



## Beo Nurse Aide Training Program

### Policy for Admission to Program

1. Applicants to BEO Nurse Aide Training program must be 18 years of age, enrolled in High School at the Senior level or have a GED.
2. Admission requirements include:  
Completed and signed application with a non-refundable administrative deposit  
Tuition paid in full or approved payment plan with signed promissory note
3. Recommended applicants have good command of the written and spoken English language
4. Acceptance to the program is contingent upon both a negative urine drug screen and a background check void of felony and drug/alcohol convictions. Other convictions, depending on the severity and nature of the violation, will be ruled on an individual basis.
5. Applicants need a current (within the last year) PPD skin test for Tuberculosis. A copy must be submitted prior to class participation. Beo also provides the test.
6. Applicants will read and sign BEO Alcohol and Drug policy consent form, the Admission and Dismissal, Tuition, Completion and Dress Code policies.
7. Admission packet must be completed and submitted **72** hours prior to class start date.
8. Beo Training Center is a non-smoking campus. In order to prepare you for a position in the healthcare industry, we strictly enforce our smoking policy. As would any healthcare agency, we ask that you refrain from smoking while on campus. If you smoke on your lunch break, we ask that you have a change of clothes so the odor of smoke is not brought into the classroom or lab.

### Policy for Completion of Program

Students are responsible for maintaining a >70% passing scores on graded or testing material. Skills checklists that demonstrate training and satisfactory performance of all required skills, including the Terminal Competency Evaluation checklist, will be completed by the last day of clinical experience.

Passing grade in BLS (provided as part of course instruction)

Because the BEO Nurse Aide Training program is an "Immersion" course, it is critical that students are present for the full 92 hours of class, lab and clinical time. Should there be an illness, a death in the immediate family (mother, father, spouse or child) appropriate "make-up" days will be scheduled in the next class/clinical available. In the event of a separation greater than 30 days, we require students to re-enroll in a new Immersion course with an administrative fee of \$250.00



## **Policy for Dismissal from Program**

Students are expected to conduct themselves in a professional manner at all times. This includes relationships between patients/residents, other students, instructors and all clinical personnel.

Grounds for immediate dismissal include, but are not limited to:

Any student who commits a violation of the Colorado Nurse Aide Practice Act

Any student who performs any skill for which they have not been trained and found proficient by the instructor

Use of alcohol or drugs while engaged in the process of any classroom or clinical activities

Conviction of a felony

Failure to attend classes and clinical without notifying an instructor two hours prior to start time

Attendance is critical for success

Cheating of any fashion is not tolerated

Should a student be dismissed from The Beo Nurse Aide Training Program, there will be no refund of any tuition or fees, and all items provided must be returned.

## **Tuition Policy**

Applicants will either pay full program fee prior to the beginning of the course or submit a signed promissory note for an approved payment plan. If tuition is sponsored by an agency/facility, a signed letter of commitment must accompany the application.

The course fee of \$900.00 provides 40 hours classroom, 28 hours laboratory and 24 hours clinical time. Additionally, the fee pays for stethoscope/BP kit, use of 1 (one) set of scrubs with embroidered logo for clinical, text and workbook, gait belt, logo watch with second hand, logo tote, name badge, background check, Tb skin test, the urine drug test and the BLS course.

The Beo Nurse Aide Training program is not responsible for shoes or the state test fee.

In the event a student makes the decision to not attend class after enrollment and acceptance, the course fee minus a \$250.00 administrative cost will be refunded to the applicant.

Should a student voluntarily withdraw from the program after the start date, there will be a prorated refund minus a \$250.00 administrative fee.

Should a student be dismissed from a BEO Nurse Aide Training Program, there will be no refund of any tuition fees.

In certain situations, your employer may have received funding to reimburse the cost of the program to employees. Check with your Human Resources Department for eligibility.



## **Cancellation Policy**

In the event that a student cancels their enrollment in a Beo Nurse Aide Training Course, the \$250.00 administrative fee is not refunded.

## **Policy for Dress**

There is a level of professionalism that comes from the attire we choose. Please be mindful of the image you project. To help you, we provide the following guidelines for dress both in the classroom, as well as clinicals.

### **Classroom:**

Pants – scrub bottoms, jeans with no holes, or slacks

Top – scrub top, blouse, button-up with collar, or solid T-shirt (no lettering)

Jewelry – no facial jewelry

At no time will skin or undergarments be visible between pants and tops.

### **Clinicals:**

Shoes – no open toe shoes. Socks or hose will be worn at all times with closed-toe shoes. Shoes should be free of debris.

Only Beo - provided scrubs with appropriate logo may be worn, clean and neat without obvious wrinkles

Jewelry – watch with a second hand, wedding ring. No facial jewelry.

Please be aware that people who are ill may be especially sensitive to odors. Please keep perfume and after-shave to a minimum. Nail polish, if worn, should be free of chips. Nails should be clean and neatly trimmed. For infection control reasons, artificial nails are not permitted.



***The Beo Training Center Nurse Aide Programs Student Receipt and Agreement for Policy & Procedures***

Printed below is a copy of the Students' Receipt and Agreement for The Beo Training Center's Policy & Procedures. A copy of this Agreement is to be signed by each Student. A copy of the signed Receipt and Agreement will be given to each student and a copy will be retained in the Training Centers Student file. If you have this Manual and do not have a signed copy of the Employee Receipt and Agreement, please contact the program director.

The Student Receipt and Agreement is confirmation for both the company and the individual student that information has been provided on the Training Center's performance standards. Please read the Agreement carefully. If you have any questions, please see the Administrator.

By signing this receipt, I acknowledge that I have received a copy of The Beo Training Center's Policies & Procedures for: Admission into the program, completion of the program, Dismissal from the program, Tuition for the program, the Dress Policy and Cancelation policy.

I further acknowledge that:

I will read the policies and procedures contained in this manual.

I understand that I will be held responsible for following these policies and procedures.

I willingly agree to submit to screening tests to determine the presence of drugs and/or alcohol for cause; for random safety screening; or in the event of a safety accident or for cause (suspected influence), and an on the job injury. I hereby authorize the release of any test results to the Company.

This Manual documents The Beo Training Center's Policies and Procedures, serving as a behavioral guide for its students. A thorough understanding of the policies and procedures outlined in this Manual will assist the student in the performance of his/her job. Ideally, this Manual addresses most of the information the student will need to perform his/her job.

There may be occasions when there is no specific policy which addresses a particular concern or situation listed in this manual. In those cases, management reserves the right to develop policies that best serve the interest of the Company and its students. Therefore, the Company may establish, interpret and apply policies and procedures at its absolute discretion. Questions pertaining to the interpretation of company policy must always be referred to the Company management.

This Manual is the property of The Beo Training Center and must be returned upon request from the Company management or upon termination of student.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_