

Tab 1



ROSEBUD
TRAINING ACADEMY

COURSE CATALOG 2025



About Rosebud Training Academy

Rosebud Training Academy is based in Baker, LA. RTA was birthed out of Rosebud Healthcare and Training, LLC. Rosebud was founded in 2019 to provide healthcare training and services to meet the growing healthcare needs of the Baton Rouge community.

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Rosebud Training Academy is licensed by the Louisiana Board of Regents and adheres to the rules and regulations of the Louisiana Proprietary Schools Advisory Commission.

About the Founder

Nurse Vikki Lee Wilbon has been an active leader in the healthcare community for 3 decades. She earned her Associate of Nursing from Our Lady of the Lake School of Nursing in 2007. For the past 16 years, Vikki has served as a Registered Nurse in the following departments: Medical/Surgical, Cardiology, and Mental and Behavioral Health. Nurse Wilbon has been a certified CPR and Crisis Prevention instructor for five years and is also a Childcare Health Consultant. She has been teaching Medication Administration for seven years, where she caters to adult learners and prides herself in her students' success in learning. Vikki often consults Personal Care Attendant Services, residential facilities, group homes and mental health rehab services. She is fluent in health regulations and helps create policies centered around what is required at local, state and federal levels for healthcare systems.

Vikki branched out in her career by initiating Rosebud Healthcare and Training in 2020 after receiving various certifications and specialized training. The vision for Rosebud Healthcare and Training was to provide education, training, and consultations that will lead to certified nursing care at the local, state, and federal levels.

Recently, Vikki rebranded the business in order to satisfy a need for multiple areas of focus in the healthcare industry:

- **Rosebud Training Academy** premiered in January 2023 and is a state certified proprietary school for the Certified Nurse Aide Program.
- **Rosebud Healthcare** specializes in providing clinical and non-clinical training, consulting, and management services focused on the development of life-long learning skills, compliance, and growth. Their objective is to develop partnerships with governmental agencies, private companies, regional, and national organizations to increase the sector between the private companies, similar organizations, state institutions and national organizations in support of positive changes in the education sector to properly address the correlation between labor market demand and educational supply in our communities.
- Vikki also heads a nonprofit organization: **Rosebuds, Inc.** Rosebuds, Inc. was started in October 2017; it did not become a 501c3 affiliate until December 2019. Its focus is collaboration in order to serve the community in any way it can. To date, Rosebuds, Inc. has provided mobile COVID testing, food distributions, drive thru PPE give-a-ways, and food and clothing to the homeless in the Greater Baton Rouge area.

Vikki is a native of Baton Rouge, LA, a loving and devoted wife, and a passionate mother to two sons and a daughter. When she is not working, Vikki enjoys attending sporting events and spending time with her family.

Mission

The mission of Rosebud Training Academy is to graduate competent, compassionate, caring healthcare providers who strive to serve each person with compassion, humility, and dignity; while meeting their mental, emotional, and physical needs through healthcare and service.

Table of Contents

Mission.....	3
Admission Requirements.....	5
Learning Objectives.....	7
General Program Operations.....	8
RN Coordinator(s).....	8
Program Schedule and Calendar.....	9
Classroom/Clinical Instruction.....	11
Attendance.....	22
Other program specifications Attendance.....	24
Grading System.....	24
Graduation Requirements.....	25
Certificate of Completion.....	25
Job Placement.....	26
Financial Aid and Counseling Services.....	26
Competency Evaluation (Certification Exam).....	26
Facilities Overview.....	28
Additional Information	29
Admission.....	29
Refunds.....	32
Student Complaint Procedure.....	33
Clinical Policies.....	33
Uniform Protocol.....	34
Appendices.....	36

Admission Requirements

The following requirements will be met before admission:

1. Age

- a. Applicants must be 16 years of age to enroll.

2. Criminal Background check:

- a. Must be either:

- I. Right to Review (student requests directly from the LSP)
- II. Authorized agency (school requests from approved authorized agency)

- b. Admission will be denied:

- I. If convicted or found guilty of abuse, neglect, or mistreatment of elderly or infirm as defined by LA R.S. 40:2009.20;
- II. If convicted or found guilty of misappropriation of a resident's property.

- c. Admission will not be denied for convictions not related to the above convictions.

- I. If background check reveals any convictions for unhirable offenses, as listed per LA R.S. 1203.3, students will be ineligible to participate in clinical training and students will be notified.

