



CRITERIA FOR SUCCESSFUL COMPLETION & THE GRADING SYSTEM FOR THEORY/SKILLS EVALUATION

Successful Completion of Program

Successful completion of the program will be determined as follows:

- Satisfactory completion of the skills component in class and clinical.
- Grade average of 80% or higher after all tests and final exams have been completed (see grading policy).
- All students must complete 80 required training hours which consists of 64 theory hours and 16 clinical hours.
- Per state guidelines if the student is dismissed from class or clinical or the student does not successfully pass the course or clinical for any reason (including dismissal from class or clinical for lateness or absence) the student will need to retake the course in its entirety. Please be aware Higher Learning CNA Training will assess the full tuition fee if you decide to retake the course, and this will only be allowed with instructor/administrator approval.

Grading Policy

A cumulative final grade of 80% for classroom lecture is required to graduate from the Certified Nurse Aide program.

- To complete theory portion of program, the student will be expected to finish course with an overall average of 80% and a satisfactory skills performance in the classroom and clinical to complete the program satisfactorily.
- Students will be tested on all chapters given and handout materials related to subject matter. **Please Note:** If you score an 80% or lower on 2 tests, you will be placed on academic probation. If you score an 80% or lower on an additional 2 tests you will be dropped from the course. A score of 80% or better is expected overall to pass the course. The grading system will be as follows for all exams:

Grade	Percentile
A	100-93%
B	92-85%
C	84-80%
Fail	79% or <

The overall average or GPA for theory will be computed as follows:

- **Average from test scores from the chapter exams overall (321 points)**
- **Final Exam (100 points)**
- **Daily workbook homework. (10 points per chapter, 100 possible points)**

Scores for the knowledge portion of the class will be computed by points obtained divided by total possible points (521). To pass the theory portion of the course an overall average of 80% is required to meet program satisfaction. Testing materials will be reviewed with students to ensure an understanding of materials read and tested. Skills review will be evaluated as Satisfactory/ Unsatisfactory. If student cannot meet satisfactory skills performance, in class, the student will not be scheduled for clinical, until a satisfactory review of the skills has been achieved. A Satisfactory performance of skills in class/clinical must be met to achieve course completion. Students unable to meet requirements of theory with an average of 80% and meet clinical expectations will be required to repeat the entire class.

My signature below indicates I have read, agree to be bound by the requirements, standards, policies, and procedures set out in Higher Learning CNA Training's criteria for successful completion of the CNA program and its grading/evaluation policy.

Student Signature

Date

Parent/Guardian Signature (required if student is a minor)

Date



Uniform Policy

Students are expected to wear scrubs for class, students provide own uniform for class any color is acceptable. For clinical experience uniforms are expected to be kept clean and in good repair. Substitution of other clothing or uniform types is not permitted. Students must present a professional appearance whenever they are in clinical facilities; therefore, uniforms are to be worn to all clinical sites. The required uniform consists of:

- **Scrubs:** Any color. Students may also wear a plain cotton white long-sleeve shirt underneath the scrub top or a white lab jacket to keep warm and/or to cover tattoos. **No hoodies or jackets while in the clinical setting.**
- **Shoes:** White tennis shoes with closed heels and toes and rubberized/nonskid soles must be worn. No mules or clogs are permitted.
- **Gait Belts:** When in clinical a gait belt must be always worn for transfers and will be provided to you in clinical.
- **Name Badges:** Name badges will be worn in all clinical settings. (Will be provided to you in clinical)
- **Socks:** For class practice

Professional Appearance Policy (in classroom and clinical)

- **Jewelry:** Wedding or engagement rings and a maximum of two stud earrings per ear are allowed. No dangling earrings, hoops, necklaces, as well as no facial or tongue piercings are allowed to be worn in class and clinical. If you have piercings in places other than your ear the piercing/jewelry must be removed or taped with Band-Aid.
- **Hair:** Hair is to be clean, neatly pulled back and secured so that hair does not come into contact with patients, peers or the clean field; men must be clean shaven or have neatly trimmed beards and/or mustaches. **No scarf/scarves, bandanas and/or hats may be worn in class or clinical.**
- **Nails:** Nails are to be kept short, clean, and in good repair, polish should be clear and not chipped, and no artificial nails or nail enhancements are permitted (This includes artificial nail tips, appliques, acrylic gels, and any additional items applied to nail surface) in class, clinical orientation or clinical. No exception.
- **Body Art:** Any tattoos or other form of body art should be covered by the uniform or bandage in class, clinical orientation or clinical. No exception. This can be accomplished by wearing a bandage/Band-Aid, wearing a white or black long- sleeve shirt underneath the scrub top, or by wearing a white or black lab jacket.

If the student does not comply with the uniform and professional appearance policies, they will be sent home. This may mean the student may not finish their course and/or clinical.

Please, print name, sign and date below to indicate you have read the uniform and professional appearance policy and understand that noncompliance with this policy will result in dismissal from class and/or clinical. Furthermore, your signature below indicates that you have been notified, if you are dismissed, you may not be able to finish the class.

Student Signature

Date

Parent/Guardian Signature (required if student is a minor)

Date