



# Giving Care Education Center

604 Industrial Court Suite-A • Woodstock, Georgia 30189 • Office 678-831-0830 • Fax 678-494-7026

Program: **Certified Nurse Aide Program 881711**

## STEP 1: Fill in Enrollment Information

I hereby apply for enrollment in GCAHEC Certified Nurse Aide Training Program, hereinafter referred to as "School." A representative has provided me with information and explained the program and terms of the enrollment Agreement. Please initial all required areas.

### Name (as it appears on your Driver License/SSC)

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Cell: \_\_\_\_\_ Work: \_\_\_\_\_  
 Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Social Security \_\_\_\_\_

Highest level of education: GED High School Associate Bachelor Masters Other

Current/Previous Occupation: \_\_\_\_\_ Current Employer: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_

### Name and relationship of nearest relative

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Relationship \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Are you a US  
 Citizen? Yes No

\_\_\_\_Initial - Have you been convicted of a felony? Yes No

\_\_\_\_Initial - I **DO NOT** have a criminal back ground. \_\_\_\_Initial - I **DO** have a criminal back ground. (A criminal back ground of a felony can prevent you from entering this program.)

Do you have any physical limitations that would keep you from providing care to another person? **Yes**  **No**

What size uniform do you wear? Sm  Med  Lg  Xlg  Xxlg

- Samples are available to try on at our facility to ensure correct sizing. One uniform is included with tuition. Additional informs may be purchased for \$40.00 each.

## Step 2: Class information, Tuition and payment requirements

The State of Georgia requires a total of 90 hours which includes 24 of those hours in a clinical setting at a long-term care facility.

Class session you want to attend:  
Days Nights Class start date: \_\_\_\_\_

# Giving Care Education Center

604 Industrial Court Suite-A • Woodstock, Georgia 30189 • Office 678-831-0830 • Fax 678-494-7026

---

**Class schedules:** You may only attend either the day or the night. No switching classes or bouncing between.

Day: Classroom: Mon, Tues, Wed. Clinical Thurs

Class Time: 7:30 a.m. --- 3:30 pm Monday thru Friday

Clinical: 7:30 a.m. --- 3:30 pm x 3 days Thursday

(Class duration: 3-Weeks) (Weekends are 6 weeks)

\_\_\_\_\_ **Initial** - TUITION: \$1200 inclusive, non-refundable after day one.

Tuition includes; 1 uniform (top and bottom), workbook, GCEC bag, BLS Healthcare Provider CPR / First Aid, Blood Pressure Cuff and Stethoscope, Criminal Background Check, and a Job Ready packet upon completion of the program.

\_\_\_\_\_ **Initial** - You will also receive a textbook and syllabus that outlines the program, both of which must be returned upon the final day of class. A fee of **\$50.00** will be applied to balance if not returned to the school on the last day of class.

\_\_\_\_\_ **Initial** - Deposit \$125.00 **Non-refundable** (deducted from total price)

\_\_\_\_\_ **Initial** - Full Tuition \$1200.00, due on the first day of class.

Payment options are, Cash, check, credit cards (visa, MasterCard, add \$4.00 processing fee), PayPal and pay pal pay later option, MYCCA (military spouse)

\_\_\_\_\_ **Initial** - There is a \$40.00 returned check fee.

\_\_\_\_\_ **Initial** - A requirement of starting clinical is to complete a PPD (injection), TB test which can be done at your local Health Department or on the first day of class for \$25.00. If PPD is not completed prior to the first day of class, you will not be allowed to participate in clinical until a completed PPD is turned in. If you have received the BCG vaccine, a Chest x-ray report is required for admission.

\_\_\_\_\_ **Initial** - A criminal background check is required prior to beginning clinical rotations. Refusal to fill out the required request on the first day of class will be grounds for instant termination with no refund.

*\*\*The Name on Your Social security card and your Driver's license must match exactly. If they do not, you will have the duration of the class to correct one or the other. If they are not turned in corrected by end of class your paperwork will not be submitted to NAACES and you will not be allowed to test with your classmates. (NO EXCEPTION)\*\**

After successful completion of class, Your information will be uploaded to the PearsonVue site, you will receive an email with further instructions to register for your state exam You have 1 year to take your state exam. You have 3 attempts throughout the year to pass both the written and skills portion of the exam.

