



## **COURSE CATALOG & HANDBOOK**

**Year 2024- 2025**

**Nurturing Minds Training Center**

**1325 E Kemper Rd Suite 110**

**Cincinnati, Ohio 45246**

**513-804-7848**

**[nurturing.minds2021@gmail.com](mailto:nurturing.minds2021@gmail.com)**

School Certificate of Registration Number with the Ohio Board of Career Colleges and Schools  
#2256

## NMTC Catalog & Handbook

### **FACULTY**

Director/Administrator: Nianah Shaw, LPN

Phone Number: 513-804-7848

Email : [contact.nurturingminds@gmail.com](mailto:contact.nurturingminds@gmail.com)

Office Hours: 8am-6pm

STNA Program Coordinator: Micaiah Yhisrael, RN

Phone Number: 513-804-7848

Email : [contact.nurturingminds@gmail.com](mailto:contact.nurturingminds@gmail.com)

Office Hours: 8am-6pm

Curriculum Coordinator: Nashiyah Shaw

Phone Number: 513-804-7848

Email : [contact.nurturingminds@gmail.com](mailto:contact.nurturingminds@gmail.com)

Office Hours: 8am-6pm

Instructor: Laronda Landrum, RN

Phone Number: 513-804-7848

Email : [contact.nurturingminds@gmail.com](mailto:contact.nurturingminds@gmail.com)

Office Hours: 8am-6pm

Instructor : Shanice Grim, CMA

Phone Number: 513-804-7848

Email : [contact.nurturingminds@gmail.com](mailto:contact.nurturingminds@gmail.com)

Office Hours: 8am-6pm

Phlebotomy Instructor: Kathryn Gringas, Phlebotomist

Phone Number: 513-804-7848

Email : [contact.nurturingminds@gmail.com](mailto:contact.nurturingminds@gmail.com)

Office Hours: 8am-6pm

## **LOCATIONS**

Sharonville (Main Campus):

1325 E. Kemper Rd Suite 110

Cincinnati, OH 45246

Colerain

3985 Race Rd Suite 5

Cincinnati, OH 45211

Email: [nurturing.minds2021@gmail.com](mailto:nurturing.minds2021@gmail.com)

Student email: [Contact.nurturingminds@gmail.com](mailto:Contact.nurturingminds@gmail.com)

Website: [www.nurturingmindstrainings.com](http://www.nurturingmindstrainings.com)

## **MISSION**

Nurturing Minds Training Center mission is to provide life changing educational opportunities on an accelerated pathway to help individuals increase their income earning outcomes. We base our teachings on professionalism, safety and providing quality services in the community.

## **GOALS**

Our basic training programs are designed to help individuals bring shape to their future goals. We value the modeling and teaching of honesty, integrity, fairness, sincerity, and self-awareness.

- To provide practical knowledge and skills in specific areas that will enable students to care for vulnerable persons.
- To provide sufficient training to facilitate career advancement.
- To continuously update course curricula and performance objectives to meet the changing needs of industry.
- To ensure a comfortable and efficient learning environment.
- To treat each student as an individual, with small class sizes, personalized instruction and specialized equipment.
- To promote the attitudes, habits, and skills that contributes to personal and professional enrichment.
- To provide a foundation for personal, social, and intellectual growth.

## **EQUAL EDUCATION OPPORTUNITY**

Nurturing Minds Training Center provides and equal educational opportunity for all students. We will never deny a student based on their race, color, disability, religion, gender, or national origin.

## **LICENSURE**

Nurturing Minds Training Center is approved by the Ohio Board of Career Colleges and Schools.

They can be contacted: Board of Career Colleges and Schools

30 East Broad St, Suite 2481

Columbus, OH 43215

(614) 466-2752

The Nurse Aide Program is approved by Ohio Department of Health (ODH ).

Welcome Students to Nurturing Minds Training Center!!

We are pleased to meet you and look forward to growing with you and assisting you in your healthcare education journey! The purpose of this handbook is to provide all students with information concerning major policies, procedures, and regulations. While we strive to present the information accurately, some information in this handbook is continually updated. This handbook will serve as your guide to navigating through the program successfully and it is your responsibility to read the content and ask any questions needed for clarity. Questions regarding the handbook can be directed to the Director.

We thank you for choosing Nurturing Minds Training Center as your beginning journey in healthcare education!!

Sincerely,

A handwritten signature in black ink, appearing to read 'Nianah Shaw', with a stylized, flowing script.

