



Los Angeles Skills Academy

Student Catalog

State of California
Los Angeles Skills Academy, LLC
Nurse Assistant Training Program
Student Catalog
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OWNERSHIP

The Los Angeles Skills Academy, LLC is privately owned and authorized to conduct business in the state of California.

MISSION STATEMENT

The mission of Los Angeles Skills Academy Nurse Assistant Training Program is to provide a flexible and innovative way to prepare Nurse Assistant candidates to become Certified Nurse Assistants (CNA) who provide high quality and compassionate care for residents in nursing homes, assisted living facilities, private homes, and patients in hospitals.

PHILOSOPHY AND PURPOSE



The NAT Program is rooted in six principles of care: Privacy, Dignity, Independence, Communication, Safety, and Infection Control. The program is designed to motivate the participant and establish a deeper appreciation of his/her important role in providing quality nursing care in a variety of healthcare settings.

The purpose of the NAT Program is to provide the information and skills that will enable nurse assistants to provide quality care for residents in nursing homes, clients at home and patients in hospitals and other healthcare facilities. The course is led by Registered Nurses and Licensed Vocational Nurses who have completed a training course and meet all Federal, State, and Los Angeles Skills Academy instructor requirements.

PROGRAM OVERVIEW

The NAT Program meets the California Department of Public Health's requirements for Nurse Assistant Training in California, including 60 hours of classroom/online theory and 100 hours of supervised hands-on clinical experience at a local Skilled Nursing Facility. All classes are taught by highly experienced and professional nurses with a small student to instructor ratio to provide quality training. The expectation of excellence is high within our fast-paced and focused program. We train our students to provide compassionate care for people within the health care system.

Through lecture, video, role-playing, hands-on skills demonstration and clinical practice, our students learn procedural skills such as bathing, dressing, positioning, and vital signs. Students will also learn key communication techniques through life skills training including resume and interview preparation to prepare students for employment after graduation. After students graduate the NAT Program, they are eligible to sit for the California Nurse Assistant State Exam to become a Certified Nurse Assistant (CNA).

NURSE ASSISTANT TRAINING PROGRAM COST

Total cost payable to Los Angeles Skills Academy for this training is \$1800.00 (includes a \$250.00 non-refundable application fee). Each student will be responsible for additional expenses (see below).

Tuition includes	
Application Fee (non-refundable):	\$250.00
Tuition:	\$1550.00
TOTAL:	\$1800.00

Included in the program:

- Criminal Background Check
- Textbook



- 60 hours of theory, 100 hours of clinical
- Live Scan Fingerprinting
- American Heart Association (AHA-BLS) Basic Life Support
- Career or Education Counseling
- Job Placement

Student Responsibility (Your Expense)

- Physical Exam:
- Tuberculosis/TB Test:
- Uniform (Navy Blue Pair):
- White Athletic Shoes:
- Watch with a second hand:
- Competency Evaluation Program (CEP Test) (\$110.00-\$125.00)

Prospective students can pay their tuition in full or the agreed payment plan. Registration fee (\$250.00); and the agreed tuition is due 7 days prior to the start of class. Discounts and Partial or Full Scholarships may be available, please check with the enrollment coordinator for availability.

If an outside source is covering all or a portion of the program cost, a signed authorization from the agency/source must be provided at the time of registration. If the agency is paying anything less than the full amount for the program, the student is responsible for the total remaining balance. The remaining balance is due 7 days prior to the start of the class.

Tuition is to be paid by Credit/ Debit Card, Money Order or Cashier's Check.

Other electronic payments like Apple Pay, Venmo or Zelle may also be accepted upon student's request.

WITHDRAW/REFUND POLICIES

Students have a right to withdraw and obtain a refund of charges paid, minus the \$250.00 non-refundable registration fee, at least 5 business days before the first day of class. Students who withdraw less than 5 business days before the start of class will receive a refund, minus the \$250 non-refundable registration, and charged a 30% penalty (calculated from total tuition fee). Students who have started the course and request a refund before 60 hours have lapsed can request a refund for half of the total tuition fee not including the non-refundable registration fee. After 60 hours of the class has elapsed, no refund will be given.

