



HANDBOOK

All American Nursing School

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Revised: March 14, 2016

Welcome!

Welcome to All American Nursing School. The administration, faculty and staff are pleased that you have chosen AANS to pursue your career. The faculty is dedicated to providing you with a solid foundation in the Allied Health field. It is our hope that this handbook will introduce you to our program and will help you have a better understanding of education as implemented at AANS College. The student is responsible for the information contained in this handbook. Please read it carefully and use it as a source of reference. You are required to sign a form stating that you have received this guide and reviewed its contents. Upon reviewing its contents, if you have further questions feel free to talk with the staff.

Mission

To provide opportunities for individuals to pursue a nursing career for professional growth and development and to address the healthcare needs of the 21st century.

Purpose

The purpose and goal is to empower students and to prepare them for the demands of healthcare in the 21st century.



Regulated by Illinois Department of Public Health, (IDPH) 122 S. Michigan Avenue Chicago, Illinois 60603 or 533 W.

Jefferson Street Springfield Illinois 62761 (217) 782-4977 www.idph.state.il.us and Division of Private Business

and Vocational Schools, Illinois Board of Higher Education, (IBHE) 1 N. Old State Capitol Plaza, Suite

333, Springfield, Illinois 62701 (217) 782-2551 www.ibhe.org/

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Policy is subject to change without notice.

Certified Nurse Aide Training Admission Criteria

A candidate must meet the following requirements before he/she becomes a CNA:

- 18 years or older
- recent negative TB test or chest x-ray;
- Physical examination. Candidate must provide a written statement from physician for any pre-existing conditions that would restrict and/or limit their ability to perform strenuous tasks (pregnancy, lifting, etc.)
- Must be able to attend the entire clinical externship
- Fingerprint background check
- Drug Screen
- Prove immunity to Varicella, DTP and MMR
- complete a basic skills assessment

Tuition

The basic tuition Fee is \$750. This includes a background check, textbook, clinical ID and uniform.

Other out of pocket expenses include:

- Physical
- Immunizations (MMR, Varicella, DTP)
- Two step TB test
- Drug screen – **results only accepted from www.certifiedbackground.com**

Registration Guidelines

All students must fill out an application for the program. The application fee is \$50.00 as well as a \$50 testing fee both of these are non-refundable. In addition, a \$100 down payment is required to reserve your seat for the class. The remaining balance must be paid in full before the last week of classes. Anyone who does not pay the tuition by the final due date will be unable to attend clinical or take the final exam. This will result in a failure and no refunds will be issued.

School Fees

Because of the many changes that occur, in the both business and education, it is impossible to guarantee longstanding tuition and fee charges. The school, therefore, reserves the right to modify tuition and other changes upon sufficient notice to students and appropriate agencies. It is the responsibility of the student to remain apprised of the status of his or her account. However a change in price will not impact students who already have signed an enrollment agreement before these changes have been made.

Payment Plans

Students who are unable to pay the tuition on the first day may follow the payment plan. The registration fee and sample payment plan is as follows:

Down payment	\$100.00
Due by the end of 2nd week	\$250.00
Due by the end of 4th week	\$250.00
Due by the end of 6th week	\$150.00

Methods of Student Payment

Payment from students shall be in the form of cash, money order, certified bank check, credit or debit cards. After the proper papers have been submitted and signed the student will be given a payment form that will have the dates of when payment is due to the school.

Late Payments

- Student tuition and fees are to be paid on or before the advertised payment deadline. If payment is not received by the due date, the student will be assessed a \$5.00 late fee each day they are late after the one day grace period. After 5 days of being late, the student will be removed from the program. No refunds will be issued.
- If payment is made by check and is returned from your bank, there will be a \$50.00 returned fee charge in addition to the payment. All money will be due within 5 businesses or you will be dropped from the program. (We reserve the right not to accept checks from students who have previously bounced checks.)

Refund Policy

The School is entirely self-supporting. The admission of a student affects seat assignment in classes, hiring of faculty, assignment of instructional equipment, and other provisions by the administration that must be contracted in advance. For this reason, there will be no refund of tuition or fees except as indicated below:

Adjustment of Charges

In accordance with School policy, if a student withdraws/cancels from the School, the School will earn tuition and fees as follows: based on the date of written withdrawal initiated by the student per post mark date or date of delivery when hand delivered.

