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## SCHOOL CATALOG

### MISSION

Crystal Point CNA Training School will provide excellent concurrent classroom and clinical skills education that meet the requirements established by the Federal and the State of Washington authorities for Nursing Assistant Certified (NAC) training.

### VALUES

We value teaching and learning; therefore, we promote:

- a) Commitment to a lifetime of learning, and creation of a community of learners.
- b) Imaginative, visionary, expert instruction with the use of innovative instructional technology.

### COURSES OFFERED

1. Crystal Point CNA Training School offers day and evening classes of a three-week duration on weekdays. The Nursing Assistant Certification course leads to the Nursing Assistant Certified (NAC) qualification. It is comprised of classroom lectures, DVD, and clinical skills education in a skills laboratory and skilled nursing facility settings.

2. We also offer courses for certification in:

- a. First Aid & CPR

We are licensed under Chapter 28C.10RCW. Inquiries or complaints regarding our School may be made to the Workforce Training & Education Coordinating Board, 128 10<sup>th</sup> Ave SW, P. O. Box 43105, Olympia WA 98504-3105. (Tel 360-753-5673). Web: [wtb.wa.gov](http://wtb.wa.gov)  
E-Mail Address: [pvsa@wtb.wa.gov](mailto:pvsa@wtb.wa.gov)

### REGISTRATION

Entry to our courses should be made by completing and passing the entrance exam, completing the appropriate registration forms provided by the School, and paying the nonrefundable registration fee of \$50.00 dollars at the time of registration.

## **TUITION**

Tuition for the NAC course is \$650.00, which includes HIV/AIDS class and handouts. All fees are payable in advance. Payment plans are also available, but at least 50% of the tuition is due on or before the first day of class.

We accept personal or company checks, cash, money orders, and cashier's checks. An official receipt with the school's name and logo is issued to all students for any payments to the school. Other training cost in the nature of ancillary supplies and materials will be billed on actual basis and is payable on a basis consistent with the Enrollment Agreement to be executed between the school and the student. In some cases, the tuition fees charged are Employer Reimbursable when the student is employed by a Long-Term Care facility within a year after graduation.

## **ACADEMIC CALENDAR**

Classes are held every month, that is, from **JANUARY-DECEMBER** of the year, if there are at least ten students enrolled per class.

### **School Hours**

**Day Classes: Monday- Thursday for 2 weeks**  
**From: 8:00 AM – 2:30 PM**

**Clinical Rotation hours: Monday-Friday for 1 week**  
**From: 6:00 AM - 2:30 PM**

**Evening Classes: Monday-Thursday for 2 weeks**  
**From: 4:00 PM - 10:30 PM**

**Clinical Rotation hours: Monday-Friday for 1 week**  
**From: 2:00 - 10:30 PM**

The school is open Monday, Tuesday, Wednesday, and Thursday, except for Clinical days. Fridays by appointment for tutoring and additional practice.

### **HOLIDAYS 2019**

Jan. 1 New Year's Day Holiday  
Jan. 21 Martin Luther King Day  
Feb. 18 Presidents' Day  
May 27 Memorial Day  
July 4 Independence Day  
Sept. 2 Labor Day  
Oct. 14 Columbus Day  
Nov. 11 Veterans Day  
Nov. 28 Thanksgiving Day  
Nov. 29 Thanksgiving Holiday  
Dec. 24 Christmas Holiday  
Dec. 25 Christmas Day

## **NAME OF DIRECTORS**

Linda Sandstrom, RN, Program Manager  
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Kathy Brandis, RN, Instructor  
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Dee Stroud, LPN, Administrator/Instructor/Owner  
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## **SCHOOL FACILITY**

The School has a classroom size of 24x14.5 square feet for a lecture room and a clinical skills laboratory room with all the required tools and equipment needed to attain the best skills toward the completion of the Nursing Assistant Certification. There is a kitchen with a refrigerator, sink, and microwave. We have plenty of parking and are in close proximity to public transit. The average student to teacher ratio is 10:1.