Refunds must be requested in writing to the

Administrator administrator@laskillsacademy.com or Enrollment Coordinator.

Students dismissed from the program for academic, attendance/punctuality, or behavior issues are not eligible for refunds.



COURSE COMPONENTS

Lecture: Note-taking and pre-reading are mandatory and add to the learning process.

Activities: Activities are designed to involve students in the experiential learning process.

Video: Videos and instructor demonstrations in-person or online are used to provide a standardized method for all nursing skills to help ensure standardization of quality, and to present real life scenarios for the student.

Lab sessions: Lab sessions allow students to demonstrate competency in each skill prior to the clinical experience.

Clinical experience: The clinical component of the program will provide students a real world, hands-on learning opportunity in a long-term healthcare facility.

Virtual or Online - During the Pandemic, classes may be held online using a video and learning platform. The Virtual Classroom allows the entire class to work together, raise their hands for questions, keep track of assignments and grades, and watch videos.

ADMISSION POLICY

Students enrolling in the Nurse Assistant Training Program must be at least 16 years of age and possess a valid Social Security Card.

DOCUMENTS REQUIRED UPON REGISTRATION

1. Registration Form
2. Enrollment Agreement
3. Background Check Authorization Form
4. Copy of Government-issued photo ID/Passport

REGISTRATION PROCESS

1. Choose a class you would like to attend
2. Fill out the Registration Forms
3. Make a payment
4. Receive a confirmation email
5. Download your Physical Forms
6. You will receive an email from the office with class and payment instructions.



DOCUMENTS TO SUBMIT AFTER REGISTRATION

1. LASA's Physical Form completed by Healthcare Practitioner (must be completed within 90 days of the start of clinical).
2. Evidence of Flu Shot for the current season. *
3. TB Form documenting negative TB test (must be completed within 90 days of the start of clinical; a negative chest x-ray will be accepted within 1 year of the start of clinical); other TB forms may be considered if verifiable by the health provider.

*Proof of flu shot is required during flu season (October 1 – March 31) and is due 1 day prior to the start of clinical. If you cannot take the flu vaccine for personal or health reasons, please let us know. The Skilled Nursing Facility/ Long Term Care Facilities reserve the right to refuse non-vaccinated students.

Accommodations

Requests for accommodations, must be addressed to the RN Program Director prior to registration, to be granted in the LA Skills Academy's sole discretion. Official and authorized documentation must be provided about the requested accommodation. All NAT students must be able to perform all Nurse Assistant duties safely and correctly. No accommodations will be approved if skills are not able to be performed safely and correctly.

The classroom, lab, and clinical sessions require the ability to learn in a fast-paced academic environment coupled with strenuous physical activity. If you have any conditions that could affect your ability to participate including learning disability, pregnancy, chronic condition or an injury, please provide written permission from your physician or clinician. Applicable conditions revealed after enrollment without permission to participate will be grounds for non-refundable dismissal.

CNA STATE EXAM

You will be eligible to take the CNA state exam after completing the 160-hour (60-theory; 100- clinical) program. Exam fees applies, and are not included in the tuition fee unless indicated.

You must pass the written and the skills test to obtain your certificate.

LA Skills Academy will prepare you for the state exam during the program with Practice written tests and Skills Practice.

2 Testing Vendors for California

1. American Red Cross



2. Pearson Vue

Required Documents to Take the State Exam:

- 283B Form – Provided after successful completion of the program.
- Original Social Security Card (cannot be laminated);
- Acceptable photo ID (example: Driver's License or California ID)
- Names must appear the same on both social security card and photo ID

BACKGROUND CHECK/PRIOR CONVICTIONS

1. **CRIMINAL BACKGROUND CHECK** - Upon registration and prior to start of the class. LA Skills Academy will run a criminal background check. If you have been convicted of any crimes other than minor traffic offense, you must provide a written explanation and current status of your case. LA Skills Academy has the right to deny a student enrollment based on a prior conviction, and in such cases, the Application Fee will be forfeited.