Nianah Shaw, Director

## **COURSES OFFERED**

### **Certified Nursing Assistant Traditional and Distant Learning**

Certified Nursing Assistant-CNA 101

#### **Course Description:**

This is a 75-hour state approved program with 59 hours in the classroom and 16 hours clinical education that is conducted over 4 weeks. This program is only comprised of this one course for completion. The course includes theory training, lab/ simulation and clinical/ hands on training. This course prepares students to provide basic nursing care to elderly residents in long term care facilities. Graduates of this program will be able to communicate with patients effectively, recognize medical emergencies, provide hands on daily care needs while respecting and observing resident rights. Students will learn how to perform basic first aid, vital signs, observing/ reporting, and infection prevention measures. After successful completion of this course graduates of this program will receive a certificate of completion and will be eligible to sit for the state exam to become a STNA.

Distant Learning Option \*\*\*NMTC offers short state approved Distant Learning courses to meet the needs of busy parents, college students in need of flexibility, and the working individual. These courses are intended for students who can adapt to an accelerated model of educational delivery. Please refrain from enrolling in the distant learning course if you need more hands-on skills and a slower paced learning environment. Our in person classes are available to those who need a more intimate approach to learning.

#### **Days, Length of Program, Times and Fees**

**Each student is required to complete 75 hours of training as mandated by the State of Ohio.** Both traditional and distant learning students must complete all hours ( 59 classroom and 16 clinical) in order to receive their certification.

Program Tuition: \$525, Total Tuition and Fees: \$800

Fees: { Registration fee (\$125), Books ( \$45), Lab fees ( \$50), Uniform (\$55) }

State Exam Fee \$104- separate from tuition and payable to State of OH

#### **Course Objectives:**

- Understand the types of long-term care facilities and healthcare settings
- Understand the chain of command and identify the different members of the interdisciplinary team.

- Identify and understand the responsibilities of the Registered Nurse, License Vocational Nurse, and Certified Nursing Assistant in various settings.
- Understand and explain the nurse aide scope of practice.
- Describe legal and ethical behavior and explain resident rights.
- Engage in proper infection control procedures.
- Demonstrate basic care skills and patient care procedures.
- Identify medical emergencies and how to respond effectively.

### **CNA Program Prerequisites**

1. Must be sixteen (16) years of age or older.
2. Must be able to speak, read and write English.
3. Be able to provide a social security number and a copy of the social security card for placement on the registry upon completion of the state certified examination.
4. Must have a valid Government Issued ID
5. Be able to obtain a physical examination done by a licensed advanced practice professional that states that the student is free from communicable diseases and able to perform CNA duties without any restrictions ( i.e. lifting). Must be signed by the licensed M.D. or NP and stamped by the doctor's office.
6. Students must provide proof of current (less than 1 year old) negative TB skin test, QuantiFERON Gold Blood test or negative chest x-ray.
- 7.\*\* Be able to pass a criminal background check. NO FEDERAL OFFENSES OR FELONY CONVICTIONS (see administrative staff with questions) \*\*

\*\* Due to the nature of this program and career, it is the student's responsibility to understand that while Nurturing Minds Training Center might allow some exceptions to this requirement, the State Board of Nursing or any future places of employment may not allow a student to test or gain employment if they have any criminal record. \*\*

### **Course Breakdown:**

- Introduction to Long Term Care Facilities
  - Personal Care Skills
  - Basic Nursing Skills
  - Infection Prevention
  - Mental Health Services
    - Restorative Care
    - Resident Rights
    - Emergency Procedures
  - Cognitively Impaired Residents



## **Graduation Requirements**

Students must achieve a 80% or higher in the course. Students must successfully pass all components: theory, lab, and clinical to pass the course.

## **Certification Award Presentation**

Certificates obtained from Nurturing Minds Training Center serve as proof of completion from the perspective program.

**Students are only allowed to miss 1 day of Theory. Students are required to attend 100% of the clinical rotation portion of the program. If either of the two of the requirements are not met, students will be dismissed from the program.**

**\*\*Please note that if you do not pass Theory, you cannot continue to Clinical portion of Program. An opportunity to repeat clinical will be reviewed on a case-by-case basis. Upon successful completion of the course, Nurturing Minds Training Center will issue a certificate of completion. Students will not receive any completion certificates until all outstanding debts to Nurturing Minds Training Center has been paid.**

## **Required Textbooks:**

Textbook- Hartman's Nursing Assistant Care: The Basics, 6th Ed 2018 (Jetta Fuzy, RN, MS)  
ISBN: 978-1604251005

Workbook- Hartman's Nursing Assistant Care: The Basics 6th Ed 2018 (Jetta Fuzy, RN, MS)  
ISBN: 978-1604251012

Ohio Nurse Aide Candidate Handbook

## **Competency Exam**

After the student completes the program successfully they will be given a Certified Nursing Assistant(CNA) Certification. This certificate will expire in two years if the student doesn't take and pass the state competency exam. This exam required by the state and the fee is currently \$104.00.