- II. If student wishes to continue enrollment process, student will verify in writing acknowledgement that he/she:

- Will not be eligible to participate in clinical training at the clinical site;
- Will not be eligible to successfully complete the nurse aide training program;
- Will not meet requirements to take the nurse aide competency exam; and
- Will not be certified to the LA Nurse Aide Registry.

3. LA Nurse Aide Registry

- a. Admission will be denied if individual has a finding on the LA Nurse Aide Registry
<https://tlc.dhh.la.gov/>

4. Direct Service Worker (DSW) Registry

- a. Admission will be denied if individual has a finding on the DSW Registry
<https://adverseactions.ldh.la.gov/SelSearch>

5. National Sex Offender Registry (nsopw.gov)

- a. Admission will be denied if individual is included on the National Sex Offender Registry <https://www.nsopw.gov/>

6. Other admission requirements (if applicable)

- a. All students should have documentation showing a current negative tb skin test within 12 months.
- b. Physical Exam with a statement of good standing

7. Completion of CPR certification (Basic Life Support)

Learning Objectives

Nursing Assistant Training

1. Describe the functions of body systems appropriate to the nursing assistant's scope of practice.
2. Describe the roles and responsibilities of nursing assistants including ethics, communication, legal responsibilities, abuse laws, and Louisiana State Board of Nursing regulations.
3. Demonstrate professional communication skills including recording and reporting, and legal and ethical responsibilities.
4. Demonstrate safety and infection control practices that comply with standards of practice for nursing assistants.
5. Identify stages of growth and development.
6. Define common medical terms and abbreviations used in health care.
7. Demonstrate competence and proficiency in the following categories of skills:
 - a. Communication and interpersonal relationships.
 - b. Safety and infection control.
 - c. Personal care procedures.
 - d. Vital signs.
 - e. Nutritional requirements and techniques.
 - f. Admission, transfer, and discharge procedures.
 - g. Exercise and activity.
 - h. Elimination.
 - i. Unsterile warm and cold applications.
 - j. Care for residents with special needs.
 - k. End of life care
 - l. Care of residents with cognitive impairment.
8. Comply with privacy and confidentiality laws.
9. Demonstrate behaviors consistent with professional work ethics.
10. Adhere to the policies and procedures of clinical sites.
11. Meet necessary requirements to be eligible for the competency examination for nurse aide certification and employment as a certified nurse aide.

General Program Operations

1. RN Coordinator(s)

- a. The program will have an RN Coordinator who is responsible for the general oversight of the program. [CFR483.152(a)(5); LAC 10017(A)]
- b. The RN Coordinator may not supervise more than two nurse aide training programs and must be on-site at least 50% of all classroom and clinical instruction time. [LAC 10017(A)(2)].
- c. The RN Coordinator may serve as an instructor unless the RN Coordinator is the Director of Nursing of a facility-based program. [CFR483.152(a)(5)].
- d. The RN Coordinator meets the following qualifications:
- e. Have at least 2 years of nursing experience [CFR 483.152(a)(5)];
 - i. Have at least 1 year of direct care in a long-term care (NH) or SNF [CFR 483.152(a)(5)].;
 - ii. Have a current, unencumbered registered nursing (RN) license in the state of LA [LAC 10017(A)]; and
 - iii. Have one of the following LAC 10017(A):
 - Master's degree or above;
 - VTTIE;
 - CTTIE;
 - Train the trainer certificate.

2. Program Schedule and Calendar

The academic year begins in January. The current class dates are available on the website (www.rosebudhealthcare.net). There is typically a one-week non-activity period between class groups for day and evening classes. Below is a typical class schedule for day and evening classes.

The instruction schedule for the day program:

Instruction Schedule	Instruction days (ex. Monday thru Friday)	Total # of days	Times of Instruction (ex: 8 AM to 4 PM, 1 hr break)	Total Instruction Time (in hours: do not include breaks)
<i>Classroom/lab</i>	Monday-Friday	5	8 am- 5 pm 30-min lunch and 2-15 15-min breaks	40 hours
<i>Clinical Orientation</i>	Monday-Friday	1	8 am-noon	4 hours
<i>Clinical Instruction</i>	Monday-Friday	5	7 am- 4 pm 30-min lunch and 2-15 min breaks	40 hours
<i>Totals</i>	n/a	11 (including orientation)	n/a	84 hours

The instruction schedule for the evening program:

Instruction Schedule	Instruction days (ex. Monday thru Friday)	Total # of days	Times of Instruction (ex: 8 AM to 4 PM, 1 hr break)	Total Instruction Time (in hours: do not include breaks)
<i>Classroom/lab</i>	Monday-Friday	10	6 pm- 10:30 pm and 2-15 15-min breaks	40 hours
<i>Clinical Orientation</i>	Saturday	1	1 pm- 5 pm	4 hours
<i>Clinical Instruction</i>	Monday-Friday	10	7 am- 1:30 pm, 2-15 min breaks	40 hours
<i>Totals</i>	n/a	11 (including orientation)	n/a	84 hours

The school observes the following holidays and will be closed:

Holiday
New Year's Day
Martin Luther King Day
Good Friday
Memorial Day
Juneteenth
4th of July
Labor Day
Thanksgiving Day/Day After
Christmas Eve
Christmas Day
New Year's Eve

Classroom/Clinical Instruction

1. Curriculum

Course Prefix/Number: CNAP 100

Pre-requisite (s) Admission into the CNA Program

Course Hours: 84 Hours

Course Activities	Hours
Classroom	24
Lab/Skills	16
Clinical Orientation	4
Clinical	40
Total Course Hours	84

Course Title: Foundations in Caregiving

Course Description: This course is designed to introduce the learner to the fundamental concepts of caregiving as it relates to the role of the nursing assistant. Emphasis is placed on developing the knowledge, skills, and attitude required to provide therapeutic and safe patient care. Laboratory and clinical experiences provide opportunities for the development of skills that are components of the role and responsibilities of the Certified Nursing Assistant (CNA).

In this course, a comprehensive list of foundation concepts will be covered over 84 hours/2 weeks. This curriculum includes 28 units of instruction including:

Class Code	Class Title	Clock hours lecture	Clock hours lab/skills
CNA 101	The Nursing Assistant in	1 hour lecture	n/a

	<p>Long-Term Care: This class is designed to introduce the learner to the fundamental concepts of caregiving as it relates to the nursing assistant caring for a client in long-term care. Emphasis is placed on developing the knowledge, skills, and attitude required to provide therapeutic and safe patient care. Laboratory and clinical experiences provide opportunities for the development of skills that are components of the role and responsibilities of the Certified Nursing Assistant (CNA).</p>		
ETH 101	<p>Ethical and Legal Issues: This class is created to provide insight into ethical and legal issues in healthcare. In doing so, the class will identify legal ramifications related to the</p>	1.25 hours lecture	n/a

	nursing assistant's role as it is defined by regulatory agencies. Ethical issues in healthcare will be examined. Caring and ethical behaviors when providing patient care will be explored. Major concepts will include, the legality of abuse and neglect, HIPAA, informed consent, Do Not Resuscitate, and incident reporting.		
COM 101	Communication Skills: This course introduces the student to the principles of communication. The course incorporates using principles of therapeutic communication in the delivery of high-quality care, communicating effectively with appropriate members of the healthcare team, and demonstrating the beginning collaborative skills necessary for effective teamwork.	1 hour lecture	n/a
COM	Communication	1 hour lecture	n/a

200	Challenges: This course is designed to identify types of barriers to communication, such as working with stroke patients and others with impaired communication cultural impact on communication, and the impact of lack of effective communication		
DHN 101	Diversity and Human Needs and Development: This course will focus on identifying and responding to health-related concerns of diverse populations. Emphasis is on building awareness and understanding of nurse aid involvement in the ecology of health.	1 hour lecture	n/a
INF IOI	Infection Prevention and Control: This course introduces the student to fundamental concepts of infection prevention and control. Emphasis is placed on developing knowledge and skills on infection transmission, personal protective	1.5 hours lecture	1.5 hours lab/skills

	<p>equipment, handwashing, and caring for the client in isolation. Clinical/lab experiences provide opportunities for the development of these fundamental skills</p>		
SAF 101	<p>Safety and Body Mechanics: This course introduces the student to fundamental concepts of safety and body mechanics including lifting, safe transferring, safely using equipment to transfer patients, restraints, and fall prevention.</p>	1 hour lecture	n/a
CNA 200	<p>Emergency Care, First Aid, and Disasters: This class is designed to review emergency standards such as OSHA, MSDS, fire safety, and environmental safety. Principles and appropriate steps in assisting someone in need of first aid will be discussed. Disaster preparation and emergency evacuation will be explored</p>	1 hour lecture	1 hour lab/skills
CNA 300	<p>Admissions, Transfer,</p>	1 hour lecture	0.75 hours lab/skills

