



A&E Nursing Skills — General Policy

By registering for any class or service through **A&E Nursing Skills**, you acknowledge that you have read, understood, and agree to all applicable school policies and procedures.

All detailed policy information is included in the required PDF linked to each booking form, which must be reviewed before registration can be completed.

These general terms apply to all programs, including **CNA Training, CPR Certification, and Weekend Skills Practice**.



General Terms & Conduct

-  All tuition payments and deposits are **non-refundable**.
 -  **Full payment** or remaining balance must be received before class attendance, clinical participation, or access to online coursework.
 -  **Rescheduling** may be permitted with **24-hour notice**, based on instructor and lab availability.
 -  Students must maintain **professional conduct**, respect instructors, staff, and peers, and follow all school and clinical rules.
 - ☐ A **valid photo ID** is required for all participants prior to class or lab entry.
 -  All students must follow **infection control, PPE use, and safety procedures** in the classroom, lab, and clinical sites.
 -  **Closed-toe shoes and appropriate attire** are required during all in-person sessions.
 -  **Cell phones and devices** must remain on silent and used only during breaks unless otherwise approved by the instructor.
 -  **Attendance and punctuality** are required for successful completion of all programs.
-



Payment Policies

-  **Afterpay and payment plans** are available **only for the CNA Training Program**.
 -  **CPR and Skills Lab sessions** must be paid **in full at the time of booking**.
 -  All payments are processed securely through the **A&E Nursing Skills** website.
 -  Returned or disputed payments may result in enrollment suspension until resolved.
-

A&E Nursing Skills, LLC — Official Policy Document

Effective Date: November 9, 2025 | Approved by: Alisha Brown, RN, BSN — Program Coordinator

© 2025 A&E Nursing Skills, LLC | All Rights Reserved

Safety, Health & Compliance

-  Students must follow all **verbal and written safety instructions** provided by instructors during classroom, lab, and clinical sessions.
 -  Any **injury, exposure, or equipment issue** must be reported immediately to the instructor or Program Coordinator.
 -  **Clinical facilities** may have additional safety and conduct rules that all students must follow while on-site.
 -  **A&E Nursing Skills adheres to HIPAA confidentiality standards**—students are strictly prohibited from sharing any patient, staff, or resident information outside the clinical setting.
 -  **HIPAA violations, unsafe practices, or unprofessional conduct** may result in immediate dismissal from the program **without refund** and may be reported to appropriate authorities or regulatory bodies.
-

Facility Use & Equipment Policy

-  Students are responsible for using all training equipment properly and safely.
 -  Any spills, damages, or malfunctions must be reported immediately to staff.
 -  Personal items should be kept neatly in designated areas to maintain a clean, hazard-free environment.
 -  Removal or misuse of school equipment or supplies may result in disciplinary action or dismissal.
-

Technology & Social Media

-  Unauthorized recording, photography, or posting of class, lab, or clinical activities is prohibited without written consent.
 -  Approved posts that tag **A&E Nursing Skills** are welcomed when done respectfully and with prior permission.
 -  The school reserves the right to request removal of any online content that misrepresents the program or violates privacy standards.
-

Acknowledgment

A&E Nursing Skills, LLC — Official Policy Document

Effective Date: November 9, 2025 | **Approved by:** Alisha Brown, RN, BSN — Program Coordinator

© 2025 A&E Nursing Skills, LLC | All Rights Reserved

Booking or registering for any service with **A&E Nursing Skills** confirms that you have read, understood, and agree to the full program policy corresponding to your selected course or service.

A&E Nursing Skills, LLC — Official Policy Document

Effective Date: November 9, 2025 | **Approved by:** Alisha Brown, RN, BSN — Program
Coordinator

© 2025 A&E Nursing Skills, LLC | All Rights Reserved