**\*\*Please note that NMTC is not responsible for State imposed fee increases or changes \*\***

Students will be required to bring an acceptable form of photo identification and social security card to the designated testing site.

## **Course Schedule**

Classes will be held either on a 3-week weekday schedule (9:30am-6pm) or a 4 week weekend schedule (830am-5pm). Classes will be offered monthly. NURTURING MINDS TRAINING CENTER reserves the right to reschedule or extend any of our courses in the event of any technical issues, program issues, or when an inadequate number of students enroll.

<b>Last Day to Enroll</b>	<b>Course Start Date (weekends)</b>	<b>Mid Term</b>	<b>Last Day</b>	<b>Classroom Makeup Day</b>	<b>Open Lab</b>	<b>Clinical Makeup Day</b>
<b>January 24<sup>th</sup>, 2024</b>	<b>Feb 2nd, 2024</b>	<b>Feb 17<sup>th</sup>,2024</b>	<b>Feb 25<sup>th</sup>, 2023</b>	<b>Feb 20<sup>th</sup>,2024</b>	<b>Feb 20<sup>th</sup>,2024</b>	
<b>February 24<sup>th</sup>,2024</b>	<b>March 2nd,2024</b>	<b>March 17<sup>th</sup>,2024</b>	<b>March 30<sup>th</sup>,2024</b>	<b>March 27<sup>th</sup>,2024</b>	<b>March 27<sup>th</sup>,2024</b>	
<b>March 24<sup>th</sup>, 2024</b>	<b>April 5th,2024</b>	<b>April 20th,2024</b>	<b>April 28<sup>th</sup>, 2024</b>	<b>April 24th,2024</b>	<b>April 24th,2024</b>	
<b>April 26<sup>th</sup>, 2024</b>	<b>May 3rd, 2024</b>	<b>May 18<sup>th</sup>, 2024</b>	<b>May 26<sup>th</sup>, 2024</b>	<b>May 25<sup>th</sup>,2024</b>	<b>May 25<sup>th</sup>,2024</b>	
<b>May 26<sup>th</sup>, 2024</b>	<b>June 1st, 2024</b>	<b>June 22nd,2024</b>	<b>June 30<sup>th</sup>,2024</b>	<b>June 23<sup>rd</sup>, 2024</b>	<b>June 23<sup>rd</sup>, 2024</b>	
<b>June 23<sup>rd</sup>, 2024</b>	<b>July 5th, 2024</b>	<b>July 20th,2024</b>	<b>July 28<sup>th</sup>, 2023</b>	<b>July 21<sup>st</sup>, 2024</b>	<b>July 21<sup>st</sup>,2024</b>	

<b>July 28<sup>th</sup>, 2024</b>	<b>August 2<sup>nd</sup>, 2024</b>	<b>August 17<sup>th</sup>,2024</b>	<b>August 25<sup>th</sup>, 2024</b>	<b>August 18<sup>th</sup>,2024</b>	<b>August 18<sup>th</sup>,2024</b>	
<b>August 25<sup>th</sup>, 2024</b>	<b>September 6<sup>th</sup>, 2024</b>	<b>September 21<sup>st</sup>,2024</b>	<b>September 29<sup>th</sup>, 2024</b>	<b>September 22<sup>nd</sup>,2024</b>	<b>September 22<sup>nd</sup>,2024</b>	
<b>September 29<sup>th</sup>, 2024</b>	<b>October 4<sup>th</sup>, 2024</b>	<b>October 19<sup>th</sup>,2024</b>	<b>October 27<sup>th</sup>,2024</b>	<b>October 20<sup>th</sup>,2024</b>	<b>October 20<sup>th</sup>,2024</b>	
<b>November 24<sup>th</sup>, 2024</b>	<b>December 6<sup>th</sup>, 2024</b>	<b>December 21<sup>st</sup>,2024</b>	<b>December 29<sup>th</sup>, 2024</b>	<b>December 22<sup>nd</sup>, 2024</b>	<b>December 22<sup>nd</sup>,2024</b>	

### **Related Occupations**

- Certified Nursing Assistant
- Home Health Aide

- Hospice Aide
- Orderly
- Hospital Aide
- Patient Care Tech (additional training required – EKG, Phlebotomy)
- Direct Service Provider