## **ADMISSION STANDARDS**

Anyone 16 years or older and with a High School Diploma, or GED, may attend Crystal Point CNA Training School. We will also accept those that pass the entrance exam.

To enroll, students are required to:

- a) Take an Assessment test in English, mathematics, and pass with 70%.
- b) Complete a Registration form and collect the textbook and school brochure.
- c) Submit copies of transcripts from high school or trade-technical schools they have attended.
- d) Complete a 2-step TB test at the school or elsewhere.

Before or on the 1<sup>st</sup> day of school:

a) Complete an enrollment agreement, background check, and student code of conduct form, and pay for tuition. Federal financial aid is not available to students from the school; however, in most cases, the tuition fees charged are Employer Reimbursable if the student is employed in a Long-Term Care facility within a year after graduation. The school also accepts grants and financial aid offered to students from private organizations.

## **ATTENDANCE**

Students must maintain an average of 95% total classroom and skills laboratory and 100% clinical skills rotation attendance for satisfactory attendance progress. If a student misses more than one day of classroom and laboratory instruction, the student cannot graduate with a Certificate of Completion for lack of sufficient number of hours needed to graduate. Students should not be late to class or laboratory instruction more than one hour, as it will be considered an absence. The following recording system will be in use for tardiness:

- 1 to 15 minutes late will be counted as 15 minutes late
- 16 to 30 minutes late will be counted as 30 minutes late
- 31 to 60 minutes late will be counted as 1 hour late

If you are late to clinical rotation at facility, for more than one hour, you will also be considered absent.

## **MAKE-UP WORK**

Lessons and/or assignments missed due to absences must be made-up within five business days of returning to school. Students should meet with their instructors to get missed assignments. Make-up work may be required to complete the approved hours of the program. Students will need to make up the missed hours before the clinical rotation for your class. There is no room for making up more than one day missed. The program would need to be repeated and repaid.

## **GRADES AND CERTIFICATES**

Students must pass all instructional and clinical courses with an 80% or above to be issued a Certificate of Completion for the NAC Program and allowed to take the State Board Exams. Students who do not graduate for reasons of unsatisfactory grades will be considered for re-entrance to the next scheduled class at 100% tuition fees upon submitting proof of adequate preparation to successfully complete the program.

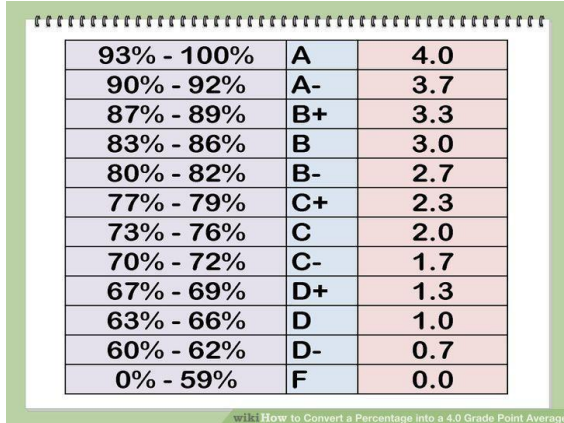
Other methods used to evaluate and report students' grades include:

### **Evaluation during class/theory accomplished by:**

- Five quizzes on class content (passing score of 80% averaged)
- Class Final Exam passing score of 80%
- HIV/AIDS quiz passing score of 75%
- Demonstration of skills is pass/fail (all skills must be passed before clinicals)
- Mock Test 80% (pass 4 out of 5 randomly selected competencies)

## Clinical Evaluation:

- Pass/Fail accomplished by an instructor's observation of skill techniques during clinical laboratory period. Five randomly selected competencies must be completed by the end of clinical hours.



