

A&E Nursing Skills, LLC — 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.

Detailed policy information is provided in the required PDF linked within each booking form and must be reviewed prior to completing registration.

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

General Terms & Conduct

- All tuition payments and deposits are **non-refundable**.
 - Full payment or any remaining balance must be received prior to class attendance, clinical participation, or access to online coursework.
 - Rescheduling may be permitted with **at least 24-hour notice**, based on instructor and lab availability.
 - Students are expected to maintain **professional conduct** at all times and show respect to instructors, staff, peers, and clinical partners.
 - A valid **government-issued photo ID** is required for all participants prior to entry into any class or lab.
 - Students must adhere to all **infection control protocols, PPE requirements, and safety procedures** in classroom, lab, and clinical settings.
 - **Closed-toe shoes and appropriate attire** are required for all in-person sessions.
 - Cell phones and electronic devices must remain on silent and may only be used during breaks unless otherwise approved by the instructor.
 - **Attendance and punctuality** are required for successful completion of all programs.
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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, declined, or disputed payments may result in **suspension of enrollment** until the issue is resolved.
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Safety, Health & Compliance

- Students must follow all **verbal and written safety instructions** provided by instructors.
 - Any injury, exposure, or equipment issue must be **reported immediately** to the instructor or Program Coordinator.
 - Clinical facilities may have additional rules and policies that must be followed at all times while on-site.
 - A&E Nursing Skills adheres to **HIPAA confidentiality standards**. Students are strictly prohibited from sharing any patient, resident, or staff information outside the clinical setting.
 - Violations of HIPAA, unsafe practices, or unprofessional conduct may result in **immediate dismissal without refund** and may be reported to appropriate regulatory authorities.
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Facility Use & Equipment Policy

- Students are responsible for the **proper and safe use** of all training equipment.
 - Any spills, damages, or malfunctions must be reported **immediately** to staff.
 - Personal belongings must be stored in designated areas to maintain a **clean and safe environment**.
 - Removal, misuse, or damage of school equipment or supplies may result in **disciplinary action or dismissal**.
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Technology & Social Media Policy

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

Booking or registering for any service with A&E Nursing Skills confirms that you have read, understood, and agree to all applicable policies and procedures associated with your selected program.

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.