**Graduates of this program can find employment in hospitals, assisted living facilities, long term care facilities, home health agencies and hospice centers.**

### **Program Disclosure**

**Nursing Assistant Program:** If you have worked as Nurse Aide in a prior state and have any allegations that have been reported to the nurse aide registry that are pending, please know this information may also prohibit you from working in a long-term care facility in the state of Ohio as well. Any adverse information on criminal background checks can hinder an individual from obtaining employment. Students with criminal backgrounds are not guaranteed employment by completing program at Nurturing Minds Training Center

Upon Successful completion of the Nurse Aide Training Program, each student's name will be placed on the state registry for nurse aides which shall be made accessible to other states and interested parties. Any student that is under investigation and documented/ substantiated evidence is presented that the student is guilty of resident neglect, abuse or misappropriation of resident property will be terminated from the program.

Nurturing Minds Training Center does not guarantee employment. We will assist students seeking employment by providing referrals for interview prep and resume prep. We will provide a letter of recommendation and job listing with openings for their training of choice.

### **CNA Basic Job Description/Responsibilities**

The Nursing Assistant responsibilities include but, are not limited to:

- Knowledge about the patients' plan of care and follows them
- Understanding call light system
- Receives and utilizes the Nursing Assistant Patient Care Assignment
- Uses written documentation worksheets to record observations and findings, chart appropriate values into Electronic Health Record, as well as to report to the RN
- Starts assignments promptly and works steadily in an organized manner
- Performs or assists in patient to complete these activities of daily living: Bathing, shaving, daily oral hygiene, and denture care, feeding, skin care - including care of hands and feet, toileting, assisting with dressing, positioning and transferring.
- Makes rounds at the beginning and end of shift.
- Completes bedside report at the beginning and end of every shift
- Obtain vital signs: Temperature, Pulse, Respiration, Blood Pressure and Pain level.
- Obtain weights by using appropriate equipment
- Check patients at a minimum every two hours or more frequently as appropriate
- Verbally reports observations and findings to the registered nurse

### **Certified Phlebotomy Technician Program**

Certified Phlebotomy Technician – CPT 101

### **Course Description**

This is a two part course that consists of 90 hours in the classroom and an additional 40 hours of externship over the course of 6 weeks. This program is only comprised of this one course for completion. This course includes theory, lab and hands on experience. In this course students will learn basics of phlebotomy, anatomy/physiology of the circulatory system, specimen collection (including venipuncture and skin punctures), specimen processing and handling, infection control, blood borne pathogens, workplace safety, and laboratory operations (e.g. safety, quality control). Students will also be required to participate in a 40 hour clinical practicum/externship at a local physician office, clinic or hospital in an acceptable laboratory with a minimum performance of thirty (30) successful unaided venipunctures and ten (10) capillary sticks on live individuals to sit for the NHA CPT exam. After successful completion of this course graduates of this program will receive a certificate of completion and will be eligible to sit for the NHA exam to become a Phlebotomy Technician also known as CPT.

### **Day, Times, Length of Program and Fees**

Designed to teach students the technique of drawing blood specimens. Students will practice on special phlebotomy manikins and fellow classmates. In our 6-week course, students will also be required to participate in a 30 hour clinical practicum/externship at a local physician office, clinic or hospital in an acceptable laboratory with a minimum performance of thirty (30) successful unaided venipunctures and ten (10) capillary sticks on live individuals to sit for the NHA CPT exam. Students must provide evidence of successful demonstration of a minimum of one hundred (100) venipunctures and ten (10) capillary sticks on live individuals in order to sit for ASCP BOC exam. Clinical externship will be offered through clinical affiliates to prepare students for employment.

Program Tuition: \$1,135, Total Tuition and Fees: \$1,500

Fees: { Registration fee (\$125), Books ( \$45), Lab fees ( \$50), Uniform (\$55) }

NHA Exam Fee- \$90 included in tuition

#### **Extra Fees covered by Student:**

- Black or white safety shoes (no clogs)
- White lab jacket
- Watch with second hand
- Background Check Fee

### **Course Objectives:**

Upon completion of the Phlebotomy course, the student will be able to:

- List the departments within a clinical laboratory organization.

