	40.0hrs
	8am 4:30pm	8am 4:30pm	8am 4:30pm	8am 4:30pm	8am 4:30pm	
	Chapters: 1, 2, 3	Chapters: 4, 5	Chapters: 6, 7	Chapters: 8, 9	Chapters: 10	<p>**There might be popup quizzes and exams given in the classroom, clinical site**</p> <p>**Students must complete all questions at the end of each Chapter on CNA Handbook and submit the answers on a paper to the course Instructor following day of class for grading. To be completed at the end of each class time.</p> <p>***Students are given</p>
	Video: 15, 2	Video: 1, 3, 12	Video: 8, 13	Video: 4, 6, 7	Video: 5, 9, 10, 11, 14	
	Quiz: 1 & 2	Quiz: 3 & 4	Quiz: 5 & 6	Quiz: 7 & 8	Quiz: 9 & 10	
	Homework: <i>CNA Handbook Printouts 1 & 2</i>	Homework: <i>CNA Handbook Printouts 3</i>	Homework: <i>CNA Handbook Printouts 4</i>	Homework: <i>CNA Handbook Printouts 5</i>	Homework: <i>CNA Handbook Printouts 6</i>	
	Instructor must cover all Topics as assigned on this Syllabus in the Classroom and Skills lab.					
	***Instructor must review each exam after the students have taken the exam. The Instructor must help the students understand the Rationale behind each answer to each question. Students in the classroom must alternate to					

Program Completion:

The student who has satisfactorily met all the requirements pertaining to the course of study shall be deemed completed as stipulated in the School Catalog/Student Handbook. No student shall be deemed to have completed the course in which he/she was enrolled unless:

1. 100% completion of the clock hours assigned to the program.
2. Average score of 80% on cumulative Exams.
3. Clinical skills check off 100%.
4. Clinical Essay 80%.

ATTENDANCE/TARDINESS POLICIES:

AM Training Institute requires strict class attendance and does not round off time. Students are required and expected to take personal responsibility to enhance their learning success. As a student you must be your own steward for your learning, mastering of skills and knowledge. The student must attend classes, skills lab, clinicals and any other school scheduled activities on time and only leave when the time scheduled is finished. Arriving later than the scheduled time or leaving earlier shall be counted as tardy. The student is required to actively participate in all classes, lectures, skills lab and clinical. Students are discouraged from being absent, late or leaving early or being tardy. The student is Absent if he/she misses a whole day of scheduled class, skills lab, school activity or clinical. Tardy is defined as attending a scheduled school activity later than the scheduled time, but less than 30 minutes late or leaving earlier than the scheduled time but not more than 30 minutes before the conclusion of the scheduled activity. All Absences and Tardies, both Excused and Unexcused, shall be recorded, and if not made up, will count against the student's overall course attendance and grade.

1. If a program is less than 40 clock hours in length, or offered in 4 days or less, there shall be no unexcused absence allowed or more than 1 day of excused absence or 2 excused or unexcused tardy. If a student misses the class without prior authorization from the instructor, the student shall be dropped and required to enroll again. If a student must miss class or be late or leave earlier than the scheduled time

Week 1	Mon	Tue	Wed	Thur	Fri	40.0hrs
	8am 4:30pm	8am 4:30pm	8am 4:30pm	8am 4:30pm	8am 4:30pm	
	Chapters: 1, 2, 3	Chapters: 4, 5	Chapters: 6, 7	Chapters: 8, 9	Chapters: 10	<p>**There might be popup quizzes and exams given in the classroom, clinical site**</p> <p>**Students must complete all questions at the end of each Chapter on CNA Handbook and submit the answers on a paper to the course Instructor following day of class for grading. To be completed at the end of each class time.</p> <p>***Students are given</p>
	Video: 15, 2	Video: 1, 3, 12	Video: 8, 13	Video: 4, 6, 7	Video: 5, 9, 10, 11, 14	
	Quiz: 1 & 2	Quiz: 3 & 4	Quiz: 5 & 6	Quiz: 7 & 8	Quiz: 9 & 10	
	Homework: CNA Handbook Printouts 1 & 2	Homework: CNA Handbook Printouts 3	Homework: CNA Handbook Printouts 4	Homework: CNA Handbook Printouts 5	Homework: CNA Handbook Printouts 6	
	<p>***Instructor must cover all Topics as assigned on this Syllabus in the Classroom and Skills lab.***</p>					
	<p>***Instructor must review each exam after the students have taken the exam. The Instructor must help the students understand the Rationale behind each answer to each question. Students in the classroom must alternate to</p>					