When a student gives written notice of cancellation, AANS shall provide a refund in the amount of at least the following:

1. When a notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all tuition and any other charges shall be refunded to the student. (Application and testing fees are both non-refundable and will not be refunded.)
2. When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance, the school may retain no more than the application fee which may not exceed \$150 or 50% of the cost of tuition, whichever is less
3. When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, the school may retain the application fee, an amount not to exceed 10% of the tuition and other instructional charges or \$300, whichever is less, and subject of the limitations of Book and Material Fee Refund Policy the cost of any books or materials which have been provided by the school
4. When a student has completed in excess of 5% of the course of instruction the school may retain the application fee but shall refund a part of the tuition and other instructional charges as follows:
 - AANS may retain an amount computed prorated by days in class plus 10% of tuition and other instructional charges up to completion of 60% of the course of instruction. When the student has completed in excess of 60% of the course of instruction, the school may retain the application fee and the entire tuition and other charges.
 - A student, who on personal initiative and without solicitation enrolls, starts and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this Section.
 - Applications not accepted by the school shall receive a refund of all tuition paid within 30 calendar days after the determination of non-acceptance is made.
 - Application fees shall be chargeable at initial enrollment and shall not exceed \$150 or 50% of the cost of tuition, whichever is less.
 - Deposits or down payments shall become part of the tuition.
 - All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student's written cancellation
 - A student must give notice of cancellation of the school in writing. The unexplained absence of a student from a school for more than 3 school days shall constitute

constructive notice of cancellation to the school. For purposes of cancellation the attended date shall be the last day of attendance.

All American Nursing School shall refund all monies paid to it in any of the following circumstances:

- The school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog
- The school cancels or discontinues the course of instruction in which the student has enrolled
- The school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

NOTICE TO STUDENT

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument and is only binding when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. Read all pages of this contract before signing.
3. You are entitled to an exact copy of the agreement and any disclosure pages you sign.
4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. Any changes in this agreement must be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by the authorized official of the school and by the student or the student's parent or guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.
6. The school does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the initial enrollment agreement until (5p.m.) of the (5th) business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within (30) days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

Grade Reports

Grade reports are provided to students at end of each session. You may gain access to the website that your grades are posted to within 24 hours of the given test or assignment.

Grade Changes

Grade changes are submitted by the instructor of the class and must have the approval of the Director.

Academic Standing

A student must maintain a minimum final grade of 75% in the course to maintain a good academic standing.

A student, who fails to acquire a final grade of at least 75%, may repeat the class the next time it is offered and must start at the beginning of the course. In doing so, they will be obligated to pay the entire tuition for each course they attended. If you take one course, fail and choose to repeat the course you must pay a total of \$1500.00.

Retention and Promotion

- All students must demonstrate satisfactory performance, as evidenced by meeting objectives for each course in order to progress through the program.
- Students must pass theory, lab and clinical components concurrently in order to progress through the program. If any component is unsatisfactory, the student will fail the course and must repeat all components of the course at full price.



Written State Exam

Students are responsible for paying for the state exam. All money is due before you receive your certificate.

Examination Fee Schedule

The current fees are:

- \$65.00 first time applicants.
- \$35.00 retake of the written exam. (Failed exam previously)
- One year from previous test date to re-apply at \$35 retake fee.

Missed Exam or Other Fees

- \$25.00 reschedule written exam (No show-did not attend scheduled exam.)
- One year from previous test date to re-apply at \$25 no-show fee.
- \$45.00 additional charge for translated exam.
- \$7.00 duplicate result letter request must be made in writing.
- \$65.00 re-tests only, on registry but has not worked in 2 years. (code 9996)

Note: All fees paid must be in the form of a money order, payable to Southern Illinois University Carbondale (SIUC). Money orders for individual students must show the student's name. Give all money orders to the front office and the office will send them with notice of the completion of the program.

Taking the Exam

You must have successfully completed our approved training course with a 75% or higher.

1. You must also submit the \$65.00 testing fee on or before the day of your final exam to the front office as a money order written to Southern Illinois University Carbondale. (Write your first and last name on the money order.)
2. You must have paid the program in full in order to be considered complete.
3. According to the Department of Public Health, the test is usually given in the second month.
4. The test site is to be determined during your program. The test is usually held at a local community college in the area.

Students must take written and skills portions of the test. Application documents and fees will be mailed by All American Nursing School to Southern Illinois University Carbondale.

