

A&E Nursing Skills — CNA Course

Registration Policy

Each statement below must be read and checked to confirm agreement before enrollment.

1. Non-Refund Policy

All tuition payments and deposits are **non-refundable**.

No refunds are issued for missed classes, voluntary withdrawal, dismissal due to conduct violations, or failure to meet health or attendance requirements.

At the discretion of A&E Nursing Skills, students may be transferred to a future cohort for verified medical or emergency circumstances.

Tuition balances must be paid in full prior to participation in clinical rotations. Failure to meet payment requirements may result in suspension until resolved.

2. Attendance & Punctuality

Attendance for all scheduled **online, classroom, skills-lab, and clinical hours** is **mandatory** to meet the Ohio NATCEP 75-hour requirement.

Late arrivals, early departures, or absences may delay or prevent completion.

Students must notify instructors **before** any unavoidable absence and provide documentation if requested.

Unexcused absences from clinicals may result in dismissal without refund.

3. Enrollment Requirements

Students must submit all required documentation — **photo ID, physical exam, TB test, and background check** — before the first in-person session.

Failure to provide accurate or timely documentation may result in forfeiture of a seat without refund.

All submitted information must be truthful and verifiable.

4. Clinical & Training Compliance

Participation in **all training components** — online, lab, and clinical — requires compliance with A&E Nursing Skills policies, instructor direction, and **facility rules and regulations**.

Students agree to:

- Arrive on time, properly prepared, and in **approved uniform and badge**.
- Follow all **infection-control, HIPAA, and confidentiality** procedures.
- Maintain professional communication in class, lab, and clinicals.
- Follow **all rules and expectations of the clinical site**, including resident-care standards, safety protocols, and reporting requirements.
- Immediately follow instructor or preceptor directions to ensure safety.
- Report any incidents, injuries, or exposures promptly to the instructor or facility representative.

Failure to follow A&E Nursing Skills or facility policies may result in **removal from the site**, failure of the clinical component, or **dismissal without refund**.



5. Professional Conduct & Ethics

Students represent A&E Nursing Skills and must demonstrate professionalism at all times by:

- Respecting instructors, staff, residents, and classmates.
- Using professional language and demeanor.
- Avoiding gossip, discrimination, or harassment.
- Maintaining confidentiality of all resident and facility information.
- Complying with directions promptly and safely.

Violations of professional standards may result in immediate dismissal from the program.



6. Technology, Recording & Social-Media Policy

Personal device use (phones, tablets, laptops, smartwatches, etc.) is allowed **only during breaks** unless approved by the instructor.

Recording of lectures, demonstrations, or discussions is **strictly prohibited** without prior written permission from the instructor or Program Coordinator.

Silent recording of **yourself only** for self-study may be approved **in the skills lab** with instructor consent, provided no other students, instructors, or the full lab layout appear.

Students are **prohibited from posting** any photos, videos, or recordings taken during class, lab, or clinical rotations to **social media or public platforms** without written or verbal consent from A&E Nursing Skills.

Posts including A&E logos, instructors, staff, or other students without consent violate professionalism standards and may lead to disciplinary action or dismissal.

A&E Nursing Skills reserves the right to request **immediate removal** of any online content that misrepresents the program or breaches privacy.

 **Absolutely no pictures, videos, or recordings are permitted at clinical sites.** Any photography, recording, or posting from a clinical location constitutes a **serious violation of HIPAA and patient-confidentiality laws** and will result in **immediate dismissal**.

 **HIPAA violations are federal offenses** and may result in **civil fines, loss of certification eligibility, legal prosecution, and penalties up to \$50,000 per incident**. Students are personally responsible for maintaining confidentiality at all times.

7. Safety, Infection Control & Equipment Policy

Students must follow all infection-control procedures, including proper hand hygiene, PPE, and equipment sanitation.

All skills must be performed as instructed and under supervision.

Equipment must be handled safely and returned to its proper place.

Unsafe actions, misuse of equipment, or failure to follow direction may result in disciplinary action or removal from lab or clinical activities.

8. Liability Waiver

A&E Nursing Skills, LLC is not responsible for **personal injury, lost property, or damages** arising from unsafe behavior or negligence.

Students release A&E Nursing Skills, its owners, instructors, and partners from liability for accidents or injuries sustained during classroom, lab, or clinical participation.

9. Code of Conduct & Academic Integrity

Students must demonstrate honesty and integrity in all coursework.

Cheating, falsifying documents, or sharing exam materials is strictly prohibited and may result in dismissal without refund.

No A&E Nursing Skills course materials may be reproduced, copied, or distributed without written authorization.

10. Tuition & Payment Policy

Tuition must be paid in full by first day of class before participation in labs or clinicals.

Late payments may incur a fee.

Students with payment arrangements must adhere to all agreed-upon terms; failure to do so may lead to suspension or withdrawal from the program.

11. Classroom & Learning Environment

A&E Nursing Skills promotes a respectful, inclusive, and focused learning environment.

Disruptive behavior, refusal to follow instructions, or disrespect toward peers or staff will not be tolerated.

Instructors reserve the right to remove students from class or lab for unprofessional behavior.

12. Substance Use Policy

Students must attend all classes, labs, and clinicals free from the influence of alcohol, illegal drugs, or impairing medications.

Suspected substance use may result in immediate removal from the program and potential reporting to regulatory authorities.

13. Emergency Procedures & Weather Cancellations

In the event of severe weather, public safety alerts, or emergencies, A&E Nursing Skills may cancel or reschedule sessions.

Students will be notified via email, phone, or the school's website/social media.

Make-up hours will be arranged as required by ODH.

14. Equal Opportunity & ADA Statement

A&E Nursing Skills provides equal educational opportunities to all qualified applicants regardless of race, color, religion, national origin, sex, age, disability, or veteran status.

Students requesting accommodation under the **Americans with Disabilities Act (ADA)** must notify the Program Coordinator in writing and submit documentation prior to the first class.

15. Student Grievance & Complaint Procedure

Students are encouraged to resolve concerns directly with the instructor or Program Coordinator. If unresolved, a complaint may be submitted to A&E Nursing Skills Administration for review. All complaints will be reviewed and documented. If a satisfactory resolution cannot be achieved, students may contact the **Ohio Department of Health NATCEP Unit** for further assistance.

16. Certification & Employment Disclaimer

Completion of the A&E Nursing Skills CNA Training Program provides the knowledge, hands-on experience, and preparation necessary to take the **Certified Nursing Assistant (CNA) formally (STNA)** examination.

Certification and employment depend on **individual performance** on the state exam and employer requirements.

A&E Nursing Skills does not administer or grade the exam and **cannot guarantee** certification or job placement outcomes.