



*Randolph Technical Career Center
17 Forest Street
Randolph, VT 05060*

Licensed Nursing Assistant

Course Information

Spring 2012

The mission of RTCC is to provide students with a challenging academic and technical education in a supportive, engaging, and respectful environment. Students learn the skills to be responsible, productive citizens who are able to take advantage of educational and career opportunities now and in the future.

Randolph Technical Career Center is committed to providing a respectful learning environment for all. RTCC ensures equal employment and educational opportunities in compliance with federal and state law regardless of race, color, national origin, creed, age, disability, gender, sexual orientation, gender identity, or marital status.



Randolph Technical Career Center
17 Forest Street, Randolph, VT 05060
Phone: (802) 728-9595 Fax: (802) 728-9596

Bill Sugarman, Director
Pat Halpin, Guidance Coordinator
Mike Abadi, Special Education
Ruth Durkee, Adult Education
Abbe Meiling, Cooperative Education

Adult Education Office: (802) 728-4241

Spring 2012 LNA Classes at Randolph Technical Career Center

RTCC's Adult Education Program is pleased to announce that we will offer three LNA courses in the upcoming weeks. One course begins in April, and the other two courses begin in May. Detailed information follows. Please note that we can only accept 8 students per session, and our courses tend to fill very quickly. We encourage you to register early to guarantee your place.

Tuition: \$900.00 plus \$129.00 State License and Exam Fees
Total course cost is \$1,029.00

*The text book is included in the total tuition cost.
Students are responsible for the cost of scrubs for clinical practice.*

To register: Complete the attached application form and return it to the Adult Education Office with a \$100 deposit.

Space is limited and each class will be filled on a first paid, first enrolled basis.

Once we receive your application, we will send you a second packet detailing the steps you must take to finish your registration. All steps outlined in this packet must be completed by the date indicated in order for you to keep your place in the scheduled class.

Age: Applicants must be 18 years of age by the first clinical class session in order to enroll.

Financial Aid:

VSAC Non-degree Grants: You may be eligible for a non-degree grant through VSAC. If awarded, VSAC may cover up to \$900 of our total \$1,029 LNA course costs (*VSAC does not cover the \$129 State License and Exam Fees*). You can schedule an appointment with Andrea Gould of VSAC by calling 1-800-642-3177. Andrea will meet with you and will help you complete the application form. When you call VSAC, ask for Outreach, and then ask the person who answers the phone to schedule an appointment for you with Andrea Gould. **Please plan to schedule an appointment with Andrea as soon as possible. It will take a few weeks for your application to be processed and for you to receive confirmation about any financial award.** *Please note that you are responsible for full payment until RTCC receives verification of your grant award from VSAC.*

Other Financial Aid Sources: If you are not eligible for a VSAC non-degree grant, you may be eligible for other financial assistance:

- If you are receiving services through Reach Up, the VT Department of Labor or another state agency, please speak with your case worker to see if funding may be available. In order to waive the \$100.00 deposit requirement, a voucher from the appropriate agency must accompany your application form.
- Partial scholarships may be available to residents of the following towns: *Barnard, Bethel, Braintree, Brookfield, Chelsea, Granville, Hancock, Northfield, Pittsfield, Randolph, Rochester, Roxbury, Royalton, Sharon, Stockbridge, Strafford, Tunbridge, Vershire, Washington, Williamstown, and Woodstock.* If you are a resident of one of these towns, please call the Adult Education Office for more information.

- Additional Financial Assistance may be available through the Adult Education Office. Thanks to a grant from the Vermont Department of Labor, RTCC has limited funds available to provide financial aid for adults who wish to enroll in a select group of classes, including the Licensed Nursing Assistant program. Please contact us for more information and an application form. You must be a Vermont resident to apply for this assistance.

Tuition Payment Plans: For any applicant who does not have confirmation of financial assistance from VSAC or a state agency, we will develop a payment plan to allow you to pay the balance of the course cost over several weeks. Typically, payments are made at the first class and then weekly or bi-weekly until the full balance is paid. All course costs must be paid prior to the completion of the course. *Failure to make payments by the established due dates may result in dismissal from the LNA program.* We accept cash, money orders or checks made payable to RTCC Adult Education. Please call the Adult Education Office at 728-4241 for more information on payment plan options.