- Identify the components of a health care delivery system.
- Evaluate legal implications of phlebotomy.
- Define basic medical terms.
- Describe the anatomy and physiology of body systems to the extent needed to relate basic laboratory tests to common pathologic conditions.
- Use of a variety of collection equipment properly.
- Perform venipunctures on cooperative adult patients and children.\*
- Perform capillary punctures and collect specimens from small children and infants.\*\*
- Make acceptable blood smears from blood samples.
- Demonstrate safe and aseptic technique and infection control measures in the laboratory environment.
- Identify different types of test requisition systems and specimen handling, transportation, and processing needs.
- State procedures to ensure proper patient identification and assure quality specimens.
- Communicate and interact with patients and colleagues in a professional manner.
- Demonstrate professional conduct and appearance.

### **CNA Program Prerequisites**

1. High School Diploma or GED
2. Must be eighteen (18) years of age or older.
3. Must be able to speak, read and write English.
4. Be able to provide a social security number and a copy of the social security card for placement on the registry upon completion of the state certified examination.
5. Must have a valid Government Issued ID
6. Be able to obtain a physical examination done by a licensed advanced practice professional that states that the student is free from communicable diseases and able to perform CNA duties without any restrictions ( i.e. lifting). Must be signed by the licensed M.D. or NP and stamped by the doctor's office.
7. Students must provide proof of current (less than 1 year old) negative TB skin test, Quantiferon Gold Blood test or negative chest x-ray.
- 8.\*\* Be able to pass a criminal background check. NO FEDERAL OFFENSES OR FELONY CONVICTIONS (see administrative staff with questions) \*\*

\*\* Due to the nature of this program and career, it is the student's responsibility to understand that while Nurturing Minds Training Center might allow some exceptions to this requirement, the State Board or any future places of employment may not allow a student to test or gain employment if they have any criminal record.\*\*

### **Course Breakdown:**

- Healthcare Settings And The Role Of The Phlebotomy Technician
- Legal And Ethical Issues
- Communication And Patient Diversity
- Infection Prevention And Control
- Safety Measures For Care Team Members And Patients
- Overview Of The Human Body
- The Circulatory System In Depth
- Preparing For Specimen Collection
- Collecting Blood Specimens By Venipunctures
- Collecting Blood Specimens By Capillary (Dermal) Puncture
- Nonblood Specimens

### **Graduation Requirements**

Students must achieve a 80% or higher in the course. Students must successfully pass all components: theory, lab, and externship to pass the course.

### **Certification Award Presentation**

Student will obtain Phlebotomy Technician Certification after completion of 90 hour program. Upon successful completion of the Phlebotomy program, students will be eligible to sit for the National Phlebotomy Certification Exam (NPCE) and the NHA CPT exam. Certificates obtained from Nurturing Minds Training Center serve as proof of completion from the perspective program.

**Students are only allowed to miss 1 day of Theory. Students are required to attend 100% of the externship rotation portion of the program. If either of the two of the requirements are not met, students will be dismissed from the program.**

**\*\*Please note that if you do not pass Theory, you cannot continue to the externship portion of Program. Upon successful completion of the course, Nurturing Minds Training Center will issue a certificate of completion. Students will not receive any completion certificates until all outstanding debts to Nurturing Minds Training Center has been paid.**

### **Required Textbooks:**

Phlebotomy 5th edition (ISBN-978-0323642668) by Robin S. Warekois. Published by Elsevier.

### **Course Schedule**



Classes will meet 2 days a week from 9am- 1pm. 30-hour Clinical Externship will follow. Classes will be offered one a 10-week basis. NURTURING MINDS TRAINING CENTER reserves the right to reschedule or extend any of our courses in the event of any technical issues, program issues, or when an inadequate number of students enroll.

<b>Last Day to Enroll</b>	<b>Course Start Day</b>	<b>Mid term</b>	<b>Last Day</b>	<b>Classroom Makeup Day</b>	<b>Externship Date(flexible)</b>
<b>February 9<sup>th</sup>,2024</b>	<b>February 21<sup>st</sup>, 2024</b>	<b>March 27<sup>th</sup>, 2024</b>	<b>April 26<sup>th</sup>, 2024</b>	<b>April 12<sup>th</sup>,2024</b>	<b>May 15<sup>th</sup>- 31<sup>st</sup></b>
<b>May 26<sup>th</sup>, 2024</b>	<b>June 5<sup>th</sup>, 2024,</b>	<b>July 24<sup>th</sup>, 2024</b>	<b>August 9<sup>th</sup>, 2024</b>	<b>July 31<sup>st</sup>, 2024</b>	<b>August 12<sup>th</sup> – 23<sup>rd</sup></b>
<b>August 18<sup>th</sup>, 2024</b>	<b>September 4<sup>th</sup>, 2024</b>	<b>October 23<sup>rd</sup>, 2024</b>	<b>November 8<sup>th</sup>, 2024</b>	<b>November 6<sup>th</sup>, 2023</b>	<b>December 2<sup>nd</sup>-14<sup>th</sup></b>

**Graduates of this program can find employment at American Red Cross, urgent care, hospitals and private practice labs.**

### **Certified Phlebotomy Technician Job Description**

- Follows safety policies and procedures in all phases of specimen collection, transportation and processing.