93% - 100%	A	4.0
90% - 92%	A-	3.7
87% - 89%	B+	3.3
83% - 86%	B	3.0
80% - 82%	B-	2.7
77% - 79%	C+	2.3
73% - 76%	C	2.0
70% - 72%	C-	1.7
67% - 69%	D+	1.3
63% - 66%	D	1.0
60% - 62%	D-	0.7
0% - 59%	F	0.0

## STUDENT CONDUCT, CAUSES FOR DISMISSAL AND CONDITIONS FOR READMISSION

The following conduct is unacceptable and will not be tolerated:

1. All forms of bias including race, religion, ethnicity, gender, sexual orientation, disability, national origin, veteran status, and creed as demonstrated through verbal and/or written communication and/or physical acts.
2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.
3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery and alteration or use of institution documents with intent to defraud.
4. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
6. Student acts of criminal behavior that place any person in imminent danger are prohibited on all school grounds.
7. Violation of the law on school premises. This includes, but is not limited to, the use of alcoholic beverages or controlled dangerous substances.

Students may be dismissed from the school for the following reasons:

1. Not adhering to the school's rules, regulations, policies, and code of conduct.
2. Missing more than one day of total program time.
3. Not maintaining the minimum grade point average.

4. Not meeting financial responsibilities to the school.
5. Not finishing your clinical rotation with your class or the next class clinical.

#### Re-entry:

Students dismissed from the school who request re-entry must put the request in writing to the school director. In cases where the student was dismissed for excessive absences or financial concerns, it may be possible to re-enter within the same school term. For failure to maintain the minimum grade point average, it may be possible for the student to receive private tutoring and then re-enter the school. In the cases where the student was dismissed due to unacceptable conduct, the student must meet with the program director before re-entering the school. The decision of the director is final, and the student will receive a letter within five business days stating the decision.

### **STUDENT COMPLAINT / APPEAL PROCESS**

Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the school director. The written request should include the following information:

1. Student's full name and current address
2. Statement of concern including dates, times, instructors and other students involved, if applicable.
3. Date of complaint letter and signature of the student
4. Three dates in which the student would be available for a meeting with the school director. These dates should be within 10 days of the complaint.

The school director will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals. Should the contract be cancelled by either the student or the school, the last date of attendance will be used as the date to calculate any refund in accordance with the school's refund policy. Nothing in this policy prevents the student from contacting the Workforce Board (the state licensing agency) at 360-709-4600 at any time with a concern/complaint.

### **TRANSCRIPT REQUEST**

Students' records will be kept for 50 years as required by state law. Student files will include: Dates attended, evaluation (test) results, skills evaluation checklist with dates of skills tested and signature of evaluator, and documentation of successful completion of the

course, or other outcomes. Students who need a copy of their transcripts should call the office 24 hours prior to coming to the office to pick up their copy. Copies are issued free of charge and can also be mailed if proper identification is established and a self-addressed, stamped envelope is sent to the school.

**Tuition and Cost for Day and Evening Classes:**

The Program consists of: Classroom Lectures, and Clinical Skills in a Skills Laboratory and Skilled Nursing Facility setting.

Total Theoretical Hours .....	35 hrs.
Total Clinical Teaching Hours.....	13 hrs.
Total Clinical Experience in a Skilled Nursing Facility .....	40 hrs.
Total Hours for the program.....>.....	88 hrs.
Training cost.....	\$650.00
Registration Fees .....	\$50.00
HIV/AIDS CERTIFICATE.....	\$0.00
Interest (if any).....	\$0.00
<b>TOTAL CHARGE OF .....</b>	<b><u>\$700.00</u></b>

**NECESSARY SERVICES OFFERED (but may be attained elsewhere):**

<b>CPR Training.....</b>	<b>\$50.00</b>
<b>First Aid.....</b>	<b>\$50.00</b>
<b>2-STEP TB TESTING.....</b>	<b>\$50.00 EACH TEST</b>
<b>GAIT BELT NEEDED FOR CLINICAL.....</b>	<b>\$15.00</b>

**METHOD OF PAYMENT**

All fees are payable in advance. Payment plans are also available, but at least 50% of the tuition is due on or before the first day of class, and the other half is due **10 days after class starts**. A late fee of \$50.00 will be assessed on all balances remaining unpaid past the due date. We accept personal or company checks, cash, money orders, and cashier's checks. An official receipt with the school's name and logo is issued to all students for any payments to the school.