Non-Sufficient Funds payment note: In the event that a check is returned as NSF (non-sufficient funds) all future payments will need to be made in cash or by money order.

Cancellations: Cancellations must be received one week before the scheduled class start date in order to qualify for a refund of what you have paid to date.

If you attend the first class, you will be responsible for the full course tuition.

The Adult Education Office can be reached as follows:

By Mail: Randolph Technical Career Center
Adult Education Office
17 Forest Street
Randolph, VT 05060

By phone: (802) 728-4241

By e-mail: adulthoodinfo@randolphtech.org

By fax: (802) 728-9596 (Please put *ATTN: Adult Education* on the fax cover page & call us to let us know that you are sending us a fax.)

If you have any questions about the course or the registration materials, please let us know.



Spring 2012
LNA COURSE SCHEDULE

Spring 2012 - Session # 1: March 20th – May 22nd Courtney Tabor, RN, Instructor

Registration for this session is now closed.

Spring 2012 - Session # 2: April 3rd – June 13th Missy Carpenter, RN, Instructor

Registration for this session is now closed.

Spring 2012 - Session # 3: May 7th – June 28th Mary Ellen Bean, RN, Instructor

Classroom/Theory Schedule (RTCC):

Monday, May 7 th	1:00 – 6:00 pm
Saturday, May 12 th	8:00 am – 1:00 pm
Monday, May 14 th	1:00 – 6:00 pm
Saturday, May 19 th	8:00 am – 1 pm
Monday, May 21 st	1:00 – 6:00 pm
Saturday, June 2 nd	8:00 am – 1 pm
Monday, June 4 th	1:00 – 6:00 pm
Saturday, May 9 th	1:00 – 6:00 pm

Clinical Schedule (Gifford):

Monday, June 11 th TOUR	8:00 am – 1:00 pm
Tuesday, June 12 th	8:00 am – 2:00 pm
Thursday, June 14 th	8:00 am – 2:00 pm
Monday, June 18 th	8:00 am – 2:00 pm
Tuesday, June 19 th	8:00 am – 2:00 pm
Thursday, June 21 st	8:00 am – 2:00 pm

Review and Exam Preparation Schedule (RTCC):

Monday, June 25 th	8:00 am – 1:00 pm
Tuesday, June 26 th	8:00 am – 1:00 pm
Thursday, June 28 th	8:00 am – 1:00 pm

Spring 2012 - Session # 4: May 8th – July 10th Sandy Waldo, RN, Instructor

Classroom/Theory Schedule (RTCC):

Tuesday, May 8 th	4:00 – 9:00 pm
Thursday, May 10 th	4:00 – 9:00 pm
Wednesday, May 16 th	4:00 – 9:00 pm
Tuesday, May 22 nd	4:00 – 9:00 pm
Thursday, May 24 th	4:00 – 9:00 pm
Tuesday, May 29 th	4:00 – 9:00 pm
Thursday, May 31 st	4:00 – 9:00 pm
Tuesday, June 5 th	4:00 – 9:00 pm

Clinical Schedule (Gifford):

Thursday, June 7 th	4:00 – 9:00 pm
Tuesday, June 12 th	4:00 – 9:00 pm
Thursday, June 14 th	4:00 – 9:00 pm
Tuesday, June 19 th	4:00 – 9:00 pm
Thursday, June 21 st	4:00 – 9:00 pm
Tuesday, June 26 th	4:00 – 9:00 pm
Thursday, June 28 th	4:00 – 9:00 pm

Review and Exam Preparation Schedule (RTCC):

Tuesday, July 3 rd	4:00 – 9:00 pm
Thursday, July 5 th	4:00 – 9:00 pm
Tuesday, July 10 th	4:00 – 9:00 pm

State exams will be scheduled approximately two weeks after the last class date for each session.