due to unavoidable reasons, he/she must communicate with the instructor or write an email to **info@amtraininginstitute.org**. The missed absence or tardy must be evidenced by documentation to be excused tardy or absence.

2. If the class is more than 40 clock hours in length, but less than 100 clock hours in length, no more than 1 day of an unexcused absence, or a total of 3 excused or unexcused tardy are allowed. If a student misses 2 or more of an unexcused absence, he/she shall be dropped from the program. If a student accumulates more than 3 tardy amounts to 90 minutes or more of time lost, he/she shall be required to withdraw and retake the next class. The student can enroll in the upcoming classes per the readmission policy.
3. If the class is more than 100 hours in length, no more than 2 days of unexcused absence is allowed or 6 tardy. If a student has 3 or more of an unexcused absence, or more than 6 excused or unexcused tardy, amounting to 180 minutes or more of time lost, he/she shall be dropped from the program and must reapply to start the program in future.
4. If a student misses scheduled skills lab or clinical without prior authorization or calling to inform the instructor that he/she will be absent shall be dropped from the program for NO CALL NO SHOW. Unless there were documented extreme circumstances that led to inability to call and communicate with the instructor. If a student calls and does not get the instructor's answer must text 405-589-2573 or send an email to **info@amtraininginstitute.org**.
5. If a student is late for skills lab or clinical or any school scheduled activities for more than 30 minutes with or without authorization, the student shall be sent home and required to make up the lost skills lab or clinical time by attending a whole day at a later date at the discretion of the course Instructor.
6. If a student leaves a skills lab, clinical site or a scheduled school activity 30 minutes earlier than the scheduled end time with or without authorization, the student will be required to make up the lost time by attending a whole day of the missed activity at a later date. The student shall be scheduled to make up time at the discretion of the course instructor.
7. If the student is late for a skills lab or clinical for more than 30 minutes or leaves earlier than 30 minutes on two or more occasions, the student shall be sent home and dropped from the program.
8. All excused or unexcused absences and tardy must be made up at the discretion of the course instructor in line with the policy. No student shall successfully graduate from any program at AM TRAINING

Week 1	Mon	Tue	Wed	Thur	Fri	40.0hrs
	8am 4:30pm	8am 4:30pm	8am 4:30pm	8am 4:30pm	8am 4:30pm	
	Chapters: 1, 2, 3	Chapters: 4, 5	Chapters: 6, 7	Chapters: 8, 9	Chapters: 10	**There might be popup quizzes and exams given in the classroom, clinical site** **Students must complete all questions at the end of each Chapter on CNA Handbook and submit the answers on a paper to the course Instructor following day of class for grading. To be completed at the end of each class time. **Students are given
	Video: 15, 2	Video: 1, 3, 12	Video: 8, 13	Video: 4, 6, 7	Video: 5, 9, 10, 11, 14	
	Quiz: 1 & 2	Quiz: 3 & 4	Quiz: 5 & 6	Quiz: 7 & 8	Quiz: 9 & 10	
	Homework: CNA Handbook Printouts 1 & 2	Homework: CNA Handbook Printouts 3	Homework: CNA Handbook Printouts 4	Homework: CNA Handbook Printouts 5	Homework: CNA Handbook Printouts 6	
	Instructor must cover all Topics as assigned on this Syllabus in the Classroom and Skills lab.					
	***Instructor must review each exam after the students have taken the exam. The Instructor must help the students understand the Rationale behind each answer to each question. Students in the classroom must alternate to					

INSTITUTE without completing all the required program clock hours.