- Completes all mandatory competencies and training modules; performs regular review and compliance with all department and hospital policies and procedures; participates in staffing meetings. Accessions specimens into Laboratory Information System (LIS).
- Ensures demographic information is accurate and complete.
- Ensures proper specimens are received.
- Enters specimen collection information as necessary.
- Confirms receipt of electronically ordered specimens (i.e. Transport List).
- Centrifugation, aliquoting, stabilizing for transport, measuring volume, assessing adequacy of specimens for testing, placing specimens on.
- Transport List for shipment to reference laboratories.
- Ensures that all specimens are accounted for at the end of shift.
- Delivers specimens to the various testing departments.
- Stores specimens into specimen retrieval database.
- Monitors Mobile Care Phlebotomy.
- Adjusts assignments as needed to ensure timely completion of pending orders.
- Monitors (LIS) for additional orders and retrieves samples as needed to ensure the completion of testing.

### **HOLIDAY SCHEDULE**

The school is open for 12 months a year and closed for the following holidays:

- New Year's Eve

- New Year's Day
- Memorial Day
- M.L.K Day
- Veteran's Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- Vacation Month: November, no classes will be held

## **Attendance**

### **Absences**

Student must attend class every day and be on time. Due to the critical nature of the program, students may *not* make up more than one classroom day. **Clinical is mandatory and no days may be missed.** Students who miss more than the allowed class time will have to attend a make-up day which will be pre-assigned at the start of the class session. All class make up time must be conducted during the hours in which the state has approved the facility to operate. Extensive absences may result in dismissal from the program. It is the student's responsibility to consult with the instructor for the requirements and date of make-up work.

### **Late Policy**

If a student knows that he/she is going to be late or absent, the student must make a best attempt effort to notify a staff member at least 1 hour prior to class start time. Notification by anyone other than the student will not be accepted and will compromise the student's enrollment status. Student must complete all required hours and lessons in order to qualify for graduation. Excessive tardiness and/or leaving class early will be grounds for dismissal. After two or more days of tardiness student will be placed on probation and/or terminated from the program. You are considered tardy to the start of class or clinical if you are 15 mins late. You are considered late from break after 5 minutes.

### **Inclement Weather Policy**

In the event of an emergency, the school will notify the student of any class/clinical delay or cancellation via email). When class/clinical is delayed, the time must be made up prior to the completion of class. Every effort will be made to plan the make up for a day when student is available. There will be pre-planned make up days on the calendar. Please see your schedule to view those dates. However, scheduling conflicts may result in the student finishing class with the next scheduled class.

### **Student Leave of Absence**

Nurturing Minds Training Center does not offer any leave of absence. Students must withdrawal and re-enroll in the program at a time that works best for them.

## **Make-up Work**

Nurturing Minds Training Center does not offer any make up work opportunities. Students who miss class must attend make up day session where the material missed will be covered. All make up dates are provided to students at the start of class.

## **Academic Progress**

### **Passing criteria**

To pass the classroom instruction of the course, the student must maintain an average of 80% or above on all tests. Students below 80% or a 'C' will need remediation. Assistance from instructor will be available if necessary. Students who do not complete course assignments will receive an I-Incomplete and students who Withdrawal from the course will receive a W- withdrawal.

### **GRADING SCALE**

Grade	%
A	100-90
B	89-80
C	79-70
D	69-60
F	59 or below

### **Lab**

Lab is based on a pass/fail scale and each student must receive a grade of pass in order to graduate from the program. Students will be given **only TWO chances** to demonstrate a skill properly. If a student is unable to demonstrate a skill properly **after two tries**, the student will be removed from the program without a refund. If a student is unable to pass the skill demonstrations in the lab, student will not be allowed to attend clinical until the skills are mastered in the lab.

### **Clinical**

Clinical is based on a pass/fail scale and each student must receive a pass in order to graduate from the program. If a student is unable to demonstrate satisfactory skill mastery in the clinical setting or preforms tasks in an unsafe fashion, the student will be removed from the program without a refund.

### **Academic Probation:**

Students who receive a grade of "fail" during the midpoint evaluation will be placed on academic probation. This academic probation will be re-evaluated as needed and prior to the completion of the course. Students who do NOT adhere to their probation plan will fail the course and be required to repeat the course at full price should the student decide to reenroll in any of Nurturing Minds Training Center's programs or locations.