RANDOLPH ADULT EDUCATION PROGRAM Nursing Assistant Education Program

Nursing Assistant Education Program Policies

The purpose of RTCC's Nursing Assistant Education Program is to train people interested in obtaining work as nursing assistants. Any person who wishes to enter the health care field as a nursing assistant needs the skills and knowledge required to pass the state licensing exam.

RTCC's Nursing Assistant Education Program will not discriminate in admission and the provision of instruction on the basis of race, color, national origin, creed, age, disability, gender, sexual orientation, gender identity or marital status.

Enrollment is on a first paid, first enrolled basis and class size is limited. Applicants are required to complete the registration form and submit a \$100 deposit to secure their spot in the class. In addition, applicants are required to complete the following by the established due dates:

- 1) A Vermont Board of Nursing Application with a current 2" x 2" photograph (Passport size)
- 2) taken within the last 6 months and a copy of a driver's license, state issued ID or passport.
- 3) Written proof of Hepatitis B vaccination *or* a signed waiver form.
- 4) TB test results (test must be administered and read within one month of the class start date).
- 5) Pay the \$129 State License and Exam Fees (made payable to RTCC - Adult Education)
- 6) Read an assigned portion of their textbook prior to the first class.
- 7) Pay the remaining balance of the tuition as established on the invoice provided unless other arrangements are made with one or more appropriate funding sources and written documentation has been provided. Funding sources include VSAC, Gifford Auxiliary scholarship program, Vermont Department of Labor, Reach Up, Vocational Rehabilitation, etc. ***Tuition and fees must be paid in full by the established due date (which will be prior to the last class) in order for the student to be eligible for state testing.*** (The full course cost is \$900 tuition plus \$129 State Licensing and Exam Fees)

The program includes classroom and laboratory experience and clinical experience. Satisfactory completion of RTCC's LNA course enables the student to take the State of Vermont Licensure Examination.*

The following expectations have been established for all LNA students:

- It is expected that students will do all work assigned.
- Students are required to achieve a minimum pass rate of 80% on practice exams and perform clinical skills at or above the required minimum standards.
 - Students who do not achieve the required 80% pass rate will need to meet with the course instructor and Assistant Director for Adult Education. Students may be required to get tutoring and/or complete extra work. Students may not be allowed to participate in the clinical training or take the state examination with the class. Students who do not meet targeted improvement goals will be dismissed from the program.
- Punctuality and attendance are mandatory.
 - In order to pass the course and be approved to take the state examinations, the student may not miss any of the course sessions. In case of emergency, some make-up work may be allowed. However, make-up work may not always be possible.
 - A student can be dismissed from the program for unexcused absenteeism.

Cause for Dismissal: As noted above, a student can be dismissed from the program for unexcused absenteeism. A student can also be dismissed from the program for unprofessional conduct, failure to master required skills, failure to maintain a passing grade in coursework, failure to maintain patient confidentiality, failure to submit payments by due dates established by the Adult Education office or failure to meet one or more of the student responsibilities listed on the Students' Rights and Responsibilities sheet. The student has the right to meet with the course instructor and/or the Assistant Director for Adult Education to review concerns leading to dismissal.

If a student has a concern about the course instructor, the student should schedule a meeting with the Assistant Director for Adult Education to discuss the concern(s).

** Please note: A High School diploma or G.E.D. is not required for licensure. Successful completion of the LNA program offered through RTCC and/or licensure by the VT Board of Nursing are not a guarantee of employment. RTCC does not offer job placement and each individual employer establishes their minimum educational and hiring requirements.*



Randolph Adult Education Program Nursing Assistant Education Program

RTCC offers a program to prepare students for Vermont licensure as a licensed nursing assistant. The course includes theory, skills, and clinical instruction in preparation for the state LNA examination and certification. The course length is a minimum of 90 hours. Additional hours may be required by each course instructor.

Students' Rights and Responsibilities

Students in RTCC's LNA program have the right to:

- Be treated with dignity and respect.
- Have access to appropriate equipment, supplies, and information in order to complete a class.
- Ask questions and express opinions.
- Train in an environment conducive to learning.
- Receive reasonable breaks from the classroom.
- Express concerns or grievances in a private manner to the course instructor and/or the Assistant Director for Adult Education.
- Complete a written evaluation of the course instructor upon completion of the course.
- Choose to have exams and quizzes read to them if reading tests poses a challenge to successful course completion.
- Be free from discrimination based on race, color, national origin, creed, age, disability, gender, sexual orientation, gender identity or marital status.