- If a student missed any class work, learning, homework, tests, skills, clinicals and, or assignment during excused, unexcused period or tardy he/she must make up all the missed learning and hours at the discretion of the course instructor in line with the Missed Work Policy.

Class/Clinical Cancellation:

Classes, clinicals, skills lab, or any scheduled school activities may be canceled for just reasons, such as unfavorable conditions that may make the learning environment unsafe, unavailable course instructor, and bad weather. Students shall be notified via email and or text messages. The information regarding school activities, class or clinical cancellations shall also be posted on AM Training Institute website, Facebook Page, Twitter and AM TRAINING INSTITUTE Facebook Group page. School activities such as classes, skills lab, clinicals or any other scheduled activity can be canceled by the program director at any time without prior notice or explanation to students or faculty. During expected bad weather it is the student’s responsibility to check the school website, Facebook, Twitter and personal email to confirm whether the school is closed. Students may also call AM TRAINING INSTITUTE at 515-207-0831 to inquire about school closings. The school shall be closed on the published holidays on the school calendar.

The Instructor shall not cancel any scheduled course activity including letting students go home earlier than the scheduled time without direct authorization from the college Director. If the school is closed due to bad weather or any scheduled school activity is canceled, the students must make up all the hours or days missed per the policy to ensure quality learning and training.

Making Up Time Lost Policy:

Tardy:

If a student has an excuse or an unexcused tardy, he/she must make up for all the time lost within 48 hours by coming to school to make up for all the hours lost. The student must cover all the missed time and work by doing independent study per the syllabus.

Week 1	Mon	Tue	Wed	Thur	Fri	40.0hrs
	8am 4:30pm	8am 4:30pm	8am 4:30pm	8am 4:30pm	8am 4:30pm	
	Chapters: 1, 2, 3	Chapters: 4, 5	Chapters: 6, 7	Chapters: 8, 9	Chapters: 10	<p>**There might be popup quizzes and exams given in the classroom, clinical site**</p> <p>**Students must complete all questions at the end of each Chapter on CNA Handbook and submit the answers on a paper to the course Instructor following day of class for grading. To be completed at the end of each class time.</p> <p>***Students are given</p>
	Video: 15, 2	Video: 1, 3, 12	Video: 8, 13	Video: 4, 6, 7	Video: 5, 9, 10, 11, 14	
	Quiz: 1 & 2	Quiz: 3 & 4	Quiz: 5 & 6	Quiz:7 & 8	Quiz: 9 & 10	
	Homework: CNA Handbook Printouts 1 & 2	Homework: CNA Handbook Printouts 3	Homework: CNA Handbook Printouts 4	Homework: CNA Handbook Printouts 5	Homework: CNA Handbook Printouts 6	
	<p>***Instructor must cover all Topics as assigned on this Syllabus in the Classroom and Skills lab.***</p>					
	<p>***Instructor must review each exam after the students have taken the exam. The Instructor must help the students understand the Rationale behind each answer to each question. Students in the classroom must alternate to</p>					

1. Students who have class tardy must make up the lost time, read all the learning chapters missed and take one Test and score 95%. The student must also write a 2-page essay covering the missed learning. The essay must be in Modern Language Association (MLA) format. Failure to make a score of 95%, the student must remediate until such a score is achieved. (*The student who does not understand MLA format must request a copy of MLA Guidelines from the course instructor or Admissions Office.*)
2. The student who is tardy for the skills lab must make up the lost time by attending the skills lab to practice on the missed skills. The student is required to watch the videos of the missed skills at the school computer lab and write a two-page description essay of the skills in MLA format.
3. The student who has a clinical tardy and was not sent home as per the Attendance Policy shall be required to come to the skills lab to make up the lost time. For every clinical tardy, the student shall be required to make up 4 hours in the skills lab.

