

2 Week CNA Training Course Policy

A&E Nursing Skills, LLC

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Call or text: 216-273-6299 | Email: info@aenursingskills.com

Effective date: 10/16/2026

Please read this policy before registering. By registering, you acknowledge that you have reviewed your selected course dates and pricing option and agree to this policy and the A&E Nursing Skills General Booking Policy. If the two policies conflict regarding CNA training, this CNA Training Course Policy controls.

1 Course format

The two-week CNA training course includes online coursework followed by in-person classroom, laboratory, and clinical training:

- Week 1: Online coursework. Access opens on the Sunday immediately before the online week and closes the following Saturday at 11:59 p.m. Eastern Time.
- Week 2, Monday–Wednesday: In-person classroom and hands-on skills training, 8:00 a.m.–4:30 p.m.
- Week 2, Thursday–Friday: Clinical training, 7:00 a.m.–3:30 p.m.

Your registration confirmation will identify your cohort dates. Clinical-site information and facility-specific instructions will be provided before clinical training. Students must attend their registered cohort unless A&E Nursing Skills approves a change in writing.

2 Pricing options

Choose one option at registration:

- CNA Tuition — \$550: Includes CNA training. The background check and state test are not included.
- Complete Enrollment Package — \$750: Includes CNA training, background check, and state test.

Review your selection before payment. Students who choose tuition only are responsible for obtaining and paying for the required background check and state test as instructed. Neither option guarantees course completion, a passing state-test result, certification, or employment. The Complete Enrollment Package does not mean state testing currently takes place at the A&E Nursing Skills training location.

3 Payment and seat confirmation

Your seat is confirmed when your registration is accepted and the required initial payment is received. A&E Nursing Skills offers 50/50 and four-installment payment plans. Your payment agreement or confirmation will identify the amounts and due dates for the option you select.

The full course balance must be paid before Week 1 online coursework begins. Contact A&E Nursing Skills promptly if you believe your registration or payment information is incorrect. A payment plan does not change the attendance, completion, or refund terms in this policy.

4 Age identification and required documents

Students must be at least 16 years old. Students must provide required identification, TB documentation, a completed physical form, and background-check information by the deadlines communicated by A&E Nursing Skills. ☐

The TB and physical form is available on our website. Students are responsible for providing complete, accurate documentation and responding promptly to requests for missing information. Submit health documents only through the method A&E Nursing Skills designates.

A student who does not meet course or clinical-site requirements by the required deadline may be unable to participate in clinicals or complete the scheduled cohort. Contact us promptly if you anticipate a problem. Placement in a later cohort is not automatic and depends on availability and A&E Nursing Skills' approval.

5 Online coursework access deadline and completion

Instructions for accessing Week 1 online coursework will be emailed on the Sunday immediately before the online week. Access remains available through the following Saturday at 11:59 p.m. Eastern Time. Students must complete and submit all assigned online coursework by that deadline.

Completion of Week 1 online coursework is required to proceed to Week 2. A student who does not complete it by the deadline may not attend the in-person classroom, lab, or clinical portion of that cohort and will be recorded as having failed to complete the program. Partial completion does not qualify the student for a course completion record. Payments remain subject to the no-refund terms in Section 11.

Students are responsible for checking the email address used at registration, including spam or junk folders, and beginning the work early enough to identify problems. Each student must complete their own work. Sharing login credentials, submitting another person's work, or allowing someone else to complete coursework is prohibited.

Technical or accessibility difficulties

If an access, technical, or accessibility problem occurs, contact A&E Nursing Skills as soon as you discover it by calling or texting 216-273-6299 or emailing info@aenursingskills.com.

A problem known by Thursday at 5:00 p.m. Eastern Time must be reported by then. If a new problem first occurs after that time, report it immediately when it occurs. Do not wait until Friday night or the Saturday deadline to report a problem you encountered earlier.

Reporting a problem does not automatically extend the coursework deadline. A&E Nursing Skills will review timely reports, documented technical issues, and approved accommodations before making a final decision about completion or an extension.

6 Attendance and missed training time

Students are expected to arrive on time and participate in all required classroom, laboratory, and clinical activities. Arriving late, leaving early, or being absent may result in missed required training time.

Notify A&E Nursing Skills as soon as possible if you expect to be late or absent. Missed required in-person instruction or clinical time must be made up as directed by A&E Nursing Skills before program completion can be recorded. Make-up opportunities depend on instructor, lab, and clinical-site availability and may require participation with a later cohort. An immediate make-up date is not guaranteed.

This make-up provision does not permit a student who failed to complete Week 1 online coursework by its deadline to proceed into Week 2.

