



Information about STNA classes:

Thank you for your interest in our Nurse Aide Classes. Here is some information you will need before signing up for the classes. Classes run for 3 weeks. The first 2 weeks you will be in a classroom from 8am-4pm and the 3rd week you will be at Anchor Lodge from 7:30am-3:30pm. You may bring your lunch or you may leave to eat. There is a refrigerator and a microwave for you to store and prepare your lunch if you choose to bring your lunch.

1. In accordance with Senate Bill 160 you must understand that CONTINUING in class will be pending results of a criminal background check.
2. The cost for the classes:

\$825.00 covers the class, the books for the class, and the initial state testing fee.

3. **PAYMENT MUST BE RECEIVED in the form of money order prior to the start of classes. The money order needs to be made out to: CMS and be brought to the Corporate Office located at 3905 Oberlin Ave., Lorain. The office is open Monday-Friday from 8:00am-4:30pm.**

***NO REFUNDS FOR CLASSES MISSED, IF YOU ARE DROPPED OUT, FAIL OUT OR SENATE BILL 160 GUIDELINES ARE NOT MET.**

4. You will be expected to meet the requirements of the Nurse Aide Training Program (attached).
5. Social Security Number and Date of Birth are required to process the background check and must be provided in the spaces below.

Thank you again for your interest.

Social Security Number _____ Date of Birth _____

Phone Number _____ Date _____

Name _____ Signature _____

Grace Management Services 3651420

Nurse Aide Training Program



Your first day of class will be: _____

Classes are held in the lower level of the Solar Medical Building located at 3885 Oberlin Avenue, Lorain OH 44053.

Thank you for your interest in our Nurse Aide Classes. Here is some information you will need before signing up for the classes. Classes run for 3 weeks. The first 2 weeks you will be in a classroom from 8am-4pm and the 3rd week you will be at Anchor Lodge from 7:30am-3:30pm. Dates of the class are subject to change. For a calendar of the scheduled days please contact Marianne at 440-282-7460 or visit our website at www.sprengerhealthcare.com. On the left hand side of the webpage go to Career Opportunities then to STNA Training Program on this page you can click on the link View the class schedule. You may bring your lunch or you may leave to eat. There is a refrigerator and a microwave for you to store and prepare your lunch if you choose to bring your lunch.

Nurse Aide Training Class Requirements

It is **mandatory** that the trainee attend the first 5 days of the class and day 9 of the program. If absence of any of these days is unavoidable, the trainee will be removed from the current class and it will be at the discretion of the Program Coordinator if the trainee will be permitted to attend the next class. Any other absent days must be made up within 60 days; for employees there will be no pay for makeup days.

To satisfactorily pass the classroom portion, the trainee must score at least 80% on each test and the final exam. The testing portion of the program consists of 7 examinations including the final exam. A trainee will have the opportunity to retake 2 exams only during the program. (Not 2 retakes for each test.) A failing score on the second retake attempt will result in failure of the program. Tests are available in an oral, read to version (except the abbreviation test), if you request. To pass the clinical portion satisfactorily, the trainee must perform all the skills on the skill checklist safely and accurately. Failure to do so will result in failure of the program. As a student of a nurse aide training program, you are expected to act in a professional manner in the classroom as well as the clinical setting. Inappropriate &/or unprofessional behavior will result in disciplinary action. Please refer to Employee Handbook regarding Discipline & Dismissal Policies which was distributed by the Program Coordinator.

No sleeping policy

Sleeping in the classroom or clinical setting will not be tolerated as per Sprenger Retirement Centers Policy. In the classroom setting, the first occurrence will result in a verbal warning; the second occurrence will result in you being dropped from the class. Sleeping in the clinical setting will result in immediate dismissal and termination without warning.

Trainee profiles, which include attendance, evaluations, test grades and clinical checklist and any other papers pertaining to the trainee will also be kept in a locked file for a period of two years. File content is kept strictly confidential.

Grace Management Services 3651420

Nurse Aide Training Program



Nurse Aide Training Schools Attendance Policies

Your success with this program will help you become an important part of our care giving staff. Because of the time frame of 90 hours allotted for nurse aide training, it is essential that you come to class as scheduled. For this reason, the following tardiness/absentee policy is in effect, and will be strictly enforced.