Excused Absence:

The student must call and email the course instructor prior to the start of the class, skills lab, clinical, or any scheduled school activity for an absence to be determined as an Excused Absence. Failure to call and email the instructor prior to the start of the class, skills lab, clinical or any scheduled school activity, the absence shall be deemed as Unexcused Absence. All Excused absences must be supported by documentation upon the student return to school. Students can only miss scheduled school activities such as class, skills lab or clinical, due to unavoidable circumstances or hardship that must be supported by documentation. The student must make up all the missed work within 72 hours by doing the following:

1. Come to school to make up lost hours by doing self-study.
2. Must complete all the readings, assignments and skills.
3. The student must take all the exams missed and score 95% and above
4. Write a two-page paper using MLA format on each topic that was covered while the student was away. The student must score 95% on each paper per grading rubric.
5. Failure to make a score of 95%, the student must remediate until such a score is achieved.
6. A student with an excused absence for clinical use shall be allowed to make up the full day of the lost clinical with other students at the discretion of the course instructor due to logistics

Week 1	Mon	Tue	Wed	Thur	Fri	40.0hrs
	8am 4:30pm	8am 4:30pm	8am 4:30pm	8am 4:30pm	8am 4:30pm	
	Chapters: 1, 2, 3	Chapters: 4, 5	Chapters: 6, 7	Chapters: 8, 9	Chapters: 10	**There might be popup quizzes and exams given in the classroom, clinical site** **Students must complete all questions at the end of each Chapter on CNA Handbook and submit the answers on a paper to the course Instructor following day of class for grading. To be completed at the end of each class time. **Students are given
	Video: 15, 2	Video: 1, 3, 12	Video: 8, 13	Video: 4, 6, 7	Video: 5, 9, 10, 11, 14	
	Quiz: 1 & 2	Quiz: 3 & 4	Quiz: 5 & 6	Quiz: 7 & 8	Quiz: 9 & 10	
	Homework: CNA Handbook Printouts 1 & 2	Homework: CNA Handbook Printouts 3	Homework: CNA Handbook Printouts 4	Homework: CNA Handbook Printouts 5	Homework: CNA Handbook Printouts 6	
	Instructor must cover all Topics as assigned on this Syllabus in the Classroom and Skills lab.					
	****Instructor must review each exam after the students have taken the exam. The Instructor must help the students understand the Rationale behind each answer to each question. Students in the classroom must alternate to					

preparations.

7. A student with an excused absence from the skills lab shall be allowed to make up the full day of the lost skills lab with other students at the discretion of the course instructor due to logistics preparations. The student may also be allowed to come to the computer lab, watch videos of all the skills missed and then practice the skills in the skills lab.

Unexcused Absence:

An Unexcused Absence can lead to a student being terminated from AM TRAINING INSTITUTE . Students with an unexcused absence must make up all the hours lost within 72 hours from the date they missed class or skills lab. To be allowed to make up the missed learning, the student must meet the following requirement:

- 1) Write a 1-page official letter explaining why he/she was absent.
- 2) Come to school to make up lost hours by doing self-study.
- 3) For every hour the student was absent from class, he/she must make up two hours.
- 4) Must complete all the readings, assignments and skills.
- 5) The student must take all the exams missed and score 95% and above.
- 6) Write a three-page paper using MLA format on each topic that was covered while the student was away. The student must score 95% on each paper per grading rubric.
- 7) Failure to make a score of 95%, the student must remediate until such a score is achieved.
- 8) For every 1 hour of missed skills lab due to unexcused absence, the student must make up 3 hours of skills lab.
- 9) No call no show at the clinical site shall result in student termination from the program and no make-up shall be allowed without proper documentation. If makeup is permitted, the student shall be required to attend a full day of the clinical at the instructor's discretion. In addition, for every missed clinical hour, the student must also make up one hour of the skills lab by coming to school and attending the skills lab.
- 10) Failure to meet all the above requirements, the student shall be terminated:

Week 1	Mon	Tue	Wed	Thur	Fri	40.0hrs
	8am 4:30pm	8am 4:30pm	8am 4:30pm	8am 4:30pm	8am 4:30pm	
	Chapters: 1, 2, 3	Chapters: 4, 5	Chapters: 6, 7	Chapters: 8, 9	Chapters: 10	**There might be popup quizzes and exams given in the classroom, clinical site** **Students must complete all questions at the end of each Chapter on CNA Handbook and submit the answers on a paper to the course Instructor following day of class for grading. To be completed at the end of each class time. **Students are given
	Video: 15, 2	Video: 1, 3, 12	Video: 8, 13	Video: 4, 6, 7	Video: 5, 9, 10, 11, 14	
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	Instructor must cover all Topics as assigned on this Syllabus in the Classroom and Skills lab.					
	***Instructor must review each exam after the students have taken the exam. The Instructor must help the students understand the Rationale behind each answer to each question. Students in the classroom must alternate to					

Holidays:

Holidays granted to students shall only be the holidays published on the school Catalog/Student Handbook. During the holiday week, the class shall be extended to compensate for the total amount of hours that are expected to be lost on the published holiday. The holiday hours must be covered within the same week. The whole class shall be required to stay past the regular scheduled time every day with the instructor to compensate and make up all the learning hours. The holiday hours must be evenly distributed throughout the week of holiday. Instructors and or students may not choose any other alternative on how to make up holiday hours.

Bad Weather:

Classes, skills lab, clinical, or any school activities may be canceled due to bad weather. Instructors may not cancel classes without direct authorization from the college Director. If there are any cancellations due to bad weather, all hours lost must be made up within one week as soon as the school resumes its operations. The hours lost due to bad weather shall be evenly distributed beginning one day after the school resumed its operations and covered within one week. If the bad weather ends up extending longer than 3 days, all hours lost shall be covered by extending the program past the scheduled completion date to cover all the hours lost. The course shall be extended by the actual number of days lost. The extended days shall be a full day of school as initially scheduled and must be covered simultaneously.

Clinical Requirement Policy:

1. Clinical hours shall be performed during the weekday to ensure quality learning.
2. The student shall not go to clinical site without signing HIPAA, OSHA and Liability Release Form (The student shall waive all his/her rights to sue AM Training Institute or Clinical site for any injuries that may result while attending clinical learning. By accepting a clinical assignment, the student assumes all the risks that may occur to him/her at the clinical site).
3. Students and instructors are prohibited from taking or removing any document that contains patient information from the walls and boundaries of a clinical site. A student or instructor who fails to adhere with this policy shall be terminated with immediate effect.

Week 1	Mon	Tue	Wed	Thur	Fri	40.0hrs
	8am 4:30pm	8am 4:30pm	8am 4:30pm	8am 4:30pm	8am 4:30pm	
	Chapters: 1, 2, 3	Chapters: 4, 5	Chapters: 6, 7	Chapters: 8, 9	Chapters: 10	<p>**There might be popup quizzes and exams given in the classroom, clinical site**</p> <p>**Students must complete all questions at the end of each Chapter on CNA Handbook and submit the answers on a paper to the course Instructor following day of class for grading. To be completed at the end of each class time.</p> <p>***Students are given</p>
	Video: 15, 2	Video: 1, 3, 12	Video: 8, 13	Video: 4, 6, 7	Video: 5, 9, 10, 11, 14	
	Quiz: 1 & 2	Quiz: 3 & 4	Quiz: 5 & 6	Quiz:7 & 8	Quiz: 9 & 10	
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	<p>***Instructor must cover all Topics as assigned on this Syllabus in the Classroom and Skills lab.***</p>					
	<p>***Instructor must review each exam after the students have taken the exam. The Instructor must help the students understand the Rationale behind each answer to each question. Students in the classroom must alternate to</p>					