### **HOMEWORK**

All Homework is **MANDTORY** and failure to turn in assigned homework on the assigned day will cause you to lose points for the assignment with **NO OPPORTUNITY** for makeups. Please be advised homework is to help you retain information learned in class and is needed for all tests

and quizzes and the state test. Homework is graded on a pass/fail scale and does not gain any points.

### **Test Policy**

Test times will be indicated in class. If you miss a test or come in late and the test has started you will NOT be granted any extra makeup time and must finish the test at the indicated time. If you have completed your homework and received 100% you are able to take your test a second time, however the highest grade you can score the second time is a 80%. There is a limit of two times in a class's entirety to use this testing grace. The instructor will tell you your grade on exams, but no student will be allowed to have their physical exam back to look over. Any questions about the test can be directed to the instructor during the designated time.

### **Evaluations**

Students will receive two evaluations. The first evaluation will occur during the midpoint of classroom/lab learning. The second evaluation will be the final evaluation and will inform the student of their overall progress in the course. All evaluations will be provided to the students by the instructor in written format and the student will be responsible to sign understanding of the evaluation.

### **Academic Dishonesty**

Cheating of any kind during a test or any assignments will be grounds for dismissal from the school, including but not limited to: talking during a test, discussing or reviewing any items on the exam with anyone else during the exam, consulting books or notes during an exam, and/or sharing answers to tests or assignments with a student who has missed a class.

### **Withdrawal , Dismissal, Refund and Re-entry**

#### **Withdrawal**

Withdrawal from class must be requested in writing, and is not official until the administrator receives the letter. A withdrawal does not cancel the student's financial obligation entered until this day. A student who does not formally withdraw from class is liable for all fees and associated expenses.

Refunds may take up to 30 days to process which will be mailed via US Mail to the address on file. **Please know it is your responsibility to ensure we have the most up to date address on file.** Student will be recorded as 'released from the program' on the date the student has signed the official termination/withdrawal form.

#### **Dismissal/ Termination**

Students will be counseled on behavior issues and code of conduct violations once prior to dismissal from the program. All counseling sessions will be conducted by the program coordinator in person and will be documented via progress report in the students file.

In case of course dismissal by the school for inappropriate behavior, unsafe practices, or consistently violating school policy, the student will not receive a refund. Student will be called into the Program Coordinators office and made aware of the violated policy/ code of conduct and removed from the program immediately.

### **Refund**

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumables fees shall be made in accordance with Ohio Administrative code section 3331-1-10.1

1. A student who withdraws before the first day and after the 5-day cancellation period shall be obligated for the registration fee.
2. A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus registration fee.
3. A student who starts class and withdraws after the academic term is 15% but before the academic term 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
4. A student the stars class and withdraws after the academic term is 25% completed but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fees.
5. A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refunds within 30 days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in academic school activity.

### **Program Re-Entry**

If a student self-withdrawal from a program or is removed due to unsatisfactory academic progress, or absentee/ attendance issues, the student is eligible for re-enrollment. Students must note that they WILL have to pay all enrollment and course fees as previous course fees will NOT be applied to the new enrollment to the school.

If a student is removed/ terminated from the program for misconduct issues or is not successful after their second enrollment/ course attempt, the student will NOT be eligible to re-enrolment.

### **Payments**

**Paid in Full-** Students may pay for the courses in full prior to the start of the course. This is the preferred method. Payments will only be accepted in the following forms: cash, money order, certified funds check, credit card, or debit card. No personal checks will be accepted.

**Payment Plans-** Students may pay for classes in payments, however the spot in the class is not secured and student will attend no classes until tuition is paid in full.

**3<sup>rd</sup> Party Vendors-** NMTC does accept 3<sup>rd</sup> party payments, however the vendor must pay all fees in full in order for the student to receive their certification. If for any reason funds are not paid in full by vendor, financial responsibility is directed to the student.

### **Financial Aid/Scholarships**

Nurturing Minds Training Center does not offer any financial aid or scholarships at this time.

### **Grievance**

All grievances need to be submitted in writing via the student grievance form to the program coordinator. The program coordinator must follow up on the grievance within 2 days of grievance submission to investigate the problem. The Program coordinator will interview all parties involved and make a determination regarding the problem. The student will receive a final answer regarding the grievance within 5 days from the date the grievance was filed. Students should attempt to resolve all issues with the school or its instructors promptly. The program coordinator can be reached at 513-804-7848.