	<p>Discharge, and Physical Exam: This course introduces the responsibilities of the nurse aide in admitting, discharging, transfer and physical exam. Students will also be introduced to collecting patient information from hospital admission, transfer, and discharge orders</p>		
CNA 400	<p>Bedmaking and Unit Care: This course will teach the importance of sleep, describe the types of sleep disorders, identify factors affecting sleep, describe a standard resident unit and equipment, explain how to clean a resident unit and equipment, discuss types of beds, and demonstrate proper bedmaking.</p>	1 hour lecture	1 hour lab/skills
CNA 500	<p>Positioning, Moving, and Lifting: This course will explain body alignment and review the principles of body mechanics, explain why position</p>	1.5 hours lecture	1 hour lab/skills

	changes are important for bedbound residents, and described basic body positions		
CNA 600	Personal Care: This section is designed to explain the personal care of residents, explain safety guidelines for bathing, list the order in which body parts are washed during bathing guidelines for mouth care, and how to assist with grooming	0.5 hours lecture	1 hour and 30 min lab/skills
CNA 700	Vital Signs: This course will discuss the relationship of vital signs to health and well-being, identify factors that affect body temperature and give guidelines for measuring body temperature, counting pulse and respirations, measuring blood pressure, and pain management	0.5 hours lecture	2 hours lab/skills
NUT 101	Nutrition and Fluid Balance: This course will introduce common nutritional problems of the elderly and chronically ill,	0.25 hours lecture	0.5 hours lab/skills

	describe cultural factors that influence food preferences, identify six basic nutrients, and explain the importance of following a diet. orders and fluid restrictions		
ANA 101	The Gastrointestinal System: This course will introduce and explain the structure and function of the gastrointestinal system, discuss how enemas are given, collect stool specimens examine guidelines for assisting with bowel retraining.	0.25 hours lecture	0.75 hours lab/skills
ANA 200	The Urinary System: This course will introduce and explain the structure and function of the urinary system, common disorders of the urinary system, incontinence, catheters, collection of urine specimens, and guidelines for assisting in bladder training.	1 hour lecture	0.667 hours lab/skills

ANA 300	The Reproductive System: This course is designed to explain the structure and function of the reproductive system, discuss changes in the reproductive system due to aging, and describe the sexual needs of the elderly.	1 hour lecture	n/a
ANA 400	The Integumentary System: This course will introduce and explain the structure and function of the integumentary system, explain the benefits of warm and cold application, and discuss nonsterile and sterile dressings.	1 hour lecture	0.58 hours lab/skills
ANA 500	The Circulatory or Cardiovascular System: This course will introduce and explain the structure and function of the cardiovascular system and discuss common disorders of the circulatory system	0.5 hours lecture	0.5 hours lab/skills
ANA 600	Respiratory	0.5 hours lecture	1 hour lab/skills

	System: This course will introduce and explain the structure and function of the respiratory system, describe oxygen delivery, describe how to collect sputum specimens, and describe the benefits of deep breathing exercises		
ANA 700	The Musculoskeletal System: This course will introduce and explain the structure and function of the musculoskeletal system, discuss common disorders of the musculoskeletal system, and describe elastic bandages.	1 hour lecture	
ANA 800	The Nervous System: This course will introduce and explain the structure and function of the nervous system, caring for eyeglasses, discuss mental health, mental health disorders, dementia and	1 hour lecture	2.5 hours lab/skills

	Alzheimer's		
ANA 900	The Endocrine System: This course will introduce and explain the structure and function of the endocrine system, describe care guidelines for diabetes and foot care	0.5 hours lecture	0.5 hours lab/skills
ANA 1000	The Immune and Lymphatic Systems and Cancer: This course will introduce and explain the structure and function of the immune and lymphatic systems, discuss infection prevention guidelines for a resident with HIV/AIDS, describe cancer and describe care guidelines for a resident with cancer	0.5 hours lecture	n/a
CNA 800	Rehabilitation and Restorative Care: This course is designed to discuss rehabilitation and restorative care,	0.5 hours lecture	0.5 hours lab/skills