Curriculum

The CNA Training program is a 7 week tuition based course which provides classroom, laboratory and clinical training. Faculty may utilize a variety of teaching methods such as lecture, videos, games, role-playing, and laboratory practice, to enhance the student learning in the classroom. The students learn skills such as bathing, dressing, positioning, measurement of vital signs, CPR, assisting with eating, making beds, infection control, documentation, and work ethics as well as learning to gather information needed to provide care for people within the health care system. The lab is equipped with all the necessary equipment to perform newly learned skills.

Upon successful completion of the course, the student will receive a certificate of completion. The student is then eligible to take the National certification exam to become a Certified Nurse Aide.

Non-Discrimination Policy

AANS does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, veteran status, ancestry, or national or ethnic origin.

Clinical Preparation

In order to enter the clinical site, you must meet ALL clinical requirements. Meeting requirements means that the results have been submitted to the school. The clinical requirements are as follows:

- TB test or Chest x-ray (negative results)
- Fingerprint background check
- Drug Screen
- Official School Uniform
- Physical
- Immunization Records (If you don't have them you must get a MMR, Varicella and DTP antibody blood test in order to prove immunity.)

The tuition includes the background check and school uniform. You are responsible for the fee of the remaining requirements.

If you do not meet these requirements before the first day of clinical you will be unable to complete the program. An incomplete is an automatic fail, no refunds will be issued and there will be no make ups.

If you do not meet the requirements and cannot go to clinical you will not be allowed to make up the time lost.

The administrative staff will issue this information at the time of enrollment. Then you will be notified the week before clinical if you did not meet the requirements. It is your responsibility to make these things a priority.

In the event the classroom enrollment goes beyond 10 students or the state requirement for student to teacher ratio, students will be taken to the clinical in two groups. The groups will be chosen according to who completed their requirements and has paid a total of at least \$600.00

first. The students who were prepared first will go first. The remaining students will go the following week.

Uniforms

AANS will provide each student one uniform. Student will wear the uniform during all clinical days. If you would like to order an additional uniform, it can be done at your own expense. You will have an AANS ID provided to you which must be worn during all clinical assignments. If lost, it must be replaced at the student's expense. The fee will be \$4.00.

Attendance Policy

Attendance is expected in all educational activities, and is required for seminars and laboratory sessions. In all clinical courses, attendance is required as students are considered to be part of the nursing team.

In order to become a Certified Nursing Assistant the Illinois Department of Public Health requires that each student has a minimum number of theory and clinical hours. If you do not meet those requirements you will not be in compliance with the law and your grade will be considered a fail.

Students should not expect to be excused from required coursework for personal/family events, such as attending family gatherings, weddings, running marathons or giving presentations at meetings.

In extraordinary circumstances, an absence may be granted at the discretion of the course instructor. The request will be reviewed by the Director. This policy is designed for special circumstances and it should not be considered a guarantee that a student will be granted the permission.

Therefore, 3 absences constitute excessive absenteeism and will result in failure of the course.

Theory (Classroom) Attendance:

If a student misses more than 10% of the scheduled contact hours, he/she will be dropped from enrollment. Any two late arrivals will be counted as an absence. It is also considered a tardy when students leave class early. After one continuous day of absences without contact from the student, it will result in a failure and no refund will be given. An absence from class for any reason other than death of an immediate family member, critical illness or disaster beyond your control will be counted. Previous late arrivals and early leaves do count towards this policy as it is addressed in the syllabus.

Absences

Student illness, family emergency, hospitalization of student or immediate family member, or death of an immediate family is the only acceptable reasons for absence. If a student is unable to report to the clinical site due to illness or family emergency, the student is responsible to notify the clinical instructor or the school before the absence and give the reason for the absence.

In a 7 week Course, a student may not be absent more than 2 days. Absences of 3 days require that a physician note be submitted to the front desk and makeup of the time missed should be arranged with your instructor. Extended absences may require termination or extension of the course.

Bereavement

A student is allowed up to 3 days off for bereavement in the loss of an immediate family member. The Instructor must be notified, and the need to make up the days will be determined based on individual circumstances.

Holidays

No additional days off will be allowed for travel to/from holiday events.