All students' complaints should be directed to the school personnel involved. If the problem is not resolved with the school, the student may direct any problems or complaints to the Executive Director, State of Board career Colleges and Schools, to: 30 East Broad Street, Suite 2481 Columbus, Ohio 43215 or Call 614-466-2752 Toll free# 1877-275-4219.

### **Transcript Requests**

Student transcripts will be kept on file for a total of 5 years from the date of graduation. Nurturing Minds Training Center will provide paid in full graduated students with a transcript upon request. All students may receive one transcript free of charge. All additional transcripts will be provided at a cost of \$5. Student must submit to Nurturing Minds Training Center a completed and signed transcript request form to the Program Coordinator or School Administrator. A copy of the student records/ transcript will be provided via email or in person within 48 hours of written request.

### **Previous Education Credit**

**Nurturing Minds Training Center** does not accept transfer hours or credits from any other institution or career center, prior hours of experience in the field, or any prior training or education of any kind.

### **Transfer of Course Credits**

**Nurturing Minds Training Center** does not offer the ability to transfer hours or credits to any other institution or career center. Due to the brief nature of our certificate program, students are unable to transfer any time or hours in the program to another institution.

### **Code of Conduct**

Student must adhere to the school's code of conduct. Students who do not observe this code may be terminated without a refund. Please see the code of conduct below.

- Must have appropriate interaction with instructors, coworkers, residents, etc.
- No personal cell phone usage during class, lab, or clinical rotation. Phone use is limited only to emergencies. All other calls must be made and received during breaks. The student must leave the classroom to make and receive calls. Cell phones should never be visible in resident's rooms.
- Disruptive behavior or inappropriate language; such as, profanity or inappropriate discussion of personal problems, during any phase of training and testing is not permitted.
- Display of professionalism and self-control is required to meet the demands of the duties as a nurse aide, instructor, program coordinator and school administrator.
- Student shall not perform a task for which the trainee has not received training.
- Practice all safety precautions taught for each lab skill.
- Reporting appropriate information; such as changes or problems in resident, to instructor and/or appropriate staff member.
- Student must follow and adhere to HIPAA Guidelines.
- Student must respond to emergencies in the clinical area.
- No sleeping or distractive behavior during class.
- Anyone caught cheating will be immediately dismissed from the program and tuition fees will be non-refundable. Anyone turning in an item without his/her name on it will not receive credit for the item; it will not be graded.
- No playing/horsing around with lab equipment; utilize equipment for learning purposes only.
- You are responsible for your own activity and are expected to abide by the rules of the program.
- Student must bring books (note / text / work/pen/pencil) to class every day.
- Maintain proper infection prevention guidelines when caring for residents.
- Please treat the mannikin like a real person and respect all school equipment.

### **Automatic Grounds for Dismissal Offenses**



- Cheating or Plagiarism
- Furnishing false information to school officials
- Physical or verbal abuse of another person on school premises
- Theft or malicious damage, or destruction of property at the instruction site
- Lewd or indecent conduct on school premises
- Possession, consumption, or under the influence of alcoholic beverages or illegal drugs, on school premises.
- Disorderly conduct
- Failure to comply with proper and lawful direction from an official of Nurturing Minds Training Center
- Use of firearms, dangerous weapons or other dangerous devices on school premises
- Unauthorized entry to school facilities
- Violation of local, state, or federal laws while on school premises
- Missing more than 1 Day of Theory or Clinical
- Conviction of a crime (depends on offense)

### **DRESS CODE**

- Student must wear school issued scrubs during class, lab and clinical rotations.
- Students must wear closed toed nursing shoes while in scrubs/uniform or gym shoes.
- Student must maintain adequate personal hygiene, socks and shoes at all times to classroom, lab and clinical. Uniform must be clean, neat and crisp. Your undergarments should not be visible underneath your uniform.
- Hair should be neat, clean and tied up.
- Fragrance should not be worn when working around patients/residents
- A second hand watch is acceptable, smart watches will not be allowed during any exams.
- No artificial nails longer than quarter inch.

The school reserves the right to make changes that it deems necessary at any time. Alterations may include course and program changes and cancellations. The online version of the catalog will be updated periodically to reflect such alterations. The responsibility for understanding and meeting the graduation requirements published in the Nurturing Minds Training Center catalog rests entirely with the student.

## NMTC Catalog & Handbook

The student acknowledges receiving a copy of the school catalog and institutional disclosure information.

Student \_\_\_\_\_

Date \_\_\_\_\_

Nurturing Minds Training Center Representative

\_\_\_\_\_

Date \_\_\_\_\_