4. The student shall not successfully complete and graduate from a program that requires clinical learning without attending clinicals and completing all clinical hours and pass the clinical essay.
5. The student shall not perform a skill or skills at the clinical site if not previously practiced and signed off by the instructor in the skills lab.
6. No student shall perform any task whether signed off or not at the clinical site in the absence of the clinical preceptor. The student must always follow the clinical preceptor's instructions and directions. However, in the rare circumstance that there is conflict with what the student understands to be a legal, safe, or effective practice then and only then may the student disregard the preceptor's instructions and directions. If the student feels that the preceptor is breaching a safe care environment or legal requirements for a patient, resident or client, he/she must only communicate his/her observations to the course instructor. The student who fails to follow this policy shall be dismissed from the program.
7. If the student notices any issue at a clinical site that he/she feels is against AM TRAINING INSTITUTE policy, including abuse, neglect, violation of human rights, patients' rights including safety, the student must notify the course Instructor immediately. If the instructor fails to take an action, then the student must inform the Lead-Instructor who shall then intervene.
8. Students are prohibited from discussing any issues they think are inappropriate at the clinical site with the clinical site staff. All issues or complaints must be addressed to AM TRAINING INSTITUTE following the chain of command that begins with the course instructor, then Lead-Instructor. Failure to follow this chain of command will lead to disciplinary actions including dismissal from the program.
9. **Uniform and Shoes:** While at the clinical site, students are required to wear black/gray pants and yellow tops. Students must wear closed shoes that cover all toes. No caps/hats are allowed at clinical sites unless the head covering is worn for genuine, known religious reasons.
10. **Name Tag:** Students must wear a name tag issued by AM TRAINING INSTITUTE while at clinical. A Name Tag is part of the uniform and must be worn while at school, skills lab, and clinical site. If the student shows up at the clinical site without wearing solid black and or a name tag will be requested to go home, and that clinical day will be made at the instructor's discretion.
11. Clinical attendance is a requirement and must follow the ATTENDANCE POLICY and MAKING UP

Week 1	Mon	Tue	Wed	Thur	Fri	40.0hrs
	8am 4:30pm	8am 4:30pm	8am 4:30pm	8am 4:30pm	8am 4:30pm	
	Chapters: 1, 2, 3	Chapters: 4, 5	Chapters: 6, 7	Chapters: 8, 9	Chapters: 10	**There might be popup quizzes and exams given in the classroom, clinical site** **Students must complete all questions at the end of each Chapter on CNA Handbook and submit the answers on a paper to the course Instructor following day of class for grading. To be completed at the end of each class time. **Students are given
	Video: 15, 2	Video: 1, 3, 12	Video: 8, 13	Video: 4, 6, 7	Video: 5, 9, 10, 11, 14	
	Quiz: 1 & 2	Quiz: 3 & 4	Quiz: 5 & 6	Quiz: 7 & 8	Quiz: 9 & 10	
	Homework: <i>CNA Handbook Printouts 1 & 2</i>	Homework: <i>CNA Handbook Printouts 3</i>	Homework: <i>CNA Handbook Printouts 4</i>	Homework: <i>CNA Handbook Printouts 5</i>	Homework: <i>CNA Handbook Printouts 6</i>	
	Instructor must cover all Topics as assigned on this Syllabus in the Classroom and Skills lab.					
	***Instructor must review each exam after the students have taken the exam. The Instructor must help the students understand the Rationale behind each answer to each question. Students in the classroom must alternate to					

THE TIME LOST POLICY. Students must arrive at the clinical site on time. If the student is to be late for any reason, he/she must notify the clinical instructor.

12. The student who makes a **NO CALL NO SHOW** at clinical may be dismissed from the program by the program director.
13. All tattoos must be covered, body piercings removed with an exception of earring studs; one in each ear. The student's hair must be held back in a ponytail.
14. Students are forbidden from using cell phones while in the classrooms, skills labs, and at the clinical sites. The student who violates this policy shall be given an initial verbal warning by the course instructor, followed by a written warning from the lead instructor and then a dismissal by the college director. **STUDENTS MAY ONLY TEXT THEIR CLINICAL INSTRUCTOR WHILE AT THE CLINICAL SITE IF THEY NEED HELP WITH SOME CLINICAL SKILLS OR HAVE ANY QUESTIONS OR CONCERNS. NO CALLS.**
15. Students are not allowed to bring children, friends, relatives, or visitors either in the classroom, skills lab or clinical site.
16. Students are forbidden from bringing weapons of all kind to Clinical Site
17. Students may bring their own lunch to school or to the clinical site. There will be a 30 minutes lunch break at which trainee/ student may leave the training site/ clinical site to go buy lunch.

