



CareBridge Academy

448 N. 10th St, Suite 400, Philadelphia, PA 19123

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Publication Date: August 5, 2020

Date of last revision: July 27, 2022

www.carebridgeacademy.com

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I. Location and Physical Facility

CareBridge Academy is located at 448 N. 10th St., Suite 400., Philadelphia, PA 19123. Classroom and laboratory training takes place at this location. To reach the School Director or other Administrative staff, please call (215) 596-9587, or email brett@carebridgeacademy.com

The facility is easily reached by public transportation. The training center provides an atmosphere that is conducive to learning and is wheelchair accessible. Classrooms are well lit and ventilated. The facility is equipped with all of the supplies necessary to complete training.

The School's nurse aide training program also involves hands-on practice and clinical instruction at a remote location. This location is a long term care (nursing) facility.

II. Hours of Operations and School Calendar

CareBridge Academy is open Monday through Friday from 8:30 AM to 5:00 PM. Day classes are taught from 8:30 AM to 3:00 PM Monday to Friday. Night classes are taught from 4:00 PM to 9:15 PM Monday through Thursday

A. Program Session Dates for 2022:

Please contact the school for updated program session dates.

B. Holidays Closings

CareBridge Academy is closed on the following days:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas (December 25)

III. Educational Objectives of the Nurse Aide Training Course

A. General Statement and Course Offering

CareBridge Academy offers Home Health Aide Training and Nurse Aide Training Courses at its school. Completion of the CareBridge Academy Home Health Aide Course or Nurse Aide Training Course leads to a certificate of completion.

The purpose of CareBridge Academy Home Health Aide Training is to teach students the information and skills that will enable them to obtain entry level home health aide positions in home health and home care agencies and provide the quality of care that the patients are served by such agencies require.

The purpose of CareBridge Academy Nurse Aide Training is to teach students the information and skills

that will enable them to pass the state nurse aide training and competency which then will lead to entry level Certified Nurse Aide (CNA) positions in long term care, home health, hospital, and other healthcare settings and provide the quality of care that the patients are served by such organizations require.

CareBridge Academy courses are taught by qualified licensed registered nurses (RNs) and licensed practical nurses (LPNs).

CareBridge Academy combines classroom instruction along with lab application. Instruction strategies include lecture, demonstration, discussion, practical applications, simulation, and presentations.

The nurse aide training program also utilizes clinical instruction in addition to classroom and laboratory instruction.

CareBridge Academy's Home Health Aide program can be completed in 75 clock hours of instruction. The School's Nurse Aide Training program can be completed in 100 clock hours of instruction.

B. Program Course Design

Home Health Aide Program

CareBridge Academy's Home Health Aide program includes the following topics and skills:

- Introduction to the role
- Safe and clean environment
- Communication
- Basic Human Needs
- Personal care
- Activity and Exercise
- Food and Fluids
- Elimination
- Vital Signs – Weight/Height
- Special Procedures
- Mental Health and Social Service Needs
- Orientation to Workplace

Nurse Aide Training Program

CareBridge Academy's Nurse Aide training program includes the following topics and skills:

- Introduction to healthcare
- Communication skills
- Infection control
- Safety/Emergency
- Client's rights
- Client's independence
- Nutrition
- Identify and report conditions of body systems
- Client's environment
- Personal care skills
- Restorative care

- Behavioral health and social service needs
- Care of cognitively impaired clients

C. Learning Outcomes

Home Health Aide Program

The Home Health Aide program teaches students how to help the elderly, the disabled, and people in ill health to maintain their quality of life and independence at home. Focus is on safety and universal precautions; moving and lifting patients; cleanliness and infection control; caring for children, the elderly, and the dying; and patient health, hygiene, and nutrition. Students learn how to check and report on vital signs, handle special situations, and perform emergency procedures.

Nurse Aide Training Program

This course includes basic nursing skills required to provide safe, competent personal care for individuals. Emphasis is placed on person-centered care, the aging process, communication, safety/emergencies, infection prevention, legal and ethical issues, measurements, elimination, nutrition, basic restorative care/rehabilitation, dementia, mental health and end-of-life care. Upon completion, students should be able to demonstrate knowledge and skills and be eligible to test for listing on the Pennsylvania Nurse Aide Registry.

IV. Class Size and Teacher to Student Ratio

Each CareBridge Academy session shall have minimum and maximum class sizes. In order for a session to be offered there must be a minimum of six (6) students enrolled. Each session will have a maximum of twelve (12) students. The student to teacher ratio for theory and lab classes is twelve (12) students per instructor.

Students enrolled in a session that is canceled due to low enrollment will be given the option to either enroll in the next available session or receive a full refund of all tuition and fees (including the Registration Fee) paid to the School.

V. Admissions Requirements and Procedures

All applicants for admission in the program must meet the following conditions:

- Be at least seventeen (17) years of age with a valid picture identification. If under 18, must have a parent or guardian signature.
- Pass a reading and math entrance examination administered by CareBridge Academy which demonstrates the ability to read and comprehend the English language at an intermediate reading level (70 percent or higher) and do basic math skills. This examination is done in person at the School's location. Students will make an appointment with the School director to complete these entrance examinations as needed.
- Provide the school with a negative tuberculosis screening test done within the last year. Students can also provide a chest x-ray reflecting a negative tuberculosis screening within the previous five years. For the nurse aide training program, the tuberculosis screening test must be either a 2-step Mantoux or a chest x-ray evaluation per state regulations.

- *For the Nurse Aide Training Program:* The candidate must have a physical examination prior to commencing the course. The exam must include evidence that the individual is free of any communicable diseases. Physical examination is not a requirement of the Home Health Aide Training.
- *For the Nurse Aide Training Program (Required by Pennsylvania Department of Education Bureau of Career and Technical Education):* Students will complete appropriate paperwork as part of the course (Residency Verification Form, Attestation of Compliance Form, Policy Signature Page for CareBridge Academy Policy Manual).
- COVID Vaccination: Students must submit either a copy of their COVID vaccination record or a religious or medical exemption from COVID vaccination on School's exemption form.
- Have criminal background check clearance before the start of class which is free from any felonies or other prohibitive offenses. Please see the Admission Office for a list of prohibitive offenses. Applicants will submit to a PA state criminal history if they have resided continuously in the state of Pennsylvania over the previous 24 months. Otherwise, the applicant must also submit to an FBI fingerprint clearance.

Note on admission requirements: A current and active driver's license is not a requirement of the program nor is it a requirement for either home health aide training or nurse aide training. However, some employers require a current and active driver's license as a qualification or precondition of employment.

The procedure for admission to CareBridge Academy is as follows:

- Prospective students meet with the School Director and fill out an Application for Admission and a Pennsylvania Verification Form. This can also be done online via the school website.
- The individual takes the timed Entrance Examinations at the School location. The prospective student will then make arrangements to complete the criminal background check.
- If the individual passes the entrance exams, criminal background check, and submits evidence of a negative tuberculosis screening test, he or she will discuss tuition payment requirements with the School representative. At that point, the student may then sign the Enrollment Agreement.

VI. Tuition, Fees, and Other Student Charges and Payment

The following is a list of tuition, fees and other student charges for enrollment into CareBridge Academy's

Home Health Aide Training Program :

- | | |
|--------------------|-----------|
| ● Registration Fee | \$150.00 |
| ● Tuition Fee | \$1095.00 |

| | |
|-------------------|------------------|
| Total Cost | \$1245.00 |
|-------------------|------------------|

The following is a list of tuition, fees and other student charges for enrollment into CareBridge Academy's Nurse Aide Training Program :

up time will be completed during evening hours (between 5:30 PM and 9:30 PM) when no class is in session. Alternatively, the make up time can also take place at the school's location during regular weekday hours if and when no class is in session. This make up time can occur on any day of the week during this time, but must be mutually agreed upon by both instructor and student.

Nurse Aide training make up time policy

Clock hours for missed required hours of instruction, clinical, or lab time \$30 per hour

In order to receive full clock hours from CareBridge Academy, students missing classes' or portions of classes must make up any time missed. Students who miss more than ten (10%) of the program sessions will be required to restart in the next available class and will not be able to graduate. Students with medical certification may attend a future session at the School at no additional cost to complete the program. Students attaining nurse aide training must complete all 100 clock hours in order to receive a certificate of completion. There are 3.25 total make up hours built into the program, which apply to any missed classroom or laboratory instruction offered on day 11 and day 15 of the program. Any hours in excess of the 3.25 classroom/laboratory hours will be charged to the student at the cost of instruction. Due to time restraints at our clinical site, there are no built in clinical makeup hours included into the program. *Any clinical hours missed by students will result in additional expense to the student at the cost of instruction as listed here.*

All students **MUST** make up any missed clock hour time. Students can make up as many as 12 hours of missed instruction (10 percent of total program sessions). Students must make an appointment with the Instructor to schedule the make-up work and time. This also includes make up hours included as part of the program (classroom/laboratory instruction for up to 3.25 hours). This can be requested via email or in person. This make up time can be completed during evening hours (between 5:30 PM and 9:30 PM) if and when no class is in session or on weekends. Alternatively, the make up time can also take place at the school's location during regular weekday hours if and when no class is in session.

Method of Payment: Students may pay for their tuition and other related fees by cash, money order, and credit/debit cards. All credit/debit card payments are subject to a 3 percent processing fee. All checks and money orders must be made payable to "CareBridge Academy".

Payment Due Dates: The **Registration Fee is due at the time the Enrollment Contract is signed** and submitted by the student.

On our payment Plan there are a total of 6 Payments Due, including the \$150 Enrollment Fee. These are weekly payments.

- First Payment = \$150 (Enrollment Fee)
- Second Payment (seven days before class begins) = \$289
- Third Payment(First Day Of Class) = \$289
- Fourth Payment(Seven days after the First Day of Class)= \$289
- Fifth Payment (14 Days After the First Day of class)=\$289
- Sixth Payment (21 Days After the First Day of class)=\$289

Unfortunately, no alternate payment arrangements are available to students of the program.

VII. Cancellation, Withdrawal and Refund Policies

Cancellations

Registration fee refund policy upon cancellation: An applicant is entitled to a refund of the registration fee (also known as application fee) under the following conditions after signing the enrollment agreement. A request for cancellation can be done in any matter, including verbally, in person, or in writing to the School Director and/or Program Coordinator. An applicant's Registration Fee and all other tuition and expenses paid to the School are fully refundable if the applicant requests cancellation of his or her Enrollment Agreement within five (5) calendar days after signing the Agreement and no classes have been attended.

After five (5) calendar days of signing the enrollment agreement and prior to the applicant beginning class, the application/ registration fee will be retained by the School.

Tuition fees or any/all other expenses paid to the school besides the Registration fee: Students canceling at **any** point following the date of enrollment but **prior** to the beginning of classes shall receive a one-hundred percent (100%) refund of all tuition and fees paid up to the date of cancellation (if any). Registration fee refunds will be carried out under the previously listed policy above.

Withdrawals

Withdrawal from school policy: Students completing up to and including ten percent (10%) of the total clock hours of the Program will receive a ninety percent (90%) refund of the total cost of the program.

Students withdrawing from or discontinuing the Program after the first ten (10%) of the Program but within the first twenty-five (25%) of the Program will receive fifty-five percent (55%) refund of the total cost of the program. This refund will be calculated based on the total amount of tuition/educational services paid to the School for the Program up to the point of withdrawal.

Students withdrawing from or discontinuing the Program after the first twenty-five percent (25%) of the Program but within fifty percent (50%) of the Program will receive a thirty percent (30%) refund of the total cost of the program.

Students withdrawing from or discontinuing the Program after the first fifty percent (50%) of the Program will not receive a refund of any kind.

Withdrawal or discontinuing the Program can be made in any manner, such as in person, over the telephone, or simply through non-attendance. The refund due to a student will be calculated based on the last day of attendance.

Non-attendance: students can also withdraw and/or be terminated from the program without notification through non-attendance. If the student ceases attending courses, the student will be considered withdrawn and/or terminated from the course after 2 calendar days of instruction. In this case, the refund will still be calculated based on the last day of attendance.

Rejection: Any student that is rejected from class enrollment by the school is entitled to a refund of all monies paid to the school, including the registration fee.

The above stated refund policies will also apply to students who are terminated from the Program including sponsoring agencies. Refund checks will be mailed to the payer of the tuition within thirty (30) days of the last day of recorded attendance by the student.

- **The School offers job placement assistance: it cannot guarantee employment following graduation from the Program**

VIII. Program/ Course Objectives:

Home Health Aide training

The program prepares the Home Health Aide student to be able to competently meet the needs of patients across the life span in a home care setting. The course introduces the student to concepts of communication skills, infection control, patient rights, safety, personal care skills and basic home care skills. The program includes hands-on learning experience to prepare the student for an entry level job. Upon completion, graduates are awarded a Home Health Aide certificate of completion and eligible to work in home care settings caring for the elderly and clients with disability.

Upon completion of the Home Health Aide Program, the student should be able to:

- Understand roles and responsibilities of the Home Health Aide
- Apply acquired knowledge and basic care skills to competently care for clients in a home care setting
- Understand the needs of clients and the family of caregivers while giving care in the home
- Apply knowledge of infection control measures to safely provide basic nursing care
- Demonstrate an understanding of client's rights, privacy, and confidentiality
- Demonstrate knowledge in prevention of client abuse, neglect, and abandonment including the recognition, intervention, and reporting of abuse to the nurse.
- Communicate (verbally and nonverbally) effectively and appropriately in the workplace.

Certified Nurse Aide training

The program prepares the nurse aide student to be able to competently meet the needs of patients across the life span. The course introduces the nurse aide student to concepts of communication skills, infection control, patient rights, safety, personal care skills and basic nursing skills. The program includes hands-on learning experience, laboratory and clinical experiences to prepare the student for an entry level job. Upon completion, graduates are awarded Nurse Aide certificate of completion and eligible to sit for the Pennsylvania Nurse Aide Examination to become a Certified Nurse Aide. The program is approved by the Pennsylvania Department of Education (PDE) Nurse Aide Training and Competency Evaluation Program (NATCEP). Graduates will be able to work in hospitals, long-term care facilities, client's homes, assisted living facilities, or physician offices.

Upon completion of the Nurse Aide Program, the student will be able to:

- Understand roles and responsibilities of the Nurse Aide
- Apply knowledge acquired to safely and competently care for clients in a variety of clinical settings

- hospitals, long term care facilities etc.
- Recognize changes in client’s condition, intervene and report such changes appropriately to the nurse supervisor
- Apply knowledge of infection control measures to safely provide basic nursing care
- Demonstrate an understanding of client’s rights, privacy, and confidentiality
- Demonstrate knowledge in prevention of client abuse, neglect, and abandonment including the recognition, intervention, and reporting of abuse to the nurse.
- Demonstrate basic therapeutic communication skills focusing on the client’s needs and interpersonal relationships
- Demonstrate the ability to function independently or within a team in providing care to clients in a rapidly changing healthcare environment.
- Sit for the Nurse Aide Certification examination and practice as an entry level professional Nurse Aide.

IX. Number of Clock Hours

Home Health Aide training

Full time option: The Program consists of classroom and laboratory instruction with nine (9) eight-hour sessions held Monday through Friday from 8:00 am – 5:00 pm and one (1) three-hour session held from 8:00 am -11:00 am. The program is 10 days in total over the course of two (2) weeks, taking place on weekdays. This is equivalent to 75 clock hours.

Part time option: The Program’s part time weekend program consists of classroom and laboratory instruction with nine (9) eight-hour sessions held on weekends (Saturdays and Sundays) from 8:00 am – 5:00 pm and one (1) three-hour session held from 8:00 am -11:00 am. The program is 10 days in total over the course of five (5) weeks, taking place on weekends. This is equivalent to 75 clock hours.

Certified Nurse Aide training

The Program consists of classroom, laboratory, and clinical instruction. Classroom instruction totals thirty four (34) hours, laboratory instruction equals twenty five (25) hours, and the program’s clinical portion totals forty one (41) hours of instruction. This is equivalent to 100 total clock hours. All classes run from 8:00 am - 3:00 pm unless otherwise noted.

X. Attendance

A. General Policy

Each student will receive a syllabus on the first day of class. This calendar will provide a list of classes and overview of what the next two weeks entail.

CareBridge Academy format necessitates class attendance. Successful completion of the Program relies heavily on student/instructor interaction and the student’s hands-on application of class material.

Therefore, attendance for the full session is essential to a student’s success. It is also crucial for each

student to arrive to class on time in the morning and to stay until class is dismissed at the end of the day.

The method of instruction in the classroom involves group participation. Course content missed will be the responsibility of each individual student to make up. Information missed may be found in the schedule/calendar. Activities conducted in the classroom that were missed may be explained by the instructor or another student. However, all content missed must be formally made up as outlined in the make-up time policy. Any make up time scheduled and completed will result in additional expense to the student as outlined in the section of the school catalog titled "Tuition, Fees, and Other Student Charges and Payment."

In order to receive full clock hours from CareBridge Academy, students missing classes or portions of classes must make up the time missed. It is the responsibility of the student to secure arrangements with the instructors to make up missed coursework and practical lab time.

Students who miss more than fifteen (15%) of the program sessions of the home health aide training program will be required to restart in the next available class and will not be able to graduate. Students who miss more than ten (10%) of the program sessions of the nurse aide training program will be required to restart in the next available class and will not be able to graduate. Students with medical certification may attend a future session at CareBridge Academy at no additional cost in order to complete the program.

- All students must complete the entirety of the course's applicable approved program hours. This includes all classroom, laboratory, and, if applicable, any and all required make up times and clinical training.
- All students are expected to attend each class day in their entirety. In the event that a student will be absent or late for the day, a phone call must be placed to CareBridge Academy, Inc. at (215) 596-9587 before the start of class.
- Any student who is missing time will be required to make-up the class as designated by the Primary Instructor.
- Students will sign a daily attendance sheet that will serve as a "time card." The attendance sheet will reflect the number of classroom, laboratory, and clinical hours indicated.
- Attendance is mandatory. No absence will be permitted unless an extenuating circumstance, such as a death in the family or a court subpoena. A prescriber's (NP, MD, PA) statement permitting the student to return to class will be required for any excused absences related to a potential contagious disease (e.g. pink eye).
- Absence from class without the Instructor's authorization will result in immediate termination.
- The Instructor will provide the method and phone number to contact to report an absence.
- Classes will end at the official dismissal of the Instructor. If a student leaves without approval, he or she will be counseled by the Instructor and a plan of correction will be implemented and all time missed will be made up.

B. Make-Up Work

Home Health Aide Training

- In order to receive full clock hours from CareBridge Academy, students missing classes' or portions of classes must make up the time missed.

- Students who miss more than fifteen (15%) of the program sessions will be required to restart in the next available class and will not be able to graduate. Students with medical certification may attend a future session at the School at no additional cost to complete the program.
- The program runs a total of 75 clock hours, which is the exact amount of clock hours required by federal regulations for a student to meet home health aide training requirements. Therefore, the program does not have built in any make up hours for missed classroom or lab education time included in the program.
- Any hours beyond the make up time offered for classroom and lab hours required will result in additional expense to the student at the cost of instruction. Any make up time scheduled and completed will result in additional expense to the student as outlined in the section of the school catalog titled “Tuition, Fees, and Other Student Charges and Payment.”
- All students **MUST** make up all missed times. Students must make an appointment with the Instructor to schedule the make-up work and time.

Nurse Aide Training

- In order to receive full clock hours from CareBridge Academy, students missing classes’ or portions of classes must make up the time missed.
- Students who miss more than ten (10%) of the program sessions will be required to restart in the next available class and will not be able to graduate. Students with medical certification may attend a future session at the School at no additional cost to complete the program.
- Students attaining nurse aide training must complete all 100 clock hours in order to receive a certificate of completion. There are 5.5 total make up hours built into the program, which apply to any missed classroom or laboratory instruction offered.
- Any hours in excess of the 5.5 classroom/laboratory hours offered will be charged to the student at the cost of instruction. Due to time restraints at our clinical site, there are no built in clinical makeup hours included into the program. *Any clinical hours missed by students will result in additional expense to the student at the cost of instruction.*
- All students **MUST** make up all missed times. Students must make an appointment with the Instructor to schedule the make-up work and time.

C. Lateness/Absence

- Attendance is validated by the use of a clock in the classroom. You should be ready to begin class by “set time” listed in the syllabus. Failure to be in your seat, or at the designated site, ready to begin class is called a tardy.
- The first offense of tardiness will receive a verbal warning. The second offense will receive a written warning. The third offense will result in termination from class.
- Non-attendance: If the student ceases attending courses, the student will be considered withdrawn and/or terminated from the course after 2 calendar days of instruction. In this case, the refund will still be calculated based on the last day of attendance and the refund policy will apply as normal.

D. Lunch/Break

One half hour is the designated lunch period. Morning and afternoon breaks will be fifteen (15) minutes in length. Students are expected to stay within the set time frames.

XI. Grading System

Home health aide training

Student's will be given a copy of their final grades, performance checklist, and if applicable, a certificate of completion.

To successfully complete the program, the student must fulfill the following requirements:

- 1. Theory**—Maintain an 71% or higher on each of the tests and quizzes assigned. A test or quiz grade of less than 71% will have one opportunity to re-test. No resource material will be permitted during each theory test. If a student is absent on the day of a test, they will be required to take the test on the day they return to class. A quiz will be given at the conclusion of each module.
- 2. Skills Lab**—All procedures must be performed at a satisfactory level. A "S" Satisfactory level of achievement is attained if no more than 2 non-critical steps are missed. Each Procedure will be evaluated as Satisfactory or Unsatisfactory. Missing more than 2 non-critical steps is "U" unsatisfactory. Missing a critical step will result in a failure of the procedure. If all skills are completed at a satisfactory level, the students will attain a 100% total score in the skills lab grading category. If any of the skills are completed at an unsatisfactory level, the student will attain a 0% total score in this section.

Final grades will be determined according to the following Grade Distribution:

- Skills lab 35%
- Quizzes 40%
- Final exam 25%

Total 100%

To pass this course you must have a "C" or better

| | |
|---------------|---|
| 91-100%= | A |
| 81-90% = | B |
| 71-80% = | C |
| 70 or below = | F |

Nurse aide training program

Student's will be given a copy of their final grades, performance checklist and if applicable, a certificate of completion.

To successfully complete the program, the student must fulfill the following requirements:

1. Complete 100 total clock hours of instruction, to include 25 clock hours in the laboratory, 40 clock hours in the classroom, and 55 hours of hands-on clinical instruction at a long term care facility.
2. Theory—Maintain an 71% or higher on each of the tests and quizzes assigned. A test or quiz grade of less than 71% will have one opportunity to re-test. No resource material will be permitted during each theory test. If a student is absent on the day of a test, they will be required to take the test on the day they return to class. A quiz will be given at the conclusion of each module.
3. In addition, the Nurse Aide Competencies Skill Checklist must be passed with at least seventy-five percentage (75%) pass rate. Competencies are graded either S or U.

4. Students will receive a grade of either PASS or FAIL for the completion of the clinical sessions. Students must satisfactorily demonstrate a 75% or higher on the Clinical Evaluation Form.
5. Final grades will be determined according to the following Grade Distribution:
 - Assignments 35%
 - Tests 40%
 - Quizzes 25%

 - Total 100%

To pass this course you must have a “C” or better

| | |
|---------------|---|
| 91-100%= | A |
| 81-90% = | B |
| 71-80% = | C |
| 70 or below = | F |

XII. Termination

A student may be suspended or terminated from CareBridge Academy for any of the following reasons:

- Falsifying documentation related to student’s application for admission into CareBridge Academy
- Stealing
- Behavior that prevents other students from learning or the instructors from teaching.
- Harassment (as defined in Section XIX (D) of this School Catalog).
- Violence or the threat of violence against another student, staff member, instructor or client/resident.
- Cheating on any exam, assignment or activity.
- Excessive tardiness and/or absenteeism.
- No call/ no show.

XIII. Graduation Requirements

In order to graduate from the CareBridge Academy, students must successfully do **all** of the following:

- Complete one-hundred percent (100%) of all class/lab sessions (including all make-up time of any or all sessions) which total 75 hours of instruction for home health aide classes or 100 hours of instruction for nurse aide training classes.
- Complete all graded quizzes and tests with a seventy one percent (71%) or better average.
- Pass the final examination with a score of seventy one percent (71%) or higher.
- Complete all required skill competency checks during sessions at a satisfactory level.
- Competencies are graded either **PASS or FAIL**. Competencies will be assessed by the Instructor who will observe the student while he or she demonstrates each individual skill.

XIV. Program Completion/Diploma/ Certificate Awards

Home Health Aide training

Upon successful completion from CareBridge Academy students will receive a Certificate of Completion from CareBridge Academy for the Home Health Aide training program that meets the requirements of Centers for Medicare and Medicaid Services, Department of Health and Human Services Code of Federal Regulations under section 42 CFR § 484.80.

Nurse Aide Training

Upon successful completion of the nurse aide training program, students will receive a Certificate of Completion from CareBridge Academy that meets the requirements of the Pennsylvania Department of Education (PDE) Nurse Aide Training and Competency Evaluation Program (NATCEP). This PDE's NATCEP division has granted CareBridge Academy approval as a state-approved nurse aide training program. Students who successfully complete the program and attain their certificate of completion are then eligible to take the state of Pennsylvania nurse aide competency examination as distributed by Pearson VUE.

XV. Student Services and Optional Fees

There are no additional student services or optional fees associated with the school or program, except for make up hours (if needed). For additional fees that may be the responsibility of the student and which are not paid to the school as well as current make up fee, please reference the fees section.

XVI. Placement Assistance Available to Graduates

Placement assistance will be made to all program graduates.

Please note that although CareBridge Academy, Inc. offers job placement assistance, it cannot guarantee employment following graduation from CareBridge Academy.

XVII. Non-Discrimination Statement

CareBridge Academy, Inc. will not discriminate in its educational program, activities, or employment practices, based on race, color, nationality or ethnic origin, sex, age, religion, sexual orientation, disability, union membership, marital status or any other legally protected classification. Auxiliary aids and services are available upon request to individuals with disabilities.

XVIII. Statement of Privacy

CareBridge Academy, Inc. maintains all student information in confidence, including personal information and grades received while attending CareBridge Academy. Information regarding individual students is shared only with Instructors, the Director and the Directors' designees, agencies that provide funding for an individual's tuition and/or fees and as required by law. All records are stored in locked fire proof cabinets at 448 N. 10th St., Suite 400, Philadelphia, PA 19123.

XIX. Additional Policies

A. Uniforms

Uniforms will consist of clean white shoes, navy blue pants and white scrub top. The school does provide

students with one set of scrub uniforms. However, students can obtain additional items from many major retailers. Please see the Program Coordinator if you have further questions about uniform requirements or where these items can be obtained.

Uniforms **must** be worn during the following times:

- Laboratory Session
- Graduation
- Presentations by Guest Speakers
- Job Fairs
- Clinical settings

Proper casual or business casual attire may be worn on all other days.

Attire that is **not permitted**:

- Tank tops
- Low-cut tops
- Cut offs and short shorts

B. No Smoking Policy

It is the policy of CareBridge Academy, Inc. that the facility is smoke-free. Smoking is permitted only in designated areas outside of all buildings. Students and staff must properly dispose of any smoking materials before entering the school building.

C. Drug and Alcohol Policy,

In order to maintain a safe and efficient learning environment, CareBridge Academy considers it essential to maintain an environment free of alcohol and illegal drug use. Any student who shows any signs of alcohol or illegal drug use during program hours, or who is found in the possession of illegal drugs, will be escorted away from school premises immediately.

D. Harassment Policy

It is the policy of CareBridge Academy, Inc. to maintain an environment free from sexual, racial, age-based, religious, ethnic and/or disability-based harassments and any other forms of legally impermissible harassment or discrimination against any student or employee.

Sexual Harassment in particular is defined as any unwelcome sexual advances, requests for sexual favors or other unwanted verbal or physical conduct of a sexual nature between students, employees, or students and employees.

Any student who feels that he or she had been the victim of any type of harassment should report the matter immediately to his or her Instructor, who will then report the matter to the Director. If a student prefers not to discuss the harassment complaint with his or her Instructor, he or she may report the matter directly to the Director.

All reports of harassment of any type will be promptly and thoroughly investigated with the strictest

confidence possible. Where it is determined by the Director that an actual incident of harassment has occurred, CareBridge Academy, Inc. will take appropriate disciplinary action, including but not limited to, suspension or termination of the student or employee.

CareBridge Academy, Inc. will **not** retaliate against any student for filing a harassment complaint.

E. Student Grievance Policy

CareBridge Academy, Inc. has adopted a grievance policy in order to provide students with a formal avenue for resolving disputes promptly and fairly. The grievance policy and procedures are designed to investigate student's problems and ensure that those problems are resolved.

A grievance is the complaint of a student regarding any condition of learning or the application, meaning or interpretation of personnel policies or procedures as they affect the daily learning activities of the student.

A student who has a grievance complaint against another student, staff member or an instructor's assistant is encouraged to first discuss the matter with his or her Instructor immediately following the incident giving rise to the complaint. In situations where the Instructors actions give rise to the complaint, the student should report the incident directly to the Program Coordinator.

If the incident giving rise to the complaint involves discrimination of any kind (see Section XVII, Non-Discrimination Statement), it is recommended that the student contact the Director immediately. Any Instructor who receives an informal or formal (verbal or written) complaint involving allegations of discrimination must contact the Director immediately. Discrimination investigations will be conducted in cooperation with the Director and/or Primary Instructor and will be conducted as promptly as possible.

Students submitting a grievance may present a written statement, identify witnesses, and/or provide any other information to support their grievance.

All grievances will be promptly and thoroughly investigated with the strictest confidence possible. Where it is determined by the Director that a grievance requires action and/or resolution, all involved parties will be consulted and the appropriate response and/or resolution will be implemented by the Director. CareBridge Academy, Inc. will **not** retaliate against any student for filing a grievance.

CareBridge Academy, Inc. is licensed by the Pennsylvania Department of Education, State Board of Private Licensed Schools. Any grievance not satisfactorily resolved by the persons listed above or by the school officials may be brought to the attention of the State Board of Private Licensed Schools Pennsylvania Department of Education 333 Market Street, 12th Floor, Harrisburg, Pennsylvania 17126-0333.

F. Transferability of Credits

CareBridge Academy, Inc. cannot guarantee that any clock hours earned while attending CareBridge

Academy may be transferred to any other institution.

G. Background check process and information

PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK (for students that have resided within the state of Pennsylvania continuously for the past 2 years or more, please follow this process)

There are two methods of requesting a Criminal Record:

1. Online Request

The Pennsylvania State Police has established a web-based computer application called "Pennsylvania Access To Criminal History," (PATCH). Using this system, a requester can apply for a criminal background check on-line. Payment must be made using a credit card.

Go to <https://epatch.state.pa.us/Home.jsp> Students should click on "Submit a New Record Check" and follow the instructions under "Terms and Conditions for the Use of PATCH", then click the "Accept" button. Complete each of the boxes to finish your application.

To access your approved clearance from the epatch home page, click on "Check the Status of a Record Check." Type your Control Number, your name (which must be exactly as it was entered on your application), and the application date in the appropriate boxes. A "Search Results box will appear below this information. If the record has been processed, it will show up. Click on the Control Number to retrieve and print your certification form and submit it to the Administration Office. If the information has not yet been processed, the "Search Results" will indicate "No items found." Access the website daily until you are able to access your record. For assistance or questions, please call 1-888-783-7972.

2. Submitting a Request Form by mail

Click on <https://epatch.state.pa.us/help/HelpHome.jsp> and select the application - SP4-164 Form - Request for Criminal Record Check. Applicants can type their information directly onto the form from their computer, then print the form, sign and date it. The form can also be printed from this site, then the information hand written onto the form. With either method, the form must be mailed to the address indicated on the form. The application requires a certified check or money order in the amount shown on the form, made payable to "Commonwealth of Pennsylvania." (A notarized copy is NOT required by the School.) Please keep a copy of the completed application (and the money order stub) until you have received your approved form. Mailed applications can take four weeks or longer. If you have questions about the Pennsylvania State Police Request for Criminal Record Checks SP 4-164 or SP 4-164A forms, please call 1-888-783-7972.

FBI REPORT AND BACKGROUND CHECK

Only prospective students who have not resided in Pennsylvania for the last two years continuously must obtain a Pennsylvania State Police CHRI Report and a FBI Report. The fingerprint-based background check is a multiple-step process.

FBI Background Check Instructions

Please visit <https://www.edo.cjis.gov/#/> for this report. Fingerprints are required and the standard fingerprint form (FD-258) is found throughout the instructions.

<http://www.fingerprinting.com/pennsylvania/> is a website that lists locations where fingerprints can be obtained. Please contact them first to ensure they do process them. The cost is provided as the application completes the application.

CareBridge Academy does not have access to either of these entities to obtain the completed report.

List of FBI-Approved Channelers for Order Submissions

FBI-approved Channelers receive the fingerprint submission and relevant data, collect the associated fee(s), electronically forward the fingerprint submission with the necessary information to the CJIS Division for a national Identity History Summary check, and receive the electronic summary check result for dissemination to the individual. An FBI-approved Channeler simply helps expedite the delivery of Identity History Summary information on behalf of the FBI.

Accurate Biometrics

www.accuratebiometrics.com

(773) 685-5699

Biometrics4All, Inc.

www.applicantservices.com

(714) 568-9888

Daon Trusted Identity Services, Inc.

www.daontis.com

(703) 797-2562

Fieldprint, Inc.

www.fieldprintusa.com

(877) 614-4364

Gemalto Cogent, Inc.

www.gemalto.com/govt

(626) 325-9600

Idemia Identity & Security USA LLC

www.idemia.com

(877) 783-4187

Inquiries Screening

www.inquiriescreening.com

(866) 987-3767

National Background Check, Inc.

www.nationalbackgroundcheck.com

(877) 932-2435

National Credit Reporting

www.nbinformation.com

(800) 441-1661

STS SID LLC dba SureID

www.sureid.com

(844) 787-3431

Telos Identity Management Solutions, LLC

<https://enroll.idvetting.com>

(800) 714-3557

TRP Associates, LLC dba ID Solutions

www.trpassociates.net

(877) 885-1511

VetConnex

www.Vetconnex.net

(952)-595-5800