Clinical Attendance Policy

1. Attendance to clinical is mandatory. The student must attend all clinical session. If the clinical absence is excused and unavoidable, and **if appropriate make up experiences are available**; the student may arrange with the instructor for a make-up experience. The make-up assignment must be a clinical experience.
2. Any unexcused absences will result in a reduction of the student's grade by 30 points.
3. A student who is late for the clinical laboratory may be sent home and this will constitute a clinical absence.
4. A student who is evaluated as being unprepared for that day's clinical assignment may be sent home by the instructor and this will be considered a clinical absence. This will result in an unsatisfactory grade on the student's *Clinical Evaluation Performance Form*.

Fire and Disaster

The student will not be obligated to assume or administer tasks pertaining to fire or disaster policies which are required of and performed by the professional staff, or employees of the institution. The school and faculty regard the student as their prime responsibility and, therefore, will direct the activities of the student in emergency situations.

If a fire or disaster occurs in the student's assigned patient care area, the student should:

- Adhere to the policies of the institution

- Assist the assigned patient to safety as necessary
- Report the fire/disaster to the staff
- Go to the pre-assigned area to meet the instructor
- Proceed to the nearest stair way and exit the building

Adverse Weather

In the event of adverse weather, the faculty member will give further direction based upon their judgment and college administrative decisions.

Change of Name and/or Address

All changes in personal information should be made through the Admission Office. To make a name change, you must provide a marriage certificate or document of the court (divorce decree, legal name change, etc.) Any changes in the social security number kept on file require an updated social security card. It is your responsibility to make sure to update any email or address changes with the administrative assistant in order to remain in compliance with school policies.

Student Conduct

1. Performing duties to the best of your ability.
2. Being loyal to your employer and co-workers.
3. Being honest, truthful, and accountable.
4. Carrying out your supervisor's instructions.
5. Performing only those duties within your scope of practice.
6. Respecting all residents without discrimination, regardless of their beliefs, backgrounds, or opinions (age, sex, religion, race, or handicap).
7. Assisting any resident in need, whether or not you are assigned to the resident.
8. Keeping confidential all personal and medical information about residents.
9. Providing privacy during procedures.
10. Providing care that is free from abuse, mistreatment, or neglect.
11. Safeguarding resident's property from damage, loss and theft.
12. Reporting accidents or errors to the supervisor immediately.
13. Reporting to work on time and as scheduled.
14. No sleeping in Classroom or Clinical Site.
15. No profane language in Classroom or Clinical Site.
16. No smoking at any clinical site.

Classroom Conduct

Plagiarism

This refers to the use of someone else's ideas or words without correct documentation. It is the student's responsibility to properly document or inquire of the faculty member to clarify any questions on correct use of documentation for the work submitted in the course.

Cheating

This refers to the use of someone else's knowledge or sharing coursework in a way that is unauthorized by the faculty member. The faculty member may authorize the use of reference books for a paper, for example, but require that a test be done without such help. Should a student be penalized and wish to contest the allegation, the academic integrity grievance procedure will be followed as outlined in the student handbook.

The following are the Schools policies and procedures in cases of academic dishonesty:

- **First Offense** – A grade of zero (without recovery) on the assignment or examination. The student will receive a written notification of the offense and penalty, signed, dated and filed by an Official of AANS. The notification will advise the student of the consequences of a second offense.
- **Second Offense** – Failure in the course involved and ineligibility for academic honors upon graduation. The student will receive a written notification of the offense and penalty, signed, and dated by an Official of MJSON. This notification will explain the action taken and advise the student of the consequences of a third offense.
- **Third Offense** – Failure in the course involved and permanent disciplinary dismissal from the School, with the action recorded in the student's transcript. The student will receive a written notification of the offense and penalty, signed, and dated by an Official of AANS.

In the case of a second or third offense of academic dishonesty, the student no longer has the option to withdraw from the course involved.

Clinical Conduct

1. Disrespecting the clinical instructor/facility/residents will NOT be tolerated (cursing or demeaning remarks) will RESULT IN IMMEDIATE EXPULSION FROM THE PROGRAM.
2. Use of any of the resident's belongings will not be tolerated (telephone, lotions, deodorants, etc.) this will RESULT IN IMMEDIATE EXPULSION FROM THE PROGRAM.
3. Absolutely NO cell phone usage while inside any facility. Place turn cell phones off while in clinical. Students may check phone on breaks and/or lunch.
4. Student must provide family members with The AANS phone number for emergency contact during clinical times. Student will be contacted through faculty.
5. Tattoos or body piercings must be covered for lab and clinicals. Hair color must be a natural color.
6. Follow your instructor's assignment. DO NOT do any assignment not given to you by your instructor.
7. You cannot enter the facility unless you are in full uniform. NO EXCEPTIONS.
8. No gum chewing, no eating while resident's are receiving their meals, no taking a break/leaving the facility without your instructor's notification. This can lead to IMMEDIATE EXPULSION FROM THE PROGRAM.