Leave of Absence Policy:

AM TRAINING INSTITUTE allows students who are actively enrolled in any program to apply, request, and be granted a Leave of Absence and be allowed to resume their enrollment to complete their training program without being dismissed from the program or charged retraining fees. To qualify for a Leave of Absence the student must meet the school policy regarding Leave of Absence as outlined on the school catalog:

STUDENT CONDUCT:

Week 1	Mon	Tue	Wed	Thur	Fri	40.0hrs
	8am 4:30pm	8am 4:30pm	8am 4:30pm	8am 4:30pm	8am 4:30pm	
	Chapters: 1, 2, 3	Chapters: 4, 5	Chapters: 6, 7	Chapters: 8, 9	Chapters: 10	<p>**There might be popup quizzes and exams given in the classroom, clinical site**</p> <p>**Students must complete all questions at the end of each Chapter on CNA Handbook and submit the answers on a paper to the course Instructor following day of class for grading. To be completed at the end of each class time.</p> <p>***Students are given</p>
	Video: 15, 2	Video: 1, 3, 12	Video: 8, 13	Video: 4, 6, 7	Video: 5, 9, 10, 11, 14	
	Quiz: 1 & 2	Quiz: 3 & 4	Quiz: 5 & 6	Quiz: 7 & 8	Quiz: 9 & 10	
	Homework: <i>CNA Handbook Printouts 1 & 2</i>	Homework: <i>CNA Handbook Printouts 3</i>	Homework: <i>CNA Handbook Printouts 4</i>	Homework: <i>CNA Handbook Printouts 5</i>	Homework: <i>CNA Handbook Printouts 6</i>	
	<p>***Instructor must cover all Topics as assigned on this Syllabus in the Classroom and Skills lab.***</p>					
	<p>***Instructor must review each exam after the students have taken the exam. The Instructor must help the students understand the Rationale behind each answer to each question. Students in the classroom must alternate to</p>					

Cellphones:

Cell Phone use is banned from the classroom, skills lab, clinical site and any other scheduled school activity. The cell phone or pager must either be on SILENT MODE or TURNED OFF. NO TEXTING, NO CALLS, and or VIDEO GAMES ALLOWED IN THE CLASSROOM. Students are prohibited from wearing earphones/headsets while in the classroom, skills lab, clinical site, or any scheduled school activity unless the student is in the computer room watching and listening to educational videos. Students may only use their cellphones during breaks. If a student is expecting a very important call, he/she must step out of the classroom to answer the call or text. Failure to follow this policy, the student shall be given one verbal warning, followed by one written warning and if the student is found violating the Cell Phone use policy for the third time he/she shall be given one-week suspension. Instructors must report any student disrupts the learning environment or the safety of patients or clients by being on a personal cell phone. The student may only text the instructor while at the clinical site for questions, clarification of skills information, concerns or help with skills. Students are prohibited from making calls to their Instructor. The student must always show professional behavior.

Disruptive Behavior:

AM TRAINING INSTITUTE must provide education in a conducive environment. Students are prohibited from engaging in any behavior; in shape or form that is disruptive or disorderly in nature. Students are encouraged to carry themselves in a professional and ethical manner. Disruptive behavior can be exhibited by: sleeping in the classroom, skills lab, failure to follow course syllabus, school Catalog/Student Handbook, texting or making personal calls on a cell phone, cell phone/pagers in ringing mode while learning is in progress, using personal laptops to do other work that’s not related to learning being covered in the classroom, constantly challenging the instructor, failure to follow instructor’s directions, aggressiveness toward other students, unnecessary argument, yelling, cursing, spewing profanity, indecent exposure, excessive movement that disrupts learning, excessive movements, and breaks. A student who disrupts others in the classroom, skills lab or clinical site shall be given one verbal warning, followed by one written warning and the third time the