7 Classroom and laboratory conduct

Follow instructor directions, infection-prevention practices, and lab rules. Use equipment and supplies only as instructed. Notify an instructor immediately about damaged equipment, an injury, or an unsafe condition.

Students must treat instructors, classmates, facility staff, and residents respectfully. Harassment, threats, impairment, dishonesty, unsafe conduct, or repeated refusal to follow safety instructions may result in removal from an activity or the course. A&E Nursing Skills will review the circumstances and explain the effect on completion or future participation.

8 Clinical training and resident safety

Clinical training takes place at a long-term care facility. Students must follow the clinical instructor's directions and the facility's rules for identification, dress, infection prevention, privacy, resident rights, and safety. The clinical instructor assigns and supervises student activities. A direction from facility staff does not replace authorization and supervision by the A&E Nursing Skills clinical instructor.

Resident transfers and mobility

Students must not transfer, lift, reposition, ambulate, or otherwise assist a resident with mobility unless the clinical instructor is physically present, has directed the activity, and is supervising it. This includes transfers involving beds, chairs, toilets, and showers. Students may not operate or assist with resident transfers using a mechanical lift during clinical training. Violation of this mechanical-lift rule results in immediate dismissal from the program. Do not start a transfer while waiting for the instructor or continue one after the instructor leaves.

If a resident needs mobility assistance and the clinical instructor is not present, do not attempt the transfer. Call for the clinical instructor or facility staff and follow their directions without performing an unauthorized transfer. If you are unsure whether an activity is permitted or how to perform it, stop and ask the clinical instructor first.

Students must not provide care that the clinical instructor has not assigned and supervised. Do not administer medications, perform a procedure outside the student role, or use equipment you have not been instructed and authorized to use. Promptly report a fall, injury, change in condition, refusal of care, or other safety concern to the clinical instructor and appropriate facility staff.

Respect each resident's dignity, preferences, and right to refuse student involvement. Do not photograph, video, record, post, or discuss identifiable resident information outside the appropriate care and instructional setting.

The mechanical-lift prohibition above carries immediate dismissal from the program. Other violations of resident-transfer or serious safety rules may result in immediate removal from clinical activity. A&E Nursing Skills will review those incidents and determine whether the student may return, needs remediation, must repeat clinical time, or cannot complete the current cohort.

9 Clinical eligibility and completion

Participation in clinical training depends on completing Week 1 online coursework by its deadline, participating in required classroom and lab instruction, satisfying documentation requirements, and following program and clinical-site rules.

Attending part of the course does not establish completion. A&E Nursing Skills determines program completion based on required coursework, attendance, clinical participation, and evaluations. A student who does not meet these requirements will not receive a course completion record.

10 State testing

Completing training and passing the state competency test are separate steps. Students must follow the testing provider's scheduling, identification, eligibility, and test-site instructions. Testing dates and procedures may be controlled by the testing provider.

The Complete Enrollment Package includes the state test as described in the package, but does not guarantee a particular testing date or a passing result. Before payment, review the package description or obtain written confirmation identifying the background checks and test components covered, the number of included test attempts, and any charges for retesting or additional checks.

11 Cancellations transfers and refunds

Payments are nonrefundable if a student cancels, withdraws, does not attend, fails to complete Week 1 online coursework, or otherwise does not complete the course, except where a refund is required by law.

Contact A&E Nursing Skills promptly if you want to request a different cohort. A transfer is not automatic and depends on available space, the student's progress and eligibility, clinical-site availability, and A&E Nursing Skills' approval. Your registration has not changed until you receive written confirmation of a new cohort.

If A&E Nursing Skills cancels the course for a reason other than weather and cannot provide it as scheduled, you may choose to transfer your payment to an available future cohort or receive a refund for the canceled course.

Sessions canceled because of weather will be rescheduled. A weather-related cancellation does not qualify for a refund, except where required by law. If you cannot attend the replacement date, contact A&E Nursing Skills promptly to request an alternative make-up or cohort transfer. Arrangements require written approval and depend on availability; a specific alternative date is not guaranteed.

12 Accessibility and assistance

Contact A&E Nursing Skills if you encounter a barrier with registration, online coursework, classroom instruction, or clinical information, or if you wish to request an accommodation. We will discuss the request and available arrangements with you. Contact us as early as possible so there is time to plan, especially for clinical training. The online technical-difficulty reporting rules in Section 5 also apply.

13 Questions and policy version

Ask questions about course dates, requirements, payments, clinical rules, or this policy before registering. Call or text 216-273-6299 or email info@aenursingskills.com.

The version of this policy presented during your registration applies to your booking. Any later revision will show a new effective date.