

Western Colorado Area Health Education Center
Nurse Aide Training Program
Course Requirements

Western Colorado Area Health Education Center's (WCAHEC) Nurse Aide Training Program is 104 hours.

Attendance:

- WCAHEC and the State Board of Nursing require that students attend all classes and clinical practice to fulfill their requirements.
- An absence due to an emergency or illness will be evaluated on a case-by-case basis.
- The student must notify the program coordinator or the instructor **prior** to the missed class/clinical to be excused.
- If a student is absent due to an emergency or illness, the course work missed will be made up on the student's own time. If additional instructor time is required to assist the student with the make-up work or clinical practice, the student will reimburse WCAHEC for the instructor's fee.
- Any request for variation of these procedures will be considered only in unusual circumstances and only with the permission of the Program Coordinator/Nursing Director.
- Absences or tardiness in excess of a "collective" of 8 hours may be considered grounds for dismissal or reassignment to a future class.
- Future class attendance is approved on a space available basis only. Space available status is only granted for 90 days.

Grading

- Students must achieve 70% or better on each quiz.
- Students may retake each quiz only once. There will not be an opportunity to retake the final.
- Students must actively participate in the classroom, lab and clinical setting.
- Students must satisfactorily perform all skills by the completion of the course.

Discharge Criteria

1. Inability to achieve 70% or better on chapter quizzes and/or final exam.
2. Any form of cheating on exams or in clinical or classroom settings.
3. Excessive tardiness.
4. Unexplained or habitual absenteeism.
5. Misconduct as described in the Student Conduct Policy.

Refunds

The Nurse Aide course is based upon the tuition of 10 paying students. Last minute cancellations, dropouts or no-show students impact the class.

1. The following fees are **non-refundable**:
 - a. The Deposit fee of \$270 if a candidate did not attend the class with notification within 7 calendar days of a class start date or without notification.
 - b. The Tuition fee of \$850 for a student, who dropped out, failed or was dismissed from the class.
2. If a student did not attend a class with notification within 7 days of a class start date or without notification, dropped out, failed or was dismissed from the class, the student is responsible for the tuition fee of \$850.

I am physically and mentally able to meet the demands of a Nurse Aide Class, including lab and clinicals, and have no functional limitations to lift or move a minimum of 50 pounds.

Student Signature

Date