1. First time tardy for class or clinical, a verbal conference will be held between you and the Program coordinator or Primary Instructor.
2. Two or more times tardy for class or clinical, the Program Coordinator or D.O.N. from your facility will be contacted, and may result in removal from the current class with the possibility of re-entry into the next.
3. 1 Unexcused absence from class or clinical, the Program Coordinator or D.O.N. from your facility will be notified and may result in removal from the current class with the possibility of re-entry into the next.
4. If more than two days are missed, you will be dropped from the current program and if employed, your D.O.N. will be notified.
5. NO CALLS/NO SHOWS ARE INEXCUSABLE AND WILL RESULT IN TERMINATION OF EMPLOYMENT OR DROPPED FROM THE PROGRAM.

If you're going to be late, or must call off, please **call the classroom on classroom days: 440-282-7460 no later than 7:30 a.m.** Leave a message if answering machine comes on.

If calling off on clinical days, call the nursing home (clinical setting) at 7:30 a.m. and **ask for the clinical instructor. Do not call the classroom on these days...no one is in class to receive your message.**

Clinical Site: Anchor Lodge 440-244-2019.

Signature _____ Date _____

Grace Management Services 3651420

Nurse Aide Training Program



The Ohio Revised Code 3701-13, Senate Bill 160 requires that each applicant for employment must undergo a criminal identification background check, (fingerprints) before they can be considered for employment for work with certain agencies or organizations that serve the elderly. Further the applicant must attest they have not been convicted of or pleaded guilty to, or are not currently charged with any of the offenses under ORC 3701-13-5 disqualifying offenses.

VIOLATION OF SECTION 3701-13-5:

- (a) 2903.01 Aggravated murder; (b) 2903.02 Murder (c) 2903.03 Voluntary manslaughter (d) 2903.04 Involuntary manslaughter (e) 2903.11 Felonious assault (f) 2903.12 Aggravated assault, (g) 2903.13 Assault, (h) 2903.16 Failing to provide for a functionally impaired person, (i) 2903.21 Aggravated menacing, (j) 2903.34 Patient abuse or neglect, (k) 2905.01 Kidnapping, (l) 2905.02 Abduction, (m) 2905.11 Extortion, (n) 2905.12 Coercion, (o) 2907.02 Rape, (p) 2907.03 Sexual battery, (q) 2907.05 Gross sexual imposition, (r) 2907.06 Sexual imposition, (s) 2907.07 Importuning, (t) 2907.08 Voyeurism, (u) 2907.09 Public indecency, (v) Former 2907.12 Felonious sexual penetration, (w) 2907.25 Prostitution; after positive HIV test, (x) 2907.31 Disseminating matter harmful to juveniles, (y) 2907.32 Pandering obscenity, (z) 2907.321 Pandering obscenity involving a minor, (aa) 2907.322 Pandering sexually oriented matter involving a minor, (bb) 2907.323 Illegal use of a minor in nudity-oriented material or performance, (cc) 2911.01 Aggravated robbery, (dd) 2911.02 Robbery, (ee) 2911.11 Aggravated burglary, (ff) 2911.12 Burglary, (gg) 2911.13 Breaking and entering, (hh) 2913.02 Theft, (ii) 2913.03 Unauthorized use of a vehicle, (jj) 2913.04 Unauthorized use of property; computer, cable, or telecommunication property, (kk) 2913.11 Passing bad checks, (ll) 2913.21 Misuse of credit cards, (mm) 2913.31 Forgery; identification card offense, (nn) 2913.40 Medicaid fraud, (oo) 2913.43 Securing writings by deception, (pp) 2913.47 Insurance fraud, (qq) 2913.51 Receiving stolen property, (rr) 2919.25 Domestic violence, (ss) 2921.36 Illegal conveyance of weapons or prohibited items onto grounds of detention facility or institution, (tt) 2923.12 Carrying concealed weapons, (uu) 2923.13 Having weapons while under disability 3, (vv) 2923.161 Improperly discharging firearm at or into habitation or school safety zone, (ww) 2925.02 Corrupting another with drugs, (xx) 2925.03 Trafficking in drugs, (yy) 2925.11 Possession of drugs, (zz) 2925.13 Permitting drug abuse, (aaa) 2925.22 Deception to obtain a dangerous drug, (bbb) 2925.23 Illegal processing of drug documents, (ccc) 3716.11 Placing harmful objects in food or confection, ANY MISDEMEANOR RELATED TOO OR STEMMING FROM THE ABOVE VIOLATIONS AND ANY EXISTING OR FORMER LAW OF THIS STATE OR ANY OTHER STATE, AND IS SUBSTANTIALLY EQUIVALENT TO ANY OF THE OFFENSES LISTED ABOVE.

*These disqualification are based upon current law and are subject to change as the law provides.