**Note:** Total Cost of Course includes a non-refundable registration fee of \$50.00, Training cost, books and handouts of \$650.00. A "registration fee" is any fee charged by a school to process student's application and establishes a student record system. Student's supplies and materials such as pens, pencils, meals, and writing pads are the responsibility of each Student.

## Cancellation and Refund Policy for the Training Program:

1. The School will refund all money paid by the applicant if the applicant is not accepted. This also includes instances where the School cancels a Course/Program.
2. The School will refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day Agreement is signed or an initial payment is made, as long as the applicant has not begun training.
3. If training is terminated after the student enters classes, the school may retain the Registration fee established under page (1) plus a percentage of the total tuition as described below:

### TABLE OF TUITION REFUND

If the student completes This amount of training	the school may keep this percentage of the tuition cost
One week or up to 10% (Whichever is less)	10%
More than one week or 10% (Whichever is less but less than 25%)	25%
At least 25%, but less than 50%	50%
More than 50%	100%

4. When calculating refunds, the official date of a student's termination is the last day of recorded attendance:
  - a. When the school receives notice of the student's intention to discontinue the training program; or
  - b. When the student is terminated for violation of a published school policy which provides for termination; or
  - c. When a student, without notice, fails to attend classes for thirty calendar days.
5. All refunds will be paid by check within thirty calendar days of the student's official termination date.



## **COURSE OBJECTIVES:**

1. The Nursing Assistant will demonstrate knowledge and support of scope of practice, legal, and ethical responsibilities.
2. The Nursing Assistant will demonstrate behaviors which respect the resident's rights and promotion of the resident's independence regardless of race, culture, religion, lifestyle, disease, sexual preference, or the ability to pay for services rendered.
3. The Nursing Assistant will demonstrate knowledge and skill in the use of communication techniques and interpersonal skills in performing resident care and functioning as a care team member.
4. The Nursing Assistant will demonstrate knowledge and skill of the procedures and techniques in support of infection control, universal precaution, control of blood borne pathogens, and the prevention and control of the spread of microorganisms.
5. The Nursing Assistant will demonstrate knowledge and skill in the timely identification and implementation of procedures for safety and emergency, to include immediate relief measures for choking, and measures supporting environmental safety and comfort.
6. The Nursing Assistant will demonstrate personal care skills which facilitate an optimum level of functioning for the resident, recognize abnormal changes in body functioning, recognize individual culture and religious diversity, and provide nursing care for the resident when death is imminent.
7. The Nursing Assistant will demonstrate competency in the performance of basic technical skills including measurement of the Patient's vital signs.
8. The Nursing Assistant will incorporate the principles and skills of basic restorative services in providing nursing care.
9. The Nursing Assistant will demonstrate knowledge and skill of the mental health and social service needs of residents, identify the psychological characteristics of the mentally impaired, and demonstrate skill in caring for the cognitively impaired resident.
10. The Nursing Assistant will demonstrate knowledge of the disease process known as Acquired Immunodeficiency Syndrome (AIDS), and AIDS related topics.

11. The Nursing Assistant will demonstrate competency in the skill of Cardio-Pulmonary Resuscitation (Covered as a Basic Technical Skill).

### **DRESS CODE**

Casual and appropriate dressing is required for classes. Students are required to buy their own scrubs or uniform for the five days clinical skills outside of the classroom. Preferred attire are burgundy scrubs/uniform top and bottom and a white pair of tennis shoes or sneakers. No "open-toes" shoes are allowed in skilled nursing facility for clinical.

### **CERTIFICATION**

Upon successful completion of the Nursing Assistant Training Program, the Student will be issued a Certificate of Completion, which will enable the Student to take the State Board Exams. To receive Certificate of Completion, a grade average of at least eighty percent (80%) must be achieved on both the quiz and exam sections.