Visitors in Scheduled Classes or Laboratories

Visitors and children are not allowed in classes, laboratories or on campus. As much as we would like to have visitors, children and visitors cannot remain on campus while student(s) are in class. Open campus day visitors are approved per Dean as appropriate.

Resource Center

The AANS Resource Center is comprised of the Nursing Lab and Computer Lab. The lab will be equipped with mannequins and supplies for students to practice skills learned in class. The computer lab will be equipped with lap tops that students may use when needed. The lap top must be checked out with a staff or faculty member. The student must also sign the computer back in when they return it.

Complaint Process against All American Nursing School

In order to provide an effective and equitable means of resolving student complaints, this general complaint and resolution process is available to any student who believes that the College decision, action or policy has unfairly and adversely affected his or her status, rights or privileges as a student. In most cases, a complaint can be resolved at the AANS level. Faculty and staff are available to guide students in completing their programs, and students must be aware of the resources to which issues and concerns should be addressed.

Issue	Resolution Resource
Resolution of academic concerns pertaining to individual courses (as grades, assignments, attendance, etc.).	Faculty
Resolution of issues pertaining to the student's program such as objectives, curriculum, licensure examinations, faculty, change of program, transfer of credit, graduation requirements, withdrawal, and personal issues which may impact the student's education..	Dean of Academics, College President
Resolution of issues involving course scheduling and obtaining transcripts.	Administrative Office
Resolution of issues involving loans, grants, deferments, verification, and consequences of withdrawal	Administrative Office
Resolution of issues involving the status of the student's account and issues of billing (i.e., monthly payments, technology/equipment returns, financial arrangements, fees, etc.)	Administrative Office

If an issue in any area above remains unresolved, the student may refer the complaint to the College President.

The Chief Managing Officer shall acknowledge within 10 days receipt of such written complaint. The Chief Managing Officer shall issue a written finding within 30 days of receipt of the complaint. The Chief Managing Officer shall furnish such findings to the person who filed the complaint and to the College President of the school.

Students are encouraged to use the general complaint and resolution process described above to resolve their complaints. However, this guidance is not intended to modify a student’s right, if any, to file a grievance with any educational licensing agency.

If unresolved at the school level students may submit to the college approving agency:

Student’s complaints must be submitted in writing to the Board (Section 85 (i) (1) of the Act). The Board will provide forms that may be used to submit a complaint. Information about the complaint may be submitted online through the IBHE website (www.ibhe.org). Signed forms should be sent to:

Illinois Board of Higher Education
Division of Private Business and Vocational Schools
1 N. Old State Capitol Plaza, Suite 333
Springfield, Illinois 62701-1404
Fax Number: (217) 782-8548 May also call (217) 782-2551 for instructions.

Illinois Department of Financial and Professional Regulation
100 West Randolph, 9th Floor | Chicago, IL 60601
320 West Washington, 3rd Floor | Springfield, IL 62786
<https://www.idfpr.com/>
Phone: (888) 473-4858



CONSUMER INFORMATION BNATP PROGRAM

(Reporting Period July 1, 2013 – June 30, 2014)

All schools are required to make available, at a minimum, the following disclosure information clearly and conspicuously on their 1) internet website, 2) school catalog, and 3) as an addendum to their Enrollment Agreement:

The number of students who were admitted in the program as of July 1 of that reporting period.	13
The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the program from other programs at the school.	49
The total number of students admitted in the program during the 12-month reporting period.	62
The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school, completed or graduated from a program, withdrew from the school, and are still enrolled.	0 transferred into another program at AANS 49 graduated from the program 5 failed 8 withdrew
The number of students enrolled in the program who were: placed in their field of study, placed in a related field, placed out of the field, not available for placement due to personal reasons, and not employed.	15 placed in field 5 placed in related fields 0 not available for placement
The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passed.	36 Took the certification exam 28 passed certification exam
The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates).	15
The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates).	\$27,000.00

This school is not an accredited institution. Any certificate or credits earned will not be eligible for transfer to another educational institution.