2. **LIVE SCAN** - Live Scan fingerprinting is also required prior to start of the class. This will be automatically submitted to the California Department of Public Health, Licensing and Certification Program Aide and Technician Certification. LA Skills Academy will not see the result of this background check. If there is any issue regarding your background, you will be notified directly by the DOJ through the contact information you provided on the Live Scan form. Students will be given the appropriate forms to fill out to give to the Live Scan provider.

GRADING

Students are expected to come prepared to class with all homework assignments completed. Students are required to pass the quizzes and the final exam in order to continue with the program. Students have the opportunity to retake quizzes and the final exam one time. If a student does not successfully pass on their second attempt of a quiz or the final exam, they will be dismissed from the program. Students are required to demonstrate competency of all skills required in the program. Evaluation of competency occurs both in the lab and clinical components of the program.

STUDENT DRESS CODE

- Navy Blue Scrubs (top and bottom) *
- White (waterproof) shoes. (mostly white is acceptable)**
- Watch with a second hand (for checking vital signs)
- ID Badge



*Students are expected to be in uniform every day of class, clinical, state exam days, job fair, and graduation. A watch with a second hand is part of your uniform.

**Shoes should be an athletic, waterproof shoe and must be closed toe and closed heel. Shoes may have some other small color or design, as long as they are mostly white.

PERMITTED

- Scarf or skirt (neutral colors) for those with religious necessity
- Small earring studs and rings with personal significance (limit one per hand)
- Natural makeup
- Nails trimmed not extending beyond tips of fingers. No colors or designs

NOT PERMITTED

- Cellular phones at the clinical site during class hours
- Hats or scarves (religious exception)
- Dangling jewelry or visible facial piercings (nose, eyebrow, lip, chin, etc.)
- Long, loose hair, extreme hair color or styles
- Acrylic nails or overlays
- Heeled, open-back, or clogged shoes
- No jackets over the uniform attire, unless they are professional navy blue scrub jackets. If you are cold, we allow a long-sleeved white, gray or black shirt under the white scrub top.
- Please cover tattoos for the clinical experience

JOB FAIR/ JOB ASSISTANCE

- Graduating students will be invited to a Job Fair (in-person or virtually). The job fair will help students find a job but do not guarantee employment. Students will have the opportunity to complete job applications and schedule interviews with prospective employers. Job assistance is offered by LA Skills Academy for those who are interested.

ATTENDANCE

The student is required to satisfactorily complete all the course instruction. The student must attend all class days as required by the program.

Theory: A maximum of one day of absence will be allowed due to sickness or family emergency. Official documentation must be provided. Absence during theory days is highly discouraged. Any missed Theory time must be made up with the same theory day containing the same modules as the one missed.

Example: If you missed Day 6 of theory, you must makeup during a Day-6 class.



If the class you need is not available and you do not want to wait until the following class schedule, special arrangement can be made with the school with an instructor fee of \$250 per day.

Clinical: A maximum of one (1) day of absence will be allowed due to sickness or family emergency. Official documentation must be provided. Clinical Makeup location may vary from the original clinical location. Make-up availability is limited and may require extra travel time.

If the clinical make-up you need is not available and you do not want to wait until the next make-up day, a special arrangement can be made with the school with an instructor fee of \$250 per day.

Documentation for the absence and request for makeup must be submitted within 24 hours of returning to class. Failure to submit documentation will result in a drop without a refund.

Any additional absences will result in a drop without a refund.

There will be no excused absences. All hours must be made-up in order to graduate.

Absences may delay your planned graduation and testing. Please consider this before missing a class.

Other Important Information:

- Use of cell phones in clinical is prohibited. Cell phones are to be used only in designated areas and only during breaks.
- Smoking is prohibited in the building and on the premises. Smoking is prohibited during clinical experience including breaks.
- Classes may be canceled for unforeseen events like poor weather conditions, government-issued lock-down, facility compliance survey or instructor emergency, a make-up plan will be created for your class as soon as possible. Please note that graduation may be delayed until all hours are made-up.
- Cheating is grounds for immediate dismissal from the program.
- Placing a resident in immediate danger during clinical is grounds for immediate dismissal from the program.
- Working outside the scope of practice as a NA student or performing skills or actions not approved by the instructor during clinical is grounds for immediate dismissal from the program.

Name: _____

Signature: _____

Date: _____