In return, students are responsible for:

- Attending each scheduled day of training in order to be adequately prepared and to be eligible for testing for licensure as a nursing assistant.
- In case of extreme illness or emergency, calling the instructor to let the instructor know of any class absence or tardiness and successfully completing all make-up assignments. Generally, RTCC's LNA program adheres to a strict "no absence" policy. However, in extreme circumstances and contingent upon approval by the course instructor and/or Assistant Director for Adult Education students will be allowed to make up missed class time.
- Completing all course reading and homework assignments.
- Achieving an 80% or higher average on practice tests and performing clinical skills that meet or exceed the minimum standards.
- Respecting patients' rights at all times.
- Communicating professionally and appropriately with all RTCC Adult Education staff, instructors, Menig Unit employees and residents, and fellow students.
- Adhering to the policies of each training site, i.e. there is no smoking anywhere on RTCC's school grounds, including smoking while in a vehicle.
- Paying the full course tuition and the state testing and license fees in a timely manner as invoiced by RTCC Adult Education and/or arranging for payment by an outside agency (i.e. Gifford Auxiliary scholarship, Vermont Department of Labor, Reach Up, Vocational Rehabilitation, etc.)
- Dressing in work-appropriate clothing in the clinical area and meeting the clinical setting's requirements. Specifically, this includes:
 - Wearing clean neat scrubs
 - Wearing a watch with a second hand
 - Wearing clean comfortable shoes
 - Keeping fingernails clean and short
 - Keeping hair off the collar and away from the face
 - Wearing only modest make-up
 - Jewelry is limited to a ring on each hand
 - Jewelry is not worn in pierced eyebrows, nose, cheeks, lips, tongue, or other visible areas
 - Tattoos and body piercings (other than pierced ears) must not be visible or must be adequately covered
 - No gum chewing
 - Wearing name tags identifying students at all times in the clinical setting.

RTCC’s LNA full course cost: \$1,029

Cost breakdown: \$900 course tuition *plus* \$129 State License and Exam Fees - *All payable to RTCC- Adult Education.*
The text book is included in the course tuition. Students are responsible for the cost of scrubs for clinical practice.

Please note: VSAC non-degree grants may cover all or part of the \$900 course tuition but will not cover the \$129 State License and Exam Fees.

Deposit Information: \$100 * (* The \$100 deposit MUST accompany your application unless you provide a copy of an official VSAC award letter or a state agency voucher with this form.)

Method of Payment:

- Check (made payable to RTCC Adult Education)
- Money Order
- Cash

NOTE: *If you do not provide the deposit or the VSAC award letter/state agency voucher, you will not be registered.*

If you send the \$100.00 deposit but anticipate receiving financial aid, please let us know.

My signature below acknowledges that I have read and understand my rights and responsibilities as outlined in RTCC’s Students Rights and Responsibilities and Nursing Assistant Education Program Policies. I also understand that once accepted into the LNA program, I am financially responsible for timely payments of the full course tuition as outlined in my payment plan, as set forth on invoices, and/or as directed by the Adult Education Office. I further understand that failure to make payments by the due dates may be cause for dismissal from the program.

Signature: _____

Date: _____

Mail Registration Form & Deposit to:

Randolph Technical Career Center
Adult Education
17 Forest St.
Randolph, VT 05060

Classes will fill on a first paid, first enrolled basis, and class size is limited. Please register early! Cancellations must be received one week before the scheduled class start date in order for your payment to be returned.

If you attend the first class, you will be responsible for the full course cost.

For more information, call RTCC’s Adult Education Office at 728-4241 or e-mail adulthoodinfo@randolphtech.org

RTCC is committed to providing a respectful learning environment for all. RTCC ensures equal employment and educational opportunities in compliance with federal and state law regardless of race, color, national origin, creed, age, disability, gender, sexual orientation, gender identity or marital status.