



## Certified Nursing Aide (Terms and Conditions)

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#### Refund Policy:

Any class cancellations/changes made prior to two weeks (14 days) in advance of the class start date will be issued a full refund (minus any credit card processing fees already incurred).

Any class cancellations/changes made within two weeks (14 days) of the class start date will be issued a full refund, minus a \$150 dollar cancellation/change fee and any credit card processing fees already incurred.

Any class cancellations/changes made the day of (or after) the class start date will not be issued any refund, and those funds cannot be applied to a future class.

All one-time credit card processing fees are non-refundable.

Class must be paid in full a week before start date. Failure to do so may result in your class enrollment being terminated.

By checking the acknowledgment box I attest I have read, understand, and agree to the above policies.

#### Payments:

If you cannot make a full payment at the time of application, your admission is not guaranteed however we do accept deposits at our facility. To ensure a secured seat, a deposit is required within 72 hours of class enrollment. Failure to do so may result in your removal from the course. This can be paid for via a full MyCAA Scholarship (approval required before the first day of class), Money Order, Cashier's Check, Facility Check, Credit Card or Cash. No Personal Checks are accepted. Any payments made with the credit card online or at the facility will incur a one-time, non-refundable \$20 processing fee. To make a payment at our facility, please call us in advance at 719-362-7711. Failure to make the full payment a week before the start of class may result in your class enrollment being terminated.

#### Course Materials Included:

- Textbook
- Student Manual

If you would like to pick up your course materials before the class starts, please call us in advance before you visit our facility.

**Clinical Times:** We advise you to clarify the clinical times with your CNA instructor on the first day of class. However, please note the days and times are subject to change by the CNA Instructor.

**Dress Code for Clinicals:** Scrubs (top and pants) are required for the clinical part of the program. You can purchase your scrubs at Walmart, Arc, or any uniform store.

#### State of Colorado Requirements

The State of Colorado has mandated the following requirements for any CNA classes held in Colorado. These include:

- 1) A complete application
- 2) Applicant must be at least 16 years of age
- 3) Applicant must be able to read, write, speak, and understand English at a 10<sup>th</sup> grade level or higher
- 4) **Background Check (Price Varies):** Applicant must have a complete background check. The Program Coordinator will review the background check and determine if the applicant is eligible for admission. You can complete your background check using the link on our website (American Databank) or anywhere that performs a nationwide check. The background check only needs to be completed for the last 7 years. Avanza Training accepts background checks completed less than 1 year ago. Based on the background check, the applicant may be ineligible for the following reasons:
  - Convicted of a felony, as he/she may not be able to take the State Certification exam
  - Convicted of the following offenses; Murder, rape, theft, abuse of any kind, fraud that harmed an elderly person(s) with disabilities

#### **Colorado Springs Facility**

2598 PALMER PARK BOULEVARD  
COLORADO SPRINGS, CO 80909  
PHONE: 719-362-7711

#### **Denver Facility**

400 EAST 84th AVE., SUITE W-208  
DENVER, CO 80229  
PHONE: 720-541-0476

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- Convicted of DWAI, DUI, and any substance related crimes, as he/she may not be able to take the State Certification exam
- 5) Tuberculosis (TB) test: Avanza Training accepts TB tests completed less than 6 months prior to your class start date. The applicant must have a negative Tuberculosis skin (TB) test or negative chest x-ray to be admitted to the program.
- 6) Flu Shot (Price Varies) Required for Classes September to March

**Before the Start of Class**, you must submit a background check, TB test, and flu shot (if during flu season). The background check and TB test are federal requirements; the flu shot is mandated by our clinical site(s). If the background check, TB test, and/or flu shot is not submitted before the start of class, Avanza Training Inc. withholds the right to dismiss the student from class. Please call the Office Manager with any questions or concerns.

**Class Conduct and Expectations:**

1. You are expected to be on time to class, dressed appropriately with full attention on your training.
2. Cell phones are to be put away and switched to vibrate and if an emergency call comes in step out of the classroom. NO TEXTING IN CLASS PLEASE.
3. You are expected to clean up after yourself in the break room and in the skills room.
4. No illegal drugs, alcohol, weapons, or unapproved guests are allowed during class time or on the property.
5. Please do not talk to your neighbor while class is in session. It is very disruptive to the students around you. If you have questions or concerns, please see your instructor.
6. Behavior at school and the clinical site must be professional, considerate of others and respectful of the instructor. If the instructor feels you are disrupting others she may dismiss you from the program without a refund.

Avanza Training does not guarantee that any person can or will receive a state certified license. The Colorado Board of Nursing reserves the right to except or refuse a Nurse Aide license to whomever they choose for whatever reason. Avanza Training has no authority over any decision by the Colorado Board of Nursing in regards to Nurse Aide licenses. Our training makes you eligible to apply for a Nurse Aide state license. We will not refund any training tuition due to a person unable to obtain a Nurse Aide license from the state.

**Missed Hours Policy**

The Colorado Board of Nursing and Avanza Training, Inc. are VERY strict on class attendance. It is YOUR responsibility to make all necessary arrangements and backup arrangements so you can be in class and on time. If you miss more than 16 hours of class time, you will be dismissed from the class and will not receive a refund. For any class/clinical hours you miss, you will be required to:

- 1) Meet with your Instructor/Office Manager, outside of class time at his/her convenience, to explain your absence.
- 2) All missed hours are required to be made up.
- 3) You may have to wait for the next class date to make up hours.
- 4) If your time cannot be made up in the next class because the class is full then you will have to wait for a class with space available. Avanza Training, Inc. will not hold spots open in any class for the purpose of makeup hours.
- 5) Missed hours must be made up within 90 days of the date when your original class ended.
- 6) If you miss 2 days (16 hours) of class time for day class, or 2 evenings (10 hours) of class time for evening class, you will be required to start the class over. You will have to wait for the next available seat in a future class. You will also be charged an additional \$150.00 to attend the future class.

**Clinical Final Exam**

You must pass a clinical final exam before the Program Coordinator releases your Proof of Training Affidavit. After you pass, the Program Coordinator will submit your application and affidavit to Pearson Vue.

**Grounds for Dismissal**

Students can be dismissed from the Nurse Aide Training program and/or CPR courses for any of the below infractions:

1. Makes unsatisfactory progress
2. Failing to meet the minimum grade requirement on quizzes and/or examinations
3. Missing classroom and/or skills laboratory hours
4. Missing clinical hours

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5. Neglects to do all assignment work
6. Displays behavior that is disruptive to the instructor and their classmates
7. Appears to be under the influence of alcohol or illegal substances
8. Brings a weapon on or around school grounds / clinical sites
9. Cheats on quizzes, examinations, skills laboratory, or clinicals
10. Abuses a classmate, instructor, staff member in any way (verbal, physical, sexual, etc)
11. Performs services for which they have not been trained and found proficient by the Instructor
12. Using foul or inappropriate language
13. Any inconsistencies or falsifications discovered in the student's application
14. At the discretion of the Instructor/Office Manager for any general behavioral issues

Students will be given the opportunity to meet with the Office Manager to discuss any infractions of the dismissal policies. The Office Manager will review each case and make the final decision to dismiss (without a refund of tuition or fees) or to re-instate the student.

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**CPR Class (Terms and Conditions)**

**Payments:** All payments are required to be made in full at the time of booking. No refunds will be provided under any circumstances.

**Course Materials Included:**

- Textbook

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