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	Video: 15, 2	Video: 1, 3, 12	Video: 8, 13	Video: 4, 6, 7	Video: 5, 9, 10, 11, 14	
	Quiz: 1 & 2	Quiz: 3 & 4	Quiz: 5 & 6	Quiz:7 & 8	Quiz: 9 & 10	
	Homework: CNA Handbook Printouts 1 & 2	Homework: CNA Handbook Printouts 3	Homework: CNA Handbook Printouts 4	Homework: CNA Handbook Printouts 5	Homework: CNA Handbook Printouts 6	
	<p>***Instructor must cover all Topics as assigned on this Syllabus in the Classroom and Skills lab.***</p>					
	<p>***Instructor must review each exam after the students have taken the exam. The Instructor must help the students understand the Rationale behind each answer to each question. Students in the classroom must alternate to</p>					

student will be suspended for one week. Students are highly expected to have behaviors that conform to the expectations of the society and professionalism of the career they are learning to acquire.

Academic Integrity:

Students and instructors are required to hold and maintain the highest standards of Academic Integrity in line with our mission, vision, values and motto. Any form of academic dishonesty is prohibited. Academic dishonesty may include: Plagiarism, copying someone else’s school work, having someone else do your school work or take your examinations and purporting that it’s your own work or production. Cheating on Take-Home Exams, Assignments, and Homework projects are prohibited. Taking photos of the exams, falsifying attendance records is also prohibited. Instructors are prohibited from allowing students to take classroom exams home or study from the tests. All tests must be securely locked by instructors, and students should not have access to the exams prior to testing. After testing is concluded, all tests must be collected from the students and locked up. TESTS MATERIALS MUST NEVER LEAVE CLASSROOM OR TESTING AREA WITH STUDENTS. STUDENTS MUST NEVER TAKE PHOTOS OR VIDEOS OF THE EXAMS. All student’s scantrons, clinical papers, and grades must be placed in the student’s files. If a student is found to be in violation of Academic Integrity he/she shall be suspended for one week or dropped from the program. Refund shall be issued per the Refund Policy. Likewise, if an instructor is found to have committed or assisted any student to violate Academic Dishonesty, he/she shall be suspended for 2 weeks without pay, followed by dismissal for a second occurrence.

CATALOG/STUDENT HANDBOOK:

As a student it is your responsibility to read the AM TRAINING INSTITUTE Catalog/ Student Handbook issued to you and posted on the AM TRAINING INSTITUTE website. The student shall be held legally responsible and accountable for the information and content on the school Catalog/Student Handbook.

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	Homework: <i>CNA Handbook Printouts 1 & 2</i>	Homework: <i>CNA Handbook Printouts 3</i>	Homework: <i>CNA Handbook Printouts 4</i>	Homework: <i>CNA Handbook Printouts 5</i>	Homework: <i>CNA Handbook Printouts 6</i>	
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STUDENT VERIFICATION PAGE

By signing this verification page, I acknowledge that AM Training Institute has issued me with a true copy of the Course Syllabus and the current School Catalog/Student Handbook can be viewed and or downloaded from the school website. I attest that I have read the course Syllabus pertaining to the program in which I am enrolled as student, and the Catalog/Student Handbook. I understand what is expected of me as a student while I am enrolled at AM Training Institute . I understand that it's my responsibility to follow the Course Syllabus and Catalog/Student Handbook while I am enrolled at AM TRAINING INSTITUTE . All my questions regarding the Course Syllabus and Catalog/Handbook have been answered by an AM TRAINING INSTITUTE official to my satisfaction. My signature verifies that I'm responsible for all the content on this course syllabus and Catalog/Student Handbook. I agree to abide by the School Catalog/Student Handbook and the Course Syllabus.

Student's Name: _____

Signature: _____

Date: _____ Time _____

AM Training Institute Official

Name: _____

Signature: _____

Date: _____ Time _____

Official Title: _____

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