	<p>describe the importance of promoting independence, describe and assisting with ambulation with canes, walkers, and crutches and discussing a range of motion exercises</p>		
CNA 900	<p>Subacute Care: This course is designed to discuss the types of residents who are in a subacute setting, describe preoperative and postoperative care, explain artificial airways, tracheostomy, mechanical ventilation, suctioning, chest tubes, and alternative feeding methods.</p>	0.5 hours lecture	0.25 hours lab/skills
EOL 101	<p>End-of-Life-Care: This course will describe palliative care, discuss hospice, the grief process, explain legal rights for a resident who is dying, identify common signs of approaching death, describe ways to help family and</p>	0.75 hours lecture	0.5 hours lab/skills

	friends with a resident's death, and describe and teach postmortem care.		
CNA 1000	Your New Position: This course focuses on the knowledge, skills, and attitudes necessary for a successful transition to the professional Nurse Aide role. Students engage in formal preparation for the CNA certification exam.	1 hour lecture	n/a

Course Activities	Hours
Classroom/lecture	24
Lab/Skills	16
Clinical Orientation	4
Clinical	40
Total	84

Upon successful completion of the curriculum, students will be awarded a certificate of completion. The certificate of completion will allow the students to sit for the Certified Nursing Aide Competency Evaluation (Exam).

2. Attendance

- a. Trainees must complete the nurse aide training program to be eligible for the competency examination for nurse aide certification. Successful completion requires the following minimum hours to be completed:
 - I. Classroom: 24 hours
 - II. Lab/skills: 16 hours
 - III. Clinical orientation: 4 hours
 - iv. Clinical training: 40 hours
- b. *Tardiness*. Students are expected to be in class, at their desks, and prepared to work at the beginning of the school day, following breaks, and lunch periods. Students who are more than 60 minutes late for a day class or 30 minutes late for an on time will be marked tardy by the instructor who will track tardies and report 3 tardies as an absence.
- c. *Makeup Work*. This program reserves the right to approve or deny makeup instruction for absences. If determined that makeup will be allowed, the **maximum amount** of time that may be made up, and the timeframe in which it must be completed, is defined as:

<i>Total possible hours</i>	<i>Maximum time that can be made up</i>	<i>Timeframe to complete required makeup</i>
Classroom: 8 hours	8 hours	5 business days (*must complete prior to clinical)
Lab/skills: 8 hours	8 hours	5 business days (*must complete prior to clinical)
Clinical orientation: 0 hours	0 hours	n/a (*must complete prior to clinical)
Clinical training hours: 0 hours	0 hours	n/a

- d. In addition to completion of training time, additional makeup work may be required for absences and may include bookwork, reports, etc. Makeup work will not be substituted for actual training hours.

- e. If a trainee misses more than the maximum time that can be made up, the trainee will be dismissed from the program. (See table in Section B above.) If dismissed, students must retake class from the beginning if they wish to resume the nurse aide training program.

*Classroom work must be completed prior to starting clinicals. This may in some cases, require a student to begin their clinicals after their class has started their clinicals.

3. Other program specifications (if applicable)

- a. Excused absences are allowed for death in the immediate family (which includes mother, father, sibling and children of the student only). No other reasons for absences will be excused.
- b. *Conduct.* At the discretion of the instructor, any student who does not perform CNA duties safely may be excluded from the program. A student permanently excluded from the clinical program because of unsafe behavior may fail the course or may be dismissed from the program.
- c. *Re-entry.* It is the policy of the school that a student may be granted re-entry privileges after termination for unsatisfactory attendance if the following criterion is/are met:
 - The student has rectified the issue causing the attendance problem to begin with. (i.e. not having transportation, illness, etc.)
 - The student commits to arriving on time to classes.
 - The student may not re-enter before the start of the next grading period if terminated for violation of the attendance policy.

Grading System

Classroom

Student work will be graded using the following system:

Letter Grade Percent Grade 4.0 Scale

B	81-90	3.0
C	71-80	2.0
D	61-70	1.0
F	0-60	0.0

Clinical Evaluation

A satisfactory level of 71% or higher must be attained at the completion of the designated hours in the clinical setting.

Graduation Requirements

The student must have satisfactorily completed 84 hours of training including:

40 clock hours of classroom training that doesn't involve direct patient care; and 44 clock hours of clinical training.

Successful completion and satisfactory level on all skills performance.

Successful passing grade of "C", 71% or higher in all areas. The student must have a GPA of 2.0 or higher. The intent of the program is to be completed within 2 weeks (day program) or 4 (evening program) weeks.

Certificate of Completion

Upon successful completion of the curriculum, students will be awarded a certificate of completion. The certificate of completion will allow the students to sit for the Certified Nursing Aide Competency Evaluation (Exam).

Job Placement

It is the policy of this school to provide job placement assistive services to students upon completion of the course and successful passage of the Certified Nursing Aide Competency Evaluation. The school, however, will make every effort to encourage clinical sites and other contacts in the community the school has and through community memberships to promote placement of the students. The school also actively encourages students to use available job boards.

Financial Aide and Counseling Services

Students may receive financial assistance through the local Workforce Investment Board for the cost of tuition. We provide students with the necessary information to apply for assistance through the local Workforce Investment Board.

Competency Evaluation (Certification Exam)

Successful completion of the nurse aide training program does not certify a trainee to the LA Nurse Aide Registry. Successful completion of the nurse aide training does

qualify the trainee to take the nurse aide competency evaluation (exam). Once a student successfully completes the competency exam, the trainee will be certified to the LA Nurse Aide Registry. The cost of the nurse aide competency evaluation is part of the program enrollment fees. However, if a retest is necessary, the cost of the retest will not be covered by Rosebud Training Academy.

1. Successful completion of the nurse aide training program requires trainee to meet the following:

- a. Verified proficiency in required skills
- b. Completion of instruction hours
 - i. Classroom: 24 hours
 - ii. Lab/skills: 16 hours
 - iii. Orientation: 4 hours
 - iv. Clinical: 40 hours
- c. Other completion requirements: n/a

2. The nurse aide competency evaluation is administered by the national testing company Prometric.

- a. The competency evaluation consists of two (2) portions:
 - i. Knowledge/theory (written or oral), and
 - ii. Skills performance.
- b. Trainees have 3 opportunities within 12 months to pass both portions of the competency exam.
- c. If unsuccessful (does not pass), trainee is only required to retake the portion that was failed.
- d. The cost of the competency exam is:
 - i. Knowledge (written): \$40;
 - ii. Skills: \$85.

The cost of the initial competency exam is part of the program enrollment fees.

f. Retest fees (if necessary) are not included in the tuition.

g. Competency exam scheduling requires submission of the application and test fees.

a. The school will be responsible for submitting the required information to Prometric.

*If school is responsible, application and fees will be submitted within 10 days of completion of the program. School is not approved as an in-facility test (IFT) site.

*If school is not an IFT, students shall be notified that test date is based upon availability of the preferred regional site.

h. If trainee is unsuccessful after three (3) attempts, the student must retrain.

3. The school will provide the "Training Verification Form" to students within 10 days of successful completion of the training program.

4. The school will not offer remedial training to students that are unsuccessful on their initial test.

Facilities Overview

Rosebud Training Academy is located at 3207 Lavey Lane in Baker, LA. Class will take place in a large classroom equipped audio/visual equipment. The facility also includes a hands-on learning lab featuring a full-size adult manikin, CPR equipment, and a hospital bed.

Maximum class size is 20 students to allow us to maintain a student to teacher ratio of 20: 1.

Additional Information

Admissions

Students must complete an admission application with \$50 deposit prior to admission, each application is evaluated by the Program Director to determine if the student meets the admission requirements and to assess the student's suitability for the course.

Full tuition of \$2425 plus fees (\$525) for the program must be paid in full no less than 1 week prior to the start of classes. A deposit of \$500 is needed to reserve a seat in a scheduled session.

Deposits are applied to the total cost of the program. Full tuition can also be paid to enter the program. Payment arrangements are available. Full tuition payment must be made prior to the start of classes.

Program Fees & Instruction Schedule

Option A

<i>Program Fee</i>	\$2425.00
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Day Program - 2 weeks

8 am-5 pm

Monday-Friday, 5 days

40 hours

Clinical Orientation

Saturday, 1 day

8 am-Noon

Clinical Instruction

Monday- Friday, 5 days

7 am-4 pm

40hrs

Included in fees

24 hours classroom instruction

16 hours lab/skill time

4 hours of clinical orientation

40 hours of Clinical instruction

Background check

Nurse Aide Competency Evaluation (1st attempt)-retests are not covered -(\$125)

Supplies needed included in fees

- *Stethoscope*
- *Manual blood pressure cuff*
- *Textbook:Nursing Assisting; A Foundation in Caregiving, 6th Edition*
- *Charcoal grey scrub uniforms (top and bottom)*

Nurse Aide Competency Evaluation if retest is needed -cost is \$125

Option B

Program Fee \$2425.00

Night Program - 4 weeks

Monday - Friday, 10 days

6pm- 10:30pm

40 hours

Clinical Orientation

Saturday, 1 day

1 pm- 5 pm
4 hours

Clinical Instruction
Monday - Friday, 10 days
7 pm- 11:30 pm
40 hours

Included in fees

24 hours classroom instruction

16 hours lab/skill time

4 hours of Clinical orientation

40 hours Clinical instruction

Background check

Nurse Aide Competency Evaluation (1st attempt)-retests are not covered-(\$125)

Supplies needed included in fees

- *Stethoscope*
- *Manual blood pressure cuff*
- *Textbook: Nursing Assisting; A Foundation in Caregiving, 6th Edition*
- *Charcoal grey scrub uniforms (top and bottom)*

Nurse Aide Competency Evaluation if a retest is needed-\$125

Refunds

After the three-business day cancellation period but before the commencement of classes, not more than \$25.00 shall be retained by Rosebud Training Academy. Refunds will be made within 30 days.

Percentage of Course Completed	Percentage of Refund
Less than 15% completion	80%
Less than 25% completion	70%

25% or more, but less than 50%	45%
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Student Complaint Procedure

If the student should have a complaint, they are to speak with their immediate instructor and document the complaint on RTA's complaint form. Complaint forms are kept in the reception area at RTA. Once the complaint form is submitted we ask you to give us 7-10 days to investigate. After investigation, the student and owner will have a meeting to discuss and debrief. The student will receive a copy of the complaint with the summary of investigation and action at that time.

Complaints related to actions of school officials may be made and must be in writing, addressed to the Louisiana Board of Regents, Proprietary Schools Section, and P.O. Box 3677, Baton Rouge, LA 70821-3677, (225) 342-4253. Such complaints may be made only after the student has unsuccessfully attempted to resolve the matter with the school by having first filed a written and signed complaint with the school's officials. Any student who wishes to review the student complaint procedures may make a request for a copy of the procedure, in writing, addressed to the Louisiana Board of Regents, Proprietary Schools Section, and P.O. Box 3677, Baton Rouge, LA 70821-3677 (225) 342-4253.

Clinical Policies

1. The clinical rotation is a learning opportunity where the student is expected to utilize all resources to extend the learning experience.
2. As opportunity permits, clinical instructors facilitate student responsibility for learning, encouraging or requiring such activities as student participation in the selection of learning experiences, sharing of personal learning goals, keeping a record of skills and evaluation of one's own clinical performance.

3. Individual instructors, prior to each clinical rotation, give specific instructions regarding preparation for scheduled clinical sessions.
4. The clinical experience may begin with a pre-conference. During the pre-conference, general instructions will be given and the student is assisted to plan or meet individual resident needs.
5. Clinical sessions may conclude with a post-conference, during which time is usually spent sharing learning experiences. Such sharing is part of developing professional communication skills.
6. Students are expected to perform safely in all areas of resident care. Any performance which endangers a resident's well-being may result in the student's removal from the clinical rotation.
7. Students will be expected to function according to the clinical site policies in relation to parking, use of the cafeteria, nursing assistant scope of practice, uniform requirements and routines established for the nursing unit.
8. Students are evaluated weekly during the clinical rotation. Clinical checklists are utilized to ensure that skills can be demonstrated and then practiced several times. If performance is unsatisfactory, comments will be noted and the student will be counseled. It is the student's responsibility to be aware of the clinical objectives and behaviors to be evaluated. Students are encouraged to schedule appointments with their instructors, as needed, to discuss their progress in the program.
9. At the discretion of the instructor, any student who does not perform CNA duties safely, may be escorted from the clinical area. A student permanently excluded from the clinical site because of unsafe behavior shall fail the course, or may be dismissed from the program.
10. In case of an emergency, it is the student's responsibility to know what the appropriate policies and regulations are regarding each clinical site for handling of accidents, emergency situations, and fire regulations during the period of rotation at each site.

Uniform Protocol:

All students will report to classroom and clinical rotations in uniforms which include charcoal gray tops and bottom scrubs. Each student will also wear an approved face covering (mask) to the classroom and clinical site. Footwear should include black closed toe nursing shoes or black athletic shoes. All students should also have a watch with a second hand.

Housing Statement

Please note that our Nurse Aide Program does not provide on campus housing or accommodation services. Students are responsible for arranging their own housing during the course of their enrollment.

Jewelry

Acceptable jewelry includes stud earrings only and wedding rings/ bands. No visible body piercings.

Nails

Nails should be short and groomed (no acrylic nails).

Appendices

Appendix A:

ROSEBUD TRAINING ACADEMY
3207 Lavey Lane Baker, LA 70714
(225) 229-3254

Student Clinical Agreement

I _____, by signing below confirm that I understand that it is my responsibility to adhere to the following guidelines apply to my clinical rotate. Clinical rotation is a learning opportunity where the student is expected to utilize all resources to extend the learning experience.

As opportunity permits, clinical instructors facilitate student responsibility for learning, encouraging, or requiring such activities as student participation in the selection of learning experiences, sharing of personal learning goals, keeping a record of skills and evaluation of one's own clinical performance.

Individual instructors, prior to each clinical rotation, give specific instructions regarding preparation for scheduled clinical sessions.

The clinical experience may begin with a pre-conference. During the pre-conference, general instructions will be given, and the student is assisted to plan or meet individual client needs.

Clinical sessions may conclude with a post-conference, during which time is usually spent sharing learning experiences. Such sharing is part of developing professional communication skills.

Students are expected to perform safely in all areas of client care. Any performance which endangers a client's well-being may result in the student's removal from the clinical rotation. Students will be expected to function according to the clinical site policies in relation to parking, use of the cafeteria, nursing assistant scope of practice, uniform requirements and routines established for the nursing unit.

Students are evaluated weekly during the clinical rotation. Clinical checklists are utilized to ensure that skills can be demonstrated and then practiced several times. If performance is unsatisfactory, comments will be noted, and the student will be counseled.

It is the student's responsibility to be aware of the clinical objectives and behaviors to be evaluated. Students are encouraged to schedule appointments with their instructors, as needed, to discuss their progress in the program.

At the discretion of the instructor, any student who does not perform CNA duties safely, in accordance with what may be considered unsafe and excluded from the clinical area. A student permanently excluded from the clinical site because of unsafe behavior shall fail the course, or may withdraw, in accordance with Rosebud Training Academy Policy.

In case of an emergency, it is the student's responsibility to know what the appropriate policies and regulations are regarding each clinical site for handling of accidents, emergency situations, and fire regulations during the period of rotation at each site. Uniform, jewelry and nail protocol has been previously stated, understood, and signed by student.

(student sign & date)

(school representative)

Appendix B:

3207 Lavey Lane

Baker. LA 70714

(225) 229-3254

Enrollment Agreement

Date: _____ High School Completion: yes ___ no ___ SS# _____

Name: _____ DOB: _____

Full Address: _____

Name of Program: _____ Program Hours: _____ AM/PM class

In consideration of my acceptance as a student for the _____ program as of the above date, I hereby enroll and obligate myself to pay to the order of **Rosebud Training Academy, LLC** the amount of **\$2,425.00** to be paid as follows: \$_____ with the signing of this enrollment agreement and the balance of \$_____ to be paid as follows:

Refunds

After the three-business day cancellation period but before commencement of classes, not more than \$100 shall be retained by Rosebud Training Academy. Refunds will be made within 30 days. Percentage of Course Completed Percentage of Refund Less than 15% completion 80% refund Less than 25% completion 70% refund 25% or more, but less than 50% completion 45% refund.

This enrollment agreement can be canceled by the first day of class, via written documentation to the school. Signing this agreement also states that I understand the no monies will be refunded (registration fee, deposit and tuition payments). Students will receive a calendar with available dates of the upcoming year (365 days), all balances will go towards the next class.

I certify that I have received a copy of the school catalog that contains: my program outline, schedule of tuition, fees and other charges, the refund policy, regulations pertaining to the rules of operation and conduct, grading policy, description of job placement assistance and general information. I further certify I have received and read a copy of this Enrollment Agreement and understand it is subject to representation only

as expressed herein. I agree to comply with these policies during my period of enrollment in Rosebud Training Academy.

Fee Schedule

Tuition	\$2,425 tuition includes the following:
Registration Fee	\$50

Competency Evaluation (state test) 1st attempt only	\$125
Background Check	\$55
BLS card	\$50
ID	\$20
TB Skin Test	\$50
Uniforms w/ embroidery	\$65
Book (Nursing Assisting: A Foundation in Caregiving, 6 th Edition)	\$75
Stethoscope & Blood Pressure Cuff	\$50
Pulse Ox	\$10