# Giving Care Education Center

604 Industrial Court Suite-A • Woodstock, Georgia 30189 • Office 678-831-0830 • Fax 678-494-7026

---

## Students Right to Withdraw

**Initial** - The enrollment agreement is a legally binding contract upon the school's written acceptance of the student's application for admission. Unless otherwise noted, the refund policy below is legally binding.

**Initial - Refund Policy-** The deposit, tuition, and any other purchases (i.e. notebooks, etc.) or fees are NON-REFUNDABLE, after day one. Student(s) who formally withdraw from the course before the first day of class will receive a 50% refund of tuition, minus the \$125.00 deposit. Withdrawal from class must be requested in written form, and is not official until GCEC receives the letter. A stop payment on a check for class is not considered an official withdrawal, nor does it cancel the student's financial obligation. If a student withdraws from class on the grounds of an illness or family emergency, (with approval and proper documentation, with a signed records release for verification) the student may return to classes to finish the required hours with the next available class, and within a 2 month time frame. Student may only return to classes after gaining approval from a GCEC representative regarding time returning and class returning to. Students who are not formally withdrawn from class are liable for all fees and associated expenses. "A Business Office Hold" will be placed on the student record. Students with "A Business Office Hold" on their record will not be permitted to forward information to a third party until the financial obligation has been paid. If tuition is not paid in full by the date requested legal action will be taken.

## Other Terms and Conditions

**Initial - Attendance and make-up:** Because this class has limited hours, you are required to attend 100% of all scheduled classes and clinical hours. If a class is missed due to an emergency, it may be made up during the next scheduled semester, which will delay your completion and certification testing. The first make-up day is \$50.00. If the clinical day is missed, there is a make-up fee of \$125.00 and arrangements can be made to reschedule, at the discretion of the clinical instructor after *fees are paid in full*. We reserve the right to refuse service to anyone, at any time, for any reason. We also reserve the right to request students to take an admission examination to ensure compatibility with the program. We reserve the right to either allow or refuse a student from returning to classes after withdrawal from the program as well as the choice of which class to return to and the time that they return.

**Initial - Testing:** There are NO re-tests given. Original grade earned is the official grade recorded. Grade of 75% or higher is required to pass all tests. To pass lab all sections of both classroom and clinical must be dated and initialed by the instructor. There is a grade for class participation; you are required to participate fully in all skills practice, which includes mock patient situations, with mouth care, and partial bathing as well as other skills practice. Please note the calendar to make sure you are up to date with class activities and test schedules. The syllabus will advise when a test is scheduled and what the test covers. If you receive a failing grade on a test(s) and your average grade equals to less than 75%, you fail the class. If you fail the clinical portion during the class or during the final, you fail the class. No exceptions. If you are caught cheating during/after or before a test, you will receive a zero on that test with the possibility of termination from the class. If you do not turn in the graded projects (Fire and Room Safety and Employment and Interview training) you will receive a zero, which could cause you to fail the course. If you do not turn in the Body System Project assignment, you fail the course as this is required in order to pass the program.

**Initial - Tardy:** Tardy is late by more than 10 minutes after the scheduled class start time. In order to complete class on time, it must start on time! Your class schedule will be given on day 1 and you will be expected to arrive on time.

# Giving Care Education Center

604 Industrial Court Suite-A • Woodstock, Georgia 30189 • Office 678-831-0830 • Fax 678-494-7026

---

Any missed lesson(s) must be completed. Some lessons are only one hour in length and being late 15 minutes is the equivalent of missing 25% of the lesson. Being tardy more than three (3) times will be grounds of dismissal from the program. Tardy to clinical is unacceptable and can result in student being dismissed from clinical rotation and the possibility of termination from the program.

## \_\_\_\_ Initial - Appearance:

- Casual clothes are acceptable for the classroom. No low cut shirts, no bra straps; no short shorts, no high heels, and no visible boxer shorts. You are entering the professional world and must appear professional. Professional appearance is a must when dealing with patients. For clinical rotations strict adherence to these policies will be followed or you will be sent home.
- Clean ironed scrub tops and bottoms (student must provide closed toe tennis shoes or nursing shoes, must be clean) Hair should be pulled back and neatly kept.
- Personal Hygiene (deodorant and shower before entering clinical area) is crucial to the health care field and courteous to others. Jewelry is limited to one pair of post earrings, wedding ring, and watch with a second hand.
- Nails should be no longer than  $\frac{1}{4}$ " beyond fingertips. Absolutely no artificial nails will be permitted. This is for patient safety and infection control. If nails are polished they must be in a neutral/natural color.

\_\_\_\_ Initial - Cell phones are not permitted in the clinical area. **No Exceptions.** Cell phones are permitted in the lab area only.

## \_\_\_\_ Initial – MEDIA AGREEMENT- Student name badges must be worn at all times for class and clinical hours.

Patients have the right to know who is caring for them and their qualifications. *(If you do not want your picture taken at any time during this program, you must wear a badge stating "No pictures please" which must be worn at all times in addition to the student name badge. Please choose an option below.)*

\_\_\_\_ Initial --  **YES** you may take my picture during class and post to the schools FB account.

\_\_\_\_ Initial --  **NO** you may not take my picture at any time and I will wear the name badge.

\_\_\_\_ Initial -- I will abide by the HIPPA laws of patient confidentiality. I agree to keep all information from classes confidential according to HIPPA Laws.

\_\_\_\_ Initial – Code of Conduct- We expect all students to show employees and other student's politeness, consideration and respect at all times, this class is given in an adult setting. The student is expected to take responsibility for their learning and behavior, and to treat classmates and instructors with respect. As part of the program, the student is required to:

- Practice and improve their skills on their classmates.
- Allow themselves to be used for skills practice.
- Participate in all class, lab, and clinical activities.
- Complete all homework and assignments on time.
- Use equipment and supplies in a respectful and appropriate manner.

The following will not be tolerated and is just cause for termination from the program:

- Theft or destruction of property, nothing leaves the building.
- Rude or belittling attitude. WE DO NOT TOLERATE BAD ATTITUDES OR BULLYING in any way.
- Any type of abuse towards a resident, employee of Nursing Home, teacher or other students.

# Giving Care Education Center

604 Industrial Court Suite-A • Woodstock, Georgia 30189 • Office 678-831-0830 • Fax 678-494-7026

---

Any action that makes an employee of Giving Care Education Center, LLC or another student feel threatened or unsafe creating a safety hazard to other students or patients, unsatisfactory academic progress, poor attendance missing 2 days or tardy 3 times, unprofessional conduct, this includes lying , failure to pay fees when due, cheating, falsifying records, breach of enrollment agreement, entering school site while under the influence of alcohol, drugs , narcotics of any kind, carrying a concealed or potentially dangerous weapon, or sexual harassment or harassment of any kind.

**Termination will be immediate for any of the reasons listed above.**

## STEP 3: Read, sign your name, add today's date

**Notice to buyer: Do not sign this Enrollment Agreement before you read it or if it contains any blank spaces. You are entitled to an exact copy of this signed Enrollment Agreement. Keep it to protect your legal rights.**

*I have read the terms and conditions contained in this Enrollment Agreement, which I have received and read, and understand that, with my (or my guardian's signature), this agreement constitutes a binding contract after written acceptance by the school. Contract changes may be made only by written consent of both parties.*

**STUDENT SIGNATURE** \_\_\_\_\_

Today's Date \_\_\_\_\_

Parent or Guardian if student less than 18 \_\_\_\_\_

---

**BELOW THIS LINE: SCHOOL USE ONLY**

---

Giving Care at Home Education Center Representative \_\_\_\_\_

Session: Days \_\_\_\_\_ weekends \_\_\_\_\_ Class start date \_\_\_\_\_ End